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

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## **1. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND MANAGEMENT PLAN**

<b>Author</b>	Director Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.2.5 Attract and retain a quality workforce that meets the needs of the community and future strategic directions.

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### **Executive Summary**

This report is presented to Council to consider adoption of Council's revised Equal Employment Opportunity (EEO) Policy and Management Plan.

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### **Report**

Council adopted its EEO Policy and Management Plan at the Ordinary Council Meeting held on 8 November 2017 (**Resolution No 2017/312**). The Policy and Plan have now been revised and are attached for consideration (**Attachment No. 1**).

The purpose of this policy is to provide a work environment free from discrimination and harassment and to ensure that all employees and prospective employees are afforded equal access to opportunities and benefits relating to employment, promotion and training. The EEO Management Plan is a statutory requirement that sets out the goals and targets and where they may reasonably be determined, against which the success of the plan can be assessed.

Both the revised Policy and updated Management Plan has been considered and accepted by Council's Consultative Committee (EEO Committee).

### **Financial Implications**

The costs of the EEO Management Plan activities are provided for in Council's Operational Plan.

### **Legal and Regulatory Compliance**

*Local Government Act 1993* – Section 345(1) – A Council must prepare and implement an EEO Management Plan. *Local Government (State) Award 2020*, *NSW Anti-Discrimination Act 1977*, *WHS Act 2011*, *Industrial Relations Act 1996*, *Fair Work Act 2009*.

### **Risk Management Issues**

Compliance with legislative provisions.

### **Internal/External Communication**

Consultative Committee

### Attachments

- Equal Employment Opportunity Policy and Management Plan.

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**1. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND MANAGEMENT PLAN (Cont'd)**

**RECOMMENDATION**

That the revised Equal Employment Opportunity Policy and Management Plan, as attached to the report, be endorsed.

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**2. NARROMINE AND TRANGIE TENNIS FACILITY LEASE AGREEMENTS**

<b>Author</b>	Director Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed

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**Executive Summary**

This report is presented to Council to determine the lease fee for Tennis clubs operating within the local government area.

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**Report**

Council currently leases the tennis facilities located at Cale Oval to the Narromine Tennis Club and the tennis facilities located at Burns Oval are leased to the Trangie Tennis Club.

The current terms for both clubs are as follows:

- Clubs to continue providing minor building maintenance, groundskeeping and weed control.
- Clubs to continue paying any utilities for the leased areas.
- Council to assist 1-2 times per year with weed control in high growth seasons.
- Lease agreement to be for the period of two years.
- Clubs to have exclusive use of leased facilities.
- Clubs to have the ability to sublet facilities.
- Council are responsible for managing any facility upgrades.
- Current lease fee is \$100 per annum.

***Financial Implications***

It is proposed that the revised lease fee be set at \$110 per annum for both clubs. The market rental rebate for the Trangie facility will be \$446 which will be provided in kind by the provision of minor maintenance. The lessee will be responsible for electricity and water usage charges.

It is noted that both clubs are not for profit community-based sporting organisations with limited resources.

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## **2. NARROMINE AND TRANGIE TENNIS FACILITY LEASE AGREEMENTS (Cont'd)**

### ***Legal and Regulatory Compliance***

Council will need to enter into a short-term lease agreement.

### ***Risk Management Issues***

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

### ***Internal/External Consultation***

Director Infrastructure and Engineering Services; Director Community and Economic Development

### **Attachments**

Nil

## **RECOMMENDATION**

1. That Council lease four Trangie tennis courts and the clubhouse for a two-year period, at a fee of \$110 per annum.
2. That Council lease four Narromine tennis courts and the clubhouse for a two-year period, at a fee of \$110 per annum.

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## **3. DELIVERY PROGRAM PROGRESS REPORT – 1 JULY 2022 TO 31 DECEMBER 2022**

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

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### **Executive Summary**

This report provides Council with information on the progress of Council's Delivery Program actions from 1 July 2022 to 31 December 2022. Council has achieved 54% of its goals for the 2022/2023 financial year.

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### **Report**

The General Manager must ensure that progress reports are provided to Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

The report (**see Attachment No. 2**) presents the progress on Council's achievements in implementing the 2022/2027 Delivery Program and the 2022/2023 Operational Plan to 31 December 2022. Each item in the Delivery Program is referenced to one of the key priorities in the Community Strategic Plan – Vibrant Communities; Growing Our Economy; Protecting and Enhancing Our Environment; Proactive Leadership.

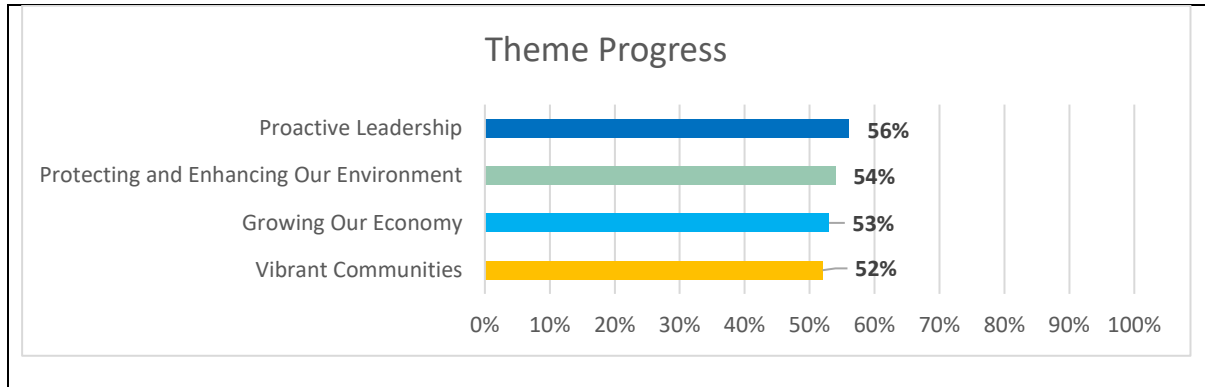
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**3. DELIVERY PROGRAM PROGRESS REPORT – 1 JULY 2022 TO 31 DECEMBER 2022  
(Cont'd)**

Council's performance against each key priority is reflected in the graph below: -



Notable achievements for the 2022/2023 financial year to date include: -

- Donation of over \$18,880 to community groups
- Allocation of \$41,850 of funds from the Tomingley Gold Community Fund to various community organisations
- Narromine Aerodrome Lighting Upgrades
- Successful grant funding applications include the following:
  - Resources for Regions Round 9 totalling \$4,026,811
  - Fixing Local Roads Pothole Repair Round - \$575,608.07
- Partnering with community groups for events such as Dolly Festival, Venetian Carnival etc.

Projects underway include: -

- Construction of two new hangars at the Narromine Aviation Business Park
- Dappo Road Subdivision
- Construction of Cale Oval grandstand
- Narromine wetlands Project – construction of ponds
- Tullamore road realignment at Oaks Bridge
- Various flood damage road repairs
- Narromine levee feasibility study

***Financial Implications***

Operational Plan and Budget 2022/2023

***Legal and Regulatory Compliance***

Local Government Act 1993 – Section 404(5)

***Risk Management Issues***

Compliance with legislative requirements.

**3. DELIVERY PROGRAM PROGRESS REPORT – 1 JULY 2022 TO 31 DECEMBER 2022  
(Cont'd)**

Council's Delivery Program must include a method of assessment to determine the effectiveness of each principal activity detailed in the Delivery Program in implementing the strategies and achieving the strategic objectives at which the principal activity is based.

***Internal/External Consultation***

Council's Delivery Program was placed on public exhibition prior to its adoption by Council.

Attachments

- Delivery Program Progress Report – 1 July 2022 to 31 December 2022  
**(Attachment No. 2)**

**RECOMMENDATION**

That the Delivery Program Progress Report from 1 July 2022 to 31 December 2022 be noted.

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**4. ADMINISTRATION OF COUNCIL ELECTIONS**

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

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**Executive Summary**

This report provides Council with information to determine the administration of its elections.

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**Report**

Under Section 296AA of the Local Government Act 1993, each Council must resolve by 13 March 2023 to either engage the NSW Electoral Commissioner (NSWEC) to administer the Council's elections, polls and referenda, or that Council's elections are to be administered by another electoral services provider.

If a Council fails to make a decision on the administration of its elections by 13 March 2023 it will not be able to engage the NSWEC to administer its ordinary election. Council will also be required to publish a notice of that failure on its website.

#### **4. ADMINISTRATION OF COUNCIL ELECTIONS (Cont'd)**

The election arrangement with the NSWEC is a standardised contract for all councils. The service schedule and costs schedule in the standardised contract will vary between councils and are made by the NSWEC in consultation with each Council.

Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, the election arrangement with the NSWEC will apply to the 2024 ordinary election and every election, poll and referendum including any by-election or countback election until the contract is automatically terminated 18 months before the following ordinary election of councillors.

If Council resolves that its elections are to be administered by an electoral service provider other than the NSWEC, the resolution must also state whether the General Manager has identified an electoral services provider to be engaged for the next ordinary election, and if so, the name of that provider.

As the conduct of an election involves a significant amount of work and is required to use the complex counts required under the weighted inclusive Gregory method, it is recommended that Council enter into a contract with the NSWEC to conduct its elections.

#### ***Financial Implications***

Operational Plan and Budget 2022/2023 – Estimate received from NSWEC as at 30 January 2023 is \$65,491 excluding GST.

#### ***Legal and Regulatory Compliance***

Local Government Act 1993 – Section 296AA

#### ***Risk Management Issues***

Compliance with legislative requirements.

The General Manager has not identified an electoral services provider other than the NSWEC to be engaged for the next ordinary election.

#### ***Internal/External Consultation***

Office of Local Government Circular 22-35 – *Councils' decisions on the administration of their September 2024 ordinary elections*

#### **Attachments**

- Office of Local Government - Frequently Asked Questions (**Attachment No. 3**)

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**4. ADMINISTRATION OF COUNCIL ELECTIONS (Cont'd)**

**RECOMMENDATION**

That Narromine Shire Council resolves: -

1. Pursuant to s.296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s.296(2) and (3) of the Act, as applied and modified by s.18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s.18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

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**5. COUNCILLOR EXPENSES AND FACILITIES POLICY**

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

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**Executive Summary**

This report is presented to Council to adopt Council's Councillor Expenses and Facilities Policy following public exhibition.

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**Report**

Council considered its revised Councillor Expenses and Facilities Policy at its Ordinary Meeting held 9 November 2022 and resolved that the revised Policy be endorsed and placed on public exhibition for a period of 28 days and further that any written submissions received during the public exhibition period be considered by Council prior to final adoption of the policy.

The revised Councillor Expenses and Facilities Policy was duly placed on public exhibition with submissions closing 12 December 2022. No written submissions were received.

Council is now in a position to adopt the attached policy (**see Attachment No. 4**).

## **5. COUNCILLOR EXPENSES AND FACILITIES POLICY (Cont'd)**

### ***Legal and Regulatory Compliance***

Local Government Act 1993

Local Government (General) Regulation 2021

OLG Guidelines for the payment of expenses and provision of facilities for mayors and councillors in NSW

Under Section 252(1) of the Local Government Act, Council must within the first 12 months of each term of a council, adopt a policy concerning the payment of expenses incurred or to be incurred by, and provision of facilities to the Mayor, Deputy Mayor and other Councillors in relation to discharging the functions of civic office.

### ***Financial Implications***

Operational Plan 2022/2023 – Council cannot pay any expenses incurred or provide any facilities to Councillors other than in accordance with this Policy.

### ***Risk Management Issues***

Compliance with legislative requirements

The Policy provides that detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council Meeting every six months and published in full on Council's website. These reports will include expenditure summarised by each individual Councillor and as a total for all Councillors.

### ***Internal/External Consultation***

The Policy must be made publicly available on Council's website once adopted.

### **Attachments**

- Councillor Expenses and Facilities Policy (***Attachment No. 4***)

## **RECOMMENDATION**

That the Councillor Expenses and Facilities Policy be adopted.



## **6. WORK HEALTH AND SAFETY POLICY**

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

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### **Executive Summary**

This report is presented to Council to consider and adopt Council's Work Health and Safety Policy.

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### **Report**

Council's current Work Health and Safety Policy has been reviewed by Council's Health and Safety Committee in accordance with its review date. Minor administrative amendments have been made to the revised Policy (**see Attachment No. 5**).

The purpose of Council's Work Health and Safety Policy is to document Council's commitment to providing and maintaining a safe and healthy workplace for its workers and other persons in the workplace.

The Policy aims to ensure as far as is reasonably practicable that Council's work environment, plant and structures, and systems of work are safe by using a risk management approach to identify, assess, eliminate and control hazards. This includes using a consultative process to ensure all workers are included in the decision-making processes impacting on work health and safety.

### **Legal and Regulatory Compliance**

Work Health and Safety Act 2011  
Work Health and Safety Regulations 2017  
NSW Workers Compensation Act 1987  
NSW Workplace Injury Management Works Compensation Act 1998  
NSW Compensation regulations 2016

### **Financial Implications**

Operational Plan 2022/2023

### **Risk Management Issues**

The Work Health and Safety Policy demonstrates that Council is addressing its legal obligations and highlights that Council is committed to the health and safety of its employees and others in the workplace.

