

Glen Innes Severn Council Ordinary Meeting

23 JUNE 2022

ANNEXURES

TABLE OF CONTENTS	PAGE
7.1 Resolution Tracking Report	
Annexure A Outstanding Actions as at Thursday, 16 June 2022.....	4
7.3 Glen Innes Severn Council Housing Assessment and Draft Glen Innes Severn Council Housing Strategy 2022-2041	
Annexure A Glen Innes Severn LGA Housing Assessment	36
Annexure B Draft Glen Innes Severn Housing Strategy	72
Annexure C Regional Australia Institute Understanding Regional Liveability Discussion Paper	96
Annexure D Office of Local Government Low Cost Loans.....	110
7.4 Stronger Country Communities R4 Funding Deed - 0196 - Emmaville War Memorial Hall	
Annexure A SCCF4 0196 Funding Deed.....	112
Annexure B GISC Signed SSC4 0196 Acceptance of Funding and Confidentiality Agreement.....	135
7.5 Reconnecting Regional NSW Community Events Program Application	
Annexure A RR-CEP Guidelines	136
Annexure B Community EOI Application Forms.....	139
Annexure C RR-CEP EOI Information	185
Annexure D RRNSW COMMUNITY EVENTS PROGRAM EOI SCORECARD - results	189
Annexure E RRNSW COMMUNITY EVENTS PROGRAM EOI SCORECARD - summary	190
7.7 General Manager's Directorate: Monthly Report for May 2022	
Annexure A Grants and Funding	191
Annexure B NEHC Brand and Soundtrails Campaign Report	193

7.8	Local Government Remuneration Tribunal Determination	
	Annexure A	Local Government Remuneration Tribunal Annual Report and Determination 2022.....228
	Annexure B	OLG Circular No 22-14/ 22 May 2022 / A817449245
7.9	Risk Appetite Statements	
	Annexure A	Risk Appetite Statements - Version 1246
7.11	Review of the Bank Account Overdraft Facility Policy	
	Annexure A	Draft Bank Account Overdraft Facility Policy261
7.12	Review of the Community Cultural Relations Policy	
	Annexure A	Community Cultural Relations Policy - Draft.....266
7.13	Review of the Donations Policy	
	Annexure A	Draft Donations Policy273
7.14	Review of the Glen Innes Aggregates Trading Terms Policy	
	Annexure A	Draft Glen Innes Aggregates Trading Terms Policy280
7.15	Review of the Investment Policy	
	Annexure A	Draft Investment Policy.....288
7.16	Review of the Rates - Pensioner Concession Policy	
	Annexure A	Draft Rates - Pensioner Concession Policy.....301
7.17	Review of the Sale of Other Assets (Asset Disposal) Policy	
	Annexure A	Draft Sale of Other Assets (Asset Disposal) Policy309
7.18	Review of the Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy	
	Annexure A	Draft Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy322
7.19	Endorsement of Additional Members to the Glen Innes Severn Cemetery Committee	
	Annexure A	Glen Innes Severn Cemetery Committee Minutes - 26/5/2022.....327
7.20	Capital Works Program Progress Report as at 31 May 2022	
	Annexure A	Capital Works Program Carried Forward for the 2019/2020 Financial Year.....330
	Annexure B	Capital Works Program Carried Forward for the 2020/2021 Financial Year.....331
	Annexure C	Capital Works Program Carried Forward for the 2021/2022 Financial Year.....333
	Annexure D	Capital Works Program Revoted337
7.28	Minor Modification of the Glen Innes Severn Council Organisational Structure	
	Annexure A	Infrastructure Directorate Organisational Chart339
	Annexure B	Position Description.....341
7.29	Recommendations from the Roads Consultative Committee	
	Annexure A	Roads Consultative Committee Ordinary Minutes 19 May 2022.....347
	Annexure B	Terms of Reference Roads Consultative Committee - 19 May 2022.....364

7.30	Infrastructure Services: Monthly Report for May 2022	
	Annexure A Grading Accomplishment Map	367
	Annexure B Drinking Water Monitoring Program Results Report	368
9.2	Minutes of Council Community Committee Meetings for Information	
	Annexure A Australian Standing Stones Management Board - 18/05/22.....	371
	Annexure B Community Access Committee - 2/05/22.....	376
	Annexure C Emmaville Mining Museum Committee - 21/04/22.....	380
	Annexure D Emmaville War Memorial Hall Committee - 27/04/22.....	383
	Annexure E Glencoe Hall Committee - 7/05/22.....	385
	Annexure F Glen Innes Saleyards Advisory Committee - 6/04/22	388
	Annexure G Library Committee - 29/04/22	390
9.3	Minutes of Other Organisations for Information	
	Annexure A Country Mayors Association - 27/05/22	395

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
27/02/2020	7.18	Declaration of a Climate Change Emergency	Moved Cr D Newman Seconded Cr A Parsons 21.02/20 RESOLUTION That Council adopts a Climate Emergency Plan comprising the following actions: i. A review of the 2013 Risk Assessment being undertaken and included in the 2020-21 Operational Plan as a key strategic objective and funds provided accordingly. ii. As an outcome of the review of the 2013 Risk Assessment, an Adaption Strategy is developed and the development of such a strategy is a key strategic objective of the 2021-2025 Delivery Program. iii. That an Emissions Reduction Plan be developed as a key strategic objective of the 2021-2025 Delivery Program. A division was called for, voting on which was as follows: For Against Cr C Sparks Cr C Price Cr D Newman Cr J Smith Cr G Frendon Cr A Parsons Cr S Toms The division was declared CARRIED by 5 votes to 2. CARRIED	25/08/2022	Lamsal, Pramod	03 Mar 2020 9:27am DDPRS - is to action all points. 04 Mar 2020 12:00pm Estimated Completion Date changed by: Graham Price From: 12 Mar 2020 To: 30 Mar 2021 18 Mar 2020 3:19pm Price, Graham Item 1 completed and a budget provision made in Operational Plan subject to Council adoption. 30 Apr 2020 2:34pm Price, Graham With the extension of Councillors term by one (1) year it is unsure what provisions will be made for a new Delivery Plan from 2021-22., Situation will be monitored accordingly. 18 May 2020 9:23am Price, Graham There is no change in status for this project until such time as the new Delivery Plan is prepared. 02 Jun 2020 8:47am Price, Graham There is no change in status for this project. 19 Jun 2020 2:57pm Price, Graham 2021 Council elections now announced so preparation of a new Delivery Plan will occur in the latter part of 2021 15 Jul 2020 11:27am Price, Graham Environmental Officer requested to obtain quotes for a Consultant to undertake a review of the Echelon 2013 Risk Assessment and include a quote for the Adaption Strategy as well. 10 Aug 2020 4:14pm Price, Graham Two (2) quotations received for the Risk Assessment and Adaption Plan and have requested one (1) additional quote be obtained.

Division:		Date From:	
Committee:	Council	Date To:	
Officer:		Printed:	Thursday, 16 June 2022 11:44:39 AM
Action Sheets Report			

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						<p>10 Sep 2020 2:49pm Price, Graham</p> <p>Three (3) quotes have now been received with the quotation of Edge Environment being the preferred contractor for the delivery of the climate risk assessment. Funding is being pursued for the delivery of the Adaption Plan and the Emissions Reduction Plan.</p> <p>30 Sep 2020 8:30am Price, Graham</p> <p>Following a review of the quotations the Risk assessment and adaption plan will likely be undertaken using internal resources. Discussions to be held with MR&C regarding the undertaking of the consultation regarding the risk assessment.</p> <p>29 Oct 2020 2:18pm Price, Graham</p> <p>Due to annual leave and the MGR&CP work commitments this item has not progressed. Discussion will be held during November so as to determine a workshop date in the second half of 2020-21.</p> <p>17 Nov 2020 4:04pm Price, Graham</p> <p>Preliminary discussions held with MGR&CP regarding conducting in-house risk assessment in the first instance.</p> <p>07 Dec 2020 12:09pm Price, Graham</p> <p>Further discussion held with Paul Hedayati to determine what assistance he maybe able to provide Council in undertaking a Hazard Assessment.</p> <p>15 Feb 2021 9:39am Price, Graham</p> <p>On completion of the preparation of the 2021-22 Operational Plan & Budget the risk assessment will be undertaken in house.</p> <p>15 Feb 2021 9:56am Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 March 2021 to 30 June 2021 - With current work load and resources this project is unlikely to be completed until the 30 June 2021.</p> <p>10 Mar 2021 12:06pm Price, Graham</p> <p>Item 1 is on track to be completed by the 30 June 2021. Quotations have been received and determining best option - consultant versus internal staff delivering the review of the 2013 Risk Assessment.</p>

Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 11:44:39 AM
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						<p>09 Apr 2021 3:21pm Price, Graham</p> <p>Quotation from Cress Consulting has been accepted to prepare a Climate Change Adaption Report by the 30 June 2021.</p> <p>13 May 2021 12:05pm Price, Graham</p> <p>Climate change risk workshop is scheduled for early June 2021 with an Adaption report to be prepared following the workshop.</p> <p>02 Jun 2021 1:08pm Price, Graham</p> <p>Climate risk workshop scheduled for Thursday 3 June.</p> <p>07 Jun 2021 3:01pm Price, Graham</p> <p>A Risk Workshop was conducted on 3/6/2021 by Cress Consulting which identified future climate change risks. From this workshop a Risk Adaption Strategy will be developed.</p> <p>01 Jul 2021 9:45am Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 June 2021 to 30 September 2021 - Consideration of an Emissions reduction plan will be considered in conjunction with the development of a new Delivery Program.</p> <p>01 Jul 2021 9:45am Price, Graham</p> <p>Climate Change Risk workshop completed. Review of 2013 risk assessment completed. No funding for an emissions reduction plan in the 2021-22 Operational Plan. To be considered as part of the development of the new Delivery Program.</p> <p>08 Jul 2021 11:25am Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 September 2021 to 23 June 2022 - Adoption of a new Delivery Plan and 2022-23 Operational Plan will not be adopted until June 2022.</p> <p>10 Aug 2021 5:11pm Price, Graham</p> <p>The draft Risk Assessment and Adaption Strategy has been received and is being reviewed by staff. A report will be provided to Council for review prior to November 2021.</p>

Division:		Date From:	
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Action Sheets Report			

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						<p>07 Sep 2021 2:20pm Price, Graham</p> <p>Items 1 & 2 have been completed. Work on an Emissions Reduction Plan has commenced and is on target for completion by June 2022.</p> <p>12 Oct 2021 8:56am Price, Graham</p> <p>Council adopted the Climate Risk Strategy at the September 2021 Council meeting. Work will continue with the emissions reduction plan as resources are available.</p> <p>03 Nov 2021 2:23pm Price, Graham</p> <p>Points 1 & 2 have been completed. , An Emissions Reduction Strategy is being developed using "in-house" resources and will be completed by 30 June 2022.</p> <p>09 Nov 2021 12:07pm Price, Graham - Reallocation</p> <p>Action reassigned to Lamsal, Pramod by Price, Graham - Pramod is pursuing the development of an Emissions Reduction Plan.</p> <p>06 Dec 2021 11:19am Lamsal, Pramod</p> <p>We are looking for all options to complete the ERP within revised target date.</p> <p>11 Jan 2022 3:38pm Lamsal, Pramod</p> <p>Consultants will soon be contacted to get idea on the preparation of Emission Reduction Plan (ERP).</p> <p>04 Feb 2022 12:04pm Lamsal, Pramod</p> <p>I held MS Teams meeting with three environmental consulting firms on the third week of January 2022 and discussed Council's requirement and expectation from the proposed Emission Reduction Plan (ERP) project. The consulting firms include 100% renewables, Ndevr Environmental, and EcoSave., To facilitate in preparing and submitting proposal, Scope of Work (SoW) has been sent out to all three consulting firms. I expect to receive their proposal by the end of February at the latest. Once a suitable consultant selected following Council's Procurement Policy, we plan to start the project by mid March 2022 with an intention to finish it by 30 June 2022.</p>

Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 11:44:39 AM
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						<p>07 Mar 2022 9:21am Lamsal, Pramod</p> <p>Two consulting firms 100% Renewables and Ndevr Environmental submitted their proposal for the preparation of Corporate Emission Reduction Plan (CorERP). After reviewing both proposals and following Council's existing Procurement Policy, 100% Renewables has been selected for the project with target to complete it by the end of June 2022.</p> <p>05 Apr 2022 4:44pm Duke, Kane</p> <p>100% Renewables has been selected to undertake an Emissions Reduction Plan with target to complete it by the end of June 2022.</p> <p>04 May 2022 9:43am Lamsal, Pramod</p> <p>100% Renewables is working on the Emission Reduction Plan, currently analysing Council's energy and emission data. They organised consultation meetings with some key Council staffs in mid-March 2022 through MS Teams to get Council's feedback on energy consumption and emission reduction target. I am facilitating them providing all the necessary information and support required on behalf of Council. The consultant plans to supply the draft report soon.</p> <p>06 Jun 2022 4:19pm Lamsal, Pramod - Target Date Revision</p> <p>Target date changed by Lamsal, Pramod from 23 June 2022 to 25 August 2022 - 100% Renewables consultants are still working on the Emission Reduction Plan and need additional time to complete the draft report.</p>
28/05/2020	7.18	Dumaresq Street Industrial Estate	<p>Moved Cr C Price Seconded Cr A Parsons</p> <p>19.05/20 RESOLUTION</p> <p>That Council:</p> <p>1. Lodges a Development Application for a five (5) lot subdivision on Lot 1 DP 500396, Dumaresq Street in accordance with the provisions of the Environmental Planning and Assessment Act 1979.</p>	31/10/2022	Reid, Adam	<p>19 Jun 2020 3:03pm Price, Graham</p> <p>Item 1 completed and with GM for signing and final lodgement.</p> <p>19 Jun 2020 3:04pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 11 June 2020 to 28 August 2020</p> <p>09 Jul 2020 3:32pm Price, Graham</p> <p>Item 1 completed and DA lodged.</p>

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			2.			14 Jul 2020 9:30am Price, Graham MED requested to promote the land as per Council resolution on the 14/7/2020. Following promotion carried out:, 1. Added to Glen Innes Highlands site - https://gleninneshighlands.com/existing-assets.html , 2. Posted onto Glen Innes Highlands Facebook page, 3. Shared to GISC Facebook page, 4. Shared to 'Glen Innes Business Support' Facebook group.
			3.			10 Aug 2020 4:15pm Price, Graham Promotion has been carried out through the VIC. Subdivision DA has been lodged and is pending approval.
			4.			25 Aug 2020 2:35pm Price, Graham Item 2 is the only remaining item to be actioned and this cannot be completed until such time as the DA is approved and a Subdivision Certificate issued allowing registration to occur with the Land Titles Office.
			5.			25 Aug 2020 2:37pm Price, Graham - Target Date Revision Target date changed by Price, Graham from 28 August 2020 to 30 October 2020 - Item 2 cannot be completed until DA is approved and subdivision is registered.
						10 Sep 2020 2:51pm Price, Graham The Development consent has been approved which will now allow the pursuing of the Subdivision certificate.
						30 Sep 2020 8:35am Price, Graham Surveyor to be engaged to finalise the survey.
						29 Oct 2020 2:26pm Price, Graham - Target Date Revision Target date changed by Price, Graham from 30 October 2020 to 31 March 2021 - Delays have been experienced with appointing a Surveyor to undertake the preparation of the linen plan.
						29 Oct 2020 2:26pm Price, Graham Pending a quotation from Surveyor Jim Noad to finalise the linen plan.

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Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

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			A division was called for, voting on which was as follows: For Cr C Sparks Cr D Newman Cr G Frendon Cr A Parsons Cr C Price Cr J Smith Cr S Toms The division was declared CARRIED by 7 votes to 0. CARRIED			<p>17 Nov 2020 4:07pm Price, Graham</p> <p>Further consultation with Preferred Energy who are undertaking the electricity design for the subdivision. Negotiations continuing with the Surveyor for the final preparation of the linen plan.</p> <p>02 Dec 2020 11:39am Price, Graham</p> <p>Works including sealing of road and K&G scheduled for March 2021. Negotiations underway with Surveyor to undertake the required land survey. Survey to be completed by 28 February 2021.</p> <p>15 Feb 2021 9:30am Price, Graham</p> <p>Preliminary site work has commenced and road works and kerb & gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb & gutter and placement of survey markers. Survey expected to be completed by the end of April.</p> <p>15 Feb 2021 9:33am Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 31 March 2021 to 28 May 2021 - Surveyor wants to have survey marks completed in kerb & gutter prior to undertaking survey work. K&G to be completed by the end of March.</p> <p>10 Mar 2021 12:20pm Price, Graham</p> <p>Surveyor appointed to undertake survey work. Roadworks scheduled for completion by 30 June 2021.</p> <p>09 Apr 2021 3:24pm Price, Graham</p> <p>Project on track for completion by 30 June due to wet weather delaying the capital works schedule.</p> <p>13 May 2021 2:48pm Price, Graham</p> <p>Finalisation of the survey is dependant on completion of the kerb and gutter and roadworks. This work is scheduled for completion by 30 June 2021.</p> <p>19 May 2021 1:24pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 28 May 2021 to 30 June 2021 - Pending infrastructure timetable.</p>

Division:		Date From:	
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Action Sheets Report			

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						<p>07 Jun 2021 3:03pm Price, Graham</p> <p>Work scheduled to be completed by 30 June 2021. Roadworks and kerb and guttering will then allow the completion of the subdivision certificate.</p> <p>07 Jun 2021 3:15pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 June 2021 to 26 November 2021 - Registration of the subdivision is likely to take some months as it requires Land Title Office approval.</p> <p>07 Jul 2021 10:16am Price, Graham</p> <p>Work commenced on road and kerb and gutter but delayed due to wet weather.</p> <p>10 Aug 2021 5:10pm Price, Graham</p> <p>Wet weather continues to delay works. Survey cannot be completed until such time as the kerb and gutter is completed.</p> <p>07 Sep 2021 2:22pm Price, Graham</p> <p>Road works are continuing and kerb and gutter scheduled for completion by the end of September 2021. On completion of the kerb and guttering the survey and subdivision can be completed. A draft Contract of Sale is being prepared for Catchpower subject to a 50% deposit being paid to cover any lost revenue to Council since May 2020.</p> <p>12 Oct 2021 8:57am Price, Graham</p> <p>Kerb & guttering completed and sealing of the road is pending. Surveyor is now able to pursue the finalisation of the survey to allow the lots to be registered.</p> <p>03 Nov 2021 2:34pm Price, Graham</p> <p>This item is completed with the exception of a Council report to authorise the General Manager to finalise the Contract of Sale on the completion of the subdivision.</p> <p>04 Nov 2021 2:54pm Price, Graham - Reallocation</p> <p>Action reassigned to James, Sari by Price, Graham - The only remaining action is the preparation of the Contract of Sale which the Property Officer is undertaking. All other items have been completed.</p>

Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 11:44:39 AM
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Action Sheets Report

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						<p>10 Nov 2021 9:03am James, Sari</p> <p>As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.</p> <p>17 Nov 2021 9:16am James, Sari</p> <p>As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.</p> <p>17 Nov 2021 9:17am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 26 November 2021 to 16 December 2021</p> <p>22 Nov 2021 11:10am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 16 December 2021 to 25 February 2022</p> <p>25 Nov 2021 10:52am James, Sari</p> <p>As the property Officer I am waiting on Council's legal representative to get back to me with further information and understanding of the subdivision. I have left a message with him again this week.</p> <p>08 Dec 2021 9:06am James, Sari</p> <p>I have called Council's legal representative and left a message today with the receptionist.</p> <p>12 Jan 2022 9:07am James, Sari</p> <p>I contacted the Surveyor who has stated he has passed on this information to Council's legal representative.</p> <p>14 Feb 2022 12:50pm James, Sari</p> <p>Surveyor has been contacted and will meet with Council survey team this week to discuss the site.</p> <p>15 Feb 2022 1:15pm James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 25 February 2022 to 30 July 2022 - This resolution requires surveys, subdivision, drafting of contracts, expressions of interest, and multiple land sales process.</p>

Division:		Date From:	
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Officer:		Printed:	Thursday, 16 June 2022 11:44:39 AM
Action Sheets Report			

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						<p>24 Feb 2022 2:45pm James, Sari</p> <p>Council survey team to meet with surveyor to survey the site, aiming for next week.</p> <p>09 Mar 2022 8:55am James, Sari</p> <p>Survey team of Council is meeting the Surveyor on Monday the 14th, Council's Survey team will be competing the drainage and the Surveyor will be completing the subdivision after the meeting.</p> <p>15 Mar 2022 4:22pm James, Sari</p> <p>Survey team met with the Surveyor on Monday the 14th of March, Council is now waiting upon the response from the visit.</p> <p>30 Mar 2022 11:07am James, Sari</p> <p>Surveyor has pegged the area and needs to come back for further surveying when the weather has cleared.</p> <p>07 Apr 2022 3:55pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role.</p> <p>27 Apr 2022 8:44am Reid, Adam</p> <p>Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p> <p>28 Apr 2022 10:25am Reid, Adam</p> <p>Property Officer contacted Surveyor. Surveyor has not finished survey work due to personal illness. Surveyor to report back within two weeks.</p> <p>26 May 2022 10:37am Reid, Adam</p> <p>Due to ongoing illness, contracted surveyor unable to continue job. Surveyor agreed to send his field notes to Property Administration Officer. Property Administration Officer to seek quotes for new surveyor to finalise survey.</p>

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						09 Jun 2022 9:32am Reid, Adam PAO has requested quotes from two local surveying groups. Awaiting reply. 14 Jun 2022 3:03pm Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 30 July 2022 to 31 October 2022 - Property Administration Officer awaiting further details on quote from new surveyors.
27/05/2021	7.11	Information update - Proposed Partnership with the Youth Insearch Organisation	Moved Cr A Parsons Seconded Cr G Frendon 15.05/21 RESOLUTION THAT: 1. Council supports a partnership with Youth Insearch which jointly seeks grant funding and/or philanthropy investments sufficient to fund a Youth Insearch Community Based Worker within the Local Government Area for a minimum of three (3) days per week over two (2) consecutive years. 2. Following additional research, the Manager of Community Services submits a further report to Council for its consideration. The report will contain details of progress related to financial, strategic, and other implications for Council. A division was called for, voting on which was as follows: For			

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						<p>24 Aug 2021 7:38am Williams, Anthony</p> <p>The MCS is collaborating with Youth Insearch to submit an application for the 'Four You Alliance' Program to the Black Summer Bushfire Recovery Fund. The Mayor has once again provided a Letter of Support and the MCS is currently seeking support letters from the Emmaville Central, and Glen Innes High Schools. If successful, this project will benefit both the Glen Innes Severn and Inverell LGA's. At Risk young people will receive ongoing professional support from Youth Insearch, Project Rokit, the batr program and the Reach Foundation. Applications close at 5pm 2 September 2021.</p> <p>06 Sep 2021 10:20am Williams, Anthony</p> <p>The Black Summer Bushfires Grants due date has been pushed out until 6 October. The MCS has supplied Letters of Support for the joint application from the Mayor, Glen Innes High School and Emmaville Central School. The additional time will assist Youth Insearch Grant writes to polish the application.</p> <p>16 Sep 2021 4:50pm Williams, Anthony</p> <p>No additional updates of note at this time. Awaiting advice regarding the Regional Partnerships Grant and the closing date for the Black Summer Bushfires Grant.</p> <p>30 Sep 2021 8:16am Williams, Anthony</p> <p>No additional update available at this time. The MCS remains in regular contact with Youth Insearch with Grant applications submitted. We are also jointly seeking other grant opportunities as they arise.</p> <p>12 Oct 2021 5:42pm Williams, Anthony</p> <p>No additional update available at this time. The MCS remains in regular contact with Youth Insearch with Grant applications submitted. We are jointly seeking other grant opportunities as they arise.</p> <p>21 Oct 2021 7:41am Williams, Anthony</p> <p>The action will remain ongoing until the Partnership has been successful in attracting the Grant Funding sought to achieve the outcome. The Manager of Community Services will provide an updated report to Council not later than the May 2022 Ordinary Council Meeting which will be 12 months since Council resolved to participate in the Partnership.</p>

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						<p>21 Oct 2021 7:43am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 29 October 2021 to 31 May 2022 - The action is ongoing pending attainment of funding. A further report will be provided to Council not later than the May 2022 Ordinary meeting of Council.</p> <p>30 Oct 2021 8:53am Williams, Anthony</p> <p>Black Summer Bushfires Grant Application lodged. Continual investigation and application for other Grant opportunities is explored by the partnership.</p> <p>01 Dec 2021 3:47pm Williams, Anthony</p> <p>Ongoing commitment wit Youth Insearch. MCS to contact Youth Insearch for an update on progress.</p> <p>13 Jan 2022 5:31pm Williams, Anthony</p> <p>No additional information available at time of update. Grant applications are still in the process.</p> <p>02 Feb 2022 11:59am Williams, Anthony</p> <p>MCS has had communication with the CEO of Youth Insearch and arranging a meeting to discuss the way forwards with our project whilst we await the outcome of current Grant applications.</p> <p>24 Feb 2022 10:22am Williams, Anthony</p> <p>There has not yet been a determination on existing grant applications. We continue to seek additional opportunities for funding.</p> <p>22 Mar 2022 12:42pm Williams, Anthony</p> <p>The Black Summer Bushfire Grant application was unsuccessful. MCS to discuss actions moving forwards with Youth Insearch and provide an update.</p> <p>29 Mar 2022 9:01am Williams, Anthony</p> <p>Meeting between MCS and Youth Insearch scheduled for 7 April 2022.</p>

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Action Sheets Report			

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						<p>07 Apr 2022 8:43am Williams, Anthony</p> <p>Meeting between MCS and Youth Insearch delayed at their request until Monday 11 April 2022.</p> <p>26 Apr 2022 10:06am Williams, Anthony</p> <p>Meeting was held with Youth Insearch Regional Coordinator (YIRC) however there were no substantive information arising from the discussions related to the Partnership with Council. The Youth Insearch CEO has a pending update for his staff the (YIRC) will keep the MCS informed. Introductions were made between the YIRC and Council's YW and a commitment was made from the YIRC to have an increased presence with Council's Youth Team.</p> <p>29 May 2022 2:52pm Williams, Anthony</p> <p>MCS has planned discussion with Youth Insearch Tuesday 31 May to discuss partnership arrangements and actions moving forwards.MCS will provide additional information post meeting.</p> <p>29 May 2022 3:00pm Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 31 May 2022 to 30 June 2022 - Target revised pending MCS meeting with Youth Insearch and MCS unplanned leave.</p>
28/10/2021	7.12	Proposal to make the Town Hall Cashless	Moved Cr A Parsons Seconded Cr G Frendon 16.10/21 RESOLUTION That the Town Hall Office becomes a cashless venue from Friday, 1 July 2022. A division was called for, voting on which was as follows: For Cr C Sparks Cr D Newman Cr G Frendon Against Cr A Parsons The division was declared carried by 3 votes to 1. CARRIED	01/07/2022	Newsome, Ann	<p>08 Nov 2021 4:15pm Watson, Amy - Target Date Revision</p> <p>Target date changed by Watson, Amy from 11 November 2021 to 01 March 2022 - Date has been moved out due to the cashless not being implemented until 1 July 2022. Date picked in March is a reminder to put notices in with Rates and create signage for front counter. The cashless announcement will be advertised in "Our council" for month of November.</p> <p>20 Jan 2022 10:51am Mepham, Danielle - Reallocation</p> <p>Action reassigned to Newsome, Ann by Mepham, Danielle - FA will be on maternity leave during the time this action is required to be completed.</p> <p>15 Feb 2022 10:22am Newsome, Ann</p> <p>Have commenced creating flyers to go with any bulk mailouts from 20/2/2022. Have contacted MCO re social media and website communication.</p>

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						15 Feb 2022 10:29am Newsome, Ann - Target Date Revision Target date changed by Newsome, Ann from 01 March 2022 to 01 June 2022 - have commenced creating flyer and contacted MCO about social media communication. The date has been revised as a count down to 30 June 2022 change over. 21 Apr 2022 9:51am Newsome, Ann Flyers have been completed and sent to the printers for inclusion with rates notices. Copies of the flyer have been created for display at the front counter. Customers paying in cash are being advised of the change. 05 May 2022 10:34am Newsome, Ann - Target Date Revision Target date changed by Newsome, Ann from 01 June 2022 to 01 July 2022 05 May 2022 10:36am Newsome, Ann Target changed to implementation date 05 May 2022 10:40am Newsome, Ann - Target Date Revision Target date changed by Newsome, Ann from 01 July 2022 to 01 July 2022 - change to post implementation date 17 May 2022 4:05pm Newsome, Ann Public awareness campaign has commenced., Social media posts of the change have been done., Signage in at the front counter., The change to cashless is being brought to the attention of people paying in cash. 06 Jun 2022 3:11pm Newsome, Ann Public awareness continues. 14 Jun 2022 4:04pm Newsome, Ann public awareness continues.

Division:		Date From:	
Committee:	Council	Date To:	
Officer:		Printed:	Thursday, 16 June 2022 11:44:39 AM
Action Sheets Report			

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
28/10/2021	7.13	Request to Delay Trial of Extension of Out of School Hours (OOSH) Services	Moved Cr A Parsons Seconded Cr D Newman 17.10/21 RESOLUTION THAT: 1. Council endorses the delay of the Before School Care Program trial, until the 2022 school year when additional information regarding a grant application to extend the trial period will be available. 2. Pending the result of the grant application, Council endorses the trial period to be extended beyond the original three (3) weeks, to 12 months. 3. Prior to the end of the Before School Care Program trial period, the Manager of Community Services submits a further report to Council for its consideration of continuing a Before School Care Program into the future. A division was called for, voting on which was as follows: For Against Cr C Sparks Nil Cr D Newman Cr G Frendon Cr A Parsons The division was declared carried by 4 votes to 0. CARRIED	30/09/2022	Williams, Anthony	30 Oct 2021 8:53am Williams, Anthony - Target Date Revision Target date changed by Williams, Anthony from 11 November 2021 to 30 June 2022 - Council has endorsed a second report to the 28 October meeting of Council that the Before School Program be delayed until the 2022 School Year when additional information regarding a Grant Application will be available. Resolution - 17.10/21 An additional report will be presented to Council prior to June 30 2022. 30 Oct 2021 9:01am Williams, Anthony Council passed the resolution at the 28 October Meeting. MCS to commence planning for Before School Program 2022 with staff. 01 Dec 2021 3:42pm Williams, Anthony CCYFS has commenced planning with staff. MCS has contacted the Bus Company regarding transport options. Ongoing. 13 Jan 2022 5:34pm Williams, Anthony Grant application was not successful. Preparation for the trial is progressing well and it will commence Week 1 of the new school year. 18 Jan 2022 12:47pm Williams, Anthony Planning for the trial of Before School Care is well underway and will proceed in accordance with the resolution of Council and without Grant funding. Advertising, promotion, rostering of staff and other preparations are currently being attended. 02 Feb 2022 11:58am Williams, Anthony The trial of before school care commenced Tuesday 1 February. Additional advertising at schools is also being addressed. 24 Feb 2022 10:19am Williams, Anthony The trial of the BSC program will finish on Friday 25 February. A report will be written to Council outlining details of the trial which has failed to prove financial viability. 22 Mar 2022 12:43pm Williams, Anthony The trial was terminated due to insufficient numbers. A report has been prepared for the April Ordinary Meeting of Council.

Division:		Date From:	
Committee:	Council	Date To:	
Officer:		Printed:	Thursday, 16 June 2022 11:44:39 AM
Action Sheets Report			

MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>29 Mar 2022 8:58am Williams, Anthony</p> <p>Report has been pushed out to the April Meeting of Council pending further consultation regarding a renewed trial of BSC.</p> <p>07 Apr 2022 8:43am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 30 June 2022 to 10 June 2022 - An additional report will be prepared for the May Council Meeting. The target should then be able to have been determined by 10 June 2022</p> <p>26 Apr 2022 10:11am Williams, Anthony</p> <p>As stated 7 April 2022. Proposed to report to May Council Meeting.</p> <p>12 May 2022 10:51am Mepham, Danielle - Target Date Revision</p> <p>Target date changed by Mepham, Danielle from 10 June 2022 to 30 June 2022 - The MCS is on unplanned leave and therefore a report was not prepared for the May Council Meeting. The target date has been pushed out to reflect the aim to have a report submitted to the June Council Meeting.</p> <p>29 May 2022 2:55pm Williams, Anthony</p> <p>MCS to discuss report with DCCS having due regard to financial and staff constraints associated with a secondary trial of BSC. Report for Council to be prepared post this meeting and MCS return to duty post unplanned leave.</p> <p>02 Jun 2022 5:47pm Watt, Anna - Target Date Revision</p> <p>Target date changed by Watt, Anna from 30 June 2022 to 30 September 2022</p>
28/10/2021	7.28	West Furracabad Road Minor Closure	<p>Moved Cr A Parsons Seconded Cr G Frendon</p> <p>32.10/21 RESOLUTION</p> <p>That Council proceeds to close part road corridor Lot 4 DP 1193185 (1,921 m²) and transfers the ownership to Ewan Winter for the sale price of \$1.00.</p>	31/08/2022	Reid, Adam	<p>10 Nov 2021 8:59am James, Sari</p> <p>Have started notifying authorities of the road closure with supporting evidence.</p> <p>17 Nov 2021 9:17am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 11 November 2021 to 30 December 2021</p>

Division:		Date From:	
Committee:	Council	Date To:	
Officer:		Printed:	Thursday, 16 June 2022 11:44:39 AM
Action Sheets Report			

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			A division was called for, voting on which was as follows:			17 Nov 2021 9:17am James, Sari - Target Date Revision
			For		Against	Target date changed by James, Sari from 30 December 2021 to 31 March 2022
			Cr C Sparks		Nil	17 Nov 2021 9:18am James, Sari
			Cr D Newman			Property Officer is still notifying authorities and getting it to be advertised in the coming week.
			Cr G Frendon			25 Nov 2021 11:36am James, Sari
			Cr A Parsons			The Property Officer has notified all authorities and is still awaiting on replies. It has also been advertised online on Council's website, Facebook and was in the newspaper last week.
			The division was declared carried by 4 votes to 0.			08 Dec 2021 9:07am James, Sari
			CARRIED			It has been advertised online on Council's website, Facebook, the post offices in Glencoe, Deepwater and Emmaville and was in the newspaper last week.
						05 Jan 2022 9:01am James, Sari
						The advertising period has finished for the road closure, there was no formal complaints to the proposed road closure.
						19 Jan 2022 9:18am James, Sari
						The advertising period has finished for the road closure, there has been no formal complaints to the proposed road closure, I have sent out more emails to follow up certain responses from authorities.
						14 Feb 2022 1:09pm James, Sari
						The deposited plan has been sent to Council's external surveyor for review, before sending for signature to Crown lands.
						09 Mar 2022 8:57am James, Sari
						Awaiting on Crown Lands answer regarding the deposited Plan. The Property Officer has followed up yesterday with a phone call and an email, hoping to hear back today.

Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 11:44:39 AM
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Action Sheets Report

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>15 Mar 2022 4:22pm James, Sari</p> <p>The Deposited Plan has been accepted as a registered Deposited Plan. The next step is now for the Property officer to Submit a Gazettal for the Lot.</p> <p>17 Mar 2022 11:33am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 31 March 2022 to 30 April 2022</p> <p>07 Apr 2022 3:56pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role.</p> <p>21 Apr 2022 9:07am Reid, Adam</p> <p>Property Administration Officer met with Crown Land Management in Armidale on 20/04/2022. Discussed procedures to gazette land. Awaiting further consultation in the next two weeks to identify a solution.</p> <p>21 Apr 2022 9:10am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 April 2022 to 30 May 2022 - Property Administration Officer met with Crown Land Management in Armidale on 20/04/2022. Discussed procedures to gazette land. Awaiting further consultation in the next two weeks to identify a solution.</p> <p>18 May 2022 12:39pm Reid, Adam</p> <p>Property Administration Officer contacted the Office of Local Government to discuss the procedure for the Gazettal of public road closures. The appropriate position to speak with is not available until 30/05/2022. Property Administration Officer is unable to continue procedure until access is granted to Gazette on the NSW legislation site. APJ Law has been notified of the delay.</p> <p>18 May 2022 12:44pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 May 2022 to 30 June 2022 - Property Administration Officer is unable to continue procedure until access is granted to Gazette on the NSW legislation site. APJ Law has been notified of the delay.</p>

Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 11:44:39 AM
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Action Sheets Report

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						09 Jun 2022 12:05pm Reid, Adam Property Administration officer submitted gazettal document to GM 14 Jun 2022 3:09pm Reid, Adam - Target Date Revision Target date changed by Reid, Adam from 30 June 2022 to 31 August 2022 - 60 Day waiting period needed after gazettal for public review.
24/02/2022	7.23	Planning Proposal Post Exhibition Review of the Glen Innes Severn Local Environmental Plan 2012	Moved Cr T Alt Seconded Cr L Gresham 25.02/22 RESOLUTION THAT Council: 1. Adopts the Planning Proposal of Glen Innes Severn Council 5 th General Review of Glen Innes Severn Local Environmental Plan 2012 PP-2021-5562 Version 3 Post Exhibition Version (December 2021), attached as Annexure A to this report. 2. Pursuant to Section 3.36(2) of the Environmental Planning and Assessment Act 1979, resolves to make the Local Environment Plan as detailed in the Planning Proposal. 3. Requests NSW Parliamentary Counsel's Office to undertake the legal drafting of the Local Environment Plan. 4. Notifies any persons or Government agencies who made submissions on the Planning Proposal of Council's resolution.	30/06/2022	Taminiau, Kathleen	17 Mar 2022 11:00am Taminiau, Kathleen - Target Date Revision Target date changed by Taminiau, Kathleen from 10 March 2022 to 30 April 2022 17 Mar 2022 11:02am Taminiau, Kathleen Requested Department of Planning & Environment's Secretary Agreement to proceed with Planning Proposal - 14 March 2022., Awaiting response from Secretary to proceed to request NSW Parliamentary Counsel's Office to undertake the legal drafting of the Local Environment Plan., Persons and Government Agencies who made submissions have been notified of Council resolution., Proposed completion date is 30 April 2022 05 Apr 2022 4:46pm Duke, Kane Still awaiting response from Secretary to proceed to request NSW Parliamentary Counsel's Office to undertake the legal drafting of the Local Environment Plan., Persons and Government Agencies who made submissions have been notified of Council resolution., Proposed completion date is 30 April 2022. 29 Apr 2022 1:37pm Taminiau, Kathleen Response from Secretary to proceed to NSW Parliamentary Counsel's Office to undertake the legal drafting of the Local Environment Plan received 29/03/2022, NSW DPIE GIS Mapping team working on maps for riparian land clause, Proposed completion date is 30 June 2022. 11 May 2022 2:30pm Taminiau, Kathleen - Target Date Revision Target date changed by Taminiau, Kathleen from 30 April 2022 to 30 June 2022

Division:	Date From:
Committee: Council	Date To:
Officer:	
Action Sheets Report	Printed: Thursday, 16 June 2022 11:44:39 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			A division was called for, voting on which was as follows: For Cr T Alt Cr T Arandale Cr R Banham Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks The division was declared carried by 7 votes to 0. CARRIED			06 Jun 2022 3:05pm Taminiau, Kathleen PDF Maps have been sent to Eplanning team to create GIS maps.. First draft LEP has been received from parliamentary counsel's office.
24/02/2022	7.27	Transfer of ownership of the Torrington Waste Transfer Station	Moved Cr T Alt Seconded Cr A Parsons 29.02/22 RESOLUTION That Council authorises the transfer of its share of ownership of Lot 2 DP 751535 (otherwise known as the Torrington Waste Transfer Station) to Tenterfield Shire Council at a price of \$1. A division was called for, voting on which was as follows: For Cr T Alt Cr T Arandale Cr R Banham Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks The division was declared carried by 7 votes to 0. CARRIED	07/07/2022	MacLachlan, Cameron	01 Mar 2022 9:51am MacLachlan, Cameron - Target Date Revision Target date changed by MacLachlan, Cameron from 10 March 2022 to 01 April 2022 - I am estimating 4 weeks for Tenterfield Council to provide a contract of sale. 01 Mar 2022 9:51am MacLachlan, Cameron Tenterfield Council contacted and asked to provide a contract of sale. The next step is to process the contract once GISC receives it. 28 Mar 2022 10:07am MacLachlan, Cameron - Target Date Revision Target date changed by MacLachlan, Cameron from 01 April 2022 to 01 May 2022 - 28 Mar 22: The contract of sale is with Tenterfield Council's legal advisor. I estimate at least 1 month required to complete the process. 28 Mar 2022 10:07am MacLachlan, Cameron The Technical Services coordinator checked with Tenterfield Council on the progress of the contract of sale. The contract is being reviewed by Tenterfield Council's legal team.

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>20 Apr 2022 12:39pm MacLachlan, Cameron - Target Date Revision</p> <p>Target date changed by MacLachlan, Cameron from 01 May 2022 to 30 May 2022 - Tenterfield Council has not received the contract from their legal consultant.</p> <p>05 May 2022 1:49pm MacLachlan, Cameron</p> <p>Technical Service Coordinator checked with Tenterfield Council. The transfer documentation is still with their solicitors. Tenterfield Council foresees no issues.</p> <p>27 May 2022 2:36pm MacLachlan, Cameron</p> <p>Technical Service Coordinator checked with Tenterfield Council. The transfer documentation is still with their solicitors. Tenterfield Council foresees no issues.</p> <p>27 May 2022 2:43pm MacLachlan, Cameron - Target Date Revision</p> <p>Target date changed by MacLachlan, Cameron from 30 May 2022 to 07 July 2022 - Awaiting documents from Tenterfield Council.</p>
24/02/2022	7.28	Proposed Sale of 23 Bourke Street Deepwater	Moved Cr A Parsons Seconded Cr J Parry 30.02/22 RESOLUTION That Council calls for Expressions of interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater. A division was called for, voting on which was as follows: For Cr T Alt Cr T Arandale Cr R Banham Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks The division was declared carried by 7 votes to 0. CARRIED	31/08/2022	Reid, Adam	<p>09 Mar 2022 9:01am James, Sari</p> <p>Property Officer is Gathering more information before commencing the Expression of Interest.</p> <p>15 Mar 2022 8:37am James, Sari</p> <p>23 Bourke Street is to be surveyed this week by a contracted surveyor.</p> <p>17 Mar 2022 11:34am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 10 March 2022 to 30 April 2022</p> <p>30 Mar 2022 11:09am James, Sari</p> <p>Surveyor to survey the area when the weather has cleared.</p> <p>07 Apr 2022 3:57pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role</p>

Page 22 of 32

Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 11:44:39 AM
--	--

Action Sheets Report

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>27 Apr 2022 8:41am Reid, Adam</p> <p>Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p> <p>27 Apr 2022 8:43am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 April 2022 to 30 June 2022 - Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p> <p>28 Apr 2022 10:26am Reid, Adam</p> <p>Property Officer contacted Surveyor. Surveyor unable to complete survey of property, has advised he is now unable to perform task due to personal illness. Property Officer to contact new Surveyor</p> <p>14 Jun 2022 3:05pm Reid, Adam</p> <p>Due to surveyor being unavailable, desktop review completed, low risk of property not being as identified. Buyer will assume this risk. Property Officer now preparing draft expression of interest for advertisement.</p> <p>14 Jun 2022 3:09pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 June 2022 to 31 August 2022 - Draft expression of interest being developed</p>
24/03/2022	7.14	Youth Centre Report	<p>Moved Cr T Arandale Seconded Cr T Alt</p> <p>17.03/22 RESOLUTION</p> <p>That Council defers the decision to dedicate the building at 152 Wentworth Street, Glen Innes for use as a Youth Centre and that more information including the cost of the project and alternative locations be identified and presented back to a future Ordinary Council Meeting.</p>	31/07/2022	Williams, Anthony	<p>29 Mar 2022 9:10am Williams, Anthony</p> <p>MCS to discuss with DCCS - alternate venues were extensively researched and costed 2019 and the information is available within the February 2019 Council Meeting Minutes.</p> <p>07 Apr 2022 8:41am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 07 April 2022 to 10 June 2022 - An additional report will be prepared for the May Council Meeting. The target should then be able to have been determined by 11 June 2022</p> <p>26 Apr 2022 10:14am Williams, Anthony</p> <p>Target date changed by Williams, Anthony from 07 April 2022 to 11 July 2022 - An additional report will be prepared for the May Council Meeting.</p>

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

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			<p>A division was called for, voting on which was as follows:</p> <p>For Against</p> <p>Cr T Alt Cr A Parsons Cr T Arandale Cr C Sparks Cr R Banham Cr L Gresham Cr J Parry</p> <p>The division was declared carried by 5 votes to 2.</p> <p>CARRIED</p>			<p>The target should then be able to have been determined by 11 July 2022</p> <p>26 Apr 2022 10:15am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 10 June 2022 to 11 June 2022 - Additional research time required.</p> <p>29 May 2022 3:00pm Williams, Anthony</p> <p>MCS to discuss with DCCS and research a secondary report for Council with reference to questions raised by Councillors regarding initial report.</p> <p>29 May 2022 3:04pm Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 11 June 2022 to 31 July 2022 - MCS to discuss with DCCS and research a secondary report for Council with reference to questions raised by Councillors regarding initial report. Discussion to occur post MCS return to duty post unplanned leave.</p>
28/04/2022	7.6	Repeal of Mayoral Luncheon Policy	<p>Moved Cr A Parsons Seconded Cr C Sparks</p> <p>7.04/22 RESOLUTION</p> <p>That Council reviews and makes changes to the Mayoral Luncheon Policy.</p> <p>A division was called for, voting on which was as follows:</p> <p>For Against</p> <p>Cr T Alt Nil Cr T Arandale Cr R Banham Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks</p> <p>The division was declared carried by 7 votes to 0.</p> <p>CARRIED</p>	30/06/2022	Duffell, Debbie	<p>11 May 2022 2:13pm Bennett, Craig - Target Date Revision</p> <p>Target date changed by Bennett, Craig from 12 May 2022 to 30 June 2022 - Executive Assistant is currently on leave.</p> <p>06 Jun 2022 10:51am Duffell, Debbie</p> <p>Review pending discussion with the Mayor and General Manager about holding a Councillor Workshop to further discuss the policy.</p>

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
28/04/2022	7.29	Review of Asset Management Strategy, Policy and Plans	Moved Cr L Gresham Seconded Cr J Parry 33.04/22 RESOLUTION THAT Council: 1. Approves for the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022 2. Displays the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans on Council's website, and that they be made available for viewing at the following locations: <ul style="list-style-type: none"> Council's Town Hall Office; Council's Church Street Office; and The Village Post Offices at Deepwater, Emmaville and Glencoe. 3. Requests the Manager of Asset Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans; otherwise, that the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans be adopted by Council.	01/08/2022	MacLachlan, Cameron	03 May 2022 3:59pm MacLachlan, Cameron - Target Date Revision Target date changed by MacLachlan, Cameron from 12 May 2022 to 01 August 2022 - Date is extended to allow for 2 months following the public exhibition period. 03 May 2022 4:00pm MacLachlan, Cameron Draft plans sent to the Media and Communications Officer for public exhibition on 2 May 22.

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS																
			<p>A division was called for, voting on which was as follows:</p> <table><tr><td>For</td><td>Against</td></tr><tr><td>Cr T Alt</td><td>Nil</td></tr><tr><td>Cr T Arandale</td><td></td></tr><tr><td>Cr R Banham</td><td></td></tr><tr><td>Cr L Gresham</td><td></td></tr><tr><td>Cr J Parry</td><td></td></tr><tr><td>Cr A Parsons</td><td></td></tr><tr><td>Cr C Sparks</td><td></td></tr></table> <p>The division was declared carried by 7 votes to 0.</p> <p>CARRIED</p>	For	Against	Cr T Alt	Nil	Cr T Arandale		Cr R Banham		Cr L Gresham		Cr J Parry		Cr A Parsons		Cr C Sparks				
For	Against																					
Cr T Alt	Nil																					
Cr T Arandale																						
Cr R Banham																						
Cr L Gresham																						
Cr J Parry																						
Cr A Parsons																						
Cr C Sparks																						
28/04/2022	7.16	Review and Repeal of Aboriginal Employment Strategy	<p>Moved Cr T Arandale Seconded Cr L Gresham</p> <p>20.04/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none">Repeals the Aboriginal Employment Strategy;Approves the transfer of relevant actions from the current Aboriginal Employment Strategy to the Equal Employment Opportunity (EEO) Management Plan as part of the review of the latter document later this year; andApproves a trigger point being added to the Workforce Management Strategy to develop a new Aboriginal Employment Strategy if Aboriginal employment decreases below Council's target for two (2) consecutive years as reported in Council's Annual Report.	31/08/2022	Sayers, Peter	<p>10 May 2022 12:11pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 12 May 2022 to 30 June 2022 - Target date has been moved out to allow sufficient time to complete all actions, particularly those relating to the review of the EEO Plan.</p> <p>07 Jun 2022 4:29pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 30 June 2022 to 31 August 2022 - The Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been delayed, meaning that action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of August 2022.</p>																

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
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Division:		Date From:	
Committee:	Council	Date To:	
Officer:		Printed:	Thursday, 16 June 2022 11:44:39 AM
Action Sheets Report			

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			<p>A division was called for, voting on which was as follows:</p> <p>For Against</p> <p>Cr R Banham Nil</p> <p>Cr T Arandale</p> <p>Cr T Alt</p> <p>Cr L Gresham</p> <p>Cr J Parry</p> <p>Cr A Parsons</p> <p>Cr C Sparks</p> <p>The division was declared carried by 7 votes to 0.</p> <p>CARRIED</p>			
26/05/2022	7.7	Quarterly Budget Review - March 2022	<p>Moved Cr J Parry Seconded Cr T Alt</p> <p>8.05/22 RESOLUTION</p> <p>That Council notes and adopts the information contained in this report with the estimated annual Operational Surplus (excluding Capital Grants and Contributions) of \$1M being the result of the March 2022 Quarterly Budget Review.</p> <p>A division was called for, voting on which was as follows:</p> <p>For Against</p> <p>Cr R Banham Nil</p> <p>Cr T Arandale</p> <p>Cr T Alt</p> <p>Cr L Gresham</p> <p>Cr J Parry</p> <p>Cr A Parsons</p> <p>Cr C Sparks</p> <p>The division was declared carried by 7 votes to 0.</p> <p>CARRIED</p>	27/06/2022	Newsome, Ann	<p>06 Jun 2022 3:14pm Newsome, Ann</p> <p>revised date to allow for work on Jigsaw to be completed</p> <p>06 Jun 2022 3:16pm Newsome, Ann - Target Date Revision</p> <p>Target date changed by Newsome, Ann from 09 June 2022 to 14 June 2022 - time constraints due to Project Jigsaw</p> <p>16 Jun 2022 11:10am Newsome, Ann</p> <p>allocated to Brett should be completed by 20/6/2022</p> <p>16 Jun 2022 11:11am Newsome, Ann - Target Date Revision</p> <p>Target date changed by Newsome, Ann from 14 June 2022 to 21 June 2022 - Allocated to Brett should be completed by 20/6/2022</p> <p>16 Jun 2022 11:38am Newsome, Ann - Target Date Revision</p> <p>Target date changed by Newsome, Ann from 21 June 2022 to 27 June 2022 - date post council meeting</p>

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
26/05/2022	7.8	Borrowings Proposal	Moved Cr T Arandale Seconded Cr L Gresham 9.05/22 RESOLUTION THAT Council: 1. Approves the drawdown of borrowings of \$2.3M. 2. These borrowing be used to underpin Council reserves. A division was called for, voting on which was as follows: For Against Cr R Banham Nil Cr T Arandale Cr T Alt Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks The division was declared carried by 7 votes to 0. CARRIED	30/06/2022	Newsome, Ann	06 Jun 2022 3:21pm Newsome, Ann banks have been contacted for loan information 14 Jun 2022 4:05pm Newsome, Ann tab corp have advised that any loan through then will not be drawn down until next financial year 14 Jun 2022 4:07pm Newsome, Ann - Target Date Revision Target date changed by Newsome, Ann from 09 June 2022 to 30 June 2022
26/05/2022	7.10	Correction of Boundary Realignment request between Glen Innes Severn Council and Tenterfield Shire Council	Moved Cr T Alt Seconded Cr T Arandale 11.05/22 RESOLUTION THAT Council: 1. Receives and notes this report as an amendment. 2. Agrees that Tenterfield Shire Council make an	30/12/2022	Davidson, Andrea	06 Jun 2022 11:47am Davidson, Andrea - Target Date Revision Target date changed by Davidson, Andrea from 09 June 2022 to 30 December 2022 - Tenterfield Council will submit a new application with the revised resolution wording and Council await the response 06 Jun 2022 11:47am Davidson, Andrea Council has forwarded the resolution from the May meeting to Tenterfield Council. Tenterfield Council will the submit the application with the amended resolution wording

Division:		Date From:	
Committee:	Council	Date To:	
Officer:		Printed:	Thursday, 16 June 2022 11:44:39 AM
Action Sheets Report			

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS																
			<p>application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and the Shire of Tenterfield Local Government areas by transferring part Lot 140 DP751487, having an area of 40.47ha, and lots 21, 22, 59 and 60 DP753289, having a combined area of 32.38ha, from the Glen Innes Severn Council Local Government area to the Shire of Tenterfield Local Government area.</p> <p>3. Recommends to Tenterfield Shire Council that they obtain a prior commitment from the ratepayers involved, and that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Tenterfield Shire Council.</p> <p>A division was called for, voting on which was as follows:</p> <table><tr><td>For</td><td>Against</td></tr><tr><td>Cr R Banham</td><td>Nil</td></tr><tr><td>Cr T Arandale</td><td></td></tr><tr><td>Cr T Alt</td><td></td></tr><tr><td>Cr L Gresham</td><td></td></tr><tr><td>Cr J Parry</td><td></td></tr><tr><td>Cr A Parsons</td><td></td></tr><tr><td>Cr C Sparks</td><td></td></tr></table> <p>The division was declared carried by 7 votes to 0.</p> <p>CARRIED</p>	For	Against	Cr R Banham	Nil	Cr T Arandale		Cr T Alt		Cr L Gresham		Cr J Parry		Cr A Parsons		Cr C Sparks				
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Cr R Banham	Nil																					
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Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 16 June 2022 11:44:39 AM
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*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
26/05/2022	7.22	Recommendations from the Local Traffic Committee	<p>Moved Cr L Gresham Seconded Cr T Alt</p> <p>23.05/22 RESOLUTION</p> <p>THAT Council:</p> <p>1. Approves recommendation 5.1 from the Glen Innes Local Traffic Committee meeting held on Tuesday, 3 May 2022:</p> <p><i>"That a permanent bus zone at Glen Innes High School on Edward Street, Glen Innes as outlined in Report 5.1, prepared by Senior Design Officer, Mike Stone, be implemented as unanimously recommended by the voting members of the Committee."</i></p> <p>2. Approves recommendation 5.2 from the Glen Innes Local Traffic Committee meeting held on Tuesday, 3 May 2022:</p> <p><i>"That the Bus Zone Extension at Emmaville Central School, Park Street Emmaville as outlined in Report 5.2, prepared by Senior Design Officer, Mike Stone, be implemented as unanimously recommended by the voting members of the Committee."</i></p>	31/07/2022	Stone, Michael	<p>06 Jun 2022 4:11pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Stone, Michael by Appleby, Keith</p> <p>06 Jun 2022 4:27pm Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 09 June 2022 to 31 July 2022</p>

Division:		Date From:	
Committee:	Council	Date To:	
Officer:			
Action Sheets Report		Printed: Thursday, 16 June 2022 11:44:39 AM	

*MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			A division was called for, voting on which was as follows: For Cr R Banham Cr T Arandale Cr T Alt Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks Against Nil The division was declared carried by 7 votes to 0. CARRIED			

PROJECTS



May 26, 2022



**GLEN INNES LGA SEVERN LOCAL
GOVERNMENT AREA
HOUSING ASSESSMENT
GLEN INNES LGA SEVERN GISC**



Summary

Housing is a key part of the local economy and a high value potential source of new local jobs and economic growth in **Glen Innes Severn Local Government Area (Glen Innes LGA)**.

Despite pessimistic state population predictions, it's clear that Glen Innes LGA currently has a relatively stable population that may either decline or grow slightly in the coming decades depending on net migration. Ageing and outmigration drives the risk of decline with positive recent net migration trends working in the opposite direction.

Currently land supply is constrained in Glen Innes LGA by a lack of subdivision activity. Dwelling construction is constrained by a small local workforce that is mainly engaged in building new housing for existing residents and renovation of existing stock. This provides limited opportunity for the needs of renters and new residents to be met through the provision of new dwellings.

In the last four years, the rate of subdivisions and dwelling approvals has contracted significantly, contributing to a tightening market for houses and rentals. The recent rise in demand for regional living has flowed through to increased demand for houses and rentals in Glen Innes LGA. This is improving the case for investment but stretching affordability and availability for vulnerable residents. Most new residents come from nearby areas with some migration from Brisbane also a factor.

To ensure community well-being and economic development, there is a need for additional housing supply. Developments targeting the specific needs older residents and expanding social housing and key worker accommodation should be a priority. Development of new 1–2-bedroom properties as well as potentially some executive level accommodation for doctors and other key professionals is the main point of need.

A need for an increased supply of temporary worker and visitor accommodation may also arise depending on renewable energy project and tourism development outcomes in the area.

To support future housing needs, this assessment identifies a series of priorities for GISC to consider in the development of 2041 Housing Strategy.

These include:

- Intervening to ensure a supply of new housing lots in Glen Innes LGA through GISC led or facilitated developments if subdivision activity does not increase in the short term;
- Working with partners to develop priority new housing types; and
- Encouraging sustainability, particularly by looking for funding or partnership opportunities that will enable the installation of renewable energy and insulation on older local housing stock.

PROJECTS



Table of Contents

.....	1
Summary	2
Introduction	4
Glen Innes LGA Population Trends and Contribution of Housing to the Local Economy	6
Current Population and Future Trends	6
Incomes	9
Contribution of Housing to Local Economic Activity	10
Contribution to Employment	11
Local Housing Market Conditions	13
Housing Value and Availability in the Market	13
Land Sales and Value	15
Long Term Rental Availability and Prices	17
Short Term Rental Availability and Prices	18
Assessment of Local Land Supply and Development Activity	19
Subdivision and Dwelling Development Activity	19
Potential Lot and Dwelling Supply and Demand Assessment	23
Land Supply in Glen Innes LGA	23
Land Supply in Emmaville	25
Land Supply in Deepwater	26
Land Supply in Glencoe	27
Housing and Economic Development in Glen Innes LGA Severn	28
Housing and Community Well-Being	29
Availability of Affordable and Social Housing	29
Housing for the Aged	31
Housing Suitability	31
Housing and Sustainability in Glen Innes LGA	33
Key Issues and Strategic Priorities for the Future	35



Introduction

Glen Innes Severn GISC (GISC) is preparing the area for a potential upwards shift in population growth, driven by people moving to regional communities because of the COVID pandemics impact on lifestyle preferences and working arrangements.

Housing supply is crucial to facilitating population growth. A good mix of housing types that matches the needs of the existing and new residents in a community will underpin sustainable growth. If local supply does not keep up with or is poorly matched to demand it will limit the movement of workers and new residents to the region and create affordability and well-being issues for the community.

In addition to ensuring conditions support the provision of new housing across the Shire, there are several specific housing challenges that need to be understood and accounted for in the assessment and resulting strategy.

These include ensuring:

- The housing mix is attractive to and supports the liveability of the region for existing residents and newcomers alike;
- The availability of appropriate housing and residential facilities to support the ageing population and workforce that supports them;
- Local benefits from major projects are maximised by providing for the permanent and temporary housing needs of project workforces; and
- Adequate social and affordable housing availability.

Through implementation of a housing strategy GISC can potentially influence the future of the local housing supply and housing mix by:

- Amending and advocating for changes to land zoning to provide additional land that can be developed for housing and changes to minimum lot sizes;
- Creating a development environment that attracts interest and investment by being responsive to developer inquiries, processing applications quickly and minimising costs and charges;
- Investing in enabling infrastructure by adding or improving roads, upgrades to housing related infrastructure, and improving the attractiveness of community space;
- Adjusting GISC rates to encourage living in certain areas; and
- Advocating for funding or using GISC resources to directly invest in land development and/or new housing.

PROJECTS



This assessment provides a foundational evidence base and supporting analysis for GISC to consider how it will use some or all these potential areas of influence to meet community housing needs.

Key areas considered in the assessment include:

- A review of key population, demographic and economic trends and their influence on future housing needs
- A review of current and recent historical housing market conditions
- Land supply, subdivision and dwelling construction trends and potential future demand
- Consideration of the local links between housing and economic development, community well-being and sustainability



PROJECTS



Glen Innes LGA Population Trends and Contribution of Housing to the Local Economy

This section brings together foundational information drawn from existing GISC reports and a range of government data and other sources. This baseline information will assist in making strategic judgements about the current and future housing needs for Glen Innes LGA Severn Shire.

Key points:

- The population in Glen Innes LGA has stabilised since 2001 between 8,800 and 9,000 people. In this environment of low growth, changing household characteristics, shifting lifestyle preferences and the ageing of existing stock will drive the need for new housing;
- Net migration in Glen Innes LGA has been positive since 2014, driven by positive internal migration. If this increases in line with recent trends it will drive additional land and new housing demand;
- The population is older and ageing, with the stability in overall population size being supported by growth in the over 65 age cohort. Older people require a different mix of housing to younger populations;
- With an average income of \$841/week and many local incomes tied to government payments, the on-going availability of affordable housing is crucial to community well-being; and
- Residential housing is amongst the most significant contributors to local economic activity in Glen Innes LGA Severn. Increased housing activity will create new high value jobs and local economic activity. Currently the sector is working at capacity which is a constraint on local economic growth.

Current Population and Future Trends

Glen Innes LGA population is estimated by the Australian Bureau of statistics to be 8873 people.¹ Population in the region has experienced a marginal decline of 14 residents on average over the last 24 years.

The future of the Glen Innes LGA Severn population is a source of contention. Available forecasts and local ambitions provide three perspectives on what the population could look like in 2041.

The upside ambition expressed in the area is to grow the population of Glen Innes LGA towards 10,000 people by 2041. This would require the trend to shift from the historical net

¹ ABS Region Summary Data Glen Innes Severn Council, downloaded from abs.gov.au on 11/9/21



decline of 14 persons per year to a net annual growth of around 50 people per year. If the current macro trend toward increased positive city to regional internal migration translates into increased migration to the area, then this is possible. However, at this early stage it is unclear whether this will occur.

The median future forecast is a continuation of the trend from the last two decades as captured in a recent set of projections completed by REMPLAN². These forecasts an annual average decline of 19 residents between 2019 and 2041, resulting in a projected a 2041 population of 8453.

The pessimistic view on the future population of Glen Innes LGA is captured in the latest NSW DPIE population projections³. Modelled from a 2016 base, REMPLAN noted in its assessment that these projections require a sharp short-term decrease (which is larger than the decrease over the last 24 years) to reach their 2021 figures. The latest ABS figures indicate that this is not expected to have occurred and the area remains on or close to its long-term historical trend.

The view taken by GISC on this overall population trajectory has important implications for the housing strategy. On balance a baseline expectation of continuation of recent trends, whilst providing the flexibility for growth in response to increased internal migration seems the most appropriate perspective for the housing strategy. There is no evidence as yet that the significant decline projected by DPIE is in fact occurring.

The key demographic factor for Glen Innes LGA is the age of the population now and its projected future age profile. The local population is already older, with the 55-59, 60-64 and 65-69 age groups making up the largest cohorts⁴. While the population remains relatively stable, the recent historical trend is for the over 65 age group to grow while younger cohorts experience a slow decline.

As noted in the preparation of the economic development strategy, the aging of the Glen Innes LGA population can drastically change the nature, structure and shape of the community (and the economy). Currently two out of every five people is over the age of 55. If the current trends continue, by 2041, more than one out of every two people (half the population) will be aged 55+.⁵

Migration to the region from other parts of Australia or overseas is the other key demographic factor which is both influenced by housing and a driver of the market. Glen Innes LGA attracts people to the area primarily from surrounding regions, with Clarence Valley, Coffs Harbour, Armidale, Inverell as well as Brisbane being important sources of new residents.⁶ The area has experienced positive net migration in recent years.

² Bullock-Smith T and Kelly A 2020, 2019 Glen Innes Severn DPIE Population Projection Independent Review, REMPLAN, Robina QLD

³ Source <https://www.planningportal.nsw.gov.au/population/>

⁴ GISC Economic Development Strategy Background Report

⁵ Regional Australia Institute 2021, Glen Innes Severn Future Factors Data Assessment

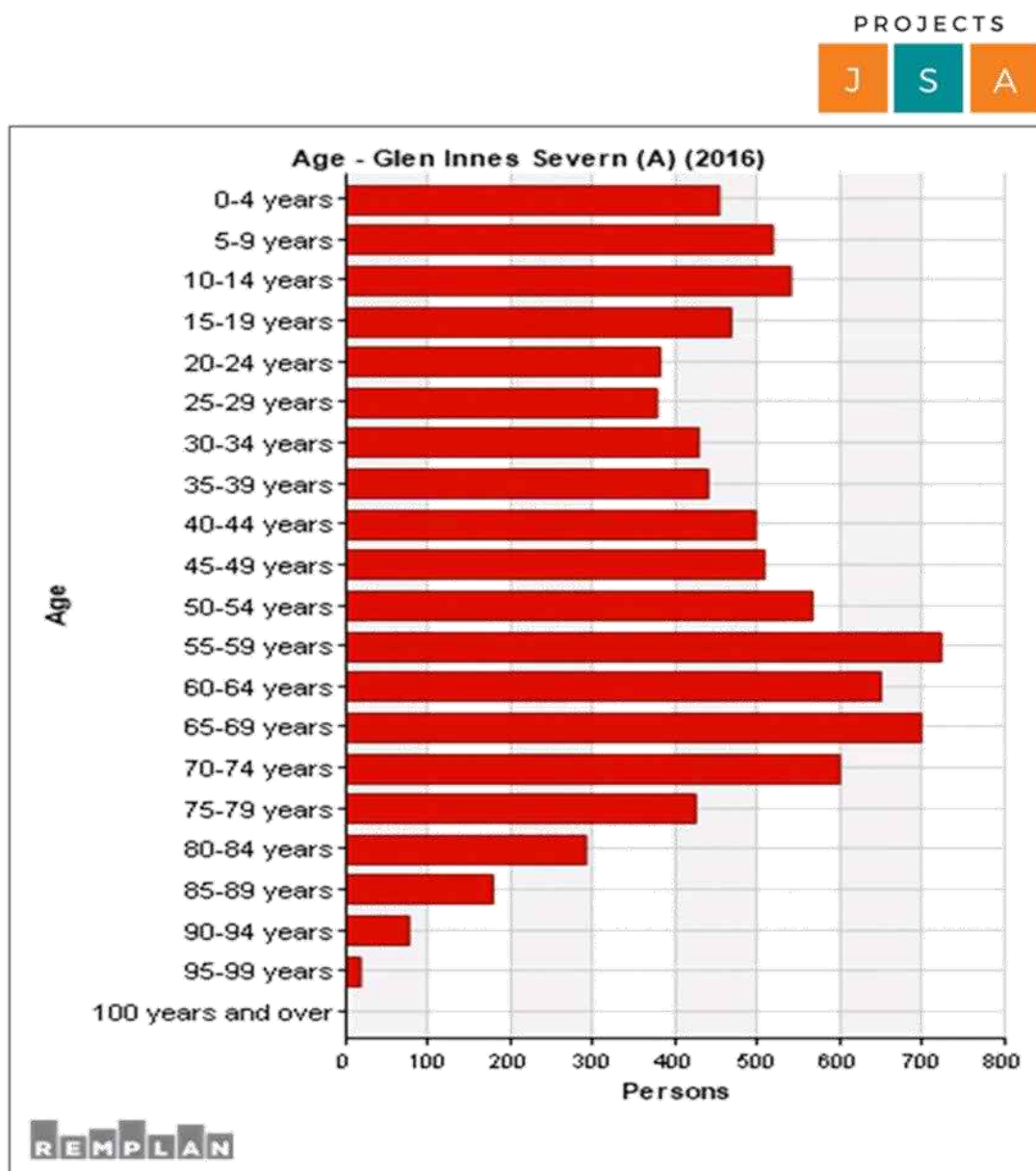


Figure 1: GISC Population Age Profile (Source: REMPLAN)



Overseas migration has also been an important contributor to recent migration as the 2018-19 figures below indicate in Table 1.