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**6. WORK HEALTH AND SAFETY POLICY (Cont'd)**

***Internal/External Consultation***

The Policy has been considered by Council's Health and Safety Committee.

Attachments

- Revised Work Health and Safety Policy (**Attachment No. 5**)

**RECOMMENDATION**

That the revised Work Health and Safety Policy be adopted.

Jane Redden  
**General Manager**



## Equal Employment Opportunity Policy and Management Plan

<b>Policy Number</b>	<b>Created By</b>	<b>First Adopted</b>	<b>Last Modified</b>	<b>Review Period</b>	<b>Presented to ELT/CC</b>
HR28 Ver. 2	Human Resources	2013 (13/11/13) Council 2013/413 08/11/17 2017/312	September 2017	4 years	September 2017
HR28 Ver. 3	Human Resources		Aug 2022	4 years	CC August 2022 ELT 8/11/2022

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## 1. Summary

The object of this Equal Employment Opportunity (EEO) Management Plan is to eliminate and ensure the absence of discrimination in employment on the grounds of race (colour, nationality, ethnic or ethno-religious background), sex, age, pregnancy, sexual preference, transgender, disability (physical and intellectual impairment), marital status, political opinion, social origin or religion, past convictions and carer's responsibility. The Plan also aims to promote equal employment opportunity for members of disadvantaged groups such as women, members of racial minorities, physically handicapped persons, Aboriginal people and Torres Strait Islanders, older workers and youths.

EEO aims to ensure that everyone is treated fairly. EEO does not give certain groups unfair advantage over others. It aims to ensure that all people are treated the same. The objective of EEO is the elimination of unfair discrimination, which is the practice of making distinctions between individuals or groups so as to disadvantage some and advantage others. The concept of equity and fairness encompasses all facets of employment, from applying for a position, promotion or transfer, access to training and development, to equity in the provision of benefits to employees throughout their employment with us.

Council will provide equality of opportunity for all employees and applicants for employment and in doing so will observe the provisions of relevant anti discrimination/equal opportunity legislation as well as the *Local Government Act (1993)* which stipulates that all Local Government Authorities are to prepare and implement an Equal Employment Opportunity Management Plan.

## 2. What is Equal Employment Opportunity (EEO)

EEO is a positive way of describing the absence of discrimination in the workplace. This means that employment decisions are not made on the basis of irrelevant characteristics such as a person's sex, race, marital status and so on. Basing employment decisions on such characteristics is unfair, poor management and also unlawful under Federal and State equal employment laws.

EEO also means the absence of harassment in the workplace. Unlawful harassment can be based on any of the prohibited grounds of discrimination, but is commonly sexual or racial in nature. Harassment is any form of behavior that is unwelcome, and which offends, humiliates or intimidates someone.

### 3. Objectives

The objectives of the EEO Management Plan are to:

- Create a working environment which is free from discrimination and where employees are treated fairly, with dignity and respect.
- Support the morale and motivation by increasing employee confidence in our work practices by ensuring that all employees have equal access to employment opportunities within the workplace.
- Continually review employment practices to ensure flexibility in accommodating the changing needs of our employees.
- Keep all policies and procedures consistent with legislative requirements.
- Ensure all employees have an equal opportunity based on merit; and
- Provide a safe and productive working environment for all employees.

### 4. EEO Responsibilities

#### General Manager and Director Responsibilities

- Ensure the effective implementation of our EEO and Anti-Discrimination Policy.
- Ensure that all work practices and behaviors are fair in the workplace; and;
- Provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances.

#### Human Resources Responsibilities

- Ensure Council's EEO Policy is revised in accordance with the Policy Register.
- Provide up to date training on EEO legislation and related issues.
- Provide all employees with equal opportunity to apply for available jobs and flexible working arrangements.
- Ensure selection processes are transparent and the methods used are consistent; and;
- Keep all employees updated on legislative changes and requirements.

#### Employee Responsibilities

- Recognise and respect the talents and skills of other employees.
- Respect social differences among employees and customers.
- Treat all people fairly and without prejudice; and
- Immediately report all forms of discrimination to their Manager/Supervisor or the Manager Human Resources.

### 5. EEO Policy

Application	All Staff including Contractors
Responsible Officer	Manager Human Resources
Author	Manager Human Resources
Authorised by	Council Resolution 2023
Distribution	Pulse Policy Register
Review Date	August 2026

#### Purpose

The purpose of this policy is for Council to provide a work environment free from discrimination and harassment and to ensure that all employees and prospective employees are afforded equal access to opportunities and benefits relating to employment, promotion and training.

## **Definitions**

**GM** - General Manager

**Council** - Narromine Shire Council

Council Staff - Permanent, temporary and casual employees, volunteers, work experience personnel, consultants and contractors of Narromine Shire Council

**Workplace** - Refers to the premises, site or location where employees work.

**Discrimination** - Unlawful discrimination - occurs when someone, or a group of people, is treated less favorably than another person or groups because of their race, colour, national or ethnic origin, sex, pregnancy or marital status, age, disability, religion, sexual preference, trade union activity, or any other characteristics specified under anti-discrimination and human rights legislation. Discrimination may be direct, indirect or systemic.

**Direct Discrimination** - happens when a person of particular race, sex, age, marital status or a person with a disability is treated less favorably than a person who is not of that particular race, sex, age, marital status, or a person who does not have a disability is treated in the same or similar circumstances.

**Indirect Discrimination** - occurs when rules, regulations or practices assume everyone is the same, have the same opportunities and can meet the same "normal" criteria. These rules and practices are discriminatory in effect, as they exclude people with suitable skills who don't meet the apparently fair rules of practices, eg. Height requirements for certain jobs, doors that are too heavy for someone in a wheelchair to use, no female toilets at certain work sites.

**Systemic Discrimination** - is rules or practices which result in different patterns of access to different jobs and different access to benefits or services. It is the result of both direct and indirect discrimination.

**EEO** - Means that all employment and promotion decisions are made on merit.

**Disability** - The functional loss imposed on an individual as a result of impairment and includes physical, intellectual, psychiatric, sensory, neurological and learning disabilities. It also includes physical disfigurement.

**Harassment** - Includes any behavior that is unwanted, unsolicited and unwarranted, and as such is offensive. The distress caused may be intentional or unintentional. Harassment may take such forms as coercing, offensive jokes, suggestions about another's racial or ethnic background, gender, sexual preference, disability, or physical appearance, offensive pictures, unwanted physical contact or verbal advances; making unwarranted assumptions about an individual's or a group's behavior, values, culture or abilities; intimidation, abuse or assault.

**Racism** - is the expression of attitudes, or behavior, based on an assumption of the superiority of one race or group of persons of one colour, ethnic origin, or culture over another.

**Affirmative Action** - this is when an employer decides to provide extra help

## Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

This policy can be varied by the General Manager if exceptional circumstances prevail.

- *Local Government (State) Award 2020*
- *Local Government Act 1993*
- *NSW Anti-Discrimination Act 1977*
- *Racial Discrimination Act 1975*
- *WHS Act 2011*
- *Sex Discrimination Act 1984*
- *Industrial Relations Act 1996*
- *Disability Discrimination Act 1992*
- *Fair Work Act 2009*

## 6. Policy statements

### 6.1 Responsibilities:

#### 6.1.1 General Manager's Responsibility

The General Manager has a legal duty to do their best to ensure that every employee and prospective employee is treated fairly- with no discrimination and no harassment.

The General Manager has the ultimate responsibility for not only ensuring that their own behaviour complies with this policy but that the EEO Management Plan is implemented throughout Council's working environments. They will support all under their direct control and will hold them accountable for their specific responsibilities.

#### 6.1.2 Director's Responsibilities

The Directors are responsible, and will be held accountable, for ensuring that their own behaviour complies with this policy. They are also responsible for ensuring that this policy and associated programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Failing to comply with the responsibilities outlined above, could be the subject of disciplinary action which could result in dismissal.

#### 6.1.3 Responsibilities of Directors, Managers, Supervisors and Team Leaders

- To ensure that their own behaviour complies with this policy;
- To ensure that their employees are aware of Council's EEO and Bullying and Harassment policies;
- To actively monitor their work environment;
- To take reasonable steps to prevent discrimination and/or harassment in the workplace;
- To act to resolve incidences of harassment and/or discrimination when they become aware of the problem, even if no complaint has been made;



- To respond to complaints of harassment and/ or discrimination quickly and effectively; and
- To ensure that all complaints are treated seriously, equitably and confidentially.

Those who fail to comply with the responsibilities outlines above could be the subject of disciplinary action which could result in dismissal.

#### 6.1.4 Employees Responsibilities

- To ensure their own behaviour complies with this policy.
- To take reasonable steps to prevent discrimination and/or harassment in the workplace;
- To ensure that all complaints are treated seriously, equitably and confidentially.

Employees who fail to comply with the responsibilities outlined above could be the subject of disciplinary action which could result in dismissal.

#### 6.2 Who is responsible for the day-to-day coordination of EEO matters?

The responsibility for EEO at Council lies with ALL staff. However, the Manager Human Resources has been delegated the responsibility of ensuring that Council meets its objectives as set out in the EEO Action Plans.

The Manager Human Resources is also responsible for coordinating the EEO Committee and participating on the Committee as an ex-officio member and Convener.

The Manager Human Resources is also responsible for preparing and implementing the EEO Management Plan in consultation with the EEO Committee.

#### 6.3. EEO Management Plan

The Local Government Act requires that Council prepares and implements an EEO Management Plan. The Act requires that:

1. Policies and programs be devised to achieve a fair, equitable and discrimination and harassment free workplace;
2. All policies and programs be communicated to all employees;
3. Appropriate information/data be collected and recorded;
4. HR practices be regularly reviewed (e.g. recruitment techniques, selection criteria, training and staff development programs, promotion, transfer policies and patterns, and conditions of service) with a view to identify and discriminatory practices;
5. The setting of goals and targets, where these may be reasonably be determined, against which the success of the plan can be assessed; and
6. Councils Annual Report is to include details of the activities undertaken in that year to implement EEO.

## 6.4. EEO Committee

### 6.4.1 Aim

The Consultative Committee acts as the EEO Committee. The aim of the EEO Committee is to work with all employees towards a discrimination and harassment free workplace and to ensure that all employees and prospective employees are afforded equal access to opportunities and benefits relating to employment, promotion and training.

### 6.4.2 Responsibilities

The EEO Committee is responsible for:

- Informing, and consulting with, staff on EEO matters;
- Promoting EEO throughout the organisation;
- Acting as Contact Officers by advising staff with EEO grievances of the options available to them; and
- Overseeing the implementation of the EEO Action Plan and managing its ongoing administration.

### 6.4.3 Decision Making

All programs and/or strategies proposed by the Committee are to be submitted to the Executive Leadership Team for approval and endorsement.

### 6.4.4 Composition of Committee

Ideally, the committee will comprise at least one representative from the following areas:

- GM's department
- Indoor employees
- Outdoor employees
- Human Resources

The Consultative Committee has been appointed as the EEO Committee.

### 6.4.5 Committee Membership

Employee representatives are appointed to the Committee for a two (2) year period.

### 6.4.6 Meetings

Committee meetings are held at least three (3) times each year as and when required.

### 6.4.7 Meeting Minutes

Copies of the minutes will be distributed to:

- Each committee member;
- The Executive Leadership Team; and
- Posted on lunchroom noticeboards for all staff.

#### Associated Documents

- Narromine Shire Council's Code of Conduct
- Narromine Shire Council's Grievance Resolution Policy
- Narromine Shire Council's Provision of Information to and Interaction Between Councillors and Staff Policy
- Narromine Shire Council's Workplace Bullying Policy and Procedures
- Narromine Shire Council's EEO Management Plan

#### **Review**

This policy will be reviewed every 4 years or as required and may be amended from time to time with reference to any relevant legislation, best practice guides, or other factors.