Overseas Migration	ERP at 30 June 2019	ERP change		Components of population change 2018-19		
		2018-2019		Natural increase	Net internal migration	Net overseas migration
Local Government Area	no.	no.	%	no.	no.	no.
Glen Innes LGA Severn (A)	8871	-29	-0.3	-48	7	12
Regional NSW	3,120,653	24915	0.8	7435	3922	13558

Table 1: Components of population change 2018-19 Source: Regional Australia Institute analysis of ABS data

The implications of this demographic change are significant for the housing strategy. An older population requires different housing to a younger age profile. Households are smaller - more couple and single person households and fewer family groups – whose needs are best met by a larger share of 1–2-bedroom houses that provide for the accessibility and support needs of older people who live independently.

Incomes

Incomes are another important determinant of local housing needs. The average household income in Glen Innes LGA in 2016 was \$841/week, with most local households earning \$52,000 or less a year (Error! Reference source not found.).

With a significant proportion of the population reliant on government payments (pension, unemployment, or family benefits) for part or all their incomes, a long-term supply of affordable housing is important to community well-being.

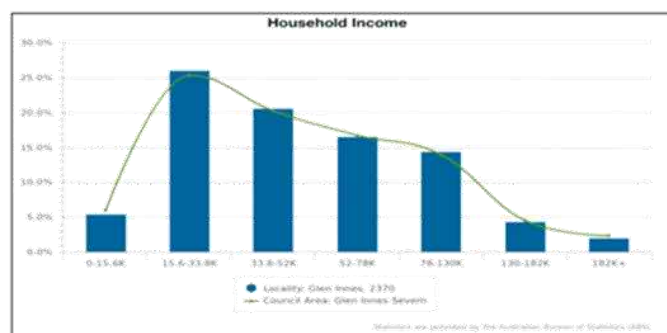


Figure 2: Glen Innes LGA Household Incomes

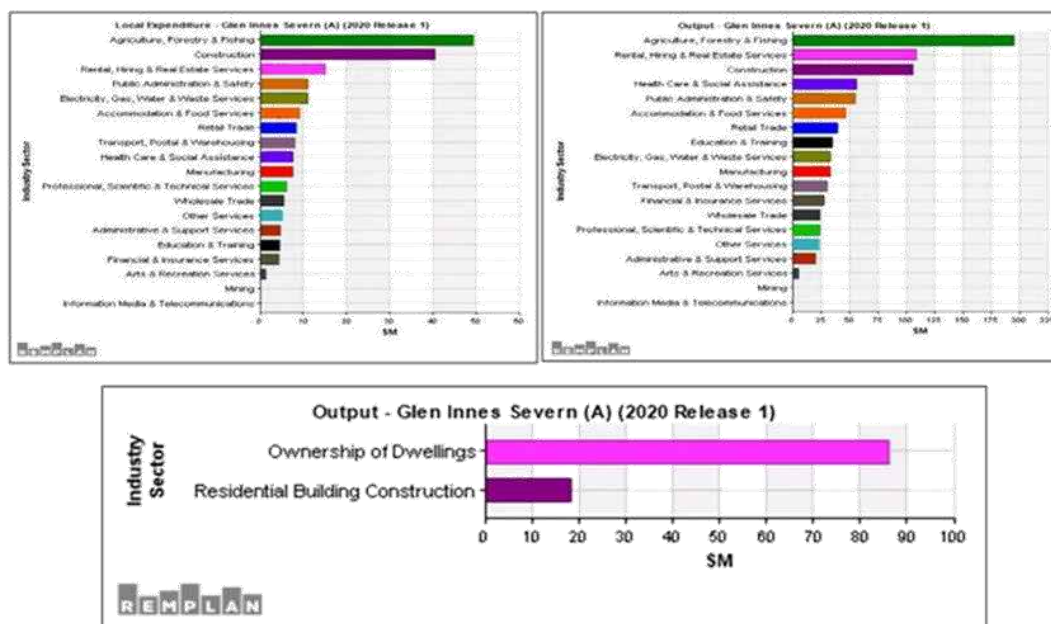


Contribution of Housing to Local Economic Activity

Real Estate and Construction are crucial sectors of the Glen Innes LGA Economy (**Error! Reference source not found.**)⁷. Construction and rental hiring and real estate sectors are the second and third most important sectors in the GISC economy in terms of output and local expenditure.⁷ The Residential Building Construction sector contributes \$18.158 million (2.1%) of total output in the economy. When combined with the contribution of ownership of dwellings, the sector accounts for \$104 million (12.1%) of total output.

The combined output of rental, hiring and real estate services and construction is more important to the local economy than agriculture (Figures 3). This also true for local expenditure. Construction is also a key driver of the economy in terms of locally sourced goods and services, exports beyond the region and value added to the economy. Real estate is also a crucial source of value added to the economy.⁸

Nurturing the local housing sector to support increased investment, construction activity and local expenditure is therefore an important way in which GISC can support endogenous local economic development in the area.



Figure's 3: GISC Sector Contributions - Local Expenditure (top left), Output (top right, bottom) Source: REMPLAN Contribution to Employment

⁶ All data sourced from REMPLAN

⁷ Noting that not all of the activity captured in these sectors is directly attributable to local housing.

⁸ REMPLAN Key Propulsive Sectors Report for Glen Innes Severn Shire



Contribution to Employment

Agriculture, healthcare, and retail trade are the key sectors in the local economy (

Figure 1). The contribution of housing related sectors to employment is also important, although relative to the wider region, and NSW as a whole, these sectors are relatively less important to the Glen Innes LGA economy (

Table 2).

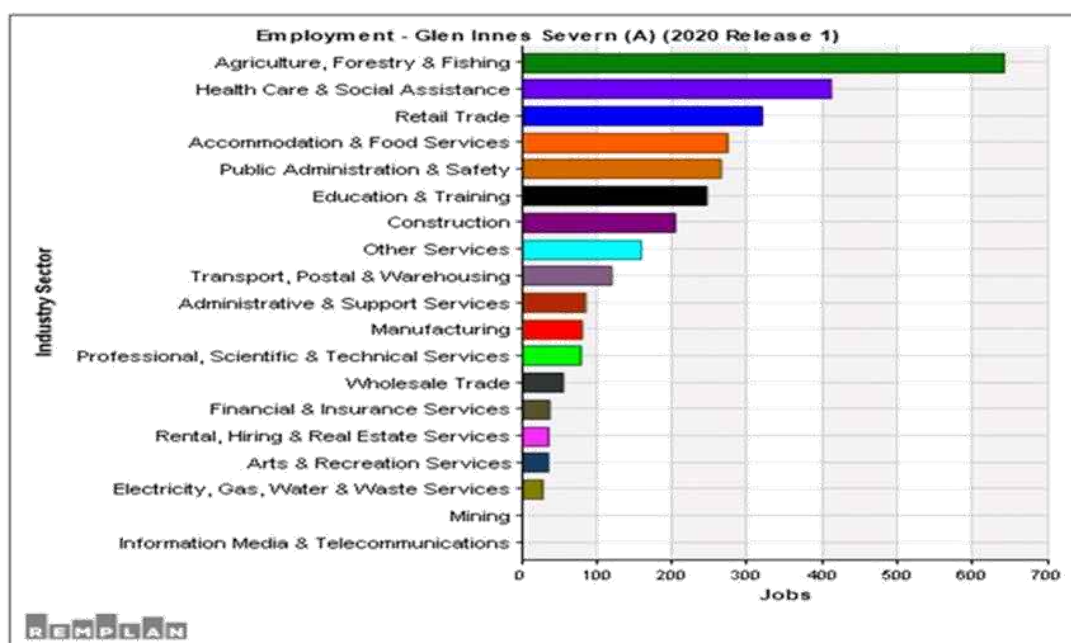


Figure 1: Glen Innes LGA Severn Employment by Sector

Industry Sector	Glen Innes LGA Severn (A)		RDA Northern Inland		New South Wales (State)	
	Jobs	%	Jobs	%	Jobs	%
Construction	203	6.60%	5,258	6.90%	294,461	8.80%
Rental, Hiring & Real Estate Services	35	1.10%	898	1.20%	62,233	1.90%
Total	3,060	7.70%	76,681	8.10%	3,358,119	10.70%

Table 2: Comparison of contribution of key housing sectors to local employment



Residential building construction is estimated to directly employ 31 people in Glen Innes LGA with the closely related construction services employing 124 people. Real estate employed 28. Other sectors such as cleaning and pest control, insurance and finance will also be supported by activity in the sector.

Housing can create high value jobs for the local economy. Ten additional construction jobs in Glen Innes LGA would be estimated to contribute an additional \$7.5m, while ten new jobs in rental hiring and real estate would contribute \$8.9m. In contrast, agriculture is associated with a \$3.5m addition, retail \$1.8, accommodation and food services \$2.2m and health care \$1.6.

Sector	Direct Change Jobs	Direct Effect (\$M)	Supply-Chain Effect (\$M)	Consumption Effect (\$M)	Total (\$M)
Agriculture, Forestry & Fishing	10	\$3.039	\$0.461	\$0.066	\$3.566
Construction	10	\$5.204	\$2.215	\$0.128	\$7.547
Retail Trade	10	\$1.235	\$0.201	\$0.416	\$1.852
Accommodation & Food Services	10	\$1.699	\$0.151	\$0.354	\$2.204
Rental, Hiring & Real Estate Services	10	\$6.519	\$1.116	\$1.256	\$8.891
Health Care & Social Assistance	10	\$1.361	\$0.016	\$0.269	\$1.646
TOTAL	60	\$19.057	\$7.542	\$3.751	\$30.350

Table 3: Relative contribution of additional jobs to the Glen Innes LGA economy (Source: REMPLAN)

With the value of local housing increasing to levels which are more likely to support investment and migration to the area, there should be an opportunity for Glen Innes LGA to expand local employment in the sector.

A key risk is that increased activity is met by labour being imported from outside the region. Emphasising this risk, consultation with the local building sector identified that local businesses are at capacity but not yet looking to expand their employment base to respond to market conditions.



Local Housing Market Conditions

Housing market conditions – as measured by prices, sales of houses and land, houses available in the market over time, rents, and vacancy rates – provide an important indication of how well available local stock is meeting demand. Unless otherwise stated, data within this analysis is as of September 2021. The Regional Australia Institute identifies Glen Innes LGA as a stable housing market⁹.

Key points:

- Glen Innes LGA has a housing shortage which is being exacerbated by recent demand;
- Glen Innes LGA has seen significant price growth in the last 12 months, with median values rising 25% to \$250,000;
- Sales per annum have increased in the last four years relative to the decade average, with the number of properties available declining from around 300 to around 150;
- The number of land sales has declined significantly; and
- Rental availability has tightened, and average rents have risen around 10% or from \$250 to \$280 for a three-bedroom house.

Housing Value and Availability in the Market

The median value of houses in Glen Innes LGA has risen 25% in the last 12 months. This is a part of significant house price growth which is occurring across regional communities as demand for regional living increases.

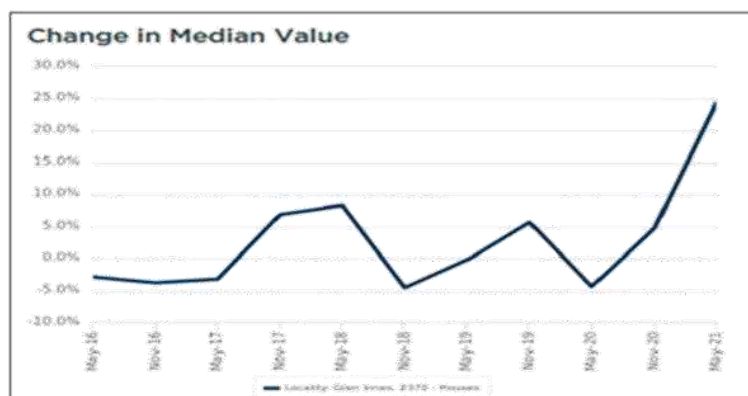


Figure 2: Change in median house values Source: RP Data

⁹ Building the Good Life: Foundations of Regional Housing (2022). Canberra, The Regional Australia Institute.



Consultation identified the importance of migration from the coast in driving recent housing market demand. Local sources identify that this is often older people seeking to reduce debt, create a base for a lifestyle where they spend most of the time engaged in domestic travel or to live in a cooler climate.

However local factors are important as well. In the years prior to this recent rise in prices, property on the market has been steadily falling from a peak in 2015 (Figure 3), returning to levels not seen in a decade. Most recent sales are now occurring in less than six months. Sales per annum have risen around 25% since 2018 (Figure 4), an indication of the increased demand driving this trend.

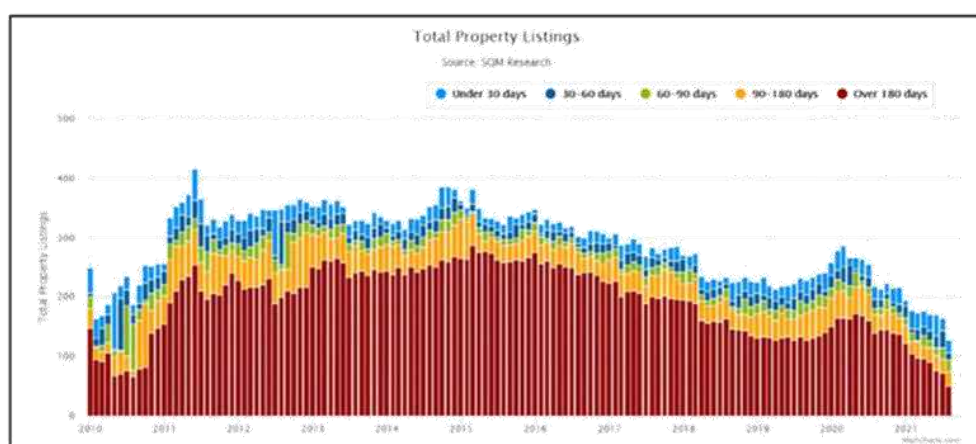


Figure 3: Glen Innes LGA Property Listings Source: SQM Research

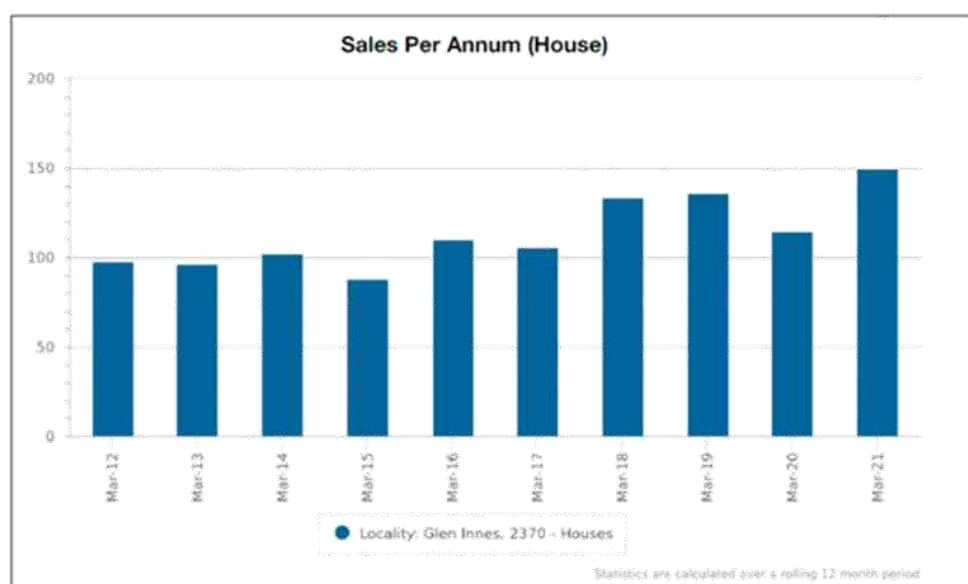


Figure 4: Glen Innes LGA House Sales per Annum Source: RP Data

PROJECTS



Reinforcing these indicators or limited local supply, Glen Innes LGA and the wider region including Tenterfield and Inverell was identified by recent national analysis as having a significant housing shortage (Figure 5: Housing Shortage in Australia 2017).

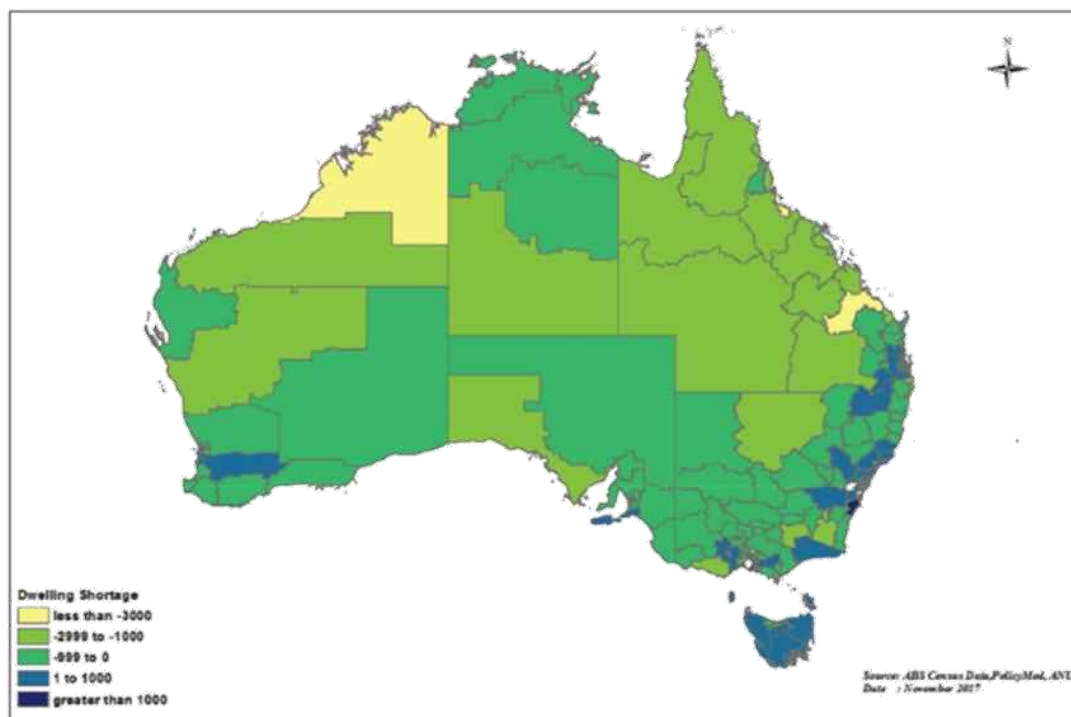


Figure 5: Housing Shortage in Australia 2017¹⁰

Land Sales and Value

At the same time as more houses have begun to sell and houses in the local market have become scarcer, land sales have declined (Figure 6). In contrast to house prices, land prices have remained stable at an average of \$60,000 (Figure 7) over the last 12 months.

¹⁰ Phillips B and Joseph C 2017, Regional Housing Supply and Demand in Australia, CSRM Working Paper No.1/2017, ANU Centre for Social Research & Methods, Canberra

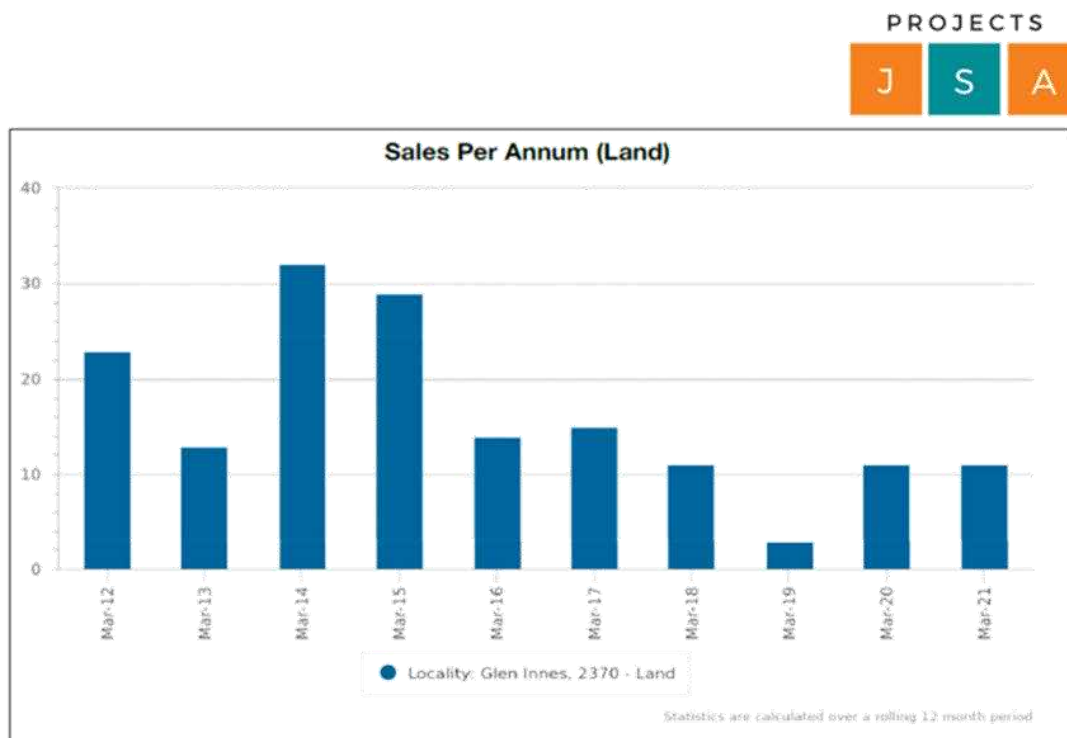


Figure 6: Land sales per annum Source: RP Data

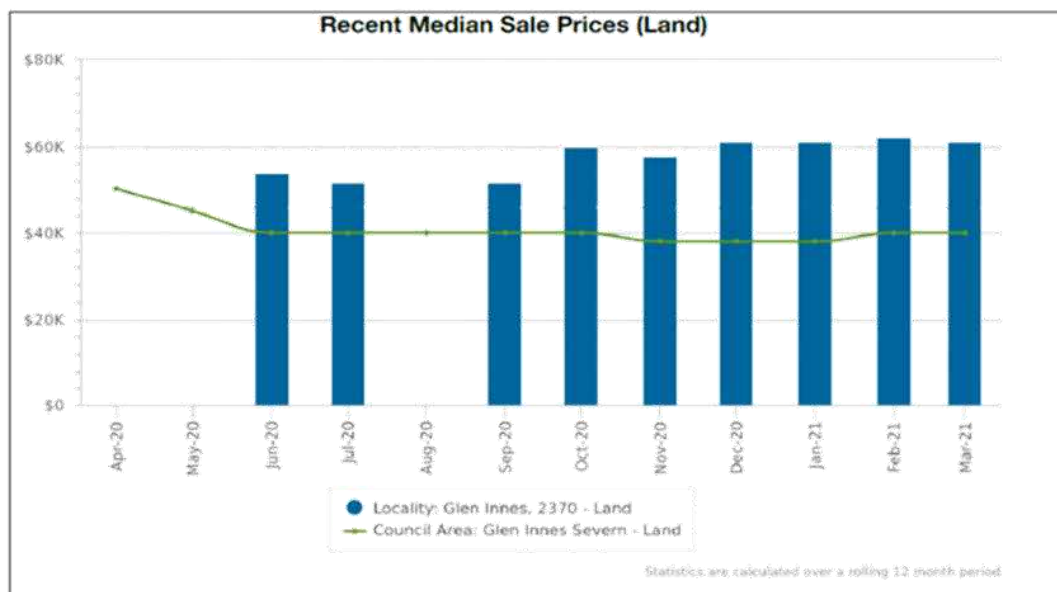


Figure 7: Land prices in 2020-21 Source: RP data

PROJECTS



Long Term Rental Availability and Prices

As the housing market has tightened so has rental availability in Glen Innes LGA. In the last 12 months the market has moved below 2% vacancies, which is the level at which a market is generally considered to be undersupplied (Figure 8). Rents are also increasing, with 3-bedroom house rents moving from a stable average of \$250 towards \$300/week (Figure 9).

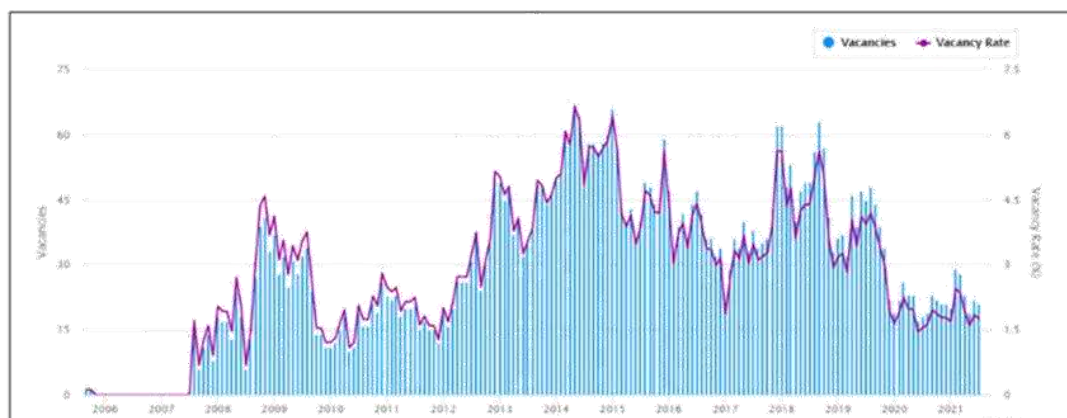


Figure 8: Glen Innes LGA Residential Vacancy Rates Source: SQM Research

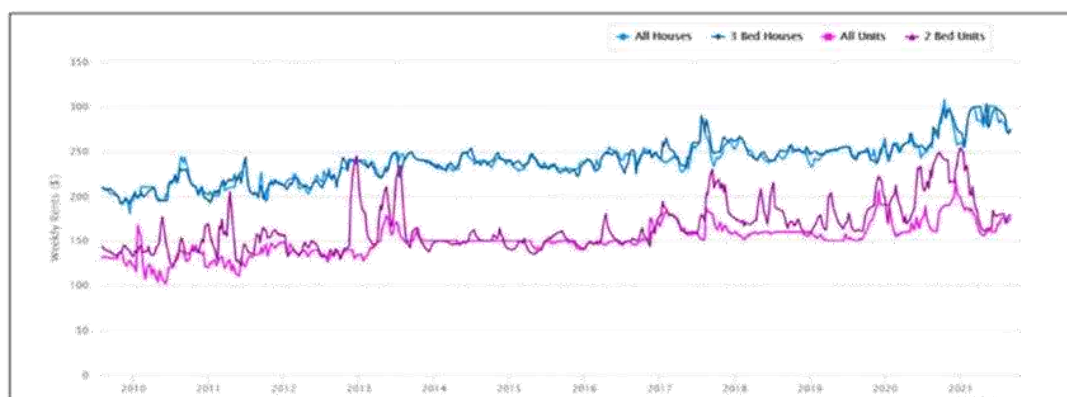


Figure 9: Glen Innes LGA Weekly rents Source: SQM research

PROJECTS



Short Term Rental Availability and Prices

As tourists seek alternatives to traditional accommodation, short term rentals (Airbnb's) have become an important source of demand for established housing in many rural and regional communities. In some communities with high levels of tourism, a significant proportion of rental accommodation can shift to the short-term market, causing or exacerbating long term rental shortages.

Currently, Glen Innes LGA has a low level of demand for housing as short-term rentals. As of 11 September 2021, a total of 35 properties were listed on the Airbnb website, with seven listed on Stayz.com.au. A significant proportion of available properties are outside of Glen Innes LGA key towns in rural areas, providing a useful option for the use of surplus farm housing. Median prices per room were \$90/night.

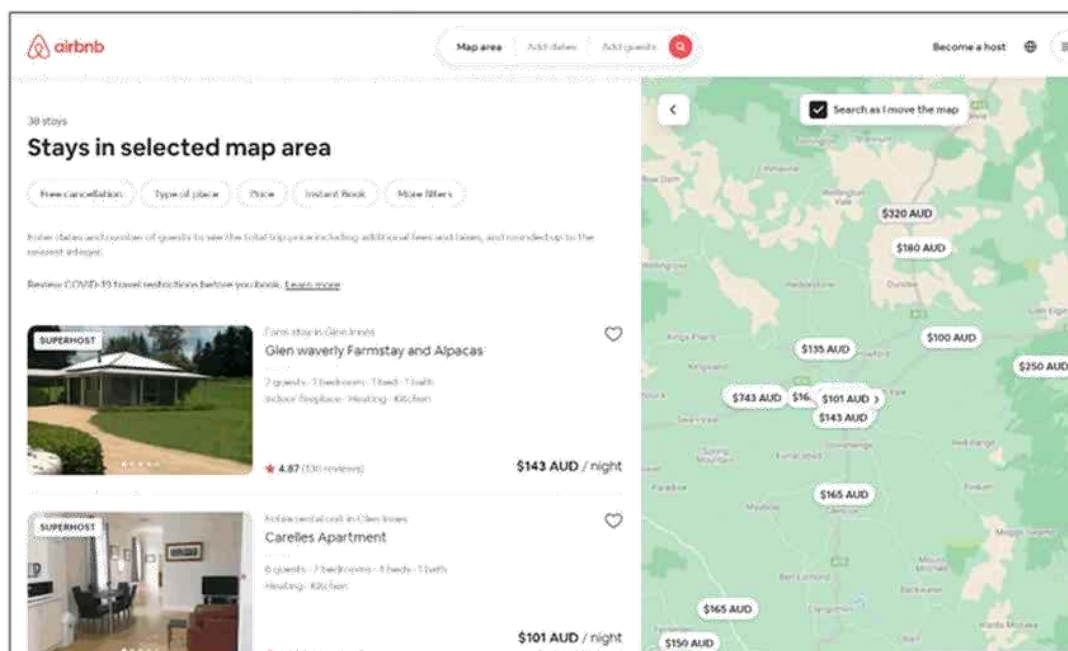


Figure 10: Glen Innes LGA on Airbnb, September 2021

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Assessment of Local Land Supply and Development Activity

Land supply and the facilitation of development are two of the fundamental ways in which local governments influence housing in their area.

This section considers available evidence on local subdivision and dwelling development activity as well as land supply in Glen Innes LGA, Glencoe, Emmaville, and Deepwater.

Key points:

- Subdivision, lot creation and dwelling approval activity has declined significantly since 2015 and building approvals have been significantly outstripping lot creation; and
- The assessment of developable land available for housing in Glen Innes LGA and major villages indicates that there is sufficient potential future supply if development occurs on available parcels of land.

Subdivision and Dwelling Development Activity

Figure 11 provides recent dwelling approval data for Glen Innes LGA Severn Shire. Over the last 10 years an average of 29 approvals have been made annually.

However, within this time, annual approvals have nearly halved from an average of 36 per annum to 2014-15 to an average of 19 over to 2018-19.

This drop in approvals for development has coincided with the increase in local housing activity and decline in availability noted above in the market condition section.

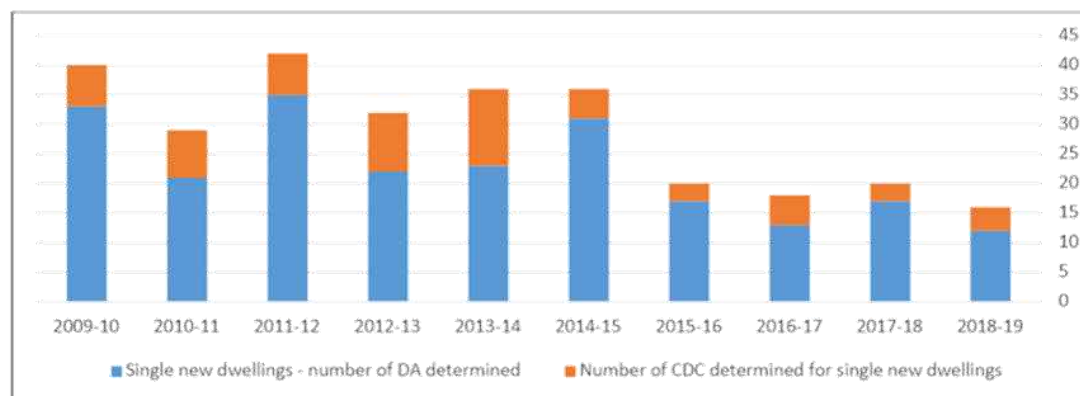


Figure 11: Glen Innes LGA Dwelling approvals Source: NSW Department of Planning, Industry and Environment



Approval activity in the multi-unit and seniors living category has been sporadic with eight multi-living approvals and three seniors living approvals identified in the recent data (Figure 13).

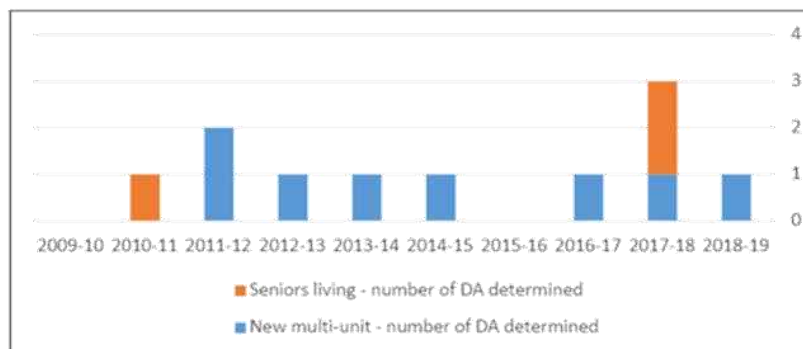


Figure 12: Multi-dwelling and seniors living approval Source: NSW Department of Planning, Industry and Environment

Similar to dwelling approvals, the annual level of subdivision activity has declined since 2014-15 (Figure 16).

In recent years only 1-4 residential subdivisions are occurring annually compared to 8-12 earlier in the decade (

Table 4). Within all GISC subdivision activity:

- 33% of subdivision activity occurred in the R1 zone;
- 3% was in the large lot residential zone (R5);
- 7% in village (RU5); and
- 51% of subdivision occurred in primary production zone (RU1).

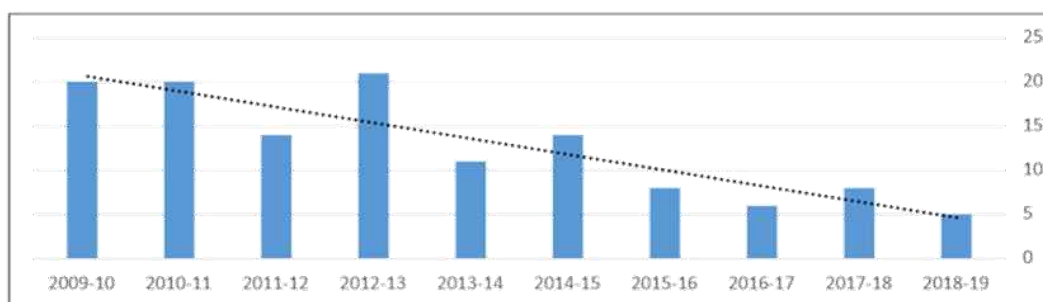


Figure 16: Total subdivisions in Glen Innes LGA Severn Source: NSW Department of Planning, Industry and Environment

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Financial Year	Residential	Low Density Residential	Large Lot Residential	Village	Primary Production	Town Centre	General Industrial	Total	Residential Total
	R1	R2	R5	RU5	RU1	B2	IN1		
2009-10	7	0	1	0	4	3	0	15	8
2010-11	5	0	1	3	19	0	0	28	9
2011-12	7	0	1	1	10	2	0	21	9
2012-13	9	1	0	2	6	0	0	18	12
2013-14	4	0	0	0	3	0	0	7	4
2014-15	5	0	0	2	1	1	0	9	7
2015-16	2	0	1	0	6	0	0	9	3
2016-17	3	0	0	1	3	0	0	7	4
2017-18	1	0	0	1	4	0	0	6	2
2018-19	2	0	0	0	9	0	0	11	2
2019-20	3	0	0	1	4	0	0	8	4
2020-21	1	0	0	0	6	0	1	8	1
Total	49	1	4	11	75	6	1	147	65
%	33%	1%	3%	7%	51%	4%	1%	100%	44%
Average	4.1	0.1	0.3	0.9	6.3	0.5	0.1	12.3	5.4
Median	3.5	0	0	1	5	0	0	9	4

Table 4: Subdivision Activity by Zone Source: ProjectsJSA analysis of GISC data



Alongside subdivision, lot creation activity has declined with 78 additional residential lots created in the R1 zone between 2009-10 and 2020-21. Over 15 years the predicted demand from this historical data is 68-98 lots in the R1 zone (Table 5).

In the R5 zone, no lot creation activity has occurred since 2011-12, with only 13 new lots created since 2008-09. Over 15 years, the predicted demand is for an additional 0-16 lots to be required.

In the RU5 village zone, a total of 28 lots have been created since 2008-09, with a predicted 15-year demand of 15-35 new lots.

Financial Year	Residential	Low Density Residential	Large Lot Residential	Village	Primary Production	Town Centre	General Industrial	Total	Residential Total
	R1	R2	R5	RU5	RU1	B2	IN1		
2009-10	12	0	5	0	14	7	0	38	17
2010-11	8	0	2	6	44	0	0	60	16
2011-12	16	0	6	2	20	4	0	48	24
2012-13	13	5	0	5	2	0	0	25	23
2013-14	10	0	0	0	5	0	0	15	10
2014-15	2	0	0	9	2	0	0	13	11
2015-16	2	0	0	0	17	0	0	19	2
2016-17	5	0	0	2	7	0	0	14	7
2017-18	2	0	0	4	11	0	0	17	6
2018-19	4	0	0	0	41	0	0	45	4
2019-20	2	0	0	0	6	0	0	8	2
2020-21	2	0	0	0	4	0	5	11	2
Total	78	5	13	28	173	11	5	313	124
Average	6.5	0.4	1.1	2.3	14.4	0.9	0.4	26.1	10.3
Median	4.5	0	0	1	9	0	0	18	8.5
15YR (Av)	98	6	16	35	216	14	6	391	155
15YR (Med)	67.5	0	0	15	135	0	0	270	127.5

Table 5: Lot creation activity in Glen Innes LGA Severn Shire Source: Projects.JSA analysis of GISC data



Potential Lot and Dwelling Supply and Demand Assessment

The NSW Government has developed household demand projection based on its population forecasts for Glen Innes LGA Severn. In line with pessimistic population projections, a significant decline in local households is projected to 2041.

However, given these population forecasts do not accurately align to recent population statistics and projections aligned to these trends, these do not form a sound basis for the future housing strategy.

A more reasonable basis is the expectation that recent population trends will continue and that similar household trends will persist, making recent dwelling and land supply statistics a good baseline reference point for the future.

These suggest that the Glen Innes LGA Severn GISC LEP should provide at a minimum for:

- An average of 5-10 additional residential lots to be created annually;
- An average of 30 lots to be built upon each year, mostly for additional single dwellings; and
- The significant majority of this demand will occur in and around Glen Innes LGA township.

The gap between subdivision and residential construction activity is creating a situation where an increase in lot creation similar to that seen from 2008-09 to 2012-13 is needed to provide sufficient land for future residential housing development in Glen Innes LGA.

Land Supply in Glen Innes LGA

Glen Innes LGA is the main population area in the Shire and as the main focus for development activity. Local zoning provides for housing in three main zones (Figure 17):

- R1 general residential (the majority of the existing town)
- R2 low density residential (restricted to one identified future development area)
- R5 large lot residential (areas to the south and north of town)

Consultation identifies a general view that there is a shortage of available residential land in the town that is impacting upon future growth and housing supply.

An assessment of available land supply identifies that future housing needs are currently to be met by:

- An estimated 107 vacant lots suitable for single dwellings within the existing R1 zone;
- 77 potential lots with existing rear laneway access that are able to be subdivided to create additional lots;

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- The Hunter Street development area zoned low density residential (this area is currently the subject of a Development Application with a potential for 104 lots to be created);
- 12 broad hectare parcels (greater than 4000m²) within the R1 zoning that could yield a potential 344 additional lots; and
- 10 subdividable blocks in the large lot residential (R5) zoned area that could potentially yield up to 140 additional lots.

This suggests that there is significant land available for development that is not yet being brought to market to support new residential construction demand.

While in practice, there is currently very limited land available lots to support additional residential construction within Glen Innes LGA, there is sufficient developable land to meet future supply needs.

As such there is not yet a strong case for the zoning of additional land to the key R1 or R5 zones. GISC could however consider the benefits of zoning of a specific area for medium density residential development close to town centre given the growing need for this kind of housing.

The sustained lack of local lot creation activity should however cause GISC to consider a GISC led development of new residential lots, either through purchase of parcels of privately held developable land or through conversion of underutilised areas of green space (such as the field on the corner of Lang and Abbot St) into residential development.

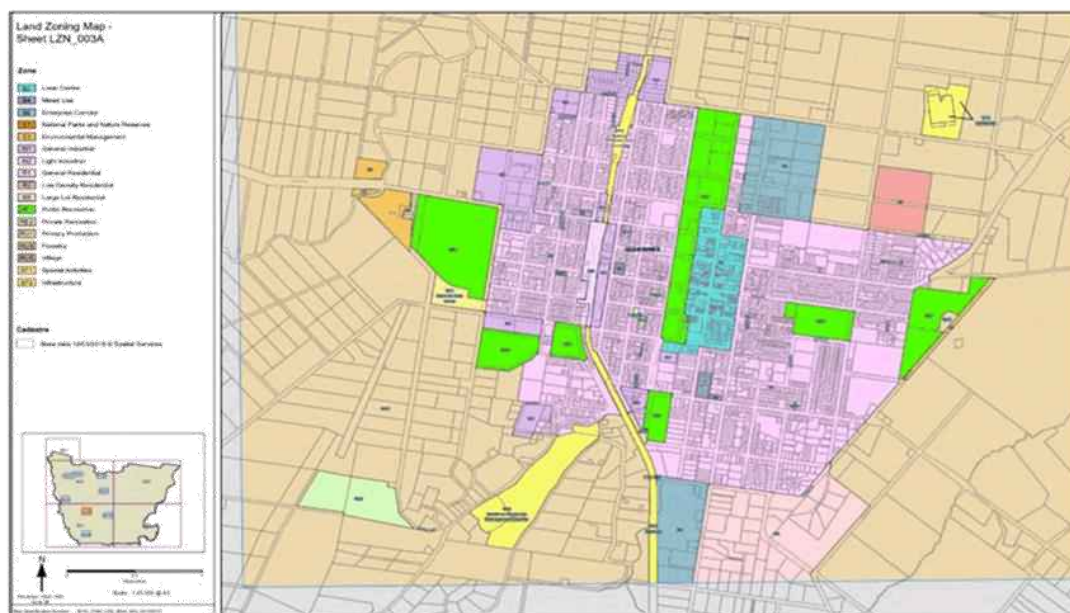


Figure 17: Glen Innes LGA Zoning Map

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Land Supply in Emmaville

Emmaville is a former mining town in the north-west of Glen Innes LGA Shire which is home to around 350 people. It has a local health facility serving the local community and surrounding areas as well as a pre-school and central public school.

A review of RP Data and a visual inspection of the current village satellite maps identifies 49 vacant housing lots, including a recent subdivision which is mostly yet to be built upon. Additionally, there are a significant number of larger parcels of land within the existing residential zoning area that provide a pathway for the creation of a significant number of new lots to meet any growth in future housing needs (Figure 18).

Based on this evidence, land supply in Emmaville appears adequate for the foreseeable future.

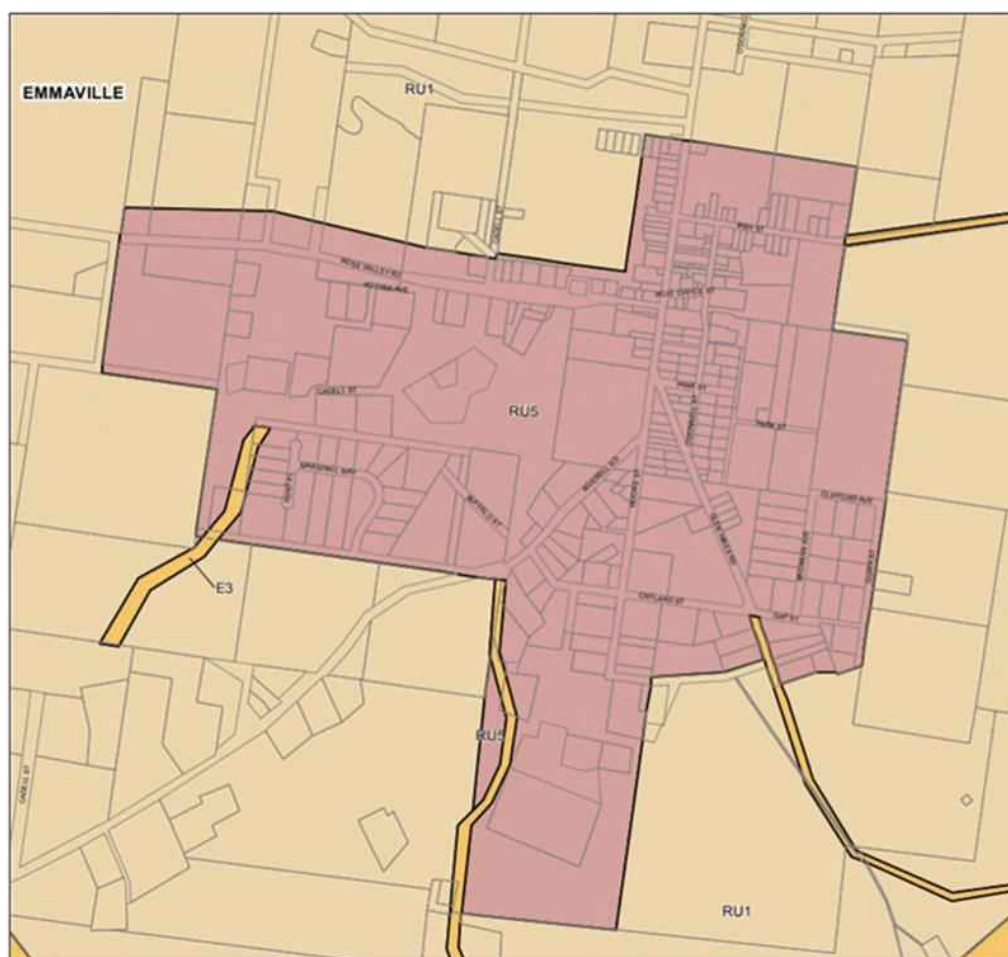


Figure 18: Emmaville Zoning Map

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Land Supply in Deepwater

Deepwater is on the New England Highway to the north of Glen Innes LGA. The village has a significant local employer and consultation identifies it as having proven an attractive location for 'grey nomads' looking to establish a low-cost base to support a travelling lifestyle.

A review of RP Data and a visual inspection of the current village satellite maps identifies 63 vacant lots within the existing village structure (Figure 19). There are also three areas with large undeveloped blocks in the north, west and south of the village within the existing residential zoning footprint that are estimated to have a potential yield of up to 61 2000m² lots.

Based on this evidence, land supply in Deepwater appears adequate for the foreseeable future.

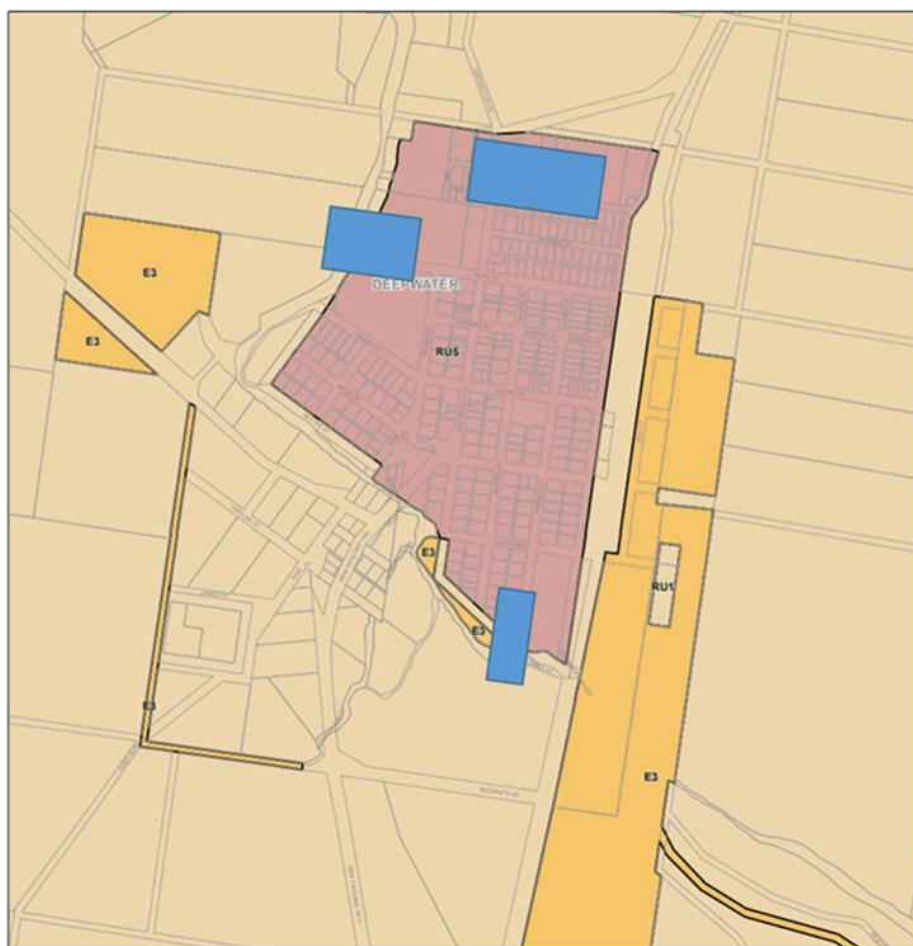


Figure 19: Deepwater Zoning and Lot Map showing developable areas within the existing footprint

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Land Supply in Glencoe

Glencoe is a small village on the New England Highway between Glen Innes LGA and Guyra.

A review of available land based on information from RP Data and visual review of the latest satellite images (Figure 20) of the village identifies that there are currently approximately 28 vacant existing lots which could provide for further housing development. There is also significant capacity to subdivide these lots further with the minimum permissible lot size in villages set at 500m², although in practice this is unlikely to occur.

A more likely pathway for any needed expansion is within the lots already zoned for residential development to the south of town.

Overall, there appears to be adequate zoned land available to support future housing development in Glencoe.



Figure 20: Glencoe Satellite View with Zoning Boundaries (Source: SIX Maps)



Housing and Economic Development in Glen Innes LGA Severn

Housing is crucial to economic development for Glen Innes LGA Severn GISC. Glen Innes LGA is focussed on tapping into its endogenous growth potential, leveraging its existing assets and key sectors to drive population and economic growth.

Housing and a proactive housing development strategy can play a significant role in implementing economic development actions and realising local growth opportunities.

Table 6 below identifies the links between the new strategy and development of housing as a fundamental pillar for the local economy.

Key Opportunities for Growth	EDS Action Priorities	How housing strategy contributes
Local Jobs Renewable Energy	Local Jobs Program and Clean Jobs Plan	Increased activity in the local housing sector will contribute to additional local jobs, particularly in the building and construction industry. Workforce housing to support renewable energy can enable Glen Innes LGA to capture more local employment and economic activity from the pipeline of renewable energy investments expected in the region.
The Visitor Economy	Encourage people to Visit, Live & Invest New England Rail Trail – Glen Innes LGA to Ben Lomond	An increased demand for short-term rental accommodation is likely to occur with an increase in visitation, particularly as the construction of the rail trail is completed.
Population Growth	Deliver a 100-year vision for our town and villages 'Movers Attraction Policy' Attract additional healthcare professionals to the LGA/Regions	The supply of housing influences the opportunities for population increase through migration. Adequate housing supply will assist Glen Innes LGA to attract internal migrants or influence their choice of residential location. Specific housing initiatives for healthcare professionals will be important in supporting the quality services that enable population growth.
Investment and Business Attraction	Deliver an 'open for business' approach Advocate to attract aged care facilities and services Design and deliver an 'Investment Attraction Policy'	An open for business approach in relation to land and housing development is crucial to supporting housing supply and attracting additional investment. The investment attraction policy should prioritise housing. Housing to support the workforce needed for new investment in aged care facilities will be an important consideration.

Table 6: Economic Development Strategy (EDS) and Housing in Glen Innes LGA

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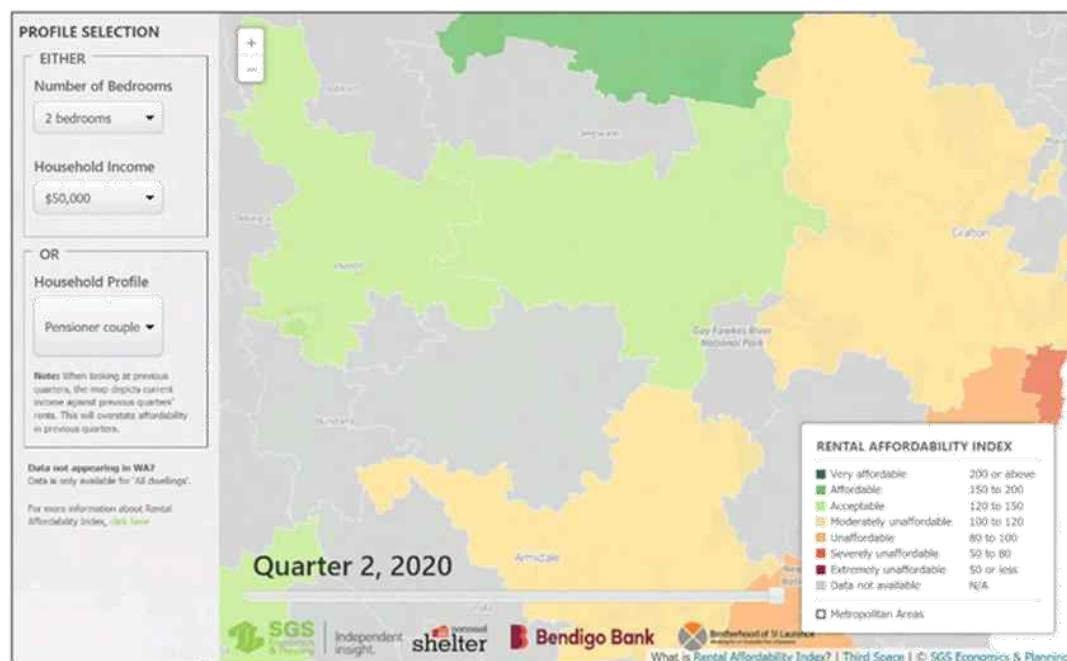


Housing and Community Well-Being

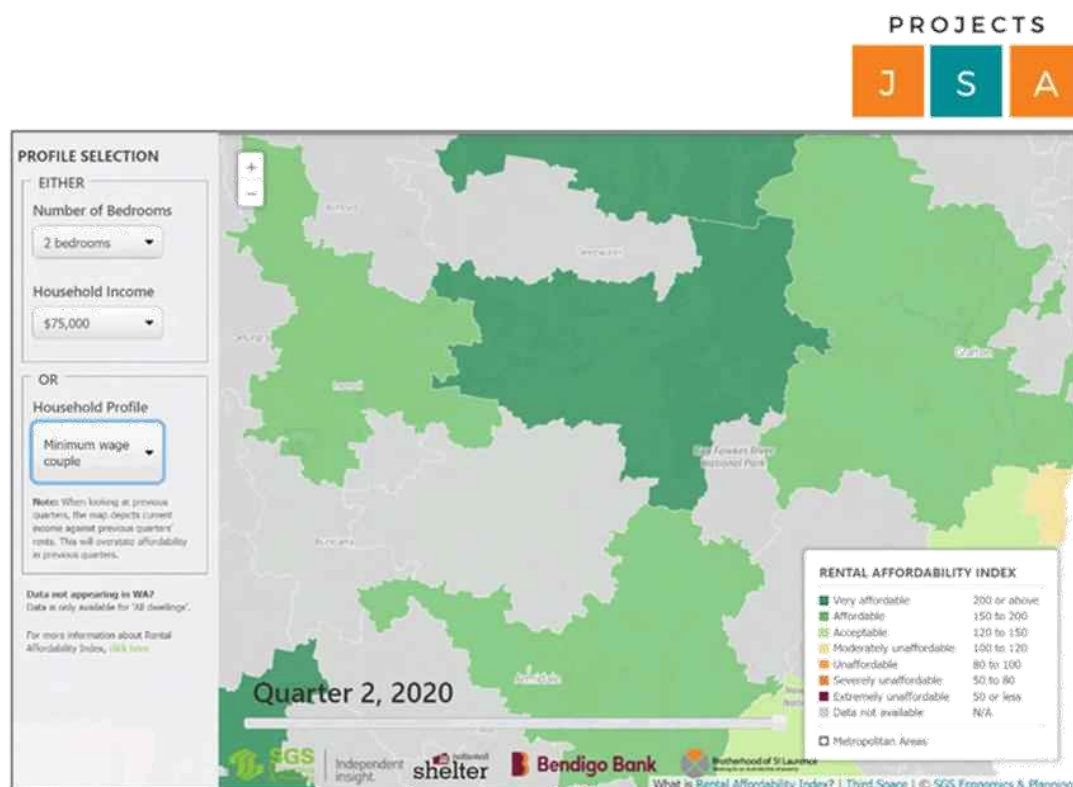
Housing is a key contributor to community well-being in every area. For the Glen Innes LGA community, which is older and includes a significant group of people dependent on fixed incomes and government benefits, the availability of sufficient social housing, affordable housing and housing suited to the needs of older residents is crucial to community well-being.

Availability of Affordable and Social Housing

Prior to the most recent rental rises, Glen Innes LGA was identified as being an area which was affordable for dual pensioners and very affordable for couples on minimum wage (Figures 21 and 22).



Figure's 21: Rental Affordability Index Dual Pensioner Couples and Couples on Minimum Wage (Source: <https://www.sgsep.com.au/projects/rental-affordability-index>)



Figure's 22: Rental Affordability Index Dual Pensioner Couples and Couples on Minimum Wage (Source: <https://www.sgsep.com.au/projects/rental-affordability-index>)

Consultation identified that, while generally affordable, rising house and rental prices and a trend for rental properties to be sold to owner-occupiers is placing pressure on low-income rentals.

Homes North also identifies that limited new social housing has been built in Glen Innes LGA in the last 10 years and there is a significant need for additional 1–2-bedroom social housing properties to provide access to housing for members of the community in need.

The community centre has noted an increase in people becoming homeless or living in temporary arrangements (couch surfing) as prices have risen.

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Housing for the Aged

Glen Innes LGA is home to an older population, and it is older migrants that have become the key source of population growth in recent years. Older people have diverse needs in relation to housing:

- A variety of mainstream housing including large and small houses, town houses and units, rural residential, private rental and social housing that meets lifestyle preferences and capacity to pay;
- Independent housing designed for older persons; and
- Retirement Homes.

Previous reviews of regional and rural housing have identified a broad need for more purpose-built aged accommodation (and related social and community services which can be in short supply. The need for more appropriate housing was often the reason behind a departure from the region as older people moved to larger centres to meet their housing needs.¹¹

Consultation identified a significant need for 1–2-bedroom properties designed to meet the needs of older residents who are not at the stage where nursing home accommodation is appropriate. Many of these people are reported to be living in older three-bedroom properties.

Housing Suitability

Recent census data shows that many residents in Glen Innes LGA are living in houses with 2-3 spare bedrooms and that there were few families identified as needing additional bedrooms (Figure 23).

This reinforces feedback during consultation that many older and social housing residents are living in three-bedroom houses when they would be better suited to 1–2-bedroom accommodation.

¹¹

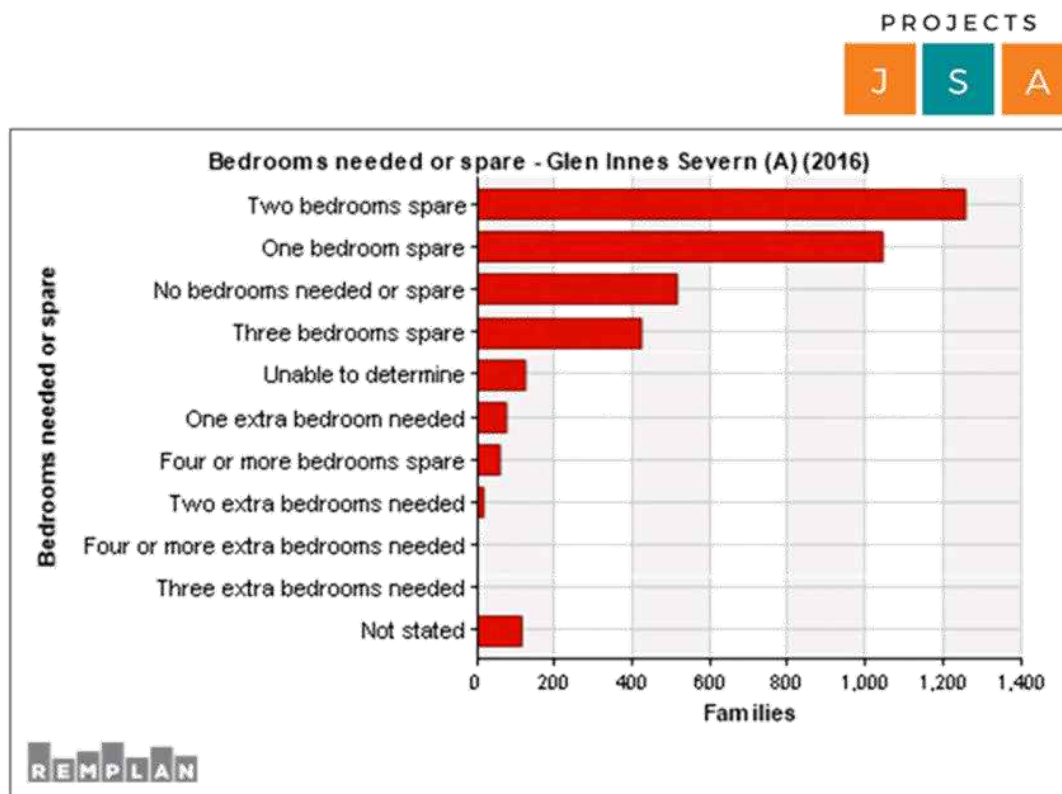


Figure 23: Bedrooms needed or spare in Glen Innes LGA

This change in housing need is a long-term trend, driven by local and national demographic change. Between 2006 and 2016, the proportion of one to two person households increased, while households of four or more people became less common in the community (Figure 24).

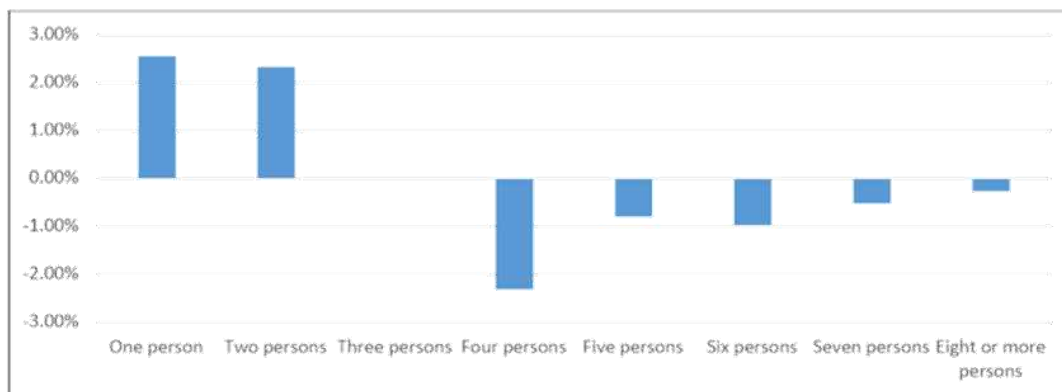


Figure 24: Percentage change in number of residents usually residing in dwelling 2006-16 Source: ABS Census

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Housing and Sustainability in Glen Innes LGA

Homes currently generate around 13 per cent of Australia's greenhouse gas emissions and are also a source of large amounts of waste.

A sustainable home is one that requires less energy to heat and cool, and so is cheaper to run and are more resilient to climate and weather extremes.¹² Sustainability also involves optimising the use of land and using materials that are reusable or recyclable (Figure 25).

Housing is an important contributor to sustainability of the Glen Innes LGA Severn Shire. Glen Innes LGA is a lower income community and so sustainability requirements need to ensure they reduce rather than add to the cost of constructing and living in local housing.

Key opportunities to increase the sustainability of local housing include¹³:

- Optimising local land utilisation (e.g. use of infill sites) to utilise existing services and infrastructure footprints
- Use of sustainable building materials and modular production
- Building or retrofitting for effective energy use (e.g. insulation)
- Demolition/refurbishing of existing buildings, and
- Installation of renewable energy generation and storage on existing and new housing.