## 7. EEO Management Plan 2022 - 2026

<b>CONSULTATION</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Ensure employees are represented in the development of the EEO Management Plan	Invite comment and input during the development and drafting of the EEO Management Plan via the Consultative Committee	All employees	HR	Minutes of the Consultative Committee Meetings	Ongoing
<b>COMMUNICATION AND AWARENESS</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Ensure that management and all employees are aware of the EEO Policy and EEO Management Plan	Conduct EEO Awareness refresher training for all employees	All employees	HR	Refresher training conducted	October 2023
	Promote EEO, anti-discrimination and/or anti-harassment via the staff newsletter	All employees	HR	Articles placed in the HR Newsletter	Ongoing
	Provide staff with access to the EEO Management Plan	All employees	HR	EEO Management Plan available to all employees and by contacting Human Resources	Ongoing

<b>RECRUITMENT AND SELECTION</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
To review recruitment policies and practices to ensure they conform to EEO principles and demonstrate fair practice	Review Recruitment Policy	All employees	HR	Revised policy approved by the EEO Committee and communicated to all employees.	June 2022
	Ensure gender-based language is not included in recruitment advertisements and correspondence	Applicants for vacant positions	HR	No justified complaints of gender based language in recruitment advertisements	Commenced and ongoing
	Ensure that all appointment decisions are justified and documented on merit-based grounds	Selection panels	HR	Files maintained on all appointment actions, with merit-based reasons for appointment clearly set out	Commenced and ongoing
Ensure that selection panel members are trained to implement the principles of EEO throughout the recruitment process	Ensure at least 2/3 of the selection panel members have participated in merit based interviewing training that incorporates EEO awareness	Selection panel members	HR	Merit based interview training (Recruitment and selection) completed for a minimum of 2/3 of any interview panel members.	Commenced and ongoing

<b>INDUCTION</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Ensure that all new employees are aware of the EEO Policy and EEO Management Plan	Conduct EEO Awareness as part of the Narromine Shire Induction Program	All new employees	Human Resources	Narromine Shire Council Induction program attendance list. Induction form notes completion of EEO awareness, signed and filed	Commenced and ongoing
<b>APPOINTMENT AND TRANSFER</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Create appointment and transfer policies and practices to ensure they conform with EEO principles and demonstrate fair practice	Succession Planning Policy updated in accordance with the policy register	All employees	Human Resources	Policy communicated to all employees.	Ongoing
	Review the content of letters of offer	All employees	Human Resources	Letters of offer are consistent and equitable across the organisation	Commenced and ongoing

<b>APPOINTMENT AND TRANSFER</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Ensure that all appointments and transfers are based on merit and position related criteria	Ensure that if/when opportunities to act in higher positions are available that such arrangements are based on merit and in accordance with EEO principles	All employees	HR, All Managers and Directors	Nil substantiated complaints regarding non-compliance with EEO principles	Commenced and ongoing
Ensure that all employees who are injured and unable to return to their pre-injury duties are assessed for suitable duties in accordance with their abilities	Offers of suitable duties are based on the injured employee's abilities and our capacity to provide such duty	Injured employees	Human Resources	Nil substantiated complaints regarding non-compliance with EEO principles	Commenced and ongoing

<b>CONDITIONS OF EMPLOYMENT</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Develop and review conditions of employment to ensure they demonstrate fair practice and conform with EEO principles	Inform all employees of conditions of employment at Induction	All employees	Human Resources	Written record of employees completing Induction Program	Commenced and ongoing
	Human Resources Policies and Procedures are developed and reviewed to ensure compliance with EEO principles	All employees	Human Resources	Policies are reviewed in accordance with the policy register and approved by the EEO Committee.	Commenced and ongoing
<b>FLEXIBLE WORK PRACTICES</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Maintain policies to assist employees with their dual responsibilities to work and their families	Maintain flexible work arrangements	All employees	Human Resources	Maintain indoor flexitime policy and outdoor variable working hours policy	Commenced and ongoing

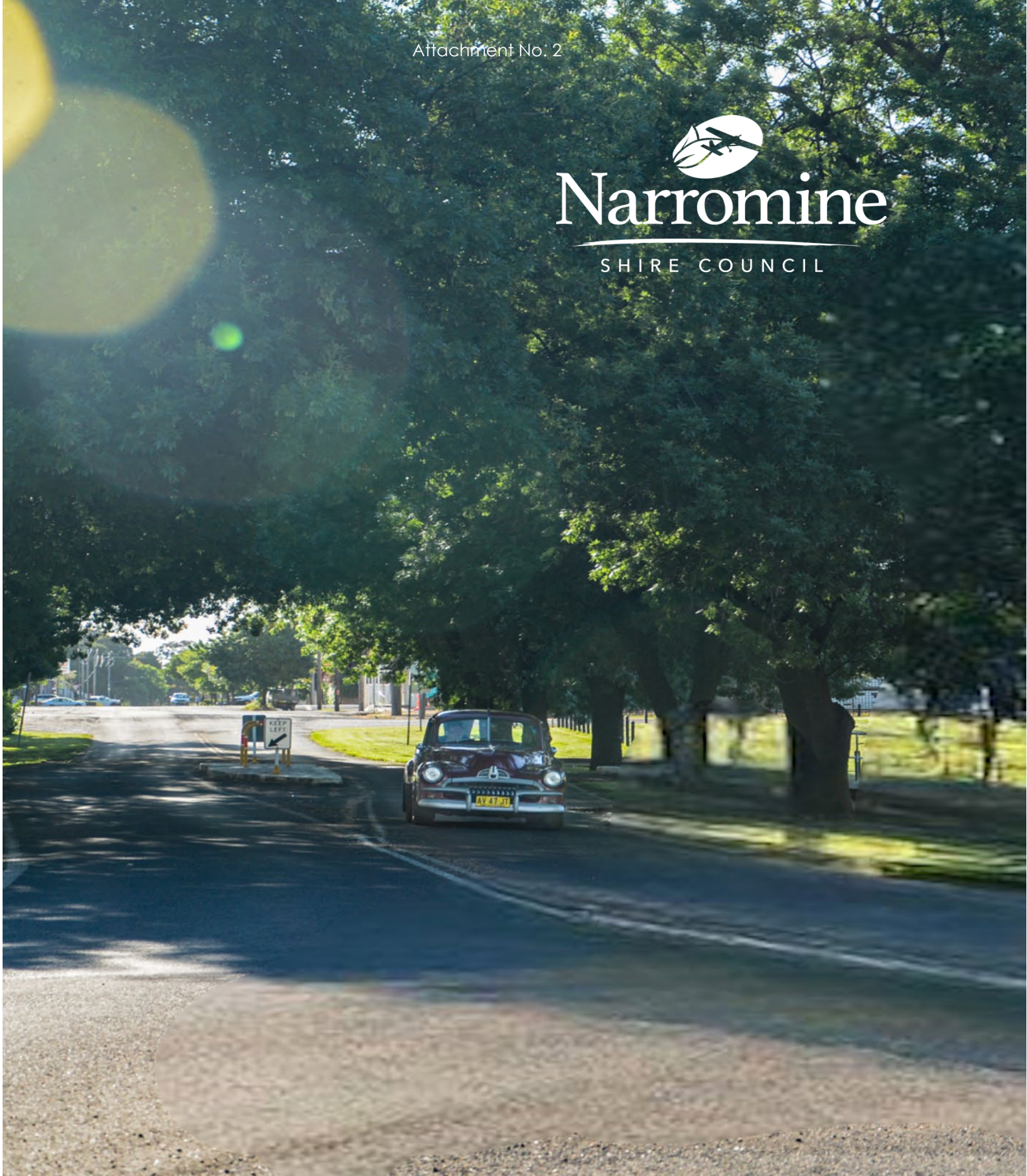


<b>LEARNING AND DEVELOPMENT</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Review learning and development practices to ensure they conform with EEO principles and provide all employees with learning and development opportunities	Individual Learning & Development Plans are developed to assist employees transferring into their role	New starters and employees transferring to another role	HR and all Managers	Individual learning and development plan completed within 12 weeks of an employee commencing in a role	Commenced and ongoing
	Individual learning needs identified in annual performance appraisals	All employees	HR and all Managers	Corporate training plan and operational plans incorporate individual learning needs	Annually
	Examine in-house and external training courses and materials to ensure they are non-discriminatory and consistent with EEO principles	All employees	HR	Courses and materials are non-discriminatory No breaches of EEO principles	Commenced and ongoing
	Ensure information for the selection of participants for training is consistent with EEO principles	All employees	HR	Information complies with EEO requirements	Commenced and ongoing

<b>LEARNING AND DEVELOPMENT</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
	Support the professional development of all employees by considering all applications on merit	All employees	HR	Staff training, education and development Policy Training Plan	Commenced and ongoing
Provide all employees an opportunity to acquire skills relating to the job application process in order to build confidence in their ability to handle the process when internal vacancies occur	Offer job application skills training for internal recruitment	All employees	HR	Informal training offered	Commenced and ongoing

<b>HARASSMENT AND GRIEVANCE PROCEDURES</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Maintain effective grievance and harassment procedures	Review Grievance Resolution Policy	All employees	HR	Amended policy approved by the EEO committee and communicated to all employees	Reviewed August 2022
	Train staff on Harassment and Workplace Bullying	All employees	HR	All employees to attend bullying and harassment training	June 2023
<b>ACCESS TO COUNCIL PREMISES</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Where practicable, ensure that our premises and facilities are accessible to employees with physical disabilities	Assess and make minor work site modifications to accommodate the needs of individual employees who have a physical disability	Employees with physical disabilities	Community Facilities Manager	Needs identified and accommodated as required	Commenced and ongoing

<b>IMPLEMENTATION, EVALUATION AND MONITORING</b>					
<b>Objective</b>	<b>Actions</b>	<b>Target</b>	<b>Responsibility</b>	<b>Performance Indicators</b>	<b>Target Date</b>
Monitor the contributory effect of discriminatory practices to the loss of employees	Monitor reasons for resignations to ensure resignations are not due to EEO and harassment issues	All employees	HR	Collect information from exit interviews to identify reasons and report to management	Commenced and ongoing



# Delivery Program Progress Report

## 1 July 2022 – 31 December 2022

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# Narrromine Shire Vision

The Narrromine Shire is a friendly place to live with a strong sense of community that values our services, facilities and our natural rural environment.

We are a community that values the diversity of people, ideas, perspectives and experiences.

We work together to strive towards a vibrant, safe and engaged community that provides opportunities for all its members.

Our Council is a leader for our community, sharing the responsibility for growth, development and provision of services.



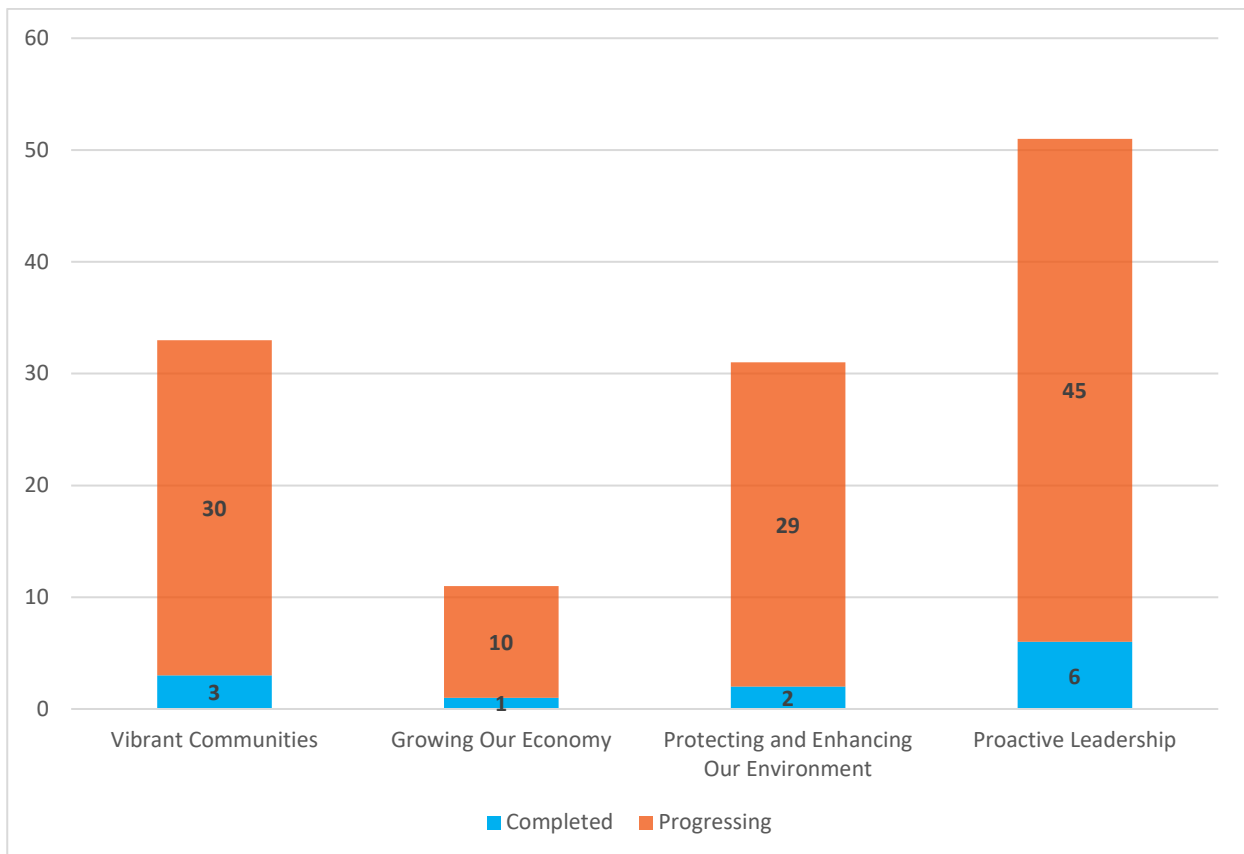
# Delivery Program

This is the plan where the community's strategic goals are translated into actions. These are the principle activities to be undertaken by Council to implement the objectives established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected Council. It is designed as the single point of reference for all principle activities undertaken by Council during its term. All plans, projects, activities and funding allocations must be directly linked to this Program.

As Local Government is a division of State Government, it is appropriate that Council's goals are linked to the 32 goals developed by the State Government in their 2021 plan. These are referenced as 'SP number' for each Delivery Program goal.

Below is the summary of Council's overall performance for 1 July 2022 – 31 December 2022.







## VIBRANT COMMUNITIES

### **Our Goal:**

We want to create a safe, healthy and connected region that encourages participating and creates a strong sense of pride in our community and each other's well-being.