¹² CRC for Low Carbon Living, Growing the market for sustainable homes: Industry roadmap

¹³ PWC 2021, Building a more circular Australia: the opportunity of transitioning to a circular economy

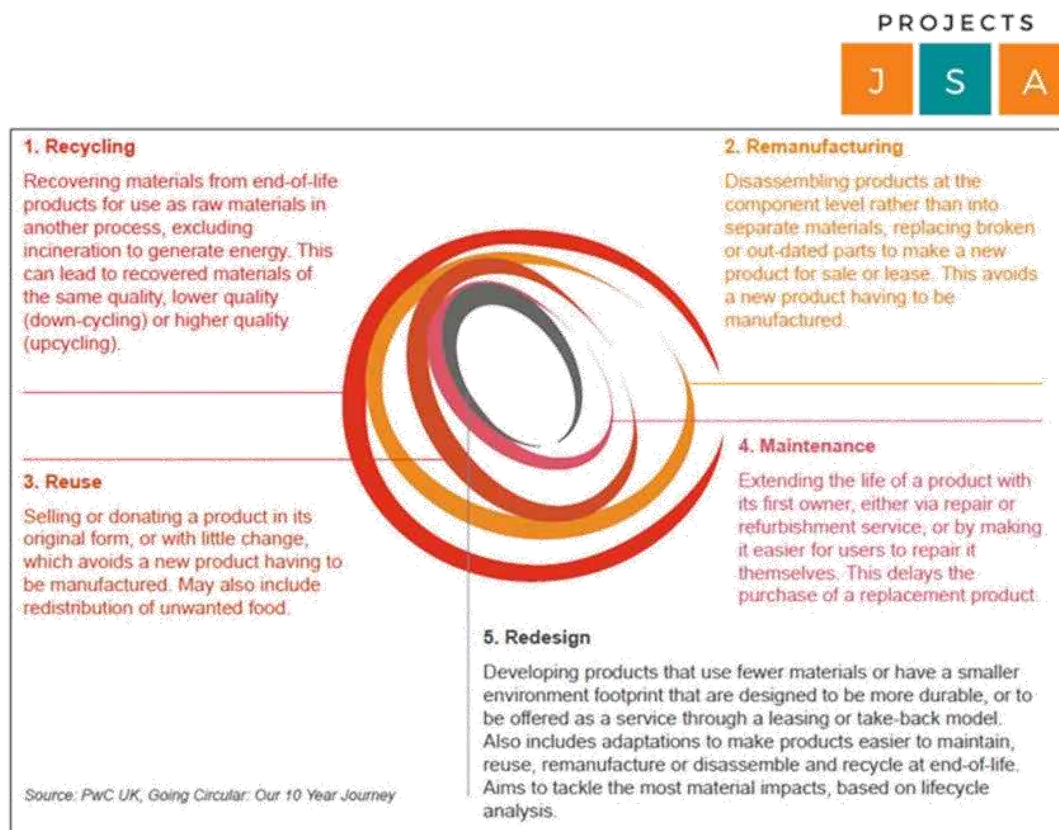


Figure 2513: The Circular Economy Concept

As well as the benefits to the local environment and community well-being, there are significant economic opportunities associated with housing and sustainability, with the right approaches saving GISC and residents from unnecessary future expenditure and generating local employment during construction and installation.

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Key Issues and Strategic Priorities for the Future

For stable housing markets such as in Glen Innes LGA Severn, the Regional Australia Institute¹⁴ recommends that housing strategy focus on the constraints emerging due to population growth. Increasing the supply of development ready land is a key priority. Achieving greater diversity in the local housing mix to support older people and younger professionals and paraprofessionals is also crucial. Finally, GISCs need to go beyond a reliance on planning instruments to achieve greater housing supply. Glen Innes LGA Severn needs, and priorities align well to these observations from a national review of options for regional housing markets.

Firstly, despite pessimistic state population predictions, it's clear that Glen Innes LGA has a relatively stable population that may either decline or grow depending on net migration. Ageing and outmigration drives the risk of decline, positive net migration can drive growth.

Currently land supply is constrained in Glen Innes LGA by a lack of subdivision activity. Dwelling construction is constrained by a small local workforce that is mainly engaged in building new housing for existing residents and renovation of existing stock. This provides limited opportunity for the needs of existing renters and new residents to be met.

In the last four years, the rate of subdivisions and dwelling approvals has contracted significantly, contributing to a tightening market for houses and rentals. The recent rise in demand for regional living has flowed through to increased demand for houses and rentals in Glen Innes LGA which is improving the case for investment but stretching affordability and availability for vulnerable residents. Most new residents come from nearby areas on the Coast with some migration from Brisbane also a factor.

To ensure community well-being and economic development, there is a need for additional housing supply. Developments targeting the specific needs older residents and expanding social housing and key worker accommodation are a priority. Development of new 1–2-bedroom properties as well as potentially some executive level accommodation for doctors and other key professionals is the main point of need.

The need for an increased supply of temporary worker and visitor accommodation may also grow depending on renewable energy project and tourism development outcomes in the area.

To support future housing needs, this assessment identifies a series of priorities for GISC to consider in the development of 2041 Housing Strategy. These include:

- Intervening to ensure a supply of new housing lots in Glen Innes LGA through GISC led or facilitated developments
- Working with partners to develop priority new housing types, and

¹⁴ Building the Good Life: Foundations of Regional Housing (2022). Canberra, The Regional Australia Institute.



- Encouraging sustainability, particularly via the installation of renewable energy and insulation to increase comfort and reduce long term costs.

FEBRUARY 15, 2022



DRAFT
GLEN INNES SEVERN LOCAL
GOVERNMENT AREA
HOUSING STRATEGY 2022-2041
GLEN INNES SEVERN COUNCIL



Acknowledgement to Country

Glen Innes Severn Council acknowledges the Traditional Custodians of this land – the Ngoorabul people, and we pay our respects to Elders both past and present. We would also like to acknowledge our young leaders who are the Elders of the future

Acknowledgement of Assistance

Glen Innes Severn Council and ProjectsJSA would like to thank all of the local stakeholders as well as individuals from the NSW Government and other areas who provided input to the development of the strategy.

Developed for Glen Innes Severn Council by ProjectsJSA



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Executive Summary

Housing is fundamental to the future growth and well-being of the Glen Innes LGA community. This strategy identifies a series of ways in which **Glen Innes Severn Council (GISC)** can work with State Government, the private sector, community housing providers and local industry to improve the quality and supply of local housing in the future.

The strategy is based on an assessment of current land supply, development, and construction activity as well as engagement with housing providers and community groups. This assessment identified that land, housing, and residential construction shortages are likely to be constraining the potential growth of Glen Innes LGA.

The reliance on old, often poor quality three-bedroom housing stock is also limiting the availability of quality housing to key workers, independent older residents, and low-income families. Without action, growth of the tourism and renewable energy industries as well as population growth opportunities will not be realised in the Glen Innes LGA region.

A series of key strategies are identified to unlock the potential of better housing for Glen Innes LGA. Firstly, Council should be prepared to step in through Council led development if required to ensure adequate new lot creation occurs in Glen Innes LGA to 2041.

Council should also work with partners to increase the supply of new housing to key groups such as essential services workers, older people, and low-income households. By doing so, existing stock will also be freed up to better support population growth and address existing shortages.

The contribution of housing to the local economy and local well-being can also be improved via initiatives to increase local job opportunities, the sustainability of new housing and liveability of existing rental properties.

While GISC must take the lead on these issues on behalf of the community for change to occur, it will rely substantially on partnerships and investment from other levels of government, local industry, and the property sector to be successful. GISC will need to be a strong advocate and proactive partner to catalyse a broader effort for change.

The outcomes though are worth the effort. A summary table below outlines the current state of housing in Glen Innes LGA, the future state sought through this strategy and the strategic priorities designed to realise the change.

For each key strategy areas and priorities, a series of initial actions to 2025 are identified as well as KPIs so that Council can monitor progress and keep the local community informed. It is recommended that the action priorities be refreshed in 2025 and the strategy be fully reviewed and updated in 2027.

Contents

Acknowledgement to Country	1
Acknowledgement of Assistance.....	1
Executive Summary	1
Contents.....	2
Introduction	3
Housing Assessment Key Findings.....	4
Current State and Future Outcomes to 2041	5
The 2041 Strategy.....	6
Vision	6
Mission.....	6
2041 Housing Strategy Overview.....	7
Housing Assessment Key Findings.....	7
Strategies.....	8
Affordable Housing Strategy 1 - Expand Housing Supply to Critical Groups	9
Affordable Housing Strategy 2 - Increase the Contribution of the Housing Industry to the Local Economy	10
Affordable Housing Strategy 3 - Improve the Sustainability and Liveability of Local Housing Stock.....	11
Affordable Housing Strategy 4 - Ensure Future Land Supply and Development Opportunities.....	12
Action Plan	14
Enabling and Supporting Planning Policies and Strategies	19
GISC	19
New England Region	20
State	20
Monitoring Progress and Measuring Success	22
2027 Strategy Review.....	22
KPIs and Annual Monitoring Program.....	22

Introduction

Housing supply is crucial to facilitating population growth and community well-being. The right mix of housing is one that matches the needs of both the existing and new residents in a community.

If local supply does not keep up with, or is poorly matched to, demand, housing becomes a limiting factor for the movement of workers and new residents to the region.

A healthy residential land development and construction sector is also a crucial part of any local economy, directly supporting local jobs and businesses, whilst enabling population growth and improved lifestyle options for residents.

For rural communities like Glen Innes LGA, a reliance on older, often poor-quality housing stock and limited investment in new housing causes long term shortages, making it difficult for new people to find quality local accommodation and reducing quality of life for existing residents.

Local governments are key players in ensuring sufficient land supply and local housing development. In rural markets with low levels of investment and construction local government often takes a more active role in the development process.

GISC can positively influence the future housing supply and housing mix by:

- Amending and advocating for changes to **land zoning** to ensure sufficient land supply
- Creating a **development environment** that attracts interest and investment by being responsive to developer inquiries, processing applications quickly and minimising costs and charges
- Providing or advocating for investment in **enabling infrastructure** (adding or improving to roads and minor infrastructure, developing attractive community spaces and essential sewer, water and electricity infrastructure).
- Leveraging Council resources to **directly invest** in new housing development where the market fails to provide sufficient or suitable housing for the community and local industries.

This strategy provides a pathway for GISC to use its capacity to proactively facilitate growth and improvements in housing through to 2041.

It should be read in conjunction with the accompanying Housing Assessment which provides foundational evidence base and supporting analysis.

A summary of the Housing Assessment findings is provided below. These frame the strategies and action plan that follows.

Housing Assessment Key Findings

Housing is a key part of the local economy and a high value potential source of new local **jobs and economic growth** in Glen Innes LGA.

Despite pessimistic state population predictions, it's clear that Glen Innes LGA currently has a relatively stable population that may either decline or grow slightly in the coming decades depending on net migration. Ageing and outmigration drives the risk of decline with **positive recent net migration trends** working in the opposite direction.

Currently **land supply is constrained** in Glen Innes LGA by a lack of subdivision activity. Dwelling construction is constrained by a **small local workforce** that is mainly engaged in building new housing for existing residents and renovation of existing stock. This provides limited opportunity for the needs of renters and new residents to be met through the provision of new dwellings.

In the last four years, the rate of subdivisions and dwelling approvals has contracted significantly, contributing to a **tightening market for houses and rentals**. The recent rise in demand for regional living has flowed through to increased demand for houses and rentals in Glen Innes LGA.

This is **improving the case for investment** but stretching affordability and availability for vulnerable residents. Most new residents come from nearby areas with some migration from Brisbane also a factor.

To ensure community well-being and economic development, there is a need for **additional housing supply**.

Developments targeting the specific needs older residents and expanding social housing and key worker accommodation should be a priority.

Development of **new 1–2-bedroom** properties as well as potentially some executive level accommodation for doctors and other key professionals is the main point of need.

A need for an **increased supply of temporary worker and visitor accommodation** may also arise depending on renewable energy project and tourism development outcomes in the area.



Current State and Future Outcomes to 2041

Current State (Challenges)	Future State (Strategy Outcomes)	Key Strategies
Limited land supply is constraining housing and economic growth.	The ready availability of affordable land and housing within a healthy property market encourages new residents to move to Glen Innes LGA.	Increasing Land Supply Expanding Housing Supply to Critical Groups Increasing the Contribution of the Housing Industry to the Local Economy
Glen Innes LGA has a housing shortage	An increased supply of housing supports growth in the Glen Innes LGA population and workforce	Expanding Housing Supply to Critical Groups Increasing Land Supply
Much of the local housing stock is poorly suited to the needs of older and low-income residents	Older residents and members of the community requiring social or affordable housing are adequately housed.	Expanding Housing Supply to Critical Groups Improving the Sustainability and Liveability of Local Housing
A small local construction industry is constraining housing supply	The contribution of the housing industry to local jobs increases as a share of the economy and more housing is built.	Increasing the Contribution of the Housing Industry to the Local Economy
Successful developments in the local tourism and energy sector potentially risk the future affordability or availability of housing for local renters. Local benefits from this industry growth may be constrained by local accommodation shortages.	Development of the tourism and renewable energy sector is enabled by an increased supply of dedicated accommodation.	Increasing Land Supply Expanding Housing Supply to Critical Groups Increasing the Contribution of the Housing Industry to the Local Economy
Older housing stock is often poorly insulated, leading to high energy costs and increased environmental impacts.	Housing stock is sustainably constructed or retrofitted to reduce environmental impacts and increase the liveability and affordability of housing for the community.	Improving the Sustainability and Liveability of Local Housing



The 2041 Strategy

Vision

The Glen Innes LGA community has access to good quality housing that meets local needs, is affordable and supports a great local lifestyle. Housing facilitates a growing population and successful local services and industries.

Mission

GISC will actively facilitate land development and housing construction to provide a sustainable flow of new housing and targeted improvements in the quality of existing housing stock.

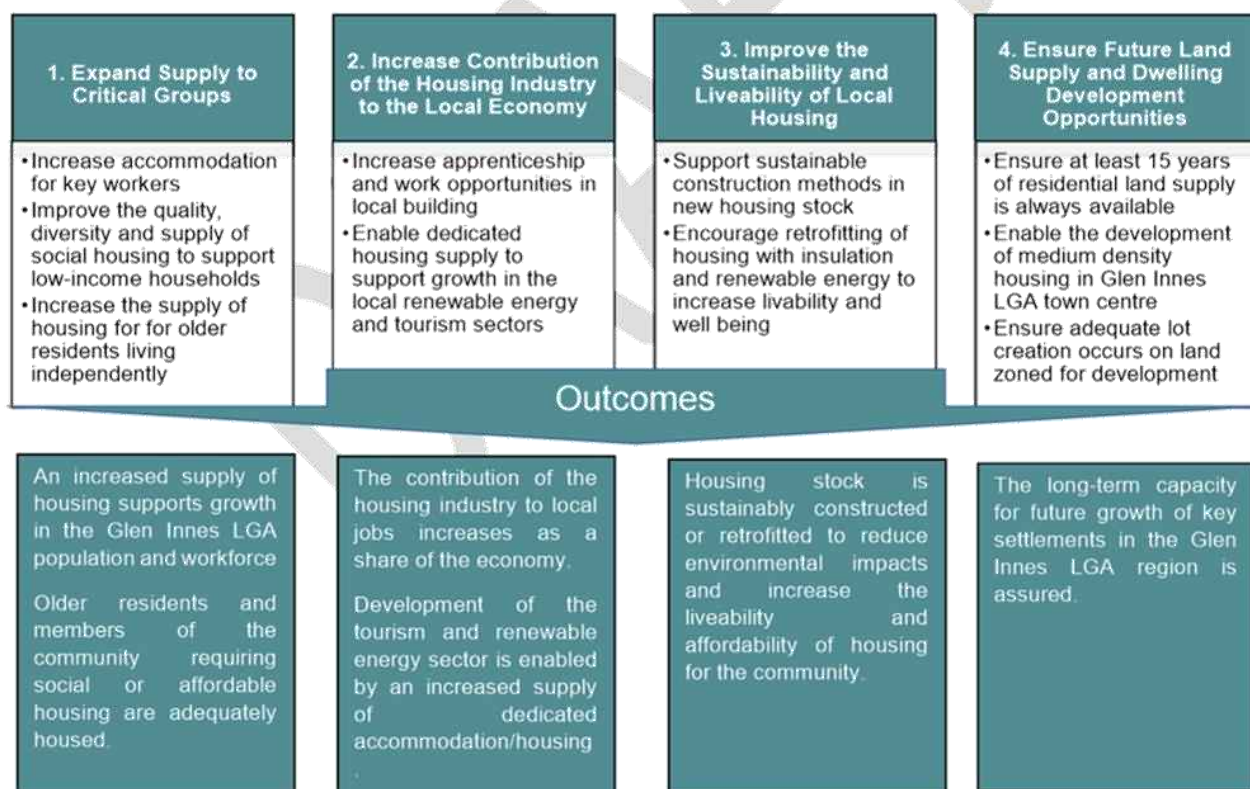
To achieve this vision and mission, GISC will work with the NSW Government, local housing providers and the private sector.

2041 Housing Strategy Overview

Housing Assessment Key Findings

Glen Innes LGA has a stable, but aging population that may decline or grow depending on migration trends in the coming decades. Evidence suggests the region is undersupplied and existing housing stock is not well matched to community needs. The housing market is struggling to meet increased demand for regional living. Key challenges for the future include:

- Ensuring the housing mix is attractive to and supports the liveability of the region for existing residents and newcomers alike;
- Ensuring the availability of appropriate housing to support the ageing population and the workforce that supports them;
- Maximising local benefits from major projects in the region by planning and providing for required permanent and temporary housing; and
- Supplying adequate social and affordable housing.



Strategies

To achieve the vision and mission, implementation of four (4) key strategies is required.

These include:



Affordable Housing Strategy 1 - Expand Housing Supply to Critical Groups

Strategic Priorities:

- 1.1. *Increase accommodation for key workers in local health and education services*
- 1.2. *Improve the quality, diversity and supply of social housing to support quality of life for low-income households*
- 1.3. *Increase the supply of housing for older residents living independently in the community*

There is a need for additional housing supply in Glen Innes LGA. The housing assessment has identified specific shortages in housing supply that should be a priority for Council given the impact housing shortages are having on some vulnerable groups. Developing new housing for these vulnerable groups will also free up some existing housing stock to support wider population growth.

Target groups for housing support under the strategy include:

- Rental accommodation for key workers that enable the provision of local health and education services
- Older residents living independently
- Social housing

Providing improved housing options for each of these groups is important to supporting population growth and to community well-being.

Consultation and review of available data identified that 2-bedroom rental options are particularly lacking for older residents and social housing. Dedicated housing for doctors was also identified as an area for further investigation.

With limited or no recent development occurring in Glen Innes LGA to support these groups¹ it is recommended that Council participate directly in the development process to catalyse new supply.

To accelerate new supply, GISC should look to make a suitable site available. This might involve underutilised parcels of government owned land, purchase of privately owned land or redevelopment of a suitable existing building.

To facilitate the development, GISC should seek to partner with employers of key workers, Homes North, and aged care providers. A partner from these groups or private developers may be best positioned to lead the development process, with Council providing specific support and investment.

¹ One proposed redevelopment of an existing motel into seniors accommodation was identified as in the planning phase



In progressing the development, GISC should consider:

- State or Commonwealth grants, National Housing Finance and Investment Corporation and/or social impact funding options to reduce financing costs
- the suitability of build-to-rent development models and partnerships with other rural communities experiencing similar issues to offset risk
- a range of models for Council participation
- the use of high-quality manufactured homes to overcome local construction industry shortages and accelerate supply

A series of developments to support increased housing supply to these critical groups is likely to be needed through to 2041.

GISC should monitor private and other development inquiries as well as regularly engaging with local organisations that work with these key groups to gauge the on-going need for Council involvement in directly facilitating the development process.

Affordable Housing Strategy 2 - Increase the Contribution of the Housing Industry to the Local Economy

Strategic Priorities

2.1. Increase apprenticeship and work opportunities in local building sector

2.2. Enable dedicated housing supply to support growth in the local renewable energy and tourism sectors

Construction is a key local industry and shortages in the availability of residential builders is currently constraining the supply of new housing and local economic activity.

By facilitating an increase in housing development through Strategies 1 and 4, GISC can directly contribute the creation of sustainable local employment and economic activity.

GISC should look at additional options to encourage the growth of the local building sector.

Options include:

- working with New England TAFE and other education providers to create additional new apprenticeship and training opportunities for local workers
- engaging construction businesses in the Highlands Hub to support their expansion and identification of common challenges to growth in the local industry



- including local content and employment opportunities in Council facilitated developments.

Beyond the residential construction sector, significant growth in the local renewable energy industry and tourism is a priority in the Glen Innes LGA region, with significant opportunities for growth in the next five years.

Successful growth in both industries will place specific demands on local housing.

For renewable energy projects, there is a major demand on short term rental accommodation during the construction phase of large projects.

This can create significant pressure in the local rental market, displacing existing residents, increasing prices significantly and/or causing workers to reside in other communities. This can also cause hardship for the community and will reduce the direct local economic benefits of these projects.

For tourism, growth can be expected to increase the demand for short term rental accommodation (Airbnb's). This leads to housing being shifted from long term rentals to supply tourist needs, reducing local rental supply and increasing prices.

Alternatively, if sufficient accommodation is not available, the tourism economy will be constrained and key projects such as the rail trail will not yield the expected benefits.

This is a medium-term challenge that should be closely monitored by Council.

By increasing supply for key groups under Strategy 1 and ensuring adequate land supply and lot creation under Strategy 4, GISC will help to manage this potential issue significantly.

GISC should also consider the option of providing some accommodation to meet this demand in its facilitation of new developments under Strategy 1.

Affordable Housing Strategy 3 - Improve the Sustainability and Liveability of Local Housing Stock

Strategic Priorities

3.1. Support sustainable construction methods in new housing stock

3.2. Encourage retrofitting of older housing stock with insulation and renewable energy to increase liveability and well being



Housing is an important contributor to sustainability of the Glen Innes LGA Shire.

Glen Innes LGA is a lower income community. New sustainability requirements need to ensure they reduce rather than add to the cost of constructing and living in the community.

Key opportunities to increase the sustainability of local housing include:

- Optimising local land utilisation (e.g., use of infill sites) within existing services and infrastructure footprints
- Use of sustainable building materials and modular production
- Building or retrofitting for effective energy use (e.g. insulation)
- Demolition/refurbishing of existing buildings to create new housing, and Installation of renewable energy generation and storage on existing and new housing.

The area experiences a harsh seasonal climate, with housing requiring significant heating in winter to ensure liveability.

As well as the benefits to the local environment and community well-being, there are significant economic opportunities associated with housing and sustainability, with the right approaches saving GISC and residents from unnecessary future expenditure and generating local employment during construction and installation.

Affordable Housing Strategy 4 - Ensure Future Land Supply and Development Opportunities

Strategic Priorities

- 1.1. *Ensure at least 15 years of residential land supply is always available in Glen Innes LGA and major Villages*
- 1.2. *Enable the development of medium density housing near Glen Innes LGA town centre*
- 1.3. *Ensure adequate lot creation occurs on land zoned for future greenfield development*

Zoning of land for residential development and the facilitation of lot creation through the development process are two of the fundamental ways in which local councils enable housing supply.

Consultation for the strategy identified that land supply and new lot availability is a limiting factor for population growth and construction activity in the area. The analysis of evidence on land supply and development reveals that subdivision and dwelling approval activity has declined significantly since 2015.



This has left Glen Innes LGA poorly positioned to take advantage of increased movement to regional areas in response to the impacts of the COVID pandemic on city lifestyles and declining affordability in urban and coastal areas.

Ensuring future supply in the residential zone is the key to ensuring that Glen Innes LGA is prepared for future growth. Currently a lack of lot creation on developable land in the residential zones in Glen Innes LGA is constraining new housing supply.

Additional quality medium density housing is also identified as a key need in Glen Innes LGA. As well as facilitating a development targeting the needs of key groups in Strategy 1,

GISC should consider whether an area near the Glen Innes LGA town centre should be zoned for future medium density development to encourage long term supply of this type of housing.

At the other end of the residential development scale is rural residential development. Large lot residential development provides an opportunity for a rural lifestyle close to services and local employment.

This is a key attractor for many people in moving to rural areas and ensuring sufficient availability of land for this use is important to future growth. A lack of recent lot creation in the R5 zone means there is limited new housing opportunities of this nature in Glen Innes LGA.

Land supply in the major villages of Emmaville, Glencoe and Deepwater is currently sufficient for future housing needs. GISC should monitor development trends in each village to identify if this situation changes in the future.

There are also opportunities to better support housing developments in rural areas that should be considered as part of future land supply. Introducing E3 and E4 (Environmental Living and Environmental Management) zones and reducing the minimum lot sizes for the RU1 zone could support the provision of additional housing outside of the residential areas of the Shire.



Action Plan

The following pages provide an action plan to guide implementation of the Housing Strategy over the next three to five years. For each strategic priority actions are identified noting key stakeholders / partners to be engaged, a timeline for action and the relevant area of GISC that will lead implementation.

Acronym	Description
DDPRS	Director Development Planning and Regulatory Services
DCCS	Director Corporate and Community Services
CFO	Chief Financial Officer
MED	Manager Economic Development
MDPRS	Manager Development Planning and Regulatory Services
MIS	Manager Infrastructure Services
TP	Town Planner
GO	Grant Officer
TAFE	Technical And Further Educations
DNSW	Destination New South Wales
DNCO	Destination Country and Outback
REZ	Renewable Energy Zone
NFP	Not For Profit



Strategy 1 - Expand Housing Supply to Critical Groups				
Strategy	Key Actions	Key Stakeholders/ Partners	Timeline	Responsibility
1.1. Increase accommodation for key workers in local health and education services	1.1.1. GISC to identify Council or other land suitable for a new key worker housing development. 1.1.2. Partner with the State Government and private sector to fund a new key worker housing project.	NSW Government Hunter New England Health Private developers	30 June 2022 2022-2023	DDPRS DDPRS/ MED
1.2. Improve the quality, diversity, and supply of social housing to support low-income households	1.2.1. GISC to identify Council or other land suitable for low- income housing development. 1.2.2. GISC to work with Homes North to design, fund and commence the development with the support of GISC and others.	Homes North	30 June 2022 2022-2023	DDPRS DDPRS/ MED
1.3. Increase the supply of housing for older residents living independently and in care facilities	1.3.1. GISC to identify Council or other land suitable for new older housing development. 1.3.2. Partner with State Government, local aged care providers and private developers to develop new housing.	Aged care providers NSW Government Private developers	30 June 2022 2022-2023	DDPRS DDPRS/ MED



Strategy 2 – Increase the Contribution of Housing Industry to the Local Economy				
Strategy	Key Actions	Key Stakeholders/ Partners	Timeline	Responsibility
2.1. Increase apprenticeship and work opportunities in local building	2.1.1. Work with TAFE and local builders to create new apprenticeship and training opportunities.	TAFE	2022-2027	DCCS/ MED
	2.1.2. Engage local builders and supply businesses in the Highlands Hub	Local builders	2022-2027	MDPRS/ MED
	2.1.3. Ensure appropriate local industry involvement in Council facilitated developments	Highlands Hub	2022-2027	MDPRS
2.2. Enable dedicated housing supply to support growth in the local renewable energy and tourism sectors	2.2.1. Work with tourism and renewable energy sector to identify future demand scenarios for housing	AVIC	2023-2024	DDPRS/ MED
	2.2.2. Free up existing housing stock through developments in Strategy 1 to enable an increased supply of short-term rental accommodation.	DNSW DNCO	2022-2023	DDPRS
	2.2.3. Examine the need for dedicated additional short term accommodation developments.	REZ and Renewable Energy Sector	2023-2024	MDPRS/ MED

Strategy 3 - Improve the Sustainability and Liveability of Local Housing Stock				
Strategy	Key Actions	Key Stakeholders/ Partners	Timeline	Responsibility
3.1. Support sustainable construction methods in new housing stock	3.1.1 Encourage uptake of the Green Builder program within the local construction sector	Local builders Green Building Institute	2022-2023	DDPRS
3.2. Encourage retrofitting of housing with insulation and renewable energy to increase liveability and well being	3.2.1. Examine the feasibility and impacts of a Council mandated minimum energy efficiency standard for local rentals.	NSW Government	2022-2023	DDPRS
	3.2.2. Support low-income households and landlords to improve insulation and energy efficiency in older housing stock by identifying funding options.	Philanthropic/ NFP	2022-2023	DDPRS
	3.2.3. Examine options for community energy schemes to accelerate the installation of new energy systems for local households and supply the local community with renewable energy that reduces long-term living expenses		2022-2023	DDPRS



Strategy 4 - Ensure Future Land Supply and Development Opportunities				
Strategy	Key Actions	Key Stakeholders/ Partners	Timeline	Responsibility
4.1. Ensure at least 15 years of residential land supply is available in each key settlement	4.1.1. Monitor housing and land demand in villages to ensure adequate land supply is maintained to 2041	NA	2022-2024	TP
4.2. Enable the development of medium density housing in Glen Innes LGA town centre	4.2.1. Identify areas close to Glen Innes LGA town centre suited to medium density development 4.2.2. Consider the benefits of dedicated medium density zoning to encourage future developments	NA	30 June 2024	TP
4.3. Ensure adequate lot creation occurs on land zoned for development	4.3.1. Monitor lot creation to ensure adequate development is occurring. 4.3.2. Engage with Transport for NSW to seek speed limit adjustments on the New England highway to reduce the costs of large new lot residential development south of Glen Innes LGA. 4.3.3. Secure funding to strategically improve infrastructure (e.g., paving of laneways) to reduce the costs of lot creation through minor infill developments. 4.3.4. Examine opportunities for additional housing supply in the rural zone via changes to zoning and minimum lot sizes. 4.3.5. Consider Council led development if insufficient lot creation persists.	Private Developers	2022-2025 30 June 2027 30 June 2027 30 June 2027 2022- 2027	MPDRS MIS GO MPDRS CFO/MED



Enabling and Supporting Planning Policies and Strategies

Implementation of this housing strategy is enabled by State and Local planning frameworks and supports the achievement of local and regional economic and community development strategies. Key enabling and supporting strategies are outlined in the tables below.

GISC

Local Planning Policy or Strategy	Description and applicability to housing
Glen Innes LGA Local Environment Plan 2012	Local Environmental Plans (LEPs) guide planning decisions for local government areas. They do this through zoning and development controls, which provides a framework for the way land can be used. LEPs are the main planning tool to shape the future of communities and ensure local development is done appropriately.
Glen Innes LGA Development Control Plan 2014	The Development Control Plan provides detailed guidelines, objectives and controls for people who wish to carry out development in the Glen Innes LGA.
Glen Innes LGA Land Use Strategy 2010	A precursor to the latest LEP, this strategy provides a comprehensive strategic planning framework for Glen Innes Severn Council.
Glen Innes LGA Economic Development Strategy	Housing and a proactive housing development strategy can play a significant role in implementing economic development actions and realising local growth opportunities. The supporting housing assessment identified a series of links between the EDS and development of housing as a fundamental pillar for the local economy.



New England Region

Regional Planning Policy or Strategy	Description and applicability to housing
The Northern New England High Country Regional Economic Development Strategy 2018–2022	This strategy sets out a long term economic vision and associated strategy for the Glen Innes LGA and Tenterfield Shire Local Government Areas (LGAs). The Glen Innes LGA housing strategy supports delivery of Strategy 3: Attract new businesses and residents to the Region.
New England North-West Regional Plan 2041	The New England North-West Regional Plan 2041 (NENWRP) guides the NSW Government's land use planning priorities and decisions for the New England North-West Region to 2041. A focus for housing growth within existing urban centres, or in areas adjacent to existing urban development is identified to foster liveability and a stronger sense of community.

State

State Environmental Planning Policy (SEPP)	Description and applicability to housing
SEPP (Affordable Rental Housing) 2009	The policy aims to facilitate the delivery of new affordable rental housing including the provision of in-fill affordable housing (villas, townhouses, apartments), secondary dwellings (granny flats), boarding houses, supportive accommodation, social housing and group homes. This is important in the delivery of Strategy 1.
SEPP (Building Sustainability Index Basix) 2004	The policy requires a BASIX certificate to be lodged with a development application or an application for a complying development certificate for development proposing a new residential dwelling or alterations and additions to a dwelling. The BASIX scheme aims to encourage sustainable residential development. This provides a foundation for the achievement of Strategy 3.
SEPP (Exempt and Complying Development Codes) 2008	The policy aims to provide a streamlined assessment processes for development including new dwellings and alterations and additions to dwellings that comply with specified development standards. The standards include compliance with the requirements specified under the Housing Code, Rural Housing Code and Housing Alterations Code as applicable to residential development. This policy is a fundamental determinant of development and construction activity in GISC area.
SEPP (Housing for Seniors or People with a Disability) 2004	The policy aims to facilitate the development of housing for seniors and people with a disability including residential care facilities, hostels and self-contained dwellings. This is highly relevant to Strategy 1.



SEPP (Primary Production and Rural Development) 2019	<p>The policy aims to reduce land use conflict and sterilisation of rural land by balancing primary production, residential development and the protection of native vegetation, biodiversity and water resources.</p> <p>The policy identifies the matters a consent authority must consider when assessing development for a new dwelling or the subdivision of land for the purposes of a dwelling to minimise potential land use conflict.</p> <p>This policy has important implications for the expansion of residential development on rural land and for increasing the urban footprint of Glen Innes LGA over time.</p>
SEPP 65 –Design Quality of Residential Apartment Development	<p>The policy aims to improve the design quality of residential apartment development and is supported by the Apartment Design Guide. The policy applies to development for the purposes of a residential flat building, shop top housing or mixed-use development with a residential accommodation component.</p> <p>This policy is of marginal relevance to Glenn Innes Severn.</p>
SEPP 70 –Affordable Housing	<p>The policy enables councils to prepare and operate affordable housing contribution schemes such as levying contributions from new development for affordable housing.</p> <p>These types of contribution schemes are more applicable to urban development contexts with much higher levels of demand and higher land and property prices.</p>



Monitoring Progress and Measuring Success

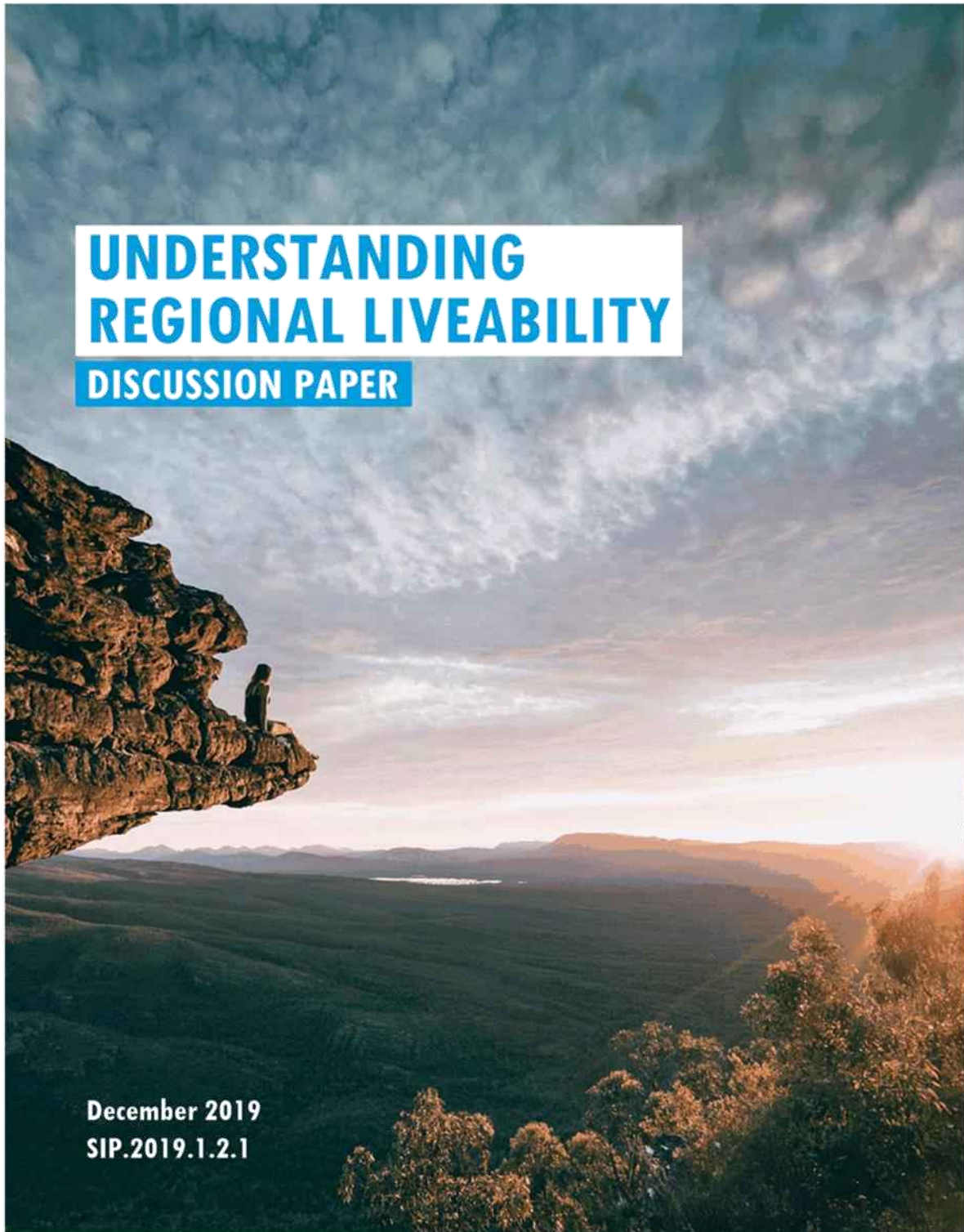
2027 Strategy Review

It is recommended that this strategy be fully reviewed and updated in 2027.

KPIs and Annual Monitoring Program

To monitor progress against actions, a short report should be prepared annually by Council. The KPIs and associated data sources outlined in the table below provide a sound basis for assessing progress in meeting longer term outcomes.

Strategy	KPI's	Data Source
1. Increase Housing Supply for Key Groups	Number of new homes created for each group	Development and building approval data. Documented outcomes from Council facilitated Developments
	The supply of housing is sufficient to meet key group needs	Advice from local service providers, community groups and Homes North
		Housing Suitability Data (REMPAN/ABS)
2. Increase the Contribution of the Housing Industry to the Local Economy	Increasing employment and economic activity in the local residential construction sector	Residential construction economic and employment data (REMPAN)
	Dedicated accommodation is available to meet the needs of energy and tourism projects	Online information on available accommodation (e.g. realestate.com.au, AirBNB/Stayz), vacancy rates and rental prices (SQL research)
		Tourism and renewable energy industry feedback Real estate agent feedback
3. Sustainability	Average Green Star rating of new homes constructed in Glen Innes LGA	GISC development data
	Number of homes with improved insulation	Program implementation outcomes Information from RE, Local trades and suppliers
4. Land Supply and Lot Creation	15 years of land supply available across key residential zones and villages	GISC Development data
	Medium density development	GISC Building approvals
	Lot creation rates	GISC Development data





ABOUT THE REGIONAL AUSTRALIA INSTITUTE

Independent and informed by both research and ongoing dialogue with the community, the Regional Australia Institute (RAI) develops policy and advocates for change to build a stronger economy and better quality of life in regional Australia – for the benefit of all Australians. The RAI was established with support from the Australian Government.

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REFERENCE

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Bourne, K. (2019). *Understanding Regional Liveability: Discussion Paper*. Canberra, The Regional Australia Institute.

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FOCUSSING ON LIVEABILITY

Attracting and retaining populations should be a key concern for towns and cities across regional Australia. Sustaining and building resident populations helps towns and cities thrive and plan for their future. However, outside of Australia's metropolitan areas, planning for and managing regional populations can be challenging. Population growth is distributed unevenly across towns and cities in regional Australia, and some regions struggle to provide meaningful employment options to residents while many others are experiencing continual shortages of professionals and highly skilled tradespeople.

Since early in the twentieth century, the distribution of regional Australia's population has changed: not only are populations drifting towards the coast, but there are significantly fewer smaller towns in regional areas. In 1911, there were 2,400 regional towns with under 8,000 residents but by 2006, this had fallen to 1,577.¹

This slow, historical trend compounds the population challenges that some regional communities face. As access to remote working improves and physical infrastructure better connects towns with regional centres and metropolitan areas, people can afford to be choosier about where they settle. This is especially so as demand for skilled and professional workers increases across much of regional Australia. Regional areas can find themselves in competition with one another as they seek to improve their liveability and be more attractive to prospective residents.

However, improving the liveability of a regional community is not necessarily straightforward. 'Liveability' means slightly different things to different people and the way that we assess liveability is subjective and highly personalised. People make different assessments based on their needs, their aspirations, and their stages of life. What makes a place liveable for one person might not exactly match what makes it liveable for another.

Defining liveability is an ongoing concern of scholars and researchers: it is a concept that is continually refined and redefined. A lot of this effort is directed towards understanding liveability in large cities. While this is important, it does not necessarily help regional communities in their current attempts to attract and sustain populations. One reason for this is that concepts that are used to measure liveability in metropolitan areas - such as the quality of international infrastructure links, the level of national security threat in a community, or the level of censorship are not necessarily appropriate measures for regional Australia.² To understand regional liveability, we needed another approach: we needed to understand what matters to different kinds of people who are moving to, from or staying in towns in regional Australia.

To do this we have built definition of liveability based on ***what people in regions have themselves said matters to them***. We have teased apart the broader discussion of population attraction in regional Australia so that we can focus on understanding the concept of liveability and what it means to different people who live in regional Australia.

This Discussion Paper steps through a definition of liveability and helps to understand the way that people think about liveability when they make decisions to move to, from, or to stay in regional communities. It steps through key indicators that people tend to use when assessing the liveability of a town or community and examines the key ways that these vary across several demographic groups. It is part of the research into Mid-Sized Towns that forms part of the 2019 RAI Shared Inquiry program.



VOTING WITH OUR FEET: ABOUT POPULATION MOBILITY IN AUSTRALIA

Australians appear to have a distinct tendency to move residences. We change addresses more often than about 80 per cent of the populations of other developed nations. In 2015, around 15 per cent of Australians changed their address, which was almost double the comparable world average of 7.9 per cent. Globally, around 21 per cent of people move every five years, but in Australia, this rate is 39 per cent.ⁱⁱⁱ

Despite the relative ease with which Australians appear to 'vote with their feet', there is strong evidence that they nevertheless remain attracted to the idea of living in regional areas. Census data shows that between 2011 and 2016, over 65,204 more Australians moved from a city to a regional place, than moved from a regional place to a city.

In addition to this, just over 690,000 people moved between regional communities in the five years between 2011 and 2016. Survey data indicates that of those already living in regional Australia who were considering moving, around 80 per cent intended to remain in the regions.^{iv} Although Australians move residences more often than those in most other developed countries the idea of the 'rural life' and the 'liveability' of regional Australia remains highly attractive to people across a variety of age groups.

MOVE OR STAY? HOW DO PEOPLE MAKE LOCATION DECISIONS IN REGIONAL AUSTRALIA?

While images of sea and tree changers may fill our television screens, the liveability of a regional town or city is not in itself enough to attract most people to be residents. Research shows that there is a distinction between the 'drivers of mobility' and the aspects of a community that people like or enjoy.^v This means that the decision to move to or to stay in a community in regional Australia is more nuanced than popularly depicted.

One way to understand the role that liveability plays in a location decision is to understand this decision as a two-step process:

- * First: people make a decision to **move to regional Australia**. This means that they will consider whether they can be employed and pursue a career in regional areas. Having a job, whether moving to an area for one or finding one whilst already living in an area is important. To pursue employment and career opportunities in a regional area, a specific standard of infrastructure services must be already present, including access to water, good roads, and digital connectivity. Generally, the presence of these things in a regional area acts as a 'hard gate' in peoples' decision making, and is sufficient for most people to seriously entertain the idea to move to or their capacity to remain in regional Australia.
- * Second: once the decision to move *per se* is made, people move onto the next stage of their decision making. Having identified broad areas that are suitable for relocation, people decide **where in regional Australia they'd like to live**. They decide where, specifically, they want to live,



which regional town or city they will call home. This is a much more personal and nuanced decision that is subject to a 'liveability assessment'.

Each stage of decision making is differently influenced by policy. For the 'hard gate' of the first stage to be successfully navigated, people tend to need a regional area to have good access to employment options, and to have hard and digital infrastructure that both ensures the provision of essential services and that connects the community with other communities and with areas of employment.^{vi}

Conversely, the second decision involves a more personal assessment of what a place is like to live in. Once people identify a region (or several) as suitable so as to seriously entertain moving there, they will look more closely at the locations available and make a 'liveability assessment' in which they consider and compare the liveability of one or more alternative places.

WHAT IS LIVEABILITY?

There is much discussion about the definition of 'liveability'. Academics, policy makers, and practitioners have various ways to conceptualise liveability and its relationship to other ideas such as quality of life, wellbeing and community wellbeing. These concepts are related but distinct and, somewhat unhelpfully, they can also be used differently by these various groups.

In order to sidestep the debate about how to define liveability and in order to retain its essentially subjective nature, we have looked to people living in regional areas and tried to understand what they mean when they talk about liveability.

This means that 'liveability' is subjective. The concept can mean slightly different things to different people. We make different assessments based on our needs, our aspirations, and our stage of life. What makes a place liveable for one person might not exactly match what makes it liveable for another. For example, while access to good early childhood or primary education may make a place liveable for a young family, schooling will not necessarily feature in the liveability assessments of retirees.

In this project, we have analysed survey and qualitative work that has been conducted across several jurisdictions. This has involved looking at the work undertaken as part of the University of Canberra's *Regional Wellbeing Survey*, as well as the publications of several State Governments and Commonwealth Departments.^{vii} We have also conducted our own research and asked people living in regional communities about liveability and what it means to them. We asked people what made them stay in or move from regional communities.

We have teased apart the broader discussion of population attraction in regional Australia so that we can focus on understanding the concept of liveability and what it means to different groups of people who live in regional communities. This information has been extrapolated to develop a broad Regional Liveability Framework, based on working assumptions, which has been discussed in several community, policy, academic and practitioner forums. It is not conclusive but can be used as a general guide when considering the importance of liveability factors..^{viii}

SIX INDICATORS OF LIVEABILITY

We found that while concepts of liveability vary from person to person, there are key indicators of liveability that are common to most people.

These indicators are:

- Health services
- Education services
- Cost of living
- Amenity
- Connections to community, friends and place
- Lifestyle and opportunity

From our research, we have developed working assumptions of the importance that different demographic groups attach to these factors.

HEALTH SERVICES

Health care services and the quality of those services is a key component in all liveability assessments, although it is slightly more important for older age groups. This does not necessarily mean that people expect that each town will offer exhaustive health services, but it does mean that most people expect that an array of services can be accessed easily, even if they are located in a nearby town or city. This includes access to female GPs and dentists, especially for women and children.

In general, families, millennials and professionals tend to be satisfied with a general practitioner and a chemist in their communities so long as other services could be accessed nearby. Of course some families may still require access to specialist health services and to hospitals however on the whole GP and chemists are seen as essential for most families.

It can reasonably be assumed that those over 65 years of age are more likely to require the availability of specialist health services and for some to require access to these services through community or government provided transport.

EDUCATION SERVICES

Education options are especially important for families with young children, and for those continuing education through University or TAFE. Studies show that families will seriously consider moving so that their children can have access to better schooling, particularly secondary schooling. This reflects the strong desire to have children attend local schools and minimise travel time or boarding school arrangements. Having at least two schooling options in a place is important to those with primary and secondary school aged children. Secondary schools that offer a range of extra-curricular activities are valued by families in the community. The availability of accredited early childhood education is also a key consideration for families and professionals with infants.

Access to ongoing training, retraining and options for life-long learning feature in peoples' liveability assessments. This means that access to face-to-face retraining options and to local learning centres is



becoming increasingly important, as is reliable digital connectivity that can facilitate long distance tertiary studies.

COST OF LIVING

The cost of living in a town is a common feature in liveability assessments. Even where residents have well paid employment, there is an important balance that needs to be struck between income and the cost of everyday goods and services. A town will be assessed as liveable if there is a good balance between employment remuneration, affordable housing options and 'living expenses' such as food, travel costs, and services. Our research indicates that it is the *balance* that is crucial for liveability assessments. For example, a town may be experiencing economic growth that is accompanied by well-paying jobs, but if the cost of living there outweighs the benefits of this remuneration, people tend to move to another town and travel to work instead of choosing to live locally.

An emerging component of this cost of living assessment is the availability of rental properties in regional Australia, where there are a growing number of people who rent their homes or who are looking for rental properties. This is in line with national trends that have seen a steady decline in the rates of home ownership. Traditionally, the provision of rental properties has been associated with socio-economic disadvantage, but recently there has been a demand for rental properties across a variety of groups. This includes an increase in demand for private rentals for professionals, as single occupants, partnered tenants or with families. This demand also extends to families where there are two professional wage earners. The availability of affordable private rentals is expected to increasingly feature in the liveability assessments of highly skilled tradespeople and professional workers who are looking to move to or stay in regional Australia and may want to experience living in a regional community before committing to purchase a local property.

Access to appropriate accommodation and to high quality rental properties emerges as an issue in communities with high amenity and a large tourism trade. Property owners in some towns are increasingly withdrawing their properties from local rental markets and opting to maximise earnings through holiday letting.¹⁵ In turn, this decreases the supply of 'high-end' rental accommodation and can create intense competition for homes that remain available, even where these properties are less desirable. Difficulties accessing rental properties featured negatively in liveability assessments, as did having little option but to take up short term accommodation (usually a holiday let) before an application for a rental property was successful.

An emerging consideration in people's cost of living concerns was the cost of a range of fresh fruits and vegetables.

AMENITY

Like the concept of liveability itself, 'amenity' is multi-faceted. Sometimes the term is used interchangeably with liveability so that it includes access to health and education services. However, we have defined 'amenity' to be the natural, physical and cultural attributes of a place. This includes the landscape, character of a town, its cultural vibrancy as well as its social character. Separating out or 'unpacking' health and education from the definition of amenity allows us to understand each aspect in their own right.

Perceptions of amenity include consideration of neighbourhood attractiveness and locational attributes such as climate and natural beauty. All groups tend to value the natural amenity of a place. Town



amenity can also include the architecture of the town, the way that buildings and public spaces are maintained and its walkability. In general, families tend to value large block sizes so that children have access to back yards. A 'walkable' town centre also helps to create a feeling of physical safety in a community.

Access to green spaces and parks is important across all demographic groups. This access is valued not only for the amenity or beauty it brought to a town but also because it broadens the kinds of leisure activities available to residents.

A town's 'cultural vitality' increasingly featured in assessments about amenity. While cultural vitality is also an important way that residents connected to their community (below), this vibrancy usually improves the amenity of built spaces through public and community art.

While for some families and professionals, access to retail opportunities is important. This access is valued if it extended beyond a supermarket and to a range of department and even specialist stores.

CONNECTIONS TO COMMUNITY, FRIENDS AND PLACE

The prospect of being connected to a community is an important part of liveability assessments. People want to be socially included and connected to other people in a town, and a friendly, welcoming community is a key priority. This conception of community is part of the 'rural idyll' where community members are on first name terms and people gather in support of the town and of one another. It is valued across all demographic groups.

However, this connection tends to be shaped differently for different people. Families and those aged over 65 value both a strong connection to a small group of friends or family and also a connection to the wider community itself. There is a particular emphasis on the importance of these relationships as people age in place.

Close friendships and family connections are also important for professionals and millennials, however these key groups of people are more likely to be located outside the immediate community. This means that the ability to connect with them through telecommunications or digital platforms was valued, as was the ability to easily visit them in person, whether by road, rail or air transport.

While some people value having close friends located in the community more than others, all demographic groups valued a connection to the community itself. These connections were particularly important to new arrivals in a town; however, they may be difficult to forge in places with high population turnover. This is because the high churn rates reduces the appetite of long-term residents to bond with newcomers.

Families tend to forge connections through school and sporting activity and are thus associated with high levels of volunteering in these areas. While the over 65 year old group is the most likely to volunteer in the community than other demographic groups, they also were the community members that reported the strongest sense of belonging. Conversely, millennials feel the least connected to friends and community and sometimes report difficulty in finding ways to make connections. Unsurprisingly this group is less likely to volunteer in the community than other groups.

Access to sporting opportunities is especially important for families but also for professionals and for millennials. These groups tend to build and maintain social connections through these activities. Where



families were from culturally diverse backgrounds, it is important that links to diverse communities and faith groups can be established.

A connection to the 'place' was considered important by families and those over 65 years old and in particular to returners in these groups. This connection is considered to be a subjective combination of the connection to the community, its way of life, and to the local natural environment. This means that opportunities to 'connect' to nature and the environment were valued alongside community and friendship.

LIFESTYLE AND OPPORTUNITY

The 'regional lifestyle' is valued across all demographic groups. Commonly, the components of this lifestyle include a slower pace of life than in metropolitan areas, increased leisure time and the ability to reassess personal values so as to focus on "the important things" that help bring about a better quality of life. This reassessment allows people to also recognise opportunities that come with living and working in a regional community.

For families, the regional lifestyle offers a more relaxed environment for children and a greater chance for them to experience play and outdoor activities than their metropolitan based counterparts. Parents value greater flexibility to be involved in their children's school and extra-curricular activities. Families connect to each other through school and sporting activities, although opportunities to be involved in cultural and artistic activities are also valued. Through volunteering, especially through school and sporting activities, some parents value being able to take a leadership role in the community and 'build something' for residents and children. This is an opportunity that is perceived to exist especially in regional communities, where there is a greater work-life balance that allows parents to make meaningful contributions to their community.

The regional lifestyle provides opportunities to engage in a range of cultural, artistic and sporting leisure activities. Lower commuting times and a better work-life balance are also valued as is a perceived reduction in pressure to keep up with marketing and social trends.^x Importantly, professionals valued the career opportunities that working in regional communities often affords. Professionals report undertaking work that is often broader and deeper in scope than their metropolitan peers, so that they are likely to assume leadership positions earlier in their careers.^{xi} In turn, this is sometimes seen as creating an opportunity to 'make a difference' through a person's professional work in the community.

For millennials, the regional lifestyle entails participation in cultural and arts activities and access to sporting and leisure activities. Lower commuting times are valued, as are opportunities to 'make a difference' through professional or community activities.

Those over 65 years value the opportunity to participate in community activity. As with other groups they value the opportunity to focus on the 'important things' in life. These important things include enjoying the natural amenity of a place, enjoying friendships and family connections and being active within the community.



CONCLUSION

Understanding the role that liveability plays in directing people's decisions to move to, stay in or move from a regional town can help communities more keenly target policy and program efforts to attract and retain residents. Understanding the way that liveability is understood in regions, how it differs from metropolitan concepts, and how different demographic groups value different aspects of liveability also helps to sharpen the focus of these efforts.

By viewing location decisions as a two staged process with 'hard gates' and a liveability assessment we can better sequence infrastructure investments, job creation efforts, and population attraction programs.

Table 1: Working Assumptions of Liveability Considerations across Four Demographic Groups

	Families	Under 35 years old (Millennials)	Professionals	Over 65 years old (Boomers)
Health services	<ul style="list-style-type: none"> More likely to be satisfied by GP and chemist than older demographics Access to female GPs and dentists Access to bulk billing and Medicare rebates 	<ul style="list-style-type: none"> Increasing importance of access to mental health services across a variety of delivery mechanisms More likely to be satisfied by GP and chemist than older demographics 		<ul style="list-style-type: none"> Access to specialist health services is more important than in other groups. These services may be located elsewhere however residents desire access to transport (including public) and good roads to travel to specialist services.
Education services	<ul style="list-style-type: none"> Access to accredited early childhood education services, noting that accreditation is important for the rebate purposes Access to childcare Access to primary school options - at least two schools, even if only one is public. Access to a local secondary school with breadth of curriculum and depth of teaching (limited out of field teaching). A variety of extra-curricular opportunities for children (clubs, arts, etc.) are also important. 	<ul style="list-style-type: none"> Access to tertiary education options, especially through distance/correspondence 	<ul style="list-style-type: none"> Access to professional development is very important. This includes opportunities for face-to-face learning as well as through digital platforms Vocational education, life-long learning options. Access to tertiary education options, especially through distance/correspondence 	
Cost of living	<ul style="list-style-type: none"> Availability of suitable rental properties Some access to social rentals (government provided) More likely to find fresh fruit and produce expensive than older group 	<ul style="list-style-type: none"> Availability of suitable rental properties Some access to social rentals (government provided) More likely to find fresh fruit and produce expensive than older group 	<ul style="list-style-type: none"> Availability of suitable rental properties, including 'high end' or 'executive' level rentals More likely to find fresh fruit and produce expensive than older group 	<ul style="list-style-type: none"> Some access to social rentals (government provided)



Amenity	<ul style="list-style-type: none"> Access to parks and green spaces and access to back yards for keeping pets. Walkable town centre/neighbourhood Perceptions of safety are important Retail opportunities 	<ul style="list-style-type: none"> Access to parks and green spaces and access to back yards for keeping pets. Culturally vibrant town centre Walkable town centre 	<ul style="list-style-type: none"> Culturally vibrant town centre Retail opportunities 	<ul style="list-style-type: none"> Importance of built and natural amenity increases with age Perceptions of safety are important Climate and walkable town centre
Connections to community, friends and place	<ul style="list-style-type: none"> More likely to volunteer to connect to community through school or sporting activity Important to offer children an opportunity to be part of a friendly community Connection to place – natural environment and community 	<ul style="list-style-type: none"> Less likely to feel connected to the wider community or to find opportunities to connect Group least likely to volunteer and to report a strong sense of belonging May maintain strong friendship connections with others outside the community Community generally friendly, especially when compared to metropolitan areas 	<ul style="list-style-type: none"> Seeks opportunities to connect with colleagues and other professionals May maintain strong friendship connections with others outside the community Community generally friendly, especially when compared to metropolitan areas 	<ul style="list-style-type: none"> More likely to volunteer than other demographics, especially in arts and cultural activity. Also the most likely group to report a strong sense of belonging. Emphasis on creating long-lasting friendships with people located within the community so that people can age in place Community generally friendly, especially when compared to metropolitan areas Connection to place – natural environment and community
Lifestyle and opportunity	<ul style="list-style-type: none"> Access to a range of leisure activities and although sporting opportunities are generally more popular than arts or cultural opportunities, there is a desire for the availability of both Space for children to play and experience a non-metropolitan upbringing, with green spaces, physical activity and the room for play Families are less exposed to marketing Parents value greater opportunity to be involved with the day-to-day lives of their children (school performances, sporting teams etc.) Opportunities for parents to 'build something' within the 	<ul style="list-style-type: none"> Community and cultural vitality is important, especially to educated millennials Access to sporting activities is more important than for older demographics Better working commute times Opportunities to 'make a difference' in the community and to pursue passions. 	<ul style="list-style-type: none"> Community and cultural vitality is important, but so too are sporting opportunities Range of leisure options are desired Career opportunities and opportunities to 'make a difference' Better working commute times Less pressure to keep up with marketing and social trends 	<ul style="list-style-type: none"> Community and cultural vitality is important – group most likely to participate in arts and cultural activity Less pressure to keep up with marketing and social trends

	community by taking pivotal leadership roles			
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- ⁱ Bureau of Infrastructure, Transport and Regional Economics (BITRE) (2014). *The evolution of Australian towns*, Report 136. Canberra, ACT
- ⁱⁱ We looked at a range of well-known liveability indices and found that most well-known liveability indices – and therefore research and analysis – focuses on the relative liveability of large urban centres or cities across the world. Often these are used for investment purposes or even for the relocation of staff in multi-national corporations and most include at least some measures that don't easily apply to regional areas such as the level of terrorism threat. Whilst there are undoubtedly characteristics of liveability that are objectively measurable and common across metropolitan and regional places, there are also a number of more subtle variations or different interpretations and contexts to which these may apply in a regional setting. For instance, a lack of road congestion while welcome in regions, doesn't appear to be as important as good roads to connect regional communities with major centres. Some regional communities don't factor in things like public transport to liveability assessments at all, and 'affordable decent housing' can mean something different between regions and cities and even between sections of regional communities themselves. Basically, regional liveability can't be viewed through the same lens as liveability in cities and where it does regions tend to always come off as less liveable as the indices are skewed towards larger metropolitan settings.
- ⁱⁱⁱ Charles-Edwards, E., Bell, M., Cooper, J., Bernard, A. (2018) *Population shift: understanding internal migration in Australia*. Australian Bureau of Statistics. Available at: <https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2071.0-2016-Main%20Features-Population%20Shift%20Understanding%20Internal%20Migration%20in%20Australia-69>
- ^{iv} Department of Primary Industries and Regional Development (2013) *Living in the Regions 2013*. Government of Western Australia. Available at: <http://www.dprd.wa.gov.au/Regions2016/Living-in-the-Regions/Pages/default.aspx>
- ^v McKenzie, F. (2016) *A Regional Career: Migration histories of professionals working in Bendigo, Victoria. Summary of Findings*. The State of Victoria Department of Environment, Land, Water and Planning.
- ^{vi} McLaren, N. (2019) 'Commuters sick of waiting for high-speed rail options', ABC News. Available at: <https://www.abc.net.au/news/2019-10-14/australia-talks-commuters-sick-of-waiting-for-high-speed-rail/11594272>
- ^{vii} These resources have included but are not limited to the State of the Regions reports conducted by the State Government of Western Australia, *The evolution of Australian towns*, (2014). We also used the work of McKenzie (above) and the Regional Cities Victoria Liveability Index
- ^{viii} The RAI has presented and discussed the Regional Liveability Framework at several academic, policy and practitioner forums over 2019. We have also conducted qualitative work in regional Australia and refined the Framework as a result of this.
- ^{ix} Guttentag, D. (2018) 'What Airbnb really does to a neighbourhood', BBC News. Available at: <https://www.bbc.com/news/business-45083954>
- ^x An exposure to advertising material has been linked in some studies to decreased levels of mental health in urban areas. See Williams, S. (2019) 'Better urban design could improve mental health: experts', *Allhomes*. Available at: https://www.allhomes.com.au/news/better-urban-design-could-improve-mental-health-experts-903556/?utm_campaign=steps-nicsthecd&utm_source=canberra-times&utm_medium=link&utm_content=pos4
- ^{xi} UNSW Media. (2019) *Rural practice linked to junior doctors being more satisfied*. Available at: <https://newsroom.unsw.edu.au/news/health/rural-practice-linked-junior-doctors-being-more-satisfied>

Low Cost Loans Initiative

The Low Cost Loans Initiative (LCLI) assists councils with the cost of new infrastructure by funding 50% of the interest paid on borrowings related to infrastructure. This helps councils to bring forward the delivery of infrastructure that enables new housing supply.

Under the program:

- Any council eligible to apply for the TCorp loan facility is eligible to apply for the LCLI. Loans may be taken out through TCorp or another financial institution of council's choice.
- The loans must be used for infrastructure that enables new housing supply.
- Councils must have in place current or draft planning controls which are applicable to the council area and meet the relevant housing targets.

Location and funding of successful projects

The NSW Government has invested approximately \$21.1 million to kick start nearly \$571 million worth of essential infrastructure to support growing communities across metropolitan and regional NSW.

Round 3 successful councils and projects:

- Camden Council: Redevelopment of the council depot
- City of Canada Bay Council: Redevelopment of Concord Oval
- Cessnock City Council: Cessnock Civic Revitalisation Project
- Forbes Shire Council: Edward Street Subdivision Project
- Greater Hume Shire Council: Culcairn residential subdivision
- Griffith City Council: Griffith Affordable Housing
- Ku-Ring-Gai Council: St Ives Indoor Sports Centre
- Lane Cove Council: Sport and recreation facility
- Liverpool City Council: Library and a Child Care Centre
- Orange City Council: Southern Feeder Road
- Shoalhaven City Council: Lead-in roads and cycleway
- Shoalhaven City Council: Roads, drainage and Passive Recreation Infrastructure
- Shoalhaven City Council: Boongaree Park

You can view more details in the full list of [full list of LCLI Round 3 successful projects in NSW](#) (PDF, 96 KB)

Round 2 successful councils and projects:

- Albury City Council: Thurgoona Link Road
- Berrigan Shire Council: Barooga water treatment plant and Lewis Crescent
- Griffith City Council: CBD precinct
- Queanbeyan-Palerang Regional Council: Ellerton Drive
- Wagga Wagga City Council: Infrastructure, recreation and utilities projects.

For more information, you can view more details in the [full list of LCLI Round 2 successful projects in NSW](#) (PDF, 69 KB).

Round 1 successful councils are located across NSW:

- Riverina Murray: Albury City Council, Griffith City Council, Wagga Wagga City Council
- Central West and Orana: Blayney Shire Council, Mid-Western Regional Council
- Metropolitan Sydney: Cumberland Council, Hawkesbury City Council, Liverpool City Council
- Illawarra-Shoalhaven: Shoalhaven City Council
- South East and Tablelands: Yass Valley Council.

You can also view more details in the [full list of LCLI Round 1 successful projects in NSW](#) (PDF, 71 KB)

More information

For more detailed information about the initiative, you can view:

- [Low Cost Loans Initiative guidelines](#) (PDF, 2.3 MB)
- [Low Cost Loans Frequently Asked Questions](#) – April 2020 (PDF, 55 KB)

Page last updated: 29/04/2021

SCCF Project Applications R4**SCCF4 - Funding Deed****Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT****Stronger Country Communities Fund (SCCF) 4 - Funding Deed***** indicates a required field****Information about your Funding Deed**

You will be required to submit a signed Funding Deed, invoice & supporting documents in order to have your funding released. Funding will only be released once all supporting documentation is reviewed and approved.

Supporting documents you may be required to provide to execute your Funding Deed include but are not limited to, public liability insurance, land owner's consent, Asset Management Unit approval, Development Approval and an invoice for your first instalment claim.

Funding Deeds **must** be signed by authorised office bearers within your organisation.

Funding Deeds are considered executed once both parties have signed them and the organisation has received a copy of the final Funding Deed for their records.

Records relating to your project must be kept by the active committee within your organisation for a period of seven (7) years and provided upon request or in case of an audit.

Background

A. The Stronger Country Communities Fund (SCCF) provides funding for projects that improve the lives of people who live in regional areas by boosting the liveability of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support and providing enhanced infrastructure and programs that remove barriers to female participation in sport across regional NSW.