## A SAFE, ACTIVE AND HEALTHY COMMUNITY – SP Nos. 16, 23, 27

Action Code	Action	Performance Measure	Action Progress	Comments
1.1.01.01	Liaise with Police and other community groups.	Liaise every six months with police advocating for crime minimisation	50%	Regular meetings are held with NSW Police representatives on local issues
1.1.01.03	Undertake activities in the Crime Minimisation Strategy	Activities completed in accordance with Action Plan	50%	Contract to install additional cameras in place. CCTV system installed for Trangie. Additional cameras for Narromine installed, with further works to be completed by end of financial year.
1.1.02.01	Coordinate annual inspection of Council streetlights to ensure adequate operation.	Audit conducted annually.	50%	Assets officer and Essential Energy conduct inspections and there is a renewal program underway.
1.1.02.02	Reduce risk of nuisance and harm from companion animals	Continue to provide ranger services in accordance with legislative provisions	50%	Council's animal shelter is operational with ranger services being provided.
1.1.03.01	Develop and publicise a brochure on the facilities available in the Shire.	Review and update services/facilities brochure	50%	Tourist brochure prepared for print. Council continues to supply the Visitors Information Centre and travel routes with visitor brochures.
1.1.03.02	Promote recreational opportunities for all ages through website, social media and other available networks.	Update information monthly	50%	Upcoming programs and activities at the Narromine Sports and Fitness Centre and active school holiday programs promoted online and through social media regularly.
1.1.03.03	Participate in interagency meetings and provide Council assistance where appropriate.	75% attendance	50%	Council continues to attend meetings. school holiday programs undertaken with involvement of other agencies.
1.1.04.01	Upgrade recreational services booking system and streamline allocation process for all recreational facilities.	Implement a streamlined process of bookings by 30 June 2024. Promote booking system throughout the community.	20%	Internal work group has been formed with initial meetings held to discuss this upgrade.

Action Code	Action	Performance Measure	Action Progress	Comments
1.1.04.02	Implementation of the Sports and Recreational Masterplan.	Seek grant funding to implement actions	30%	Further development of the strategies within the plan are underway.
1.1.04.03	Promote sporting opportunities for all ages through website, social media and other available networks.	Update information monthly as required	50%	Close contact with all clubs throughout the various seasons. Contact with users of Cale Oval throughout construction of grandstand.  Regular contact with Pool contractors and swim clubs. Funding opportunities promoted.
1.1.04.04	Implement strategies in the Sports and Recreational Masterplan for the provision of cycleway routes in Narromine and Trangie.	Seek grant funding for construction of cycleway and walkway routes	20%	Consideration for how to achieve this is underway.
1.1.05.01	Maintain health services provided within Council owned Narromine Shire Family Medical Health Centre and Trangie Doctor's surgery to meet the needs of users.	Continue to provide facilities for the provision of GP and allied health services in Narromine and Trangie	50%	Council continues to maintain facilities in the Shire as required.
1.1.05.02	Strengthen relationships with key medical agencies within the Shire.	Meet biannually with Western NSW LHD Narromine and Trangie health providers	50%	Proactive and positive relationships maintained with Western NSW Local Health District and Narromine Shire Family Health Care services.
1.1.06.01	Upgrade club house at Narromine pool.	Attract funding to improve the facility.	50%	Currently considering the scope of the project.
1.1.06.02	Review operational costs of Narromine and Trangie pools and determine fees and charges annually.	Fees and charges reviewed and adopted by 30 June each year. Continual review of existing and future operational model of aquatic centres.	50%	Narromine and Trangie Pool fees and charges in review to be adopted prior to 30 June 2023.
1.1.08.03	Ensure adequate resources are allocated to the Sports Centre to maintain facilities in accordance with community usage.	Review fees and changes annually by 30 June.	50%	Sports Centre fees and charges in review to be adopted prior to 30 June 2023.

Action Code	Action	Performance Measure	Action Progress	Comments
1.1.09.01	Convene and support bi-annual sports user group workshops in winter and summer.	100% meetings held with sports user groups.	50%	Meeting to be scheduled with sporting user groups for 2023.
1.1.09.02	Prepare Leases/Licenses or User Agreements for all Sporting Groups using Council's sporting fields.	Agreements prepared for all user groups.	50%	Leases and licences are prepared and entered into as required.
1.1.10.01	Continue to implement actions identified within Council's sport and recreational master plan with regard to the provision of increased shade in public parks and open spaces.	Items actioned as per Master Plan	50%	Development continues in regard to the Master Plan. For example, further works to Dundas and Peyton Oval (planning) and Trangie Oval precinct.

## A VIBRANT AND DIVERSE COMMUNITY THAT HAS A STRONG SENSE OF BELONGING AND WELLBEING – SP Nos. 13, 14, 24, 27

Action Code	Action	Performance Measure	Action Progress	Comments
1.2.01.01	In partnership with the community, continue to facilitate events that celebrate community values including all groups within the community and provide financial and in-kind assistance for community and private events.	Two major events held annually	100%	Council partnered with community committees and organisations to organise successful events in 2022 including Dolly Festival, Narromine Venetian Carnival, Trangie Mainstreet Christmas Party  Ongoing assistance provided to community groups as per Council policies.
1.2.02.01	Provide grants through the Donations, Sponsorships and Waiver of Fees & Charges Policy process to community groups, with an emphasis on sports, recreation, arts, cultural, leadership and development activities.	Submissions advertised and received by 30 September, and applicants advised by 30 November each year.	100%	Applications were considered and approved by Council in November 2022.
1.2.02.02	Continue to support the Local History Groups in Narromine and Trangie with a financial contribution to assist with their work.	Donation to both Local History Groups in the Annual Budget.	100%	A budget allowance is available. Continue to be in contact with history groups.

Action Code	Action	Performance Measure	Action Progress	Comments
1.2.02.03	Give public recognition of volunteer service.	Hold annual volunteers recognition morning tea.	50%	Recognition of volunteers now planned for March 2023. Council continues to work closely with many community groups.
1.2.03.01	Liaise with Local Aboriginal Land Councils to enhance the opportunities for the Indigenous community.	Two meetings coordinated per year	50%	Council continues to liaise with both Trangie and Narromine Land Council's and other groups.
1.2.03.02	Assist with NAIDOC Week, Reconciliation Day and other events of importance to the Aboriginal community.	Involvement at these events on an annual basis.	50%	Planning underway to celebrate these events and other significant occasions through the year. National Sorry Day planned for May 2023.
1.2.03.03	Implement Targets in the Aboriginal Community Memorandum of Understanding (MOU) Action Plan	Co-ordinate meeting every six (6) months to discuss targets in Action Plan	50%	Council continues to consult with the local Aboriginal community as per the MOU.
1.2.05.01	Continue to advocate for aged care facilities within our shire	Meet annually with Aged Care providers	50%	Council continues to work with Timbregongie House. Work is progressing on aged unit development. Expected works for first half of 2023.

## A COMMUNITY THAT CAN ACCESS A RANGE OF FORMAL AND INFORMAL EDUCATION, INFORMATION AND OTHER SERVICES AND OPPORTUNITIES TO ENHANCE THEIR LIVES - SP No. 15

Action Code	Action	Performance Measure	Action Progress	Comments
1.3.01.01	Advocate where possible for the increased provision of childcare opportunities within the Shire.	Meet every six months with State and Federal Local Members ensuring the provision of childcare services in our Shire	50%	Council will continue to work with Childcare providers as required.
1.3.02.01	Macquarie Regional Library interact with both children and elderly.	Activities are held twice a year	50%	Continue to support to ongoing community work of the Macquarie Regional Library.
1.3.03.01	Advocate for industry specific training.	Meet with vocational trainers twice a year.	50%	Meetings held with CSU, RDA, Industry, TAFE and School Principals in regard to Vocational Training Opportunities.
1.3.04.01	Work in conjunction with Macquarie Regional Library to facilitate local training opportunities for the community.	At least two local training sessions offered annually	50%	Continue to work with Macquarie Regional Library on library related initiatives.

## ACCESSIBLE FACILITIES AND SERVICES ARE AVAILABLE FOR PEOPLE WITH LIMITED MOBILITY - SP No. 14

Action Code	Action	Performance Measure	Action Progress	Comments
1.4.01.01	Review Council's Disability Action Improvement Plan (DIAP).	100% DIAP targets met.	50%	Actions contained within the Plan are underway for the 2022-23 year.
1.4.02.01	Promote mobility friendly access in the Shire	Evidence of improvement for accessibility in our town centres	50%	Ongoing improvements. Updated audit to be provided prior to the budget 2023/2024.



## GROWING OUR ECONOMY

### **Our Goal:**

We have a diverse economy with thriving businesses that offer a range of employment opportunities supported by skill development options.

## TO SUSTAIN AND GROW OUR LOCAL POPULATION - SP No. 3

Action Code	Action	Performance Measure	Action Progress	Comments
2.1.1.2	Implement identified actions within Economic Development Strategy	Continue to implement action plan deliverables	50%	Ongoing actions with support for new business, grant applications and project development, Inland Rail.
2.1.02.01	Continue to promote the Narromine Region to attract new residents.	Update information regularly Monitor website visits and performance of the Narromine Region website	50%	Information on the Narromine Region website, calendar and Councils website is updated daily for marketing and promotion.
2.1.02.02	Continue to host the annual 'new residents' night.	Host new resident night annually	50%	Planned for 15 February 2023
2.1.02.03	Continue to work with local retailers to help promote the Narromine Region	Support retailers with two (2) promotions annually	100%	Active promotion for Dolly Festival. Shop Local Campaign promotion held. Venetian Carnival supported.
2.1.04.01	Review Land Use strategies in line with results of Economic Development Strategy to ensure planned land releases to stimulate economy.	Review Council's land use strategies following review of the Economic Development Strategy	50%	Current review of servicing strategy underway. Residential Strategy Planning Proposal approved at Gateway by DPE.

## THE ONGOING DEVELOPMENT DIVERSIFICATION AND SUSTAINABILITY OF THE LOCAL BUSINESS AND INDUSTRY BASE - SP No. 4

Action Code	Action	Performance Measure	Action Progress	Comments
2.2.01.01	Support industry event specifically targeting agricultural value add opportunities	Industry event held biennially	50%	Marketing and business development were features of the 2022 Grow Narromine series undertaken. Council will continue to raise these opportunities.
2.2.04.01	Promote services to highlight tourism events and points of interest in the Shire.	Increased online engagement by 10%	50%	Major promotions have included ongoing promotion in visitors guide, support for the Visitors Information Centre and Growing Narromine Region website.



Action Code	Action	Performance Measure	Action Progress	Comments
2.2.04.02	In conjunction with other Orana Region councils undertake joint regional promotions and/or activities.	Annual promotion	50%	Great Western Plains promotion ongoing. Liaising with Destination NSW for opportunities.
2.2.05.01	Carry out water and sewerage strategic planning.	Complete and obtain Dept Planning and Environment Water concurrence with Integrated Water Cycle Management Strategy (IWCMS) Complete 30-year Total Asset Management Plan and 30 Year Long Term Financial Plan Complete 5-year Drought Contingency and Emergency Response Plan Complete State Funded Options Study for Narromine Water Quality and Water Security Risks to obtain State funding to address identified risks.	30%	Concurrence has been received from Department Planning and Environment Water for the Integrated Water Cycle Management Strategy (IWCMS). The study is in progress and will include the Total Asset Management Plan and Long-Term Financial Plan and Response Plans. The Water Quality and Water Security Risk Studies are also currently in progress.
2.2.06.01	Encourage businesses to work with Council to support a business culture within our shire.	One business forum per year held by Council.	50%	Ongoing discussions with new businesses and expansion of existing business.

#### TO ENCOURAGE INDUSTRY DEVELOPMENT - SP No.4

Action Code	Action	Performance Measure	Action Progress	Comments
2.3.01.01	Promote the Narromine region to attract further economic development and growth	Meet every six months with RDA Orana and relevant State agencies and partners	50%	Ongoing updates regarding local information. Identify new opportunities.



## PROTECTING & ENHANCING OUR ENVIRONMENT

### **Our Goal:**

We value our natural and built environment, our resources for the enjoyment of the community and visitors to our Shire.

## MANAGE OUR NATURAL ENVIRONMENTS FOR CURRENT AND FUTURE GENERATIONS - SP No. 22

Action Code	Action	Performance Measure	Action Progress	Comments
3.1.01.01	Retain appropriate land use zones to avoid inappropriate development in environmentally sensitive areas.	LEP and DCP revisions to consider protection of newly identified areas of natural value and any areas of outstanding biodiversity value.	50%	Development Applications assessed in this regard. Considered as part of new planning proposals.
3.1.02.01	Maintain involvement with the Central West Councils Environment and Waterways Alliance and Macquarie Valley Weeds Committee and LLS Weeds group.	Representation and 90% attendance at meetings.	50%	Council continues to provide representation to the Macquarie Valley Weeds Committee. Meetings are held on a quarterly basis providing regional strategic planning, project coordination and advice on weed management across central and western NSW.
3.1.02.02	Continue the annual fingerling release into the waterways in conjunction with Macquarie Cotton Growers Association.	Apply for appropriate funding to allow fingerling releases annually.	75%	Program is currently in progress, with delivery to be completed by end of January 2023.
3.1.03.01	Encourage owners of heritage items to maintain their buildings and sites.	Facilitate the opportunities to promote heritage funding to the community.	50%	Considered as part of new developments. Ongoing queries from building owners.
3.1.04.01	Continue to provide biosecurity in line with Weeds Action Plan.	Determined by continuation of funding from LLS to support biosecurity measures throughout the Shire.	50%	Council undertakes inspections of roadsides, high risk watercourses, rail corridors, saleyards, State Government Land, Council land and private inspections in accordance with commitments within the Weeds Action Plan 2025. Commitments also include control actions for high risk weed species, promotion of weed awareness control measures and education material.