B. You have applied successfully for funding.

C. The Department agrees to provide funding to you, and you agree to accept that funding, on the terms and conditions of this Deed.

Details

Department Name The Crown in right of the State of New South Wales acting through Regional NSW (ABN 19 948 325 463)

Division Regional Development and Programs

Address 1 Monaro St, Queanbeyan, NSW, 2620

Department Authorised Officer

Name Adam Young

Position Director, Grant Management, Evaluation & Reporting

Address 1 Monaro St, Queanbeyan, NSW, 2620

Telephone 1300 107 754

Email gmo@regional.nsw.gov.au

Grantee ("You")

Organisation Name

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

Glen Innes Severn Council
This question is read only.

Organisation Address *

265 Grey St
Glen Innes NSW 2370 Australia
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation ABN

81 365 002 718

Information from the Australian Business Register	
ABN	81 365 002 718
Entity name	GLEN INNES SEVERN COUNCIL
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	2370 NSW
Information retrieved at 10:16am today	

Must be an ABN.

Your Authorised Officer *

Mr Craig Bennett

This will be the person who is able to serve notices under the deed on behalf of your organisation. It is usually an office bearer within the organisation and often the same person who signs the deed.

Position of Authorised Officer *

General Manager

Authorised Officer contact phone number *

(02) 6730 2300

Must be an Australian phone number.

Authorised Officer email *

council@gisc.nsw.gov.au

Must be an email address.

Project Details

Project Title

Emmaville War Memorial Hall Upgrades

This question is read only.

Short project description

SCCF Project Applications R4**SCCF4 - Funding Deed****Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT**

Emmaville War Memorial Hall is the main gathering venue in the village of Emmaville. The Hall is listed as an RFS Neighbourhood Safe Place during a crisis. The Hall is utilised weekly by the Glen Innes Pre-School and Council Library. Emmaville Central School regularly use the hall for children's education and P&C activities. The village Hospital MPS Auxiliary also use the hall. Required hall restorations include a new kitchen, upgraded heating for cold winters, sanding and resurfacing of the floors, exit ramp and fencing upgrades, window upgrades, window shutters replacement, internal and external painting of the building and chair upgrading.

This question is read only.

Grant

\$131,658.00

This question is read only.

Total funding amount approved by SCCF

Project Location *

93 Moore St

Emmaville NSW 2371 Australia



Latitude: -29.44436 | Longitude: 151.59796

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

This is the location where your project is being delivered

Project Contact

Complete if different to above Authorised Officer - this is the person who is the contact for delivery of the project.

Project Contact Name

Mr Richard Quinn

Position of project contact

Grants Officer

Project contact phone number

(02) 6730 2406

Must be an Australian phone number.

Project contact email

rquinn@gisc.nsw.gov.au

Must be an email address.

SCCF Project Applications R4
SCCF4 - Funding Deed
Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

Terms and Conditions of the Deed

SPECIAL CONDITIONS

SC1. Project Management

1. The Department draws your attention to your obligation under **clause 3.1 (e)** to ensure that each Activity is completed within the Activity Period.
2. In addition to the Department's rights under this Deed and at law, the Department may, at any time, notify you that the Department is concerned about how you are managing the project.
3. The Department may recommend that you engage a subcontractor (such as Public Works Advisory) to carry out project management or other such services. That subcontract would be at your cost (with no additional funding from the Department). You would remain responsible for the subcontractor in accordance with **clause 25.3** (Subcontractors).

SC2. COVID-19

1. Both parties acknowledge the uncertainty arising from the current pandemic COVID-19, the measures taken by State and Commonwealth Governments in relation to the emergency, and the consequential effects on daily activities ("C-19 Emergency").
2. If either party becomes aware that its ability to comply with any of its obligations on time will be affected by the C-19 Emergency, it must, as soon as possible, give the other party a written notice which sets out:
 - (a) the nature and extent of the obligations affected by the C-19 Emergency;
 - (b) the ways in which the C-19 Emergency will affect its ability to perform those obligations; and
 - (c) a proposal that the parties either vary the Deed to mitigate the effects of the C-19 Emergency (for example, to change time frames and/or the scope of the Project), or terminate by agreement.
3. When a party receives a notice under this clause, it must respond to the notice as soon as practicable, and the parties will attempt in good faith to reach agreement promptly to vary or terminate the Deed.
4. Despite any other provisions in this Deed, if the Department considers that, as a result of the C-19 Emergency:
 - (a) there is likely to be significant delay before you will be able to complete your obligations; or
 - (b) the Deed is no longer viable; the Department may terminate the Deed by notice, with effect on the date stated in the notice.
5. You release the Department from any claims in respect of termination under this clause.

SC3. Photographs

1. You must provide the Department with copies of any professional photographs which you take, or arrange, in relation to any official opening of the Project or of the delivered Project.

DEFINITIONS AND TERM

1 Interpretation

- 1.1 Unless the context requires otherwise, in this Deed:
 - (a) the terms set out in the left hand column of the Details have the meaning ascribed to them in the right hand column of the Details;

SCCF Project Applications R4**SCCF4 - Funding Deed****Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT**

(b) where any time limit pursuant to this Deed falls on a day which is not a Business Day then the time limit will be deemed to have expired on the next Business Day;

(c) a reference to a statute, regulation, ordinance or by-law will be deemed to include a reference to all statutes, regulations, ordinances or by-laws amending, consolidating or replacing same from time to time;

(d) the meaning of general words is not limited by specific examples introduced by "including" or "for example" or similar expressions;

(e) references to persons include bodies corporate, government agencies and vice versa;

(f) references to the parties include references to respective directors, officers, employees and agents of the parties;

(g) nothing in this Deed is to be interpreted against a party solely on the ground that the party put forward this Deed or any part of it; and

(h) where an expression is defined, any other grammatical form of that expression has a corresponding meaning.

1.2 Definitions

Activity means the activity(s) described in **Schedule A - Project Plan**, which aim to fulfil one or more objectives of the Project.

Activity Period means the period specified in **Schedule A - Project Plan** during which the Activity must be completed.

Approved Community Organisation means a community organisation listed in the Schedule as engaged in the delivery of a Project.

Business Day means any day other than a Saturday, Sunday or public holiday in New South Wales.

Capital Equipment means any item of tangible property, purchased, leased, created or otherwise brought into existence wholly, or in part, with the use of the Grant, which has at that time a value of over \$5,000 inclusive of GST, but does not include Project Material.

Capital Expenditure Guidelines means the Division of Local Government, Department of Premier and Cabinet Capital Expenditure Guidelines dated December 2010 issued pursuant to s. 23A of the *Local Government Act 1993*.

Claim means any cost, expense, loss, damage, claim, action, proceeding or other liability (whether in contract, tort or otherwise), however arising and includes legal costs.

Combined Administrative Costs means the combined administrative costs incurred by you and an Approved Community Organisation in respect of a Project (such costs include internal and external costs from administering, designing, planning and managing a Project). Under the Program guidelines this can be up to 20 per cent of the total project cost for combined contingency, project management and administrative costs.

Commencement Date means the date on which the last party signed this Deed.

Completion Report means a report confirming that each Project has been completed, the actual cost of the Project and the date the works comprised in the Project were made available for use by the local community.

Conflict of Interest means a situation where the exercise of a person's duty or decision-making is influenced, potentially influenced, or may appear to be influenced, by a secondary interest, including (but not limited to) a private or business interest.

CPWC Act means the *Child Protection (Working with Children) Act 2012 (NSW)*.

Deed means this funding deed document and includes the Details, Terms, schedules and any annexures or other documents cross-referenced in this Deed.

Grant means the grant of funding for a Project from the SCCF and as further detailed in the Details.

GST Law means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*.

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

Instalment means a payment of the Grant for a Project shown in the **Schedule A** on the terms required by this Deed.

Intellectual Property or IP includes:

- (a) all rights in relation to copyright, inventions, plant varieties, trademarks, designs, patents; and
- (b) all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields including trade secrets and know-how, but does not include Moral Rights.

Moral Rights has the same meaning as in the *Copyright Act 1968 (Cth)*.

Location means the location of a Project shown in the details.

Notice means a notice given under this Deed and in accordance with clause 24.

Objectives means the objectives of the Activities described in **Schedule A** – Project Plan, which are the agreed results you must achieve and ensure your subcontractors achieve.

Personal Information has the same meaning as in the *Privacy and Personal Information Protection Act 1998*.

Personnel means officers, employees, agents, sub-contractors or volunteers.

Program Guidelines means the Stronger Country Communities Fund Program Guidelines for Round 4 published by the NSW Government and as updated from time to time

[SCCF 4 Guidelines](#)

Progress Report means a written report that identifies for each Project:

- progress against Activities and any current or anticipated delays (with information regarding the cause of the delay and measures to respond to the delay);
- any actual costs at the date of the report and any actual or anticipated cost overruns;
- any variations requested since the previous Progress Report;
- the amount of Instalments received from the Department since the previous Progress Report; and
- the cumulative amount of Instalments made since the Commencement Date.

Project means a Project (and each separate Project where there is more than one Project) outlined in the Schedule for which a Grant has been approved for the purposes of this Deed.

Project Term means (for each Project) the period starting on the Commencement Date and ending on the date by which the final activity is reported as set out in the schedule.

SCCF means the Stronger Country Communities Fund, as further described in the Program Guidelines.

State means the Crown in right of the State of New South Wales and all officers, employees and agents of the Crown.

2. Term

2.1 This Deed will commence on the Commencement Date.

2.2 Unless otherwise agreed, a Project must be completed and all claims for Instalments made within its Project Term.

2.3 Unless terminated earlier, this Deed will end at the later of:

- (a) the latest end date for a Project Term, as identified in the Schedule; or
- (b) once you (or an Approved Community Organisation) have completed each Project to the Department's satisfaction and the Department has paid all Instalments due.

WHAT YOU MUST DO

3. Your Obligations

SCCF Project Applications R4**SCCF4 - Funding Deed****Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT**

3.1 In addition to other terms of this Deed, you must:

- (a) ensure the Grant or any Instalment is used only for the approved Project at the relevant Location;
- (b) ensure that each Activity is completed by the relevant deadline specified in the Schedule;
- (c) be accountable for all the Grant funding you receive under this Deed;
- (d) ensure you obtain all necessary local council and other legal and statutory approvals for a Project;
- (e) manage a Project with all due skill and care including in relation to financial management, project planning and risk management;
- (f) comply with all SCCF policies and guidelines (available at nsw.gov.au/strongercountrycommunities);
- (g) if applicable to any Project, comply with the local government Capital Expenditure Guidelines;
- (h) provide assistance to the Department (and people invited by the Department) to visit a Location from time to time, including to verify that the Activities have been completed;
- (i) comply with all applicable Commonwealth, State and local government laws;
- (j) if applicable to any Project, ensure that all mandatory employment screening (referred to in the *CPWC Act* as the "working with children check clearance") has been undertaken on all Personnel engaged to work in "child-related work" (as defined in the *CPWC Act*) in association with a Project, prior to such Personnel performing any such work; and
- (k) comply with the requirements of the *Local Government Act 1993*, if applicable

3.2 If a Project is being delivered by an Approved Community Organisation on behalf of a Council, Councils are responsible for ensuring the Approved Community Organisation complies with the requirements set out in clause 3.1.

About the Grant**4. Paying the Grant**

4.1 Provided you carry out your obligations under this Deed, the Department will pay you the Grant in the Instalments shown in the Schedule. Other than the first Instalment, the remaining Instalments will not be paid unless you provide invoices and related receipts as required by the Department.

4.2 All claims for Instalments, including invoices and related receipts as the Department requires, must be submitted to the Department within 20 business days of the Activity Date, unless otherwise agreed by the Department in writing.

4.3 Unless otherwise approved under clause 6.1, if you do not make a claim for an Instalment by the date in the Schedule, you may no longer have a right to claim that Instalment and the Department will not be required to pay that Instalment.

4.4 If the Department makes any Instalment to you, you acknowledge this does not mean that the Department accepts that any part of a Project complies with the requirements of this Deed.

5. Project costs

5.1 You agree that the Grant for a Project is the maximum amount to be paid under the SCCF towards the carrying out of a Project and you agree that:

- (a) you have prepared or reviewed the scope of works and costs estimate for a Project before you signed this Deed;

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

(b) you are responsible for any costs that exceed the Grant for a Project (whether you expected to incur such costs or not at any time before or after you signed this Deed) and you must obtain any additional funding necessary to carry out a Project;

(c) you are responsible for all maintenance costs arising from a Project or, where a Project will be delivered by an Approved Community Organisation, you are responsible for ensuring that a maintenance plan (showing how the maintenance will be funded for at least 5 years after a Project has been completed) has been prepared by the Approved Community Organisation.

5.2 You must ensure no more than 20% of a Grant is applied or used to recover the Combined Administrative Costs.

5.3 You must make any co-contribution as specified in the Details and Schedules

5.4 You acknowledge and agree that where the actual cost of a Project is less than the Grant funding:

(a) you will notify the Department of any unspent Grant before the end of a Project;

(b) the Department may reduce the final Instalment to reflect the actual cost incurred to deliver a Project;

(c) you must return to the Department all Grant money paid to you that exceeds the actual cost of carrying out a Project (including any interest earned on such funds) within 28 days after completion of a Project (or termination of the Deed).

6. Variation

6.1 If you wish to vary a Project, including any Activity or other matter set out in the Schedule, including:

(a) changes to the nature of a Project or the scope of works, Location or revised priorities for a Project; and

(b) changes to the timeframe for delivery of a Project, including extensions to completion of Activities,

you must first make a written request to the Department and provide such information as is reasonably required by the Department.

6.2 Following your request for a variation under clause 6.1, the Department will consider whether to approve your request and you agree that no variation is approved unless it is approved by the Department in writing.

6.3 You agree you must advise the Department immediately:

(a) if you are unable to proceed with a Project or you are notified or become aware that an Approved Community Organisation is unable to proceed with a Project;

(b) if a Project has been inactive for a period of 20 Business Days or more;

(c) (where you own or lease the Location) if you propose to sell or lease any part of the Location; and

(d) (where you do not own or lease the Location) if you are notified or become aware of a proposal to sell or lease any part of the Location.

Payments

7. Bank account for Instalments

7.1 You agree you must maintain either:

(a) a separate account at a financial institution, or

(b) an existing general account at a financial institution where; adequate internal financial controls are in place for the identification of the Grant, which is an authorised deposit-taking

SCCF Project Applications R4
SCCF4 - Funding Deed
Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

institution, located in New South Wales, including a bank, credit union or building society ("bank account").

7.2 Interest earned on the Grant held in a bank account must be used solely for the purpose of a Project.

7.3 If a Project is delayed, Instalments already paid to you must be held in the bank account until:

- (a) they are applied solely for the purpose of that Project; or
- (b) they are required to be returned or repaid to the Department in accordance with the terms of this Deed.

8. Withholding, Suspension, Changes to Instalments and Repayment

8.1 The Department may change the amount of the Instalment by issuing you with a Notice setting out the details of the changes provided that such changes will not affect the amount of the overall Grant payable to you.

8.2 If you breach this Deed, the Department may provide you with a written Notice requiring you to repay any or all Instalments (determined by the Department in its absolute discretion) specified in the Notice within 28 days.

8.3 The Department may offset the amount of any overpayment or claim for repayment against any future Instalment to you.

8.4 You agree that any repayment or overpayment the Department claims from you under clauses 5 or 8 will be a debt due and owing by you to the Department.

9. GST

9.1 Unless otherwise indicated, all consideration for any supply under this Deed is exclusive of any GST imposed in relation to the supply.

9.2 If you are not registered under the GST Law, you will not be entitled to receive such amount of any Payment that is equal to the amount of GST imposed on that supply.

9.3. If:

- (a) GST is imposed on a supply you make to the Department under this Deed; and
- (b) the Department is or will be entitled to receive an input tax credit (as defined in the GST Law) in relation to that supply,

the Department will pay you an additional amount equal to the GST imposed on that supply, at the time and in the manner payment is otherwise payable under this Deed in relation to that supply.

Material and Information

10. Reporting Requirements

10.1 You agree to provide (or obtain and provide where you have engaged an Approved Community Organisation to provide all or part of a Project on your behalf) to the Department a Progress Report as requested from time to time (or such other information requested) within the timeframe the Department reasonably requires.

10.2 You agree to make relevant employees and contractors available to the Department as requested from time to time, to discuss the progress of a Project and any Progress Report.

10.3 The Department may provide you with a request for accounting, banking or other financial documents or other records relating to your use or expenditure of any Instalment (or use or expenditure of any Instalment by an Approved Community Organisation on your behalf) and you agree to provide copies of any such records to Department within 10 Business Days of a request being made.

SCCF Project Applications R4
SCCF4 - Funding Deed
Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

10.4 Despite clause 10.3, you acknowledge that the Department may, from time to time, require information urgently and you agree to use all reasonable endeavours to provide such information on an urgent basis.

10.5 Within 30 calendar days after completion of a Project, you agree to provide the Department with a Summary Completion Report.

10.6 You agree to participate in any survey or feedback at a time you and the Department agree to regarding matters including one or more of the following:

- (a) a questionnaire regarding the assistance received;
- (b) a survey of the Department's service levels and the effectiveness of assistance provided; and
- (c) a survey of Project outcomes.

11. Acknowledgement of support

11.1 You agree to acknowledge in publications and signage (or arrange an acknowledgment where you engage an Approved Community Organisation to provide all or part of a Project) the NSW Government's support for a Project in accordance with the NSW Government's Funding Acknowledgement Guidelines for recipients of NSW Government grants, including appropriate use of the NSW Government logo in accordance with the NSW Government Brand Guidelines available at [Funding acknowledgement guidelines](#).

12. Publicity

12.1 You agree to provide the Department with at least 15 Business Days' notice of any proposed announcements, launches or public events relating to a Project and provide an opportunity for a representative of the NSW Government to attend and speak at any launch or public event for a Project.

12.2 You agree that the Department may issue public communications on the provision of Grants and progress on completing a Project. Where practicable to do so, the Department will give you advance notice of such communications.

13. Intellectual Property

13.1 You grant the State a permanent, non-exclusive, irrevocable, royalty-free licence to use, modify, communicate, publish, adapt and sub-licence any report you provide to the Department in connection with this Deed for the Department's purposes.

14. Confidential Information

14.1 Each party agrees it must maintain the confidentiality of all commercially sensitive or confidential information it receives from the other party, unless it obtains the consent of that other party to disclose the information. For the purposes of this section, the Department considers the amount of the Grant to be confidential information it holds.

14.2 Clause 14.1 does not apply if the information required to be disclosed:

- (a) is publicly available at the time of the disclosure;
- (b) is required to be disclosed under the *Government Information (Public Access) Act 2009 (NSW)* or process or requirement of Parliament or a court; or
- (c) is required to be disclosed for the purpose of preparing a party's financial statements.

15. Privacy

15.1 You will:

- (a) ensure that Personal Information that is provided by the Department or collected by you under or in connection with this Deed is used only for the purposes of this Deed and is protected against loss, unauthorised access, use, modification and disclosure, or against other misuse;
- (b) not disclose any Personal Information without the written consent of:
 - (i) the individual to whom the Personal Information relates; or

SCCF Project Applications R4**SCCF4 - Funding Deed****Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT**

- (ii) the Department, unless otherwise required or authorised by law;
- (c) comply with the Information Protection Principles applying to NSW public sector agencies under the *Privacy and Personal Information Protection Act 1998 (NSW)* when doing any act or engaging in any practice in relation to Personal Information as if you were an agency directly subject to that Act; and
- (d) include equivalent requirements regarding Personal Information (including this clause 15) in any subcontract entered into to undertake a Project, including with an Approved Community Organisation on your behalf.

Dealing with Risk**16. Disclosure of Information**

16.1 You acknowledge that, under the *Government Information (Public Access) Act 2009*, the Department may be required to publicly disclose information about this Deed at <https://enders.nsw.gov.au>. None of the disclosure obligations require the disclosure of:

- (a) the commercial-in-confidence provisions of a contract;
- (b) any matter that could reasonably be expected to affect public safety or security; or
- (c) information which would be exempt from disclosure if it were the subject of an application under the *Government Information (Public Access) Act 2009*.

16.2 You may nominate any items you consider are confidential and why, to assist the Department in determining what items to disclose.

17. Insurance

17.1 You agree to maintain (or ensure that each Approved Community Organisation maintains in respect of each Project for which it is engaged) public liability insurance to a minimum of \$20,000,000.00 for any single occurrence and unlimited in the aggregate as to the number of occurrences for each Project.

17.2 You agree not to do, permit or allow any act, matter or thing or omission (and ensure that each Approved Community Organisation will not do, permit or allow any act, matter or thing or omission) whereby any insurance policy referred to in this clause 17 may be rendered void or voidable.

17.3 If the Department requests, you agree to provide (or obtain from each Approved Community Organisation) a copy of valid and current certificates of currency for each insurance policy described in this clause 17.

17.4 You agree you are responsible for maintaining (or procuring that each Approved Community Organisation maintains) the currency of any other relevant insurances including contract works insurance, professional indemnity insurance, directors and officers liability and worker's compensation insurances.

17.5 Without limitation to this clause 17, you agree that you have and will maintain (or you will ensure each Approved Community Organisation will have and will maintain) appropriate insurance to cover any liability you may incur in relation to this Deed and to ensure the delivery of each Project.

18. Indemnities

18.1 You must indemnify and keep indemnified the State from and against any loss (including legal costs and expenses) or liability incurred or suffered by, or made against, any of those indemnified arising directly or indirectly from any Claim by any person as a result of or in connection with:

- (a) your breach of this Deed;
- (b) any unlawful or negligent act or omission by you, your employees, your agents or your subcontractors in connection with this Deed;

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

(c) any illness, injury or death of any person caused or contributed to by you, your employees, invitees or your contractors or subcontractors in connection with this Deed or a Project;

(d) any loss or damage to real or personal property caused or contributed to by you, your employees, invitees or your contractors or subcontractors in connection with this Deed or a Project; or

(e) any act or omission by you or your employees, invitees or your contractors or subcontractors in connection with this Deed that is in infringement of any intellectual property, or privacy rights of the Department or any third party.

18.2 Your obligation to indemnify the State under this clause will be reduced proportionately to the extent that any negligent or unlawful act or omission by the Department, its officers, employees or agents contributed to the relevant loss or liability.

18.3 Your obligation to indemnify the State under this clause does not exclude or reduce the liability of, or benefit to, a party that may arise by operation of the common law, statute or the other terms of this Deed.

18.4 If you engage an Approved Community Organisation and you obtain indemnities in your favour on the same terms as the indemnities in clause 18.1(b) to (e) from the Approved Community Organisation and you:

(a) have obtained (where relevant) insurance from the Approved Community Organisation pursuant to clause 17, and

(b) use (and continue to use) all reasonable endeavours (including incurring costs) to obtain the benefit of the indemnity from the Approved Community Organisation and claim on all relevant insurances, then, where the loss or liability arises from a matter indemnified by the Approved Community Organisation, you are released from your obligation to indemnify the State under clause 18.1(b) to (e) to the extent you receive payment from the Approved Community Organisation and all relevant insurers (and provided you then pay the amount received in full to the Department).

18.5 Your liability to indemnify the Department under this clause will be reduced proportionately to the extent that any negligent or unlawful act or omission by the Department, its officers, employees or agents contributed to the relevant loss or liability.

18.6 Your liability to indemnify the Department under this clause does not exclude or reduce the liability of, or benefit to, a party that may arise by operation of the common law, statute or the other terms of this Deed.

19. Conflict of Interest

19.1 You agree that, as at the Commencement Date, you have no Conflict of Interest in relation to the carrying out of a Project under this Deed. You must notify the Department in writing as soon as you become aware of a Conflict of Interest that arises after the Commencement Date. On receiving notice of a Conflict of Interest, the Department may:

(a) request such further information as it may require regarding the circumstances of the Conflict of Interest; or

(b) approve the continuation of the arrangements under this Deed, subject to reasonable conditions to ensure appropriate management of the Conflict of Interest.

19.2 The Department may immediately terminate this deed by giving a Notice to you if in the Department's view (acting reasonably) the Conflict of Interest cannot be appropriately managed.

19.3 You agree that you must have in place a written arrangement with any Approved Community Organisation that requires you be notified immediately upon the Approved Community Organisation becoming aware of the existence or possibility of a Conflict of Interest. You agree to report any such Conflict of Interest to the Department in accordance with clause 19.1.

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

Terminating the Deed

20. Termination

20.1 Where a party has breached this Deed:

- (a) the other party may give a Notice to that party requiring it to rectify that breach within 30 days of receiving that Notice; and
- (b) if the party which received the Notice fails to rectify that breach in time, the other party may terminate this Deed immediately by giving a further Notice.

20.2 The Department may terminate this Deed by Notice, with effect on the date stated in the Notice, if:

- (a) the Department is of the opinion that you have provided intentionally misleading or incorrect information as part of the application for funding or as part of this Deed;
- (b) you use the Grant funding for purposes other than the relevant Project;
- (c) Councils have failed to comply with the requirements under the *Local Government Act 1993*;
- (d) the Department is of the opinion a material Conflict of Interest has arisen;
- (e) the Department is of the opinion that it is necessary to terminate the Deed to protect the reputation of the Department or the NSW Government;
- (f) you breach any of the following provisions: clause 3, clause 10 (Reporting Requirements), clause 17 (Insurance) or clause 25.12 (Assignment);
- (g) the Department considers the Project no longer viable;
- (h) the Department considers that there has been a material change in circumstances in your financial position, your structure or your identity; or
- (i) you become insolvent, are the subject of a debtors or creditors petition under the *Bankruptcy Act 1966*, resolve to go into administration or liquidation, or if a summons for your winding up is presented to a Court or you enter into any scheme of arrangement with your creditors.

20.3 This clause 20 does not exclude or reduce the rights of a party to terminate the Agreement arising by operation of the common law or statute or the other terms of this Agreement.

20.4 The Department is not liable to pay you any compensation or costs if this Deed is terminated in accordance with clause 20 and you irrevocably and unconditionally release the Department, the Crown in right of the State of New South Wales and its officers, employees and agents in respect of such termination.

Other Legal Matters

21. Consent of land owner

21.1 If you are not the owner of all or part of the land where a Project will be constructed, installed or otherwise delivered, you agree that you:

- (a) have obtained the written approval and agreement of the land owner to construct, install or otherwise deliver a Project on their land; and
- (b) have obtained the written agreement of the land owner to notify you during the 5 year period referred to in clause 22.1 of any proposal to sell or lease the land on which a Project is or will be carried out.

21.2 You indemnify and agree to keep indemnified the State from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability incurred or

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

suffered by, or made against, any of those indemnified arising directly or indirectly from any Claim by the land owner as a result of or in connection with a Project.

22. Maintenance of Assets

22.1 You agree to maintain and not to demolish, eradicate, remove, dispose of or otherwise interfere with (and obtain agreement from each Approved Community Organisation to do the same) the infrastructure, facilities or improvements ("assets") created by a Project for 5 years after the completion of a Project.

22.2 As the Grant funding is provided to benefit the local community and conversion or disposal through sale or otherwise of assets funded through the SCCF is not consistent with this purpose if you or an Approved Community Organisation intend to convert or dispose of assets funded by the SCCF program within five years from the Completion of a Project, you must notify the Department immediately with details of the intended conversion or disposal.

22.3 Where the Department so requests, you must repay the Department the Grant funding for the relevant project within 20 Business Days' of the disposal or conversion of the asset that is in breach of clause 22.1.

22.4 If the Department notifies you that it requires repayment of any amount under clause 22.3 that amount will become a debt due and payable to the Department.

23. Dispute Resolution

23.1 If a dispute arises in relation to this Deed ("a Dispute"), a party must comply with this clause 23 before starting arbitration or court proceedings except proceedings for urgent interlocutory relief.

23.2 A party claiming that a dispute has arisen must notify the other party in writing giving details of the dispute (Dispute Notice) in accordance with the requirements of clause 24 (Notices).

23.3 Following receipt of a Dispute Notice, each party must refer the Dispute to a senior representative, who:

- (a) does not have prior direct involvement in the Dispute; and
- (b) has authority to negotiate and settle the Dispute.

23.4 If the Dispute is not resolved within 10 Business Days, from the date the Dispute Notice is received by the party to whom the Dispute Notice is given, the party which gave the Dispute Notice under clause 23.2 must refer the Dispute for mediation by the Australian Disputes Centre Limited (ADC) for resolution in accordance with the mediation rules of the ADC.

23.5 If the Dispute is not resolved within 40 Business Days after referral to mediation either party may initiate proceedings in court.

23.6 Each party must pay its own costs of complying with this clause and split the costs of the mediator evenly.

24. Notices

24.1 Unless otherwise stated in this Deed, all Notices to be given under this Deed must be in writing, and hand-delivered, posted or emailed to the Authorised Officer specified in the Details or as otherwise notified in writing. The Department accepts no responsibility for correspondence or other communications that are not received due to contact details not being updated.

24.2 The receiving party will be deemed to have received the Notice as follows:

- (a) if hand delivered, on the day on which it is delivered or left at an attended reception desk at the relevant address;
- (b) if sent by post within Australia:

SCCF Project Applications R4**SCCF4 - Funding Deed****Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT**

i. if posted using Express Post, the priority letter service option of regular post, or the priority service option for Registered Mail, on the fourth Business Day after the day on which it is posted;

ii. if posted using the regular post option, on the tenth Business Day after the day on which it is

c) if sent by email before 5.00pm on a Business Day, the first of the following occurring:

i. when the sender receives an automated message confirming delivery; or

ii. four hours after the time sent (as recorded on the device from which the sender sent the email) unless the sender receives an automated message that the email has not been delivered.

(d) if sent by email after 5.00pm on a Business Day or on a day that is not a Business Day, then it will be deemed to be received on the next Business Day.

24.3 Any such mode of service will be in all respects valid notwithstanding that the party on whom service is affected may be in liquidation, bankruptcy or wound up and notwithstanding any other matter or event whatsoever.

25. General

25.1 Survival: The following clauses survive termination or expiry of this Deed: clause 8 (Withholding, suspension, changes to instalments and repayments), clause 14 (Confidential information), clause 11 (Acknowledgement of support), clause 12 (Publicity), clause 15 (Privacy), clause 17 (Insurance), clause 18 (Indemnities), clause 20 (Termination), clause 25.5 (Keeping of records, audit and rights of access to such records), this clause 25.1 and any other clause which by its nature is intended to survive this Deed.

25.2 Approved Community Organisations: You remain responsible for implementing a Project in accordance with the terms of this Deed if you engage an Approved Community Organisation or contractors to deliver all or part of a Project. It is your responsibility to ensure that the Approved Community Organisation has appropriate skills, qualifications and experience for the Project and that all work meets the requirements of this Deed and complies with relevant legislation, standards and codes of practice. You are responsible for ensuring that the Approved Community Organisation holds all appropriate insurances.

25.3 Subcontractors: You remain responsible for implementing a Project in accordance with the terms of this Deed if you subcontract the performance of any part of a Project. It is your responsibility to ensure that only contractors, subcontractors or project partners (if any) that have appropriate skills, qualifications and experience are hired for the work proposed to be carried out, and that all work meets the requirements of this Deed and complies with relevant legislation, standards and codes of practice. You are responsible for ensuring that all contractors and subcontractors hold the appropriate insurances.

25.4 Volunteers: You may permit volunteers to assist in the delivery of a Project if such volunteers are volunteers of an Approved Community Organisation.

25.5 Keeping of records, audit and rights of access to such records: You:

(a) must keep complete and accurate records and books of account with respect to your performance of the Project (the "Records"), and must retain such Records for a minimum of seven (7) years after expiry or termination of this Deed;

(b) authorise the Department and any State or Commonwealth Government department or agency (the "Auditors") that has provided moneys to the Department for the purposes of the Project, to undertake audits, to examine and inspect, at reasonable times and on reasonable Notice, any records held by you and Records, and allow any such Records to be copied; and

(c) provide all reasonable assistance in order for the Auditors to properly carry out the inspections and audits referred to in this clause.

25.6 Negation of employment, partnership or agency:

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

(a) This Deed does not create a relationship of agency, partnership, and/or employment between the parties.

(b) You must not represent yourself as being an employee or agent of the Department or as otherwise able to bind or represent the Department.

25.7 Relationship: All work performed by you and all contracts made by you in carrying out a Project shall be performed and made by you as principal and not as agent for the State or the Department. In all dealings in relation to a Project your organisation will act solely on its own account.

25.8 Further assurance: Each party must promptly execute all documents and do all things required by law, or that the other party from time to time reasonably requests, to effect, perfect or complete this Deed and all transactions incidental to it.

25.9 Entire Deed: This Deed states all the express terms agreed by the parties as to the matters referred to in this Deed. It supersedes all prior contracts, obligations, representations, conduct and understandings between the parties relating to the subject matter of this Deed.

25.10 Inconsistency: If there is any inconsistency between provisions of this Deed then the order of precedence will be:

- (a) the Details; then
- (b) the terms of this Deed; then
- (c) any Schedules to this Deed.

25.11 Waiver: You agree that:

- (a) The State does not accept any responsibility or liability for works carried out and bears no responsibility for a Project.
- (b) No failure or delay by the Department or its officers or the Department in exercising any right, power or remedy under this Deed, and no course of dealing with you, will operate as a waiver of a breach or a default by you. Any waiver by the Department or its officers of a breach or default of this Deed must be in writing and will not be construed as a waiver of any further breach of the same or any other provision.