Action Code	Action	Performance Measure	Action Progress	Comments
3.1.04.02	Maintain involvement with Macquarie Valley Weeds Committee.	Maintain involvement with Macquarie Valley Weeds Committee.	50%	Weeds Control Officer attends all scheduled meetings. Manager Health Building and Environmental Services attends meetings when requested.
3.1.05.01	Implement actions from Narromine Shire Waste Management Strategy.	Ensure actions are completed in line with Strategy.	50%	Undertaking actions from strategy as required. Design for transfer station underway for Trangie Facility.
3.1.05.02	Continue the provision of kerbside recycling services to the community.	Renew Tender for Recycling prior to 30 June 2028.	50%	Services conducted as per contract.
3.1.05.03	Continue to be a member council of Net Waste, attending regional forums to address waste management issues at a regional level.	90% attendance at Net Waste meetings.	50%	Attend meetings at regular intervals when required.

## WE ARE A SUSTAINABLE, ENVIRONMENTAL COMMUNITY WITH A GREAT APPRECIATION OF OUR NATURAL ASSETS - SP No. 22

Action Code	Action	Performance Measure	Action Progress	Comments
3.2.01.01	Continue to promote community education campaigns through Net Waste and FOGO presenting the benefits of recycling and educating the community regarding which items can be recycled.	At least one community education program conducted annually.	50%	Education programs run during school hours. Currently recruiting a new FOGO Education Officer.
3.2.02.01	Partner with Local Land Services to support environmental programs within the Shire.	Participation in relevant grant funded programs.	50%	Council in conjunction with Local Land Services (LLS) is working together to deliver programs such as Public Field Days and River Riparian revegetation plantings
3.2.03.01	Encourage environmentally sustainable, safe and more economical utilisation of Council's fleet.	Install GPS tracking on larger plant.	50%	GPS Tracking has been installed in larger plants.  Sustainable approaches also being used in procurement. Fleet/ Plant utilisation reviewed through the use of technology.

Action Code	Action	Performance Measure	Action Progress	Comments
3.2.03.02	Promote and encourage environmentally sustainable practices to local business.	Annual promotional material to local businesses.	50%	Information on business sustainability practices is published on Council's website and included in Council's community newsletter.

### A COMMUNITY THAT VALUES THE EFFICIENT USE OF UTILITIES, NATURAL RESOURCES AND ENERGY - SP. No. 33

Action Code	Action	Performance Measure	Action Progress	Comments
3.3.01.01	Promote efficiency programs.	Publicise two (2) efficiency programs and activities per year.	50%	Partnering with Water Conservancy for water conservation campaigns, including links to water saving tips and videos on Council's Website.
3.3.02.01	Ensure all development approvals consider existing utilities infrastructure in their determination.	100% of approvals have had adequacy of existing utilities determined.	50%	Ongoing consideration when discussing and assessing Development Applications.
3.3.02.02	Utilities performance audited annually through Triple Bottom Line (TBL) reporting.	Report submitted annually Achieve 100% compliance with TBL reporting.	100%	Report was successfully submitted in September 2022
3.3.03.01	Advocate for a Shire-wide connectivity and affordable access to internet and communications technology	Reduce the areas of mobile/communication black spots within the Shire	50%	Council actively working with telcos in the sector to obtain funding for increased mobile coverage.

### ENSURE A RANGE OF HOUSING OPTIONS FOR THE COMMUNITY – SP No.20

Action Code	Action	Performance Measure	Action Progress	Comments
3.4.01.01	Identify aged care accommodation needs within the Shire with relevant providers	Advocate for the provision of aged care accommodation services	50%	Continue to discuss with Timbrebongie House and others as required.

Action Code	Action	Performance Measure	Action Progress	Comments
3.4.02.01	Monitor take-up of all land use zones vacant land. Identify short falls.	Review supply of vacant land six monthly.	50%	Continue to work on rezoning plans/ planning proposals.
3.4.03.01	Review DCP in accordance with legislative changes.	Review undertaken every 5 years	50%	Ongoing review of various planning changes.

## OUR COMMUNITY IS WELL CONNECTED THROUGH OUR CYCLEWAYS, FOOTPATHS AND PUBLIC TRANSPORT SYSTEMS - SP No. 9

Action Code	Action	Performance Measure	Action Progress	Comments
3.5.01.01	Advocate to ensure that transport issues of our residents are adequately addressed.	Meet with State and Regional Local Members six monthly	50%	Regular meetings with State and Regional Local Members and advocacy whenever possible.
3.5.02.01	Implement Aerodrome Strategic and Master Plan	Implement actions in the Master Plan	50%	Continue to implement actions in the Masterplan as funding becomes available.
3.5.02.02	Maintain the Narromine Aerodrome facility to meet reasonable user expectations and CASA requirements within the allocated budget.	Complete Obstacle Limitation Surface (OLS) annually by 30 November.	100%	OLS Survey completed as required. Maintenance as required to meet CASA regulations.
3.5.02.03	Undertake inspections on operational areas.	Minimum 52 inspections per year.	50%	Inspections carried out as per CASA guidelines.
3.5.02.04	Maintenance of glider grassed runways.	Slashing undertaken minimum 26 times per year.	50%	Maintained as required.
3.5.03.01	Ensure priority measures implemented from the PAMP.	Annual inspections of footpaths and cycleways prior to finalising works program. Annual works program identified by inspections and PAMP priorities and adopted annually.	50%	Annual inspections of footpaths and cycleways have been completed. Council is in the process of updating the PAMP, with stakeholder engagement to commence. PAMP to be in accordance with TfNSW Guidelines.

## OUR ROAD NETWORK IS SAFE, WELL MAINTAINED AND APPROPRIATELY FUNDED - SP No. 10

Action Code	Action	Performance Measure	Action Progress	Comments
3.6.01.01	Review and implement Council's ten-year roads Capital Works Program.	Ten Year Capital Works Program updated annually and adopted by 30 June.  Works program completed within +/-5%	50%	Ten Year Capital Works program to be adopted by Council prior to 30 June 2023.  Roads constructed and maintained as per adopted policy and adopted budget.
3.6.01.02	Continue to maintain roadside slashing when grass impedes visibility.	Undertake slashing program annually.	50%	Slashing completed to Rural Fire Service requirements
3.6.01.03	Apply for hazard reduction funding through Rural Fire Fighting Fund.	Apply for funding prior to 31 March annually.	50%	In Progress. Hazard Reduction application to funds usually open in March.
3.6.02.01	Meet with State and Federal Members and the Roads Minister on rural road funding issues.	Meet every six months with State and Federal members, and annual with NSW Minister for Roads	50%	Quarterly meetings held with State and Federal Members and Rural Road Funding issues discussed.
3.6.03.01	Meet with State and Federal Members and the Roads Minister on rural road funding issues and safety	Meet every six months with State and Federal members, and annually with NSW Minister for Roads	50%	Regular meetings held with the State and Federal members.





## PROACTIVE LEADERSHIP

### Our Goal:

We are an open and accountable local government that involves our community in the decision-making process, effectively manages our public resources through sound financial management and well informed strategic planning for our Shire's future.



## PROVISION OF AN ACCOUNTABLE AND TRANSPARENT LEADERSHIP – SP Nos. 30, 31, 32

Action Code	Action	Performance Measure	Action Progress	Comments
4.1.01.01	Continue to gather feedback regarding community engagement strategies.	Annual review of community engagement strategy to Council by 30 November each year.	50%	Consultation continues regarding engagement strategy.
4.1.01.02	Promote the positive aspects of Narromine Shire Council. Provide important information to the community.	Provide updates to the community on Council activities through all means available within the communications strategy.	50%	Weekly promotion and communication of Council activities.
4.1.01.03	Review Council's Communications Strategy	Review of strategy completed by 30 November 2022	50%	To be reviewed as part of Strategic Planning reviews in 2023.
4.1.02.01	Councillors maintain strategic community focus through strong and visionary leadership	Positive media around Council's strategic approach.	50%	Councillors work to satisfy the targets and initiatives in the Community Strategic Plan.
4.1.03.01	Review Council's Code of Meeting Practice	Review completed within 12 months of local government election	100%	Council's Code of Meeting Practice was reviewed and adopted by Council at the Ordinary Council Meeting held 22 June 2022.
4.1.03.02	Provide an opportunity for the public to address Council on relevant issues through the Public Forum Policy at Council Meetings.	Advise the public of the availability of the public forum	50%	Members of the public are entitled to attend Council's public forum prior to each Ordinary Council Meeting. Information is available on Council's website.
4.1.03.03	Continue to facilitate S355 Advisory Committees.	Annual review of Section 355 Committee Charters and annual appointment of delegates (September).	100%	Section 355 Committee charters reviewed and endorsed by Council at its September 2022 Ordinary Council Meeting. Delegates and representatives of Council determined by Council.
4.1.04.01	Present a positive image of Council to the community.	Provide weekly communications via various means per the communication strategy.	50%	Council staff work to ensure positive communication with the community. Communication via weekly newspaper column and social media.

## EFFECTIVE COUNCIL ORGANISATIONAL CAPABILITY AND CAPACITY - SP No. 30

Action Code	Action	Performance Measure	Action Progress	Comments
4.2.01.01	Encourage and reward innovative practices within Council's workforce.	One innovation introduced per directorate each year.	50%	Council has a reward and recognition program which rewards staff for innovative practices.
4.2.01.02	Foster a culture of continuous improvement through Council's Employee Reward and Recognition Program	Nominations received and awards presented	50%	All monthly awards presented to date.
4.2.01.03	Effective use of Audit Risk and Improvement Committee	85% of identified recommendations actioned	50%	Council's Internal Audit Committee established and meeting regularly. Draft 4 Year Strategic Internal Audit Plan to be considered by the Committee.
4.2.02.01	Completion of annual training plans and delivery of identified development requirements	Annual training program (aligned to skills steps and performance reviews) established by 31 May.	50%	Training plans completed for all staff. Identified development delivered as requested.
4.2.02.02	Enhance succession planning for highly specialised and technical roles	Succession plans reviewed and completed	50%	Council's Succession Planning Framework reviewed. Directors to identify critical roles within their department. Key positions will then be identified, and an Action Plan developed as part of the succession planning process.
4.2.02.03	Provide policies, programs and initiatives that support employee work/life balance.	Initiatives communicated to employees and employees leave balances kept within acceptable limits.	50%	Applicable policies reviewed as required. Initiatives considered and communicated to employees.
4.2.02.04	Implement coaching and mentoring programs across the organisation to support leadership growth.	Leadership and management tools identified and made available.	50%	Leadership/Supervisor training to be undertaken in 2023

Action Code	Action	Performance Measure	Action Progress	Comments
4.2.02.05	Implementation of Councillor Training and Professional Development Program.	95% attendance by Councillors at scheduled training events.	50%	Councillor development ongoing. Consideration currently being given to individual and collective needs.
4.2.03.01	Integrated Planning and Reporting documents reflect best practice.	All plans adopted by 30 June	50%	Integrated Planning and Reporting document in review to be adopted prior to 30 June 2023.
4.2.04.01	Monitor and review Council's Customer Service Policy	Review complete every 4 years	50%	Next review of Council's Customer Service Policy is scheduled for 2024. Policy is reviewed regularly to ensure it is compliant with regulations and legislation and to ensure customer service operations meet expectation and requirements of the community.
4.2.04.02	Customer services standards.	Annual satisfaction survey.	50%	Ensure enough resources are available on an ongoing basis to provide services meeting the standards set by Council and expectation of the community.
4.2.04.03	Customer Requests responded to within time frames agreed in Customer Service Policy.	85% compliance with Customer Service Policy.	50%	Monitor and review customer requests on an ongoing basis to ensure responses are provided in accordance with the requirements of Council's Customer Services Policy. High level of standard and quality customer services are delivered on a daily basis to the community.
4.2.05.01	Promote future workforce development with options such as traineeships, apprenticeships and cadetships within each department.	Applicable positions assessed and filled	50%	Traineeships difficult to fill at present. Cadet Engineer recently commenced.
4.2.05.02	Continue to implement Council's EEO management plan actions.	Review EEO Policy and Plan by 30 June 2023.	50%	Council's EEO Policy and Plan currently being reviewed.

Action Code	Action	Performance Measure	Action Progress	Comments
4.2.05.03	Continue to implement best practice recruitment and selection practices, including strategies to fill gaps.	Vacancies filled within 90 business days	50%	Council's vacant positions are advertised and recruited as soon as possible. Some technical positions continue to be difficult to recruit.
4.2.06.01	Councillors to act positively at all times in the public eye.	Number of complaints received.	50%	No instances of negative impact reported.
4.2.06.02	Councillors and staff act ethically and make informed, transparent and inclusive decisions in the interest of the whole community.	Number of complaints received.	50%	One complaint received. No action to be taken.

## A FINANCIALLY SOUND COUNCIL THAT IS RESPONSIBLE AND SUSTAINABLE - SP No. 30

Action Code	Action	Performance Measure	Action Progress	Comments
4.3.01.01	Implementation of the Delivery Program and Operational Plan including Budget and Asset Management Plan on an annual basis.	Plans and Budget documentation endorsed by Council by 30 June each year.	50%	Delivery program and Operational Plan for 2023-24 are in review to be adopted by Council prior to 30 June 2022.
4.3.01.02	Continue to prepare financially sustainable budgets for consideration by Council.	Council prepares annual balanced budget for adoption by Council.	50%	First quarter review for 2022/23 budget was completed and presented for consideration by Council in November 2022. Second quarter review for 2022/23 budget to be completed and presented for consideration by Council in February 2023.
4.3.01.03	Continue to develop revenue strategies that are equitable and contribute to a financially sustainable future.	Sustainable Statement of Revenue Policy endorsed by Council by 30 June each year.	50%	Revenue strategies are reviewed and updated regularly to maximise Council's income to ensure financial sustainability long term.

Action Code	Action	Performance Measure	Action Progress	Comments
4.3.01.04	Levy and collect rates and charges in accordance with statutory requirements and Council policies.	No known breaches of policy.	50%	Rates and charges, levies and supplementary levies completed for the first and second quarters in accordance with statutory requirements, policies and operational plan.
4.3.01.05	Provide monthly cash balances and detailed quarterly financial reports to Council.	Reports prepared and accepted by Councillors and management.	50%	Reports are prepared and presented to Council monthly as required.
4.3.01.06	Prepare Council's Annual Financial Accounts in accordance with relevant Acts and Regulations.	Unmodified audit report issued by 31 October each year.	100%	Council's 2021-22 annual financial statements were considered and adopted by Council in November 2022. Final audited statements were completed and lodged with OLG prior to October 2022 as required under legislation.
4.3.01.07	Ensure Council has adequate cash flow to meet their needs.	Maintain level of outstanding rates and charges at below 10% at year end.	50%	Cash flow is monitored daily to ensure sufficient cash is available to meet Council's needs. Budget is controlled and monitored on an ongoing basis to ensure expenditure is in line with approved budget.
4.3.01.08	Ensure Council's ongoing financial viability.	Maintain a debt service ratio below 10%.	50%	Expenditure is monitored on an ongoing basis to ensure expenses are within budget. Budget is reviewed quarterly and amended if required.
4.3.01.09	Ensure accounting data is recorded accurately and returns are filed in accordance with legislative requirements.	Positive audit findings. Reduction in issues raised in management letter of medium consequence or higher.	50%	Ensure accounting data is recorded properly and accurately on an ongoing basis to meet accounting standards and audit requirements.

Action Code	Action	Performance Measure	Action Progress	Comments
4.3.02.01	Maximise opportunities for utilising grants to supplement and support identified Council priorities and projects.	At least two successful grants received each year for projects within Council priority areas.	100%	Successful grants in 2022 include Resources for Regions Round 9 and Fixing Local Roads Pothole Repair Round.  Continue to seek out grant opportunities. New opportunities to be announced in early 2023.
4.3.02.02	Identify projects suitable for grant applications.	At least five identified projects per year in the operational plan, subject to grant funds.	50%	Continue to liaise with all levels of Government and within Council departments to identify grant opportunities. New round of funding opportunities to open in 2023.
4.3.03.03	Review asset management plans annually.	Asset management plans updated annually by 30 June.	50%	In Progress to be considered by Council prior to 30 June.
4.3.03.04	Undertake monthly inspections of Regional Roads.	12 inspections of each Regional Road per year.	50%	Regional roads inspected as per adopted strategy and policies.
4.3.03.05	Undertake annual inspections of Local Roads.	100% Local Roads inspected minimum of once per year.	50%	Local roads inspected as per adopted strategy and policies.
4.3.03.06	Review and implement plant and fleet replacement strategy.	Strategy reviewed and implemented.	50%	Plant and fleet managed as per adopted strategy and industry practice.
4.3.03.07	Council's property strategy reviewed and actions implemented	85% of actions implemented	50%	The Property Strategy was considered by the Internal Audit Committee in 2022. Progress updates on each key performance indicator within the Property Strategy action plan is presented to each Internal Audit Committee Meeting.

Action Code	Action	Performance Measure	Action Progress	Comments
4.3.03.08	Review IT strategic plan.	Implement actions.	100%	Actions have been completed for the current IT Strategic Plan. Review of the plan has commenced.

### SOUND PARTNERSHIPS ARE ENCOURAGED AND FOSTERED - SP No. 32

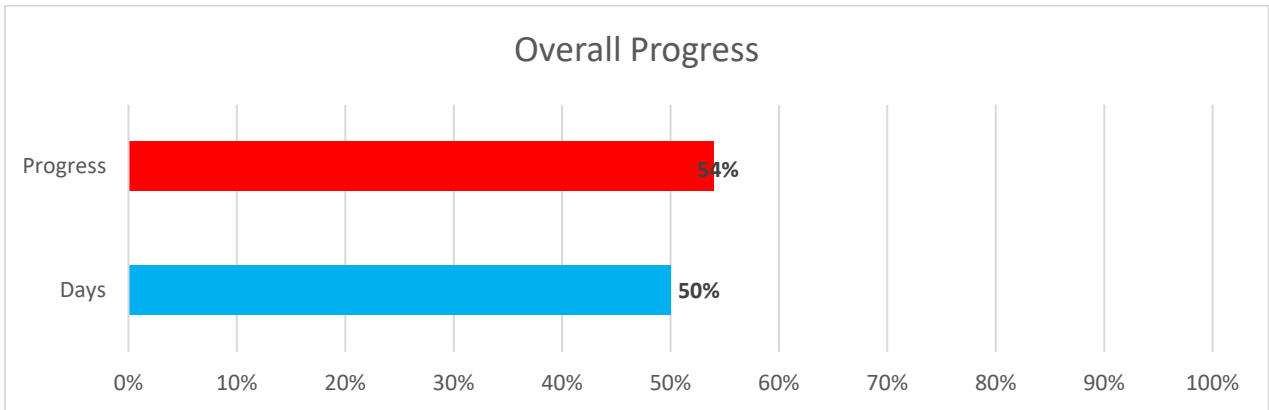
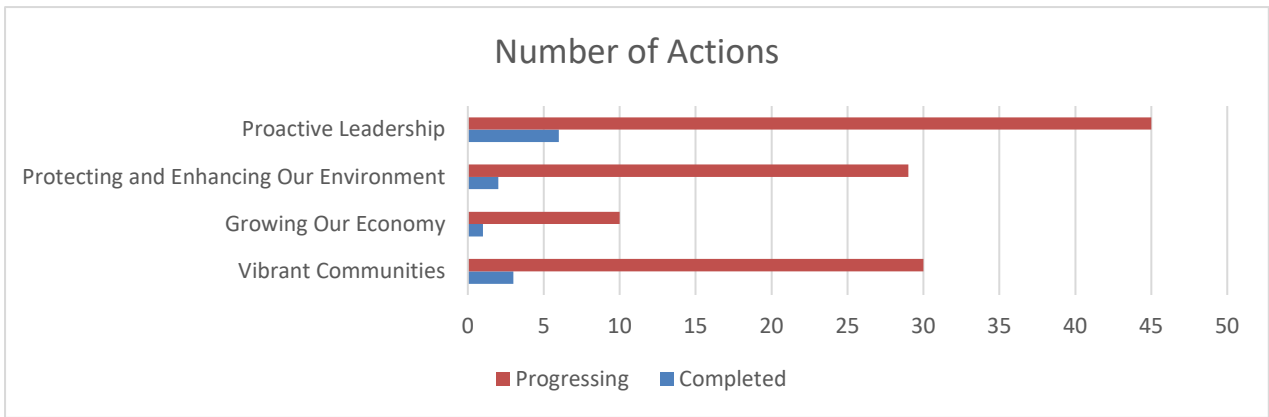
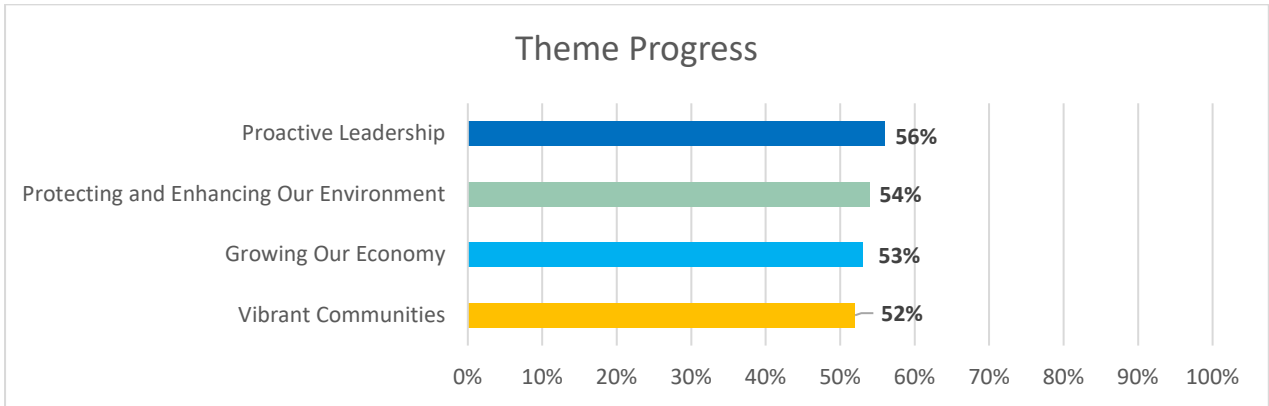
Action Code	Action	Performance Measure	Action Progress	Comments
4.4.01.01	Active membership and representation on government, regional and other bodies.	Maintain membership of relevant government, regional and area bodies.	50%	Active member of Country Mayors Association and Alliance of Western Councils.
4.4.01.02	Prepare submissions as required.	One submission prepared per year.	100%	Submissions have been made in relation to NSW Regional Plan and NSW Regional Housing Strategy  Further submissions will be made as required.
4.4.01.03	Continue to participate in shared opportunities through Alliances.	Attendance and participation in all Alliances meetings and activities	50%	Active participation in HR and Payroll user groups, Orana Water Utilities Alliance and Alliance of Western Councils.
4.4.02.01	Represent the community's interests and lobbying topics of significant impact to the Shire.	One submission per quarter.	50%	Submissions completed when received. Eg; Community Stimulating following COVID shutdown.
4.4.02.02	Advocate to other tiers of government for a better allocation of funding to support the delivery of services for which other levels of government have primary responsibility.	Meet every six months with State and Federal Local Members and relevant agencies	50%	Quarterly meetings held with State and Federal Members.
4.4.03.01	Build strong relationships with State and Federal members and State Government agency representatives and regional development organisations	Meet every six months with State and Federal Local Members and relevant agencies to ensure the development and delivery of community service and emerging business sectors.	50%	Quarterly meetings held with State and Federal Members, NSW Police and Regional Development Australia. Council representatives also attend monthly interagency meetings.

Action Code	Action	Performance Measure	Action Progress	Comments
4.4.03.02	Review Council's Social Plan.	Implement actions in the Social Plan.	50%	Implementation of items within the social plan underway for 2022-23. To be considered further during discussions of operational plan.
4.4.04.01	Work collaboratively with community groups through representation at the Interagency Group.	Increase the representation of community groups within the Interagency Group annually.	50%	Continue to attend meetings as required. Liaise with relevant agencies throughout the year.
4.4.05.02	Work collaboratively with the community through greater representation at the Trangie Action Group and Tomingley Advancement Association.	90% attendance by Councillor Representative.	50%	Positive communications with Trangie Action Group and continue six monthly meetings with Tomingley Advancement Association.





# Overall Progress





Tribute to Narromine's Local Hero  
**GLENN McGRATH**  
In recognition of a great cricketer  
Presented by  
Dawn Farrell MP, Member for Dubbo  
June 04, 2019

Glenn McGrath AO  
1962-2019  
A cricketer who played for Australia and New South Wales. He was a right-handed batsman and a right-arm fast bowler. He played for Australia in 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019.

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## FREQUENTLY ASKED QUESTIONS

### Part 1 Decision making on the administration of elections

#### **What decisions must councils make on the administration of their elections?**

Under section 296AA of the *Local Government Act 1993* (the Act), each council must resolve by **13 March 2023** either:

- to engage the NSW Electoral Commissioner (NSWEC) to administer the council's elections, polls and referenda, or
- that the council's elections are to be administered by another electoral services provider.

#### **What happens if a council fails to make a decision on the administration of its elections by 13 March 2023?**

If a council fails to make a decision on the administration of its elections, polls and referenda by 13 March 2023, it will not be able to engage the NSWEC to administer its ordinary election and it will be required to make its own arrangements with another electoral services provider for the administration of its elections.

A council that fails to make a decision on the administration of its elections by 13 March 2023 will also be required to publish a notice of that failure on the council's website.

### Part 2 Election arrangements with the NSWEC

#### **What election arrangements can councils enter into with the NSWEC?**

The election arrangement is a standardised contract for all councils. The service schedule and costs schedule of the standardised contract will vary between councils and are made by the NSWEC in consultation with each council.

Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, the election arrangement with the NSWEC will apply to the 2024 ordinary election and every election, poll and referendum including any by-election or countback election until the contract is automatically terminated 18 months before the following ordinary election of councillors.

Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, it should use the model resolutions provided below.

#### **If a council wishes to engage the NSWEC to administer its elections, polls and referenda what form should its resolution take?**

Councils wishing to make a resolution that an election arrangement be entered into for the NSWEC to administer all elections, polls and referenda under section 296(3) of the Act should use the following model resolution:

*The [insert full description of council] ("the Council") resolves:*

1. *pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.*

2. *pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.*
3. *pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.*

### **When must the election arrangements with the NSWEC be finalised?**

Where councils have resolved to enter into an election arrangement with the NSWEC, the contract with the NSWEC must be finalised no later than 15 months before the next ordinary elections (ie **13 June 2023**).

### **Can election arrangements with the NSWEC be terminated?**

Yes, but only after the council's ordinary election. An election arrangement for the NSWEC to administer all elections, polls and referenda of a council can be terminated by the council or the NSWEC at any time after the ordinary election by giving written notice of termination and in accordance with any notification requirements set out in the contract.

If the election arrangement is not terminated by either party, the arrangement is automatically terminated 18 months before the following ordinary election when the council will be required to determine who will conduct its next ordinary election.

### **If a council does not engage the NSWEC to administer its ordinary election, can it engage the NSWEC to administer a particular by-election, poll or referendum after the ordinary election?**

Yes. Where a council does not enter into an election arrangement with the NSWEC to administer its ordinary election, the council may resolve to enter into an election arrangement with the NSWEC to administer a particular by-election, poll or referendum following the ordinary election.

If councils resolve to engage the NSWEC to administer a particular by-election, poll or referendum after the ordinary election, they should use the model resolutions provided below.

### **If a council wishes to engage the NSWEC to administer a particular by-election or countback election, what form should its resolution take?**

Councils wishing to engage the NSWEC to administer a particular by-election or countback election after the ordinary election should use the following model resolution:

*The [insert full description of council] (“the Council”) resolves pursuant to ss. 296(2) and (4) of the Local Government Act 1993 (NSW) that:*

1. *an election arrangement is to be entered into for the Electoral Commissioner to administer [insert description of the particular election but do not do so by date in case the election date is changed or postponed]; and*
2. *such election arrangement is to be entered into by contract between the Electoral Commissioner and the Council.*

**Note: Please refer below for additional information concerning limitations with respect to countback elections.**

**If a council wishes to engage the NSWEC to administer a particular poll, what form should its resolution take?**

Councils wishing to engage the NSWEC to administer a particular poll after the ordinary election should use the following model resolution:

*The [insert full description of council] (“the Council”) resolves pursuant to ss. 296(2) and (4) of the Local Government Act 1993 (NSW), as applied and modified by s.18, that:*

- 1. a council poll arrangement be entered into for the Electoral Commissioner to administer [insert description of the council poll but do not do so by date in case the poll date is changed or postponed]; and*
- 2. such council poll arrangement be entered into by contract between the Electoral Commissioner and the Council.*

**If a council wishes to engage the NSWEC to administer a particular referendum, what form should its resolution take?**

Councils wishing to engage the NSWEC to administer a particular referendum after the ordinary election should use the following model resolution:

*The [insert full description of council] (“the Council”) resolves pursuant to ss. 296(2) and (4) of the Local Government Act 1993 (NSW), as applied and modified by s.18, that:*

- 1. a constitutional referendum arrangement be entered into for the Electoral Commissioner to administer [insert description of the constitutional referendum but do not do so by date in case the referendum date is changed or postponed]; and*
- 2. such constitutional referendum arrangement be entered into by contract between the Electoral Commissioner and the Council.*

**If a council does not engage the NSWEC to administer its ordinary election, can it engage the NSWEC to administer a countback election following the ordinary election?**

**No.** Under section 291A(b) of the Act, if the council’s ordinary election was administered by an electoral services provider other than the NSWEC, a countback election to fill a casual vacancy must be conducted by a returning officer appointed by that electoral services provider.

**Part 3 Election arrangements with other electoral services providers**

**What information must be included in a resolution to engage an electoral services provider other than the NSWEC?**

Under section 296AA, where a council resolves that its elections are to be administered by an electoral services provider other than the NSWEC, the resolution must also state whether the general manager has identified an electoral services provider to be engaged for the next ordinary election and, if so, the name of that provider.

As soon as practicable after the resolution is made, the general manager must publish a copy of the resolution on the council's website.

### **What should councils consider before making a decision to engage an electoral services provider other than the NSWEC?**

In considering the use of other electoral services providers, it is important to clarify that they can deliver the elections for the council.

Councils need to be satisfied that if the provider claims to be able to obtain all the electoral material, or hire the necessary venues, or arrange the printing of the ballot papers, or conduct the count, that they can demonstrate their successful completion of these tasks in similar circumstances.

A key consideration will be whether the provider is able to administer the complex counts required under the weighted inclusive Gregory method of preference allocation prescribed under the *Local Government (General) Regulation 2021* (the Regulation) for council elections using the proportional system.

It is also a requirement that the method proposed to be used by the provider to conduct the count of the ballot papers (whether through the use of data entry or scanning equipment) can comply with the formality, scrutiny and record keeping provisions contained in the Act and Regulation.

### **If councils decide to use a commercial electoral services provider, is it necessary to go to tender?**

Section 55 of the Act exempts councils from tendering when entering into a contract or arrangement for the NSWEC to administer the council's elections, referendums and polls. This exemption does not apply to contracts or arrangements with any other service provider.

As the amount involved in conducting council elections can be significant it is important to ensure that any commercial organisation is providing value for money. It is also important to ensure that as public funds are being expended, principles of openness, transparency and accountability are not compromised.

Unless the cost of administering the elections is under \$250,000 or any of the other exemptions provided for in section 55 apply, councils will be required to go to tender or to conduct a selective tender when engaging a commercial electoral services provider.

### **What should councils consider when entering into a contract with a commercial electoral services provider?**

In negotiating arrangements for the administration of their elections with commercial electoral services providers, councils need to ensure that:

- there will be an appropriate number of pre-poll and polling places
- there will be adequate staffing levels
- the provider uses counting software that can undertake counts using the weighted inclusive Gregory method
- the potential need for the provider to administer countback elections in the 18 months following the ordinary election.

### **What is the appropriate number of polling places?**

The appropriate number of polling places for any one council will depend on its individual characteristics and factors such as the number of electors, the geographic area it covers, available transport options and suitable venues.

While the cost of hiring venues will be a consideration, councils should also consider the following when negotiating the number and type of venues to be used with the electoral service provider:

- How many voters are there in total in the area, and how many voters can each particular venue comfortably handle?
- What venues have been used in the past by either the Australian Electoral Commission for federal elections or the NSWEC for either state or local government elections? What was the previous attendance pattern at these venues?
- Is the venue conveniently located, particularly in light of transport options?
- Is it suitable for the purpose of conducting an election? For example, is there sufficient space for the various tables, voting screens, ballot boxes, throughput of voters? Is there appropriate furniture for electoral officials? For example, if small tables and chairs are used in a primary school these are not appropriate for adults involved in election-related activities.
- Is it easily accessible for all voters and in particular those with a disability, mobility issues, the elderly or frail, parents with prams?
- Are there venues located close to ward boundaries that can issue ballot papers for both the ward in which they are located as well as votes for adjoining ward/s? Or in the case of an undivided council, venues located close to the boundary of another council or councils?
- Is appropriate public liability insurance in place?

It is likely that the more electors a council has, the more polling places it will need.

### **What are the appropriate staffing levels for a council election?**

Determining the appropriate number of staff required for any particular council area depends on the estimated number of votes likely to be cast and the volume for each particular voting option (pre-poll, declared institution, postal and election day) as this will have an impact on the categories of staff recruited. For example, if it is anticipated that there will be a high demand for pre-poll voting it may be necessary to have more office assistants available in the returning officer's office than in an area where it is likely that more votes will be taken on election day at polling places.

Under the legislation, all polling places must have a minimum of two staff, one of whom is the polling place manager.

The NSWEC's polling place staffing formula is based on 450 votes per issuing table (at one election official per table) and the overall projected number of votes for the polling place determines the number of issuing tables. The number of issuing tables determines whether a particular polling place requires a deputy polling place manager, a ballot box guard and/or an enquiry officer.

**Is it possible to conduct the count and distribution of preferences manually?**

**No.** The weighted inclusive Gregory method used for allocating preferences at elections using the proportional system, uses a fractional transfer system. All ballot papers of the elected candidate are used to distribute the surplus (instead of a sample). The ballot papers are distributed at a reduced rate with each transfer of votes by applying a transfer value, making manual counts impossible.

Councils should ensure that any commercial electoral services provider they engage to conduct their elections is able to undertake a count utilising counting software that allocates preferences using the weighted inclusive Gregory method.

**What arrangements should be made for countback elections?**

Councils have the option of filling vacancies that occur in the 18 months following the September 2024 council elections using a countback of the votes cast at the ordinary election instead of a by-election. Countback elections are not available for elections using the optional preferential voting system (including elections for popularly elected mayors).

In order to fill vacancies using a countback election, councils must resolve at their first meeting following the ordinary election that any casual vacancy is to be filled by a countback election.

If councils are proposing to fill vacancies using a countback election, they should factor this into their contractual arrangements with commercial electoral services providers. Among other things, the contractual arrangements should ensure the following:

- the retention of all electoral material, information and data for the 18 month period following the ordinary election during which countback elections may be used
- the safe storage and security of electoral material, information and data (including from cyber-attack)
- the council has ongoing access to the electoral material, information and data from the ordinary election.

**What other considerations should councils factor into their contractual arrangements with commercial electoral services providers?**

Councils should ensure:

- that the commercial electoral services provider has a formal policy that ensures that scrutineers are given as much opportunity as possible to be involved in the counting process by allowing the examination and comparison of ballot papers, the data entry of votes recorded on ballot papers (whether by manual data entry or digital scanning) and electronic or data entry records
- that the commercial electoral services provider has an audit system in place for checking ballot papers against the information entered into the electronic counting system used by the provider and that scrutineers are permitted to observe the audit process and its results
- that the commercial electoral services provider will make full preference data available for publication



- that the source code of counting software used by the commercial electoral services provider has been independently audited by an accredited source code auditor.

### **What services will the NSWEC provide to councils that engage an electoral services provider to administer their elections?**

The NSWEC provides enrolment services to electoral services providers such as the provision of authorised rolls, candidates' rolls, an online look-up facility for non-residential electors, a list of general postal voters and enrolment declaration envelopes. These products and services will be provided at cost to the relevant councils.

### **What information are councils required to provide to the NSWEC where they engage another electoral services provider to administer their elections?**

Councils that have engaged a provider other than the NSWEC to administer their elections are required to provide certain information to the NSWEC to support it in the exercise of its statutory functions in connection with the administration of candidate registration and other electoral funding and disclosure requirements and the enforcement of the failure to vote provisions of the Act and Regulation.

### **How should election costs be managed?**

General managers should prepare a budget for all facets of council elections, and record and monitor expenditure to ensure a shortfall does not occur. Activity based costing will need to be applied to ensure that all costs and expenses are identified.

Areas to be covered include:

- wages of all electoral officials and any council staff engaged in election-related work
- recruitment and training
- advertising including the placement of statutory advertisements
- candidate and elector information
- hire of venues, furniture and equipment
- production of all election-related material, including forms, envelopes and cardboard material
- printing of ballot papers including in Braille, if requested
- transportation of election-related materials
- IT software and hardware
- administration expenses such as telephone, postage, courier services, photocopiers and printers
- insurance

A number of key variables will not be known until the close of nominations, namely whether an election will be uncontested, whether there will need to be a by-election due to insufficient nominations, whether candidates will form groups and request group voting squares, and whether as a result, ballot papers will need to be printed to allow 'above the line' and 'below the line' voting.

These factors will have an impact on costs. However given the lead time required to ensure voting can go ahead at the prescribed times, provision for all likely costs has to be made.

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Reports to Council - General Manager

### **What are the reporting requirements on election costs?**

Within six months of the election, the general manager must prepare a report for the Minister for Local Government on the conduct of each election. Full and transparent costings for each election must be disclosed in this report.

The following list is not exhaustive but contains a number of items that should be reported on:

- time spent on the election by the general manager as a proportion of the general manager's remuneration,
- time spent on the election by council staff as a proportion of council staff remuneration,
- the remuneration of council staff employed specifically for the purpose of the election,
- the remuneration, recruitment and training costs of election officials,
- the cost of running any candidate information seminars,
- the cost of hiring venues and equipment for the election, including council venues and equipment and any associated costs,
- the cost of any technological support, including the development of any counting software,
- the cost of preparing the written report on the election required under the Regulation,
- any electoral services provided to electors,
- any electoral services provided to candidates,
- operational details of the election,
- an overall evaluation of the conduct of the election, including feedback from stakeholders,
- the number of electors entitled to vote at the election and the number of electors who voted, specifying the number of electors who voted personally or by post,
- the cost to the council of engaging the electoral services provider to administer the election.

### **What is meant by 'full and transparent costings'?**

It needs to be acknowledged that although council staff may be used to undertake administrative tasks related to the conduct of elections, this comes at a cost. Notably any time spent on election-related work is time not spent on other council duties. Similarly use of council office space or office equipment or resources for election-related work is at the expense of other day to day council activities.

The identification of activity-based costs and expenses allows a comparison with the fees charged by the NSWEC, to see whether one option is better value than the other for ratepayers.

Even in the case of an uncontested election or where there are insufficient nominations to enable the election to proceed on election day, there will be costs associated with having reached that stage, which also need to be reported.

# **NARROMINE SHIRE COUNCIL**

## **Councillor Expenses and Facilities Policy**

DRAFT

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## Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$1,000 per Councillor \$6,000 for the Mayor	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$10,000 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$2,000 per Councillor	Per year
Conferences and seminars	\$10,000 total for all Councillors	Per year
ICT expenses (Council to provide and maintain iPad) Home internet use Use of private mobile/landline	As per data package \$100 per Councillor	Per month
Carer expenses	\$100 per Councillor	Per month
Home office expenses	\$150 per Councillor	Per year
Postage stamps	To be directed through Council's own mail system	Not relevant
Christmas or festive cards	Nil	Per year
Access to facilities in the Mayor's Office if and when needed	Provided to all Councillors	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Non-exclusive staff supporting the Mayor and Councillors – determined by the General Manager	Provided to the Mayor and Councillors	Not relevant

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

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## Part A – Introduction

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### 1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Narromine Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

### 2. Policy objectives

- 2.1. The objectives of this policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
  - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
  - ensure facilities and expenses provided to Councillors meet community expectations
  - support a diversity of representation
  - fulfil the Council's statutory responsibilities.

### 3. Principles

- 3.1. Council commits to the following principles:
  - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
  - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
  - **Equity:** there must be equitable access to expenses and facilities for all Councillors
  - **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
  - **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

## 4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
  - production of election material
  - use of Council resources and equipment for campaigning
  - use of official Council letterhead, publications, websites or services for political benefit
  - fundraising activities of political parties or individuals, including political fundraising events.

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## Part B – Expenses

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### 5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

### 6. Specific expenses

#### General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a total of \$1,000 per year, and the Mayor may be reimbursed up to a total of \$6,000 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
  - for public transport fares
  - for the use of a private vehicle or hire car
  - for parking costs for Council and other meetings
  - for tolls
  - by Cabcharge card or equivalent
  - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

### **Interstate, overseas and long-distance intrastate travel expenses**

- 6.5. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.6. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 per year. This amount will be set aside in Council's annual budget.
- 6.7. Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.8. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council Meeting prior to travel.
- 6.9. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
  - who is to take part in the travel
  - duration and itinerary of travel
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10. For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13. Bookings for approved air travel are to be made through the General Manager's office.
- 6.14. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

### **Travel expenses not paid by Council**

- 6.15. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

### **Accommodation and meals**

- 6.16. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 100 kilometres from the meeting location.
- 6.17. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Orana Region.
- 6.18. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.



- 6.19. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.
- 6.20. Councillors will not be reimbursed for alcoholic beverages.

### **Refreshments for Council related meetings**

- 6.21. Appropriate refreshments will be available for Council Meetings, Council Committee Meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.22. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

### **Professional development**

- 6.23. Council will set aside \$2,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.24. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.25. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.26. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development
  - relevance to Council priorities and business
  - relevance to the exercise of the Councillor's civic duties.
- 6.27. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

### **Conferences and seminars**

- 6.28. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.29. Council will set aside a total amount of \$10,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.30. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
  - cost of the conference or seminar in relation to the total remaining budget.
- 6.31. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

## **Information and communications technology (ICT) expenses**

- 6.32. Each Councillor will be provided with internet access and an iPad (or other suitable technology). In relation to Council supplied internet access, the amount provided by Council is set by the data package purchased at the time.
- 6.33. Councillors using their own private mobile or landline phones for Council purposes are entitled to reimbursement, to a maximum of \$100 per month, subject to the Councillor indicating on their phone accounts all Council related use. The Mayor will be paid a monthly phone allowance of \$90 to cover the cost of Council related phone calls.
- 6.34. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers
  - relevant phone calls and correspondence
  - diary and appointment management.
- 6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

## **Special requirement and carer expenses**

- 6.36. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.
- 6.37. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.38. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$100 per month for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.40. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.41. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

## **Home office expenses**

- 6.42. Each Councillor may be reimbursed up to \$150 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

# **7. Insurances**

In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

- 7.1. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.2. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

- 7.3. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

## 8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
  - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
  - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances
  - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
  - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

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## Part C – Facilities

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### 9. General facilities for all Councillors

#### Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- personal protective equipment for use during site visits
  - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or deputy Mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified staff member.

- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

### **Stationery**

- 9.4. Council will provide the following stationery to Councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
  - business cards
  - Postage – official Councillor correspondence is to be directed through Council's own mail system

### **Administrative support**

- 9.5. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

## **10. Additional facilities for the Mayor**

- 10.1. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.2. In performing his or her civic duties, the Mayor will be assisted with administrative and secretarial support, as determined by the General Manager.
- 10.3. As per Section 4, staff supporting the Mayor and Councillors are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

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## **Part D – Processes**

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## **11. Approval, payment and reimbursement arrangements**

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
  - carer costs
  - ICT expenditure
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

### **Direct payment**

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

## **Reimbursement**

11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager.

## **Advance payment**

11.7. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.

11.8. The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$300.

11.9. Requests for advance payment must be submitted to the General Manager for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:

- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
- reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

## **Notification**

11.11. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

11.12. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

## **Reimbursement to Council**

11.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

11.14. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

## **Timeframe for reimbursement**

11.15. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

# **12. Disputes**

12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

## 13. Return or retention of facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

## 14. Publication

- 14.1. This policy will be published on Council's website.

## 15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

## 16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

## 17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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## **PART E – Appendices**

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### Appendix I: Related legislation, guidance and policies

**Relevant legislation and guidance:**

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

**Related Council policies:**

- Code of Conduct

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## Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means appropriate food and beverages provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993 (NSW)</i>
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> <li>• meetings of Council and committees of the whole</li> <li>• meetings of committees facilitated by Council</li> <li>• civic receptions hosted or sponsored by Council</li> <li>• meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2021 (NSW)</i>
year	Means the financial year, that is the 12-month period commencing on 1 July each year



**NARROMINE SHIRE COUNCIL  
COUNCILLOR REQUEST TO TRAVEL FORM**

Approval is sought for the following Councillor to travel on Council business as set out below: -

**Personal Details**

Name of Councillor \_\_\_\_\_

Reason for travel \_\_\_\_\_

Relevance to Council \_\_\_\_\_

priorities and business \_\_\_\_\_

Venue \_\_\_\_\_

Dates and times \_\_\_\_\_

Supporting documents attached (including Registration Form) Yes  No

**Travel and accommodation arrangements**

Can the business be conducted remotely? Yes  No

Do you require air travel? Yes  No

Do you require a pool vehicle? Yes  No

Is accommodation required? Yes  No

Is a cash advance required? Yes  No  If yes, how much? \_\_\_\_\_

**Signature Councillor** \_\_\_\_\_ **Date** \_\_\_\_\_

*For Internal Use Only*

Approved Yes  No

**Signature General Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

Expense	Work Order	Amount
Travel expenses		\$
Accommodation/Meals		\$
Professional Development		\$
Conferences and Seminars		\$
Other Expenses		\$
<b>TOTAL</b>		<b>\$</b>

**NARROMINE SHIRE COUNCIL  
COUNCILLOR REIMBURSEMENT OF EXPENSES INCURRED FORM**

Councillor Name: \_\_\_\_\_

Month: \_\_\_\_\_

I hereby submit the following claim for reimbursement of expenses incurred while undertaking official Council business: -

**A. USE OF PRIVATE VEHICLE** (extract of log book attached)

Date	From	To	Reason for Journey	KM travelled (Engine capacity 2.4l and less)	KM travelled (Engine capacity 2.5l and above)
<b>Total Kms</b>					
				@ ...../km	@ ...../km

**B OTHER EXPENSES** i.e. tolls, parking costs, cab charges, public transport fares, carer, office expenses, accommodation, meals (receipts attached)

Date	Other Travel Expense Details	Amount Claimed \$
<b>Total Expenses</b>		<b>\$</b>

Signature Councillor \_\_\_\_\_

Date \_\_\_\_\_

*For Internal Use Only*

Approved

Yes  No 

Signature General Manager \_\_\_\_\_ Date \_\_\_\_\_

Expense	Work Order Number	Amount
Councillor Fee	1381.20.426	\$
Mayoral Fee	1381.20.425	\$
Superannuation		\$
General Travel Expense Reimbursement (use of private vehicle, cab charge, tolls, public transport fares etc)		\$
Accommodation/Meals		\$
Office Expenses		\$
ICT Expenses		\$
Carer Expenses		\$
<b>TOTAL Claim for Month</b>		<b>\$</b>

*A Councillor must attend Ordinary Council Meeting or provide a medical certificate in order to qualify for monthly membership fee as resolved by Council on 8 May 2019.*



## WORK HEALTH & SAFETY POLICY

Version No	Reviewed By WHS & Risk Coordinator	Date Adopted by Council & Resolution No.	Last Modified	Review Period	Presented H&SC
1.0		18/08/09 & 13/11/13	September 2011	4 Years	21.9.11
2.0	22.10.13	Resolution No. 2013/412	October 2013	4 Years	22.10.13
3.0	5.5.15	Resolution No. 2015/133	May 2015	4 Years	26.5.15
4.0	5.1.18	Resolution No. 2018/018	January 2018	4 Years	27.2.18
5.0	11.5.22		July 2022	4 Years	5.7.22

## **Introduction**

This Policy is part of the Narromine Shire Council Work, Health and Safety system and reflects Council's commitment to the NSW Work Health and Safety Act 2011.

Narromine Shire Council (Council) must ensure, so far as reasonably practicable the health and safety of workers while the workers are at work.

Council must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out by Council.

Under the Work Health and Safety Act 2011, Council has a legal requirement to protect the health and safety of all workers and others persons in the workplace.

## **Purpose**

The purpose of this policy is to document Council's commitment to providing and maintaining a safe and healthy workplace for its workers and others persons in the workplace.

Council is committed to achieving this through the effective implementation of a Work Health and Safety Management System.

## **Aim**

The aims of this policy are that Council must ensure, so far as is reasonably practicable:

- the provision and maintenance of a work environment without risks to health and safety,
- the provision and maintenance of safe plant and structures,
- the provision and maintenance of safe systems of work,
- the safe use, handling, and storage of plant, structures and substances,
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities,
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out by Council,
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

## **Policy Statement**

1. Council is committed to ensuring the health and safety of all persons in the workplace.
2. In particular, Council is committed to:
  - A Risk Management approach to identify, assess, eliminate and control hazards which have the potential to harm workers and other persons in the workplace,
  - Complying with relevant Work Health and Safety legislation.
  - Establishing measurable objectives and targets of Work Health and Safety to ensure continuous improvement aimed at elimination of work-related illness and injury.

- The provision of appropriate Work Health and Safety training to all workers.
  - A consultative process to ensure all workers are included in the decision-making processes impacting on workplace health and safety.
  - The dissemination of Work Health and Safety information to all workers and other persons to the workplace.
  - The effective implementation of the Work Health and Safety Policy.
  - Injury Management and the timely return of employees to duties in accordance with the Workers Compensation Act 1987, Workplace Injury Management and Workers Compensation Act 1998 and Workers Compensation Regulations 2016.
  - Ensure continuous improvement and the monitoring of the Work Health and Safety Management System by conducting regular reviews.
3. Council will develop, implement and keep under review a Work Health and Safety System for managing work health and safety. This system will be supported by appropriate policies and procedures that are implemented and reviewed on a regular basis.

### **Responsibilities and Duties**

**General Manager, Directors and Managers:** Have a duty to exercise due diligence to ensure that Council complies with the NSW WHS Act and Regulations. This includes taking reasonable steps to provide and maintain as far as reasonably practicable:

- an up-to-date knowledge of WHS matters
- have an understanding of Council business and the hazards and risks associated with it
- ensure that Council has (and uses) appropriate resources and processes to eliminate or minimize safety risks from the work carried out
- ensure that Council has appropriate processes to receive information about incidents, hazards and risks and responding in a timely manner to that information
- ensure that Council has and implements processes to comply with any duty or obligation under WHS laws. These can include:
  1. reporting notifiable incidents
  2. consulting with workers
  3. ensuring compliance with notices
  4. providing training and instruction to workers about WHS
  5. ensuring that health and safety representatives receive their entitlements to training

**Overseers and Team Leaders** who supervise workers must:

- demonstrate active and visible leadership in work health and safety
- identify hazards and work health and safety risks from jobs, tasks and projects under their supervision;
- assess and control identified risks in consultation with those involved or affected,
- promptly address work health and safety issues raised, in consultation with those involved or affected;
- Investigate work related incidents, seeking to identify the causes and take steps to prevent recurrence.

**Workers** while at work must:

- Take reasonable care for their own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply with any reasonable instruction from Council so far as reasonably practicable
- Cooperate with any reasonable policy or procedures of Council relating to health and safety

A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, trainee, contractor, outworker and Councillor.

An elected member of the Council does not, in that capacity conduct a business or undertaking.

**References**

NSW Work Health & Safety Act, 2011

NSW Work Health & Safety Regulation, 2017

NSW Workers Compensation Act 1987

NSW Workplace Injury Management Workers Compensation Act 1998

NSW Workers Compensation Regulations 2016

Narromine Shire Council WHS Consultation Policy