25.12 Assignment or change of Crown agent:

- (a) You must not assign or novate your obligations or interests under this Deed, without the prior written consent of the Department.
- (b) The Department may, by written Notice to you, advise that another NSW Government Department, statutory body or other agency is to exercise the rights of the Department under this Deed (being, at all times, rights which are exercisable for and on behalf of the Crown in right of the State of New South Wales).
- (c) On notification by the Department, you must execute all documents reasonably necessary to give effect to any Notice by the Department under this clause.

25.13 Severability: If any part of this Deed is or becomes illegal, invalid or unenforceable in any relevant jurisdiction, the legality, validity or enforceability of the remainder of this Deed will not be affected and this Deed will be read as if the part had been deleted in that jurisdiction only.

25.14 Counterparts: This Deed may be signed in any number of counterparts which taken together will constitute one instrument.

25.15 Governing Law: The laws of New South Wales govern this Deed and the parties submit to the non-exclusive jurisdiction of the courts in that State.

Schedule A - Project Plan

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

* indicates a required field

Project Activities & Instalments

I/we confirm the project activities listed below and provided in the EFT & Project Details form are a true and correct reflection of the works being undertaken as part of this project *

☒ Yes

Summary of Project Activities approved for delivery

Emmaville War Memorial Hall Upgrades including:

- Kitchen renovations
- Minor repairs to building exterior
- Internal and external painting of building
- Replacing main hall ceiling
- Gas heating upgrade
- Sanding and resurfacing of floor and stage
- Upgrade exterior fencing
- Upgrade hall exits with ramps and landings
- Supply and installation of new windows
- Supply and installation of new window shutters
- Supply and installation of footing enclosures
- Purchase of new chairs

Evidence of funding acknowledgment required

This question is read only.

These are the activities that need to be completed with your SCCF funding. Completion of these activities are required upon acquittal of the funding.

Activity Period - project works must commence within 6 months from the commencement date (*see definitions*) and the project must be completed within 2 years from the commencement date.

Instalment 1 amount to be received

\$105,326.40

This question is read only.

Add hints

Instalment 2 amount to be received

\$26,331.60

This question is read only.

Instalment 3 amount to be received

This question is read only.

Outcomes Measures

Below are the measures of outcomes you stated in Q66 of your application.

The Emmaville War Memorial Hall Committee, as a 355 committee of Council and day-to-day

SCCF Project Applications R4**SCCF4 - Funding Deed****Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT**

managers of the facility, will engage residents of the community in a survey to gauge their response in regards to the upgrades. Participant numbers who attend the pre-school, library and other periodic events at the hall will be recorded. The time period for measuring the effects of the hall upgrades will be a 12 month period following the completion of the project to enable enough events to be conducted along with the regular hall activities to accurately arrive at a decisive conclusion.

This question is read only.

Please provide any baseline data (existing) for your project outcome that is not provided in your application (either in the space provided or attachment below).
Not applicable.

Please upload any supporting evidence for the baseline date (if available).

No files have been uploaded

Checklist & Invoice Information

*** indicates a required field**

Supporting Documents & Funding Acknowledgment

Please ensure that all supporting documents (where applicable) have been provided so that review of your Funding Deed can occur.

Checklist - please select what documents that are being submitted with the Funding Deed

- ☒ Public Liability Insurance - required for all projects
- ☒ Invoice for the agreed Instalment 1 amount listed in this Funding Deed
- ☐ Asset Management Unit approval - for projects located on Department of Education land ONLY
- ☐ Land owner's consent
- ☐ Development approval or proof of exemption
- ☒ Letters of support
- ☐ EVENTS & PROGRAMS - List of what, where and when your projects are being delivered where required

Upload supporting documentation

Filename: GLENIN 2021-22 PIL CofC - Generic -20m.pdf
File size: 37.3 kB

Filename: SCCF 4 0196 Support Letters.pdf
File size: 1.2 MB

I/we confirm that by accepting this offer and signing the Deed, I/we: *

- ☒ are aware that digital signatures are not allowed as part of this Deed
- ☒ agree to the Terms and Conditions within this Deed
- ☒ declare that all information provided as part of this Deed including attachments are true & correct
- ☒ agree to adhere to the Funding Acknowledgment guidelines as per clause 11 of the Terms and Conditions

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

- ☒ agree to provide the Department with a progress report when requested for this project
 - ☒ agree to provide an evaluation report to the Department when requested after the project has been completed
 - ☒ agree to the Activity period timeframes for project delivery
- At least 7 choices must be selected.

Invoice information

Invoices to the Department for instalment claims should be the amount being claimed plus GST if your organisation is registered for GST, except for local councils or other Government agencies who will need to submit invoices excluding GST regardless of their ABN GST status.

Invoice for Instalment 1 is to be uploaded into the Funding Deed - **DO NOT post. Invoices to be uploaded in section below.**

Invoices should be addressed to:

Department of Regional NSW

ABN: 19 948 325 463

Locked Bag 6009

ORANGE NSW 2800

Upload invoice for Instalment 1 *

No files have been uploaded

Evaluation

As part of your funding deed, you will be required to participate in evaluation activities. This includes the completion of surveys administered by the Department, collecting and reporting on outcomes data in your completion report and participating in evaluation research, including with third parties contracted by the Department, following the completion of your project.

In line with this requirement, please complete the short survey regarding the application process [here](#). This survey is best completed by the person who prepared the application. Feel free to forward the survey link to the most appropriate person in your organisation to complete the survey. Your responses will be used to inform an evaluation of our processes and continuously improve our programs. Any questions about this survey or how the data is used can be sent to evaluation@regional.nsw.gov.au

Please confirm that the survey has been completed *

☒ Yes

How to Submit your Funding Deed & Next Steps

HOW TO SUBMIT YOUR FUNDING DEED

Now that you have completed the Funding Deed information & uploaded your invoice and supporting documents, you will need to:

1. Save Progress
2. Click to the **next page to select the correct execution clause** - this is what allows the correct signature block to be inserted
3. Save progress again and go to **last page** of form and select "**Download PDF**" - this will provide you with a full version of your Funding Deed for signing.

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

4. **Print off a FULL copy** of your Funding Deed and have the authorised office bearers sign the Deed then get these witnessed by a 3rd or 4th person
5. Once signed, **scan the FULL Funding Deed** into your computer and then upload a copy of this back into the question below this section that says "**upload Signed Funding Deed**"
6. **Save progress and then submit** in SmartyGrants for review by the Department. You will **receive an email notification** if this has been submitted successfully.

NEXT STEPS

1. Once reviewed by the Department, if no additional information is required a copy of the executed Funding Deed will be emailed to you for your records.
2. Funding will be requested for release at the same time you receive a copy of your executed Deed.
3. You will receive a remittance to your nominated email address once funding has been released & cleared.

Contact details for Grants Management Office (GMO) team

The Grants Management Office (GMO) can be contacted via email at: gmo@regional.nsw.gov.au or 1300 107 754.

Please quote your SCCF4 Application ID number in the subject header of the email or when calling.

Schedule B - Reporting Requirements

1. You must provide to the Department Progress Reports on the status of all on-going and completed activities for the period to which the report relates, consisting of:
 - (a) a brief description of the Activities' objective/s;
 - (b) all Activities undertaken during the reporting period;
 - (c) the status of results achieved to date from the Project;
 - (d) the amount of the funding from the Grant and what has been expended on the Activities so far; and
 - (e) any other Project information which the Department requests.
2. If the Department requires, you must use a standard Progress Report template via an online funding portal.
3. The Department may meet with you each year or at the Department's discretion, to discuss progress on the Project.
4. The Department may undertake site visits from time to time to ascertain progress of the Milestones on providing reasonable notice to you.

Execution of Deed

*** indicates a required field**

Signed, Sealed and Delivered for: *

SCCF Project Applications R4

SCCF4 - Funding Deed

Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

Glen Innes Severn Council
Name of the Organisation receiving funding.

ABN
81 365 002 718

How to sign your Funding Deed?

Organisations differ in who is authorised within them to enter into a legal contract .

Before you can print a copy of your Funding Deed for signing please read below:

- To ensure that you insert the correct signature block into this Funding Deed you may need to refer to your organisations constitution.
- Please select from the options below to insert the correct signature block for your companies authorised signatories.

Organisations that select an incorrect signature block will be asked to amend and resubmit their Funding Deed in order for the Department to execute.

Please select the relevant option to insert the correct signature block to this Funding Deed: *

- ☒ 1. signatories are authorised bearers such as President/Treasurer/Secretary/General Manager (eg: incorporated organisations/Councils)
 - ☐ 2. signatories are authorised bearers such as Director/s and/or Company Secretary (eg. Australian Company)
 - ☐ 3. signatories are authorised bearers such as Partners or a person on behalf of a Partnership
 - ☐ 4. signatories are authorised bearers such as a Trustee of a Trust (eg: individual trustee)
 - ☐ 5. signatories are authorised bearers such as Company Trustee (eg: Companies listed as trustee of a Trust signing in its capacity as trustee of the Trust)
 - ☐ 6. signatory is an authorised bearer such as Individual Person (eg: sole traders)
- If you are unsure about who can sign a legal contract on behalf of your organisation, please refer to your organisation's constitution

Execution Clause 1

This section is for organisations that are not set up under a Corporations Act, refer to your organisations constitution.

Please note that signatories CANNOT witness each other.

I/we warrant that I/we have authority to sign this Deed on behalf of the organisation and agree with the Terms and Conditions of this Deed.

First Authorised Officer

Second Authorised Officer

Signature of first Authorised Officer:

Signature of second Authorised Officer:

Name & Title of first Authorised Officer

Name & Title of second Authorised Officer

In accordance with its constitution and, if

SCCF Project Applications R4
SCCF4 - Funding Deed
Application SCCF4 - 0196 From Glen Innes Severn Council - DRAFT

applicable, any requirements for execution contained in the statute that established the recipient organisation in the presence of:

In accordance with its constitution and, if applicable, any requirements for execution contained in the statute that established the recipient organisation in the presence of:

Witness signature

Witness signature

Name of witness

Name of witness

Date

Date

Must be a date.

Must be a date.

Upload Signed Funding Deed

Attach signed Funding Deed *

No files have been uploaded

Once uploaded - save progress, if nothing else required - SUBMIT form

SCCF Use Only - Department Execution Clause

Signed, sealed and delivered for and on behalf of the Crown in right of the State of New South Wales acting through the **Department** by it authorised signatory but not so as to incur personal liability:

Signature of Authorised Officer of the Department

Signature of Witness

Name of Authorised Signatory

Name of Witness

Richard Quinn

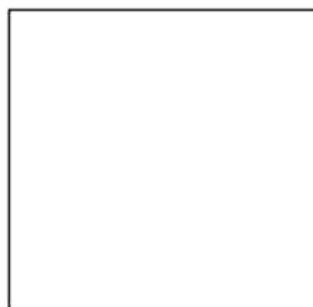
Date of Execution

Position of Authorised Signatory

Must be a date.

SCCF Project Applications R4 SCCF4 - Funding Deed Application SCCF4 - 0196 From Glen Innes Severn Council

The Common Seal of Glen Innes Severn Council was hereunto affixed this day of in pursuance of Resolution Number of the Council passed on the day of and attested by:



.....

Deputy Mayor

Cr Troy Arandale

.....

General Manager

Mr Craig Bennett

CONFIDENTIALITY AGREEMENT

Program: Stronger Country Communities Fund Round Four

Applicant: Glen Innes Severn Council

Project ID and title: SCCF4 - 0196 Emmaville War Memorial Hall Upgrades

Grant value: \$131,658.00

On behalf of Glen Innes Severn Council I confirm:

- initial acceptance of the funding offer
- strict confidentiality will be maintained on the outcome of this funding application until after the NSW Government has made a public announcement
- information pertaining to the funding outcome and other program information will be kept confidential and secure at all times; and
- project costs will only be accepted from the date you sign this agreement.

It is acknowledged that this undertaking does not apply to disclosing confidential information that:

- is required under any law or any administrative guideline, directive, request or policy having the force of law; and/or
- is in the public domain.

Signed



Name

GRAHAM PRICE

Position

DIRECTOR OF DEVELOPMENT
PLANNING & REGULATORY SERVICES

Organisation

GLEN INNES SEVERN COUNCIL

Date

17. 11. 2021

Please upload this agreement in Smarty Grants within 5 days.

Do you have a great community event idea?

Reconnecting Regional NSW Community Events Program



Expression of Interest Invitation

Glen Innes Severn Council will be submitting a grant application to the NSW Government for event funding on behalf of our community. Council has been allocated the opportunity to apply for funding to the total of \$301,708.

Council invites community organisations within our Local Government Area (LGA) to submit an Expression of Interest (EOI) for an event they are delivering in the eligible period.

A grading system for each criteria section will be implemented by Council in the panel selection process of successful EOIs.

Closing date for Expressions of Interest - 5.00pm, 20 May 2022.

No late submitted Expressions of Interest will be accepted.

Submissions must meet the guidelines of the grant (Annexure A).

Submissions must complete the application form (Annexure B).

Annexure A - Grant Guidelines

1.1 Events must:

1. Be open to all members of the public;
2. Free to attend or a very small fee to cover any extra costs;
3. Have a primary purpose of reconnecting communities and improving social cohesion of the local community;
4. Be planned and delivered using the covid-19 nsw public health orders current at that time and have a covid-19 safety plan in place for all events (the development of these plans is an eligible expense);
5. Be conducted in the Glen Innes Severn Local Government Area (LGA);
6. Be the holder of a current and valid \$20 million public liability policy;
7. Be willing to enter into a funding agreement with Glen Innes Severn council; and
8. Be conducted before 31 March 2023.

1.2 Examples of eligible events:

1. Community markets and bazaars;
2. Festivals and fairs;
3. Sporting events;
4. Food and leisure events;
5. Recovery events;
6. Community classes and workshops;
7. Agricultural field days (run by community organisations);
8. Regional racing carnivals (e.g. Horse or greyhound racing) run by community organisations;
9. Touring events and theatre programs; and
10. Community public holiday celebrations (e.g. Australia day or anzac day)

For existing events, applicants are encouraged to use this funding to make the events larger or more accessible.

1.3 Examples of ineligible events:

Ineligible events under the Reconnecting Regional NSW – Community Events Program include:

1. Events with the primary focus on fundraising and charity events;
2. Running grant programs;
3. Business events and conferences;
4. Events where membership is required to attend (for example, club gatherings including RSL's, Rotary, pony and golf clubs);
5. Country and Agriculture Shows;
6. Grassroots sporting games (for example, home/away games, local tournaments);
7. Events with religious or cultural ceremony or celebration as the principal focus (for example, Diwali, Easter, Eid or Christmas celebrations);
8. Events/festivals already funded by the NSW Government; and
9. Australian or State/Territory government owned and/or operated events.

1.4 Ineligible project costs include:

1. Costs related to buying or upgrading fixed infrastructure or equipment unless it is a small component of the event cost;
2. Financing, including debt financing, or insurance;
3. Rental/venue hire costs not directly associated with the proposed activities;
4. Costs relating to depreciation of plant and equipment beyond the life of the project;
5. Awards, gifts or prizes;
6. Non-project related staff training and development costs;
7. Marketing costs for the events exceeding \$10,000;
8. Operational expenditure, including but not limited to regular repairs and maintenance, for both eligible applicant or any community organisations;
9. Ongoing/recurrent funding that is required beyond the stated timeframe of the project;
10. Funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project;
11. Retrospective costs to cover any event or component that is already complete before the opening date of the program; and/or
12. Accommodation and transport costs related to event management fees.

Annexure B – Application Form

To apply please follow the below link for the online application

<https://forms.office.com/r/LJPFZ79b8g>

**Annexure B – Reconnecting Regional NSW Community Events Program
Expressions of Interest.**

1. Country Women's Association, Glen Innes
2. Rotary Club of Glen Innes
3. Vegetable Creek Emmaville MPS Auxiliary
4. Spend in Glen- sub-committee of Business in Glen
5. Walk of Light
6. Mr Robert Rodger - Germorama

1. Country Women's Association, Glen Innes

Your event information:

Please complete the following:

1. Event Name.

Celebration of 100 years Country Women's Association (CWA) in Glen Innes

2. Brief Event Description:

No more than 150 words.

A community celebration will be held on Monday 27 February 2023 to highlight and honour 100 years of CWA service to Glen Innes.

3. Event date. Must be before 31 March 2023.

2/27/2023



4. Funding amount requested.

\$16,292.00 est

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxylYjFDIZFhnpYkbbD2nZUQ...> 1/6

5/27/22, 10:59 AM

Annexure B - Expression of Interest - Reconnecting Regional NSW Community Events Program.

5. Event address location. Must be in Glen Innes Severn LGA.

Glen Innes Town Hall, Grey Street, Glen Innes 2370

6. Individual or community organisation conducting this event.

CWA - Glen Innes Branch

7. Contact name.

Betty Strong, Sue Forgeard,

8. email address.

pjstrong4@bigpond.com.au; suzanneforgeard@gmail.com

9. Daytime contact phone.

Betty 02 67322437; Sue 0419675430

Assessment Criteria – General

Score grading: 20 points.

10. Has this event been run before?

☐ Yes

☐ No

5/27/22, 10:59 AM

Annexure B - Expression of Interest - Reconnecting Regional NSW Community Events Program.

11. If so, what were the previous attendance numbers?

12. Will there be an admittance fee for this event?

☐ Yes

No

13. If yes, please describe why there will be an entry fee and what the fee will be.

14. I/we confirm this event is open to all members of the public.

Yes

☐ No

15. I/we confirm this event does not have a primary purpose of fundraising or financial gain for our organisation or as a sole stakeholder.

Yes, I/we confirm

☐ No

16. I/we confirm this event does not promote or be for political purposes.

Yes, I/we confirm.

☐ No

17. Does your event require a Development Approval?

☐ Yes

No

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxYjFDIZFhnpYkD2nZUQ...> 3/6

Item 7.5

Annexure B

5/27/22, 10:59 AM

Annexure B - Expression of Interest - Reconnecting Regional NSW Community Events Program.

18. If yes, has the Development Approval been approved?

☐ Yes

☐ No

19. Is the land where this event occurs owned by you or your organisation?

☐ Yes

No

20. If no, who is the landowner for this event?

Glen Innes Severn Council

21. Do you have a current and valid public liability insurance certificate for \$20million cover? This is essential.

Yes

☐ No

22. Please provide your current and valid public liability insurance certificate number.

Insurance with CGO Insurance Number - 10M 4869410

Assessment Criteria – Expenditure

Score grading: 20 points

5/27/22, 10:59 AM

Annexure B - Expression of Interest - Reconnecting Regional NSW Community Events Program.

23. Please provide an itemised budget of your proposed event expenditure below.

Catering \$7500.00; Cleaning of hall \$92.00; Hire of kitchen \$70.00; Guest Speaker travel and accommodation 650.00; Glen Innes Museum \$2,000.00; Table Dressing and paper cloths and serviettes \$150.00; Local printing Service \$600.00; Glen Innes Examiner \$1000.00; Professional photography Services \$1500.00; Converting and interpreting historical records to digital format. \$2000.00; Celebration Cake \$300.00; Co-memorativ Plaue \$250.00.

Assessment Criteria – Positive social outcomes in local community

Expressions of Interest must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

Score grading: 30 points

24. Please demonstrate how your proposed event will rebuild local community cohesion and deliver positive social outcomes within the Glen Innes Severn LGA. Must be at least 10 words up to a maximum of 500 words.

Junior cooks are encouraged to exhibit at the Glen Innes Show with an award given for the best exhibitor. 3. Hospital Support including Mother and Baby packages, emergency hygiene packs, trauma teddies and toys supplied to emergency services and local aged care facilities are provided with knee rugs and twiddle muffs. 4. Social issues- issues of concern are discussed in CWA forum and taken state conference for action by the Social Issues Committee. Issues of concern: rural health, mental heal; aged care, affordable housing and education issues to the annual conference of CWA NSW for action by the Social Issues Committee. CWA Glen Innes donates to all local schools annually. Other items are provided to schools where a need is identified; Agriculture and Environment - each year we are presented with numerous environmental focii for us to study under the headings of flora, forna and foe and a particular product. CWA has a state environmental officer who can act on our concerns, an important aspect of Agriculture and Environment, each years members are encouraged to enter recycled items. 6. Isolation - people are encouraged to participate in any area of CWA that they choose resulting in great friends and a reduction of isolation and loneliness.

25. Estimated total number of people from the local community (within the LGA) that are likely to participate in this event.

300

5/27/22, 10:59 AM

Annexure B - Expression of Interest - Reconnecting Regional NSW Community Events Program.

26. A COVID-19 Safety Plan for your event is essential. Do you have a plan that can be provided to Council on request?

☒ Yes

☐ No

Assessment Criteria – Local business support

You must demonstrate how the proposed activities will support local business.

Score grading: 30 points

27. Please demonstrate how the proposed activities of your event will support local businesses. Must be at least 10 words up to a maximum of 500 words.

We will be using local caterers, local history museum, local library, local newspaper, local community radio, local printers, local IT technicians to convert printed historical documents to digital formats, local bakery.

28. Estimated total number of local businesses that will be used/contracted to provide a service to your event eg: catering, security, venue hire.

11

29. If the total expenditure of the event is more than your funding request please outline how the gap or co-contribution will be covered by you or your organisation.

CWA would need to have a substantially smaller celebration resulting in reduced economic gain to local businesses and a reduced opportunity for the local community to become aware of the benefits of CWA activities. Should CWA not be successful in gaining a grant CWA would need to charge an admission fee to cover all costs.

2. Rotary Club of Glen Innes

Your event information:

Please complete the following:

1. Event Name.

Rotary Markets in the Highlands

2. Brief Event Description:

No more than 150 words.

A market day featuring local stall to be set up in the Glen Innes Town Hall and supported by roving entertainment, buskers, Rotary BBQ and raffles, Childrens entertainment

3. Event date. Must be before 31 March 2023.

10/22/2022



4. Funding amount requested.

25000

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5/27/22, 10:51 AM

Microsoft Forms

5. Event address location. Must be in Glen Innes Severn LGA.

Grey St, Glen Innes

6. Individual or community organisation conducting this event.

The Rotary Club of Glen Innes

7. Contact name.

Cecily Woodlands

8. email address.

supastrawb@hotmail.com

9. Daytime contact phone.

0429673216

Assessment Criteria – General

Score grading: 20 points.

10. Has this event been run before?

☒ Yes

☐ No

5/27/22, 10:51 AM

Microsoft Forms

11. If so, what were the previous attendance numbers?

500

12. Will there be an admittance fee for this event?

☐ Yes

No

13. If yes, please describe why there will be an entry fee and what the fee will be.

14. I/we confirm this event is open to all members of the public.

Yes

☐ No

15. I/we confirm this event does not have a primary purpose of fundraising or financial gain for our organisation or as a sole stakeholder.

Yes, I/we confirm

☐ No

16. I/we confirm this event does not promote or be for political purposes.

Yes, I/we confirm.

☐ No

17. Does your event require a Development Approval?

☐ Yes

No

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxYjFDIZFhnpYkbbD2nZUQ...> 3/6

5/27/22, 10:51 AM

Microsoft Forms

18. If yes, has the Development Approval been approved?

- ☐ Yes
- ☐ No

19. Is the land where this event occurs owned by you or your organisation?

- ☐ Yes
- ☐ No

20. If no, who is the landowner for this event?

Glen Innes Severn Council

21. Do you have a current and valid public liability insurance certificate for \$20million cover? This is essential.

- ☐ Yes
- ☐ No

22. Please provide your current and valid public liability insurance certificate number.

AP RODIAUS PLB Rotary Club of Glen Innes through District 9650

Assessment Criteria – Expenditure

Score grading: 20 points

5/27/22, 10:51 AM

Microsoft Forms

23. Please provide an itemised budget of your proposed event expenditure below.

Katie Haselwood Band \$5,000 Memphis Moovers \$3,000 Accommodation and Meals for Entertainers \$500 Shimmy in the Glen \$400 Banners and Posters \$750 Raffles Prizes \$4000 Meat/Bread for BBQ \$400 Bubble Lady \$400 Face Painting \$300 Survey Forms \$50 Photographer \$500 Social Media Advertising \$500 Glen Innes Examiner \$500 Posters \$100 Hire of Town Hall and cleaning \$400 2cbd Advertising \$1000 Radio 2nz \$1000 Miscellaneous Allowance \$1,100

Assessment Criteria – Positive social outcomes in local community

Expressions of Interest must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

Score grading: 30 points

24. Please demonstrate how your proposed event will rebuild local community cohesion and deliver positive social outcomes within the Glen Innes Severn LGA. Must be at least 10 words up to a maximum of 500 words.

The Rotary club of Glen Innes intend to survey the local shop owners to ensure that this day meets the needs of shop owners and gives them ownership of this day. We will use this data to ensure that the retail community is not only aware of the event but also their needs in the terms of promotion are met. By having many activities happening not only in the Town Hall but along the Grey and Bourke Street retail area we will entice tourists/travellers and locals to enjoy the day in Glen Innes.

25. Estimated total number of people from the local community (within the LGA) that are likely to participate in this event.

500 locals but would hope for up to 1,000 visitors

26. A COVID-19 Safety Plan for your event is essential. Do you have a plan that can be provided to Council on request?

☒ Yes

☐ No

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQpxlyjFDIZFhnpYkbbkD2nZUQ...> 5/6

5/27/22, 10:51 AM

Microsoft Forms

Item 7.5

Annexure B

Assessment Criteria – Local business support

You must demonstrate how the proposed activities will support local business.

Score grading: 30 points

27. Please demonstrate how the proposed activities of your event will support local businesses. Must be at least 10 words up to a maximum of 500 words.

Local business will be used as suppliers for all goods that we need for this market day as far as possible. Many of the market day stall holders are local small business.

28. Estimated total number of local businesses that will be used/contracted to provide a service to your event eg: catering, security, venue hire.

40

29. If the total expenditure of the event is more than your funding request please outline how the gap or co-contribution will be covered by you or your organisation.

Raffle sales, Rotary Funds

3. Vegetable Creek Emmaville MPS Auxiliary

Your event information:

Please complete the following:

1. Event Name.

Vegetable Creek MPS (Hospital) 20 year anniversary & Emmaville Village 150 year anniversary

2. Brief Event Description:

No more than 150 words.

The Hospital Auxiliary would like to put on a celebration for the above anniversaries for our community. With the intent of building community connections, we are planning A Fun Day to be held on hospital grounds during the day so residents could also participate. This would have live music and entertainment for children (lolly drop from aeroplane, jumping castle, face painting, games etc.) along with BBQ, and mobile food vans. A dinner at the Emmaville Memorial Hall in the evening for the community and invited guests with professional entertainment (e.g. comedian, local dance group etc.) and a live band. Dinner to be catered by local volunteer groups. The grant would allow us to provide this free of charge to the community i.e It will not be a fund raising event. Thank you in advance for your consideration

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxYlYjFDIZFhnpYkbbD2nZUQ...> 1/6

5/27/22, 11:01 AM

Microsoft Forms

3. Event date. Must be before 31 March 2023.

10/22/2022



4. Funding amount requested.

\$20,390

5. Event address location. Must be in Glen Innes Severn LGA.

Emmaville

6. Individual or community organisation conducting this event.

Vegetable Creek (Emmaville) MPS Auxiliary

7. Contact name.

Sarah Benn (Secretary)

8. email address.

sbenn564@gmail.com

9. Daytime contact phone.

0456 366 645

Assessment Criteria – General

Score grading: 20 points.

5/27/22, 11:01 AM

Microsoft Forms

10. Has this event been run before?

☐ Yes

☐ No

11. If so, what were the previous attendance numbers?

12. Will there be an admittance fee for this event?

☐ Yes

☐ No

13. If yes, please describe why there will be an entry fee and what the fee will be.

14. I/we confirm this event is open to all members of the public.

☐ Yes

☐ No

15. I/we confirm this event does not have a primary purpose of fundraising or financial gain for our organisation or as a sole stakeholder.

☐ Yes, I/we confirm

☐ No

16. I/we confirm this event does not promote or be for political purposes.

☐ Yes, I/we confirm.

☐ No

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Item 7.5

Annexure B

5/27/22, 11:01 AM

Microsoft Forms

17. Does your event require a Development Approval?

☐ Yes

No

18. If yes, has the Development Approval been approved?

☐ Yes

☐ No

19. Is the land where this event occurs owned by you or your organisation?

☐ Yes

No

20. If no, who is the landowner for this event?

MPS - New England Health, Emmaville Memorial Hall - Glen Innes Severn Council

21. Do you have a current and valid public liability insurance certificate for \$20million cover? This is essential.

☐ Yes

No

22. Please provide your current and valid public liability insurance certificate number.

The auxiliary volunteers are covered under New England Health

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5/27/22, 11:01 AM

Microsoft Forms

Assessment Criteria – Expenditure

Score grading: 20 points

23. Please provide an itemised budget of your proposed event expenditure below.

FUN DAY - Equipment & People hire and entertainment \$2,500, Catering \$3,000 DINNER - Catering \$7,800, Hall Hire \$90, Entertainment \$8,000

Assessment Criteria – Positive social outcomes in local community

Expressions of Interest must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

Score grading: 30 points

24. Please demonstrate how your proposed event will rebuild local community cohesion and deliver positive social outcomes within the Glen Innes Severn LGA. Must be at least 10 words up to a maximum of 500 words.

There are very few opportunities for family events in our village. Many families do not attend events as they simply cannot afford to. Our hope is to bring people together that would otherwise not meet and build connections in the community. Inspire people to support future events such our annual fete.

25. Estimated total number of people from the local community (within the LGA) that are likely to participate in this event.

200

5/27/22, 11:01 AM

Microsoft Forms

26. A COVID-19 Safety Plan for your event is essential. Do you have a plan that can be provided to Council on request?

☒ Yes

☐ No

Assessment Criteria – Local business support

You must demonstrate how the proposed activities will support local business.

Score grading: 30 points

27. Please demonstrate how the proposed activities of your event will support local businesses. Must be at least 10 words up to a maximum of 500 words.

All equipment, consumables, labour hire and entertainment will be sourced within our LGA

28. Estimated total number of local businesses that will be used/contracted to provide a service to your event eg: catering, security, venue hire.

Nine

29. If the total expenditure of the event is more than your funding request please outline how the gap or co-contribution will be covered by you or your organisation.

We are confident in our budgeting however, we can cover any gap with auxiliary funds we have in reserve

4. Spend in Glen- sub-committee of Business in Glen

Your event information:

Please complete the following:

1. Event Name.

SPEND IN GLEN INNES HIGHLANDS CHRISTMAS 2022

2. Brief Event Description:

No more than 150 words.

Spend in Glen Innes Highlands is an event which has been celebrated since 2008 and takes place over a four to five week period prior to Christmas to support local businesses by encouraging residents to "keep the dollar local". This is done by rewarding those who shop at a participating business with an entry into a draw to win an Eftpos card specific to the terminals of all the participating businesses. This promotion is open to all businesses located in Glen Innes Severn LGA. There is also encouragement to businesses to offer a great experience to the customer.

3. Event date. Must be before 31 March 2023.

12/22/2022



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5/27/22, 11:02 AM

Microsoft Forms

4. Funding amount requested.

\$16830.00

5. Event address location. Must be in Glen Innes Severn LGA.

TOWN SQUARE GLEN INNES 2370

6. Individual or community organisation conducting this event.

SPEND IN GLEN - A SUBCOMMITTEE OF BUSINESS IN GLEN

7. Contact name.

Moira Munro

8. email address.

moiramunro@ozemail.com.au

9. Daytime contact phone.

0427274265

Assessment Criteria – General

Score grading: 20 points.

10. Has this event been run before?

Yes

☐ No

5/27/22, 11:02 AM

Microsoft Forms

11. If so, what were the previous attendance numbers?

In 2021, 62 local businesses participated. It is estimated (from the number of envelopes distributed, and from a sample weigh and count) that there were around 16000 entries into the promotion

12. Will there be an admittance fee for this event?

☐ Yes

☐ No

13. If yes, please describe why there will be an entry fee and what the fee will be.

14. I/we confirm this event is open to all members of the public.

☐ Yes

☐ No

15. I/we confirm this event does not have a primary purpose of fundraising or financial gain for our organisation or as a sole stakeholder.

☐ Yes, I/we confirm

☐ No

16. I/we confirm this event does not promote or be for political purposes.

☐ Yes, I/we confirm.

☐ No

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5/27/22, 11:02 AM

Microsoft Forms

17. Does your event require a Development Approval?

☐ Yes

No

18. If yes, has the Development Approval been approved?

☐ Yes

☐ No

19. Is the land where this event occurs owned by you or your organisation?

☐ Yes

No

20. If no, who is the landowner for this event?

GLEN INNES SEVERN COUNCIL

21. Do you have a current and valid public liability insurance certificate for \$20million cover? This is essential.

☐ Yes

No

22. Please provide your current and valid public liability insurance certificate number.

Because of the change of executive in Business in Glen a new Public Liability Policy has to be applied for in the names of the new office bearers. This application is in progress, but I have been advised that the insurance company says the current climate this process may take another three weeks to be issued. If you will kindly accept this explanation I will advise you of the certificate no as soon as it is available, will advise you as soon as this happens

5/27/22, 11:02 AM

Microsoft Forms

Assessment Criteria – Expenditure

Score grading: 20 points

23. Please provide an itemised budget of your proposed event expenditure below.

PRIZE MONEY...ALLOCATED AS 40 X\$250.00 EFTPOS CARDS \$10,000.00 ADVERTISING (RADIO, SOCIAL MEDIA, TELEVISION) \$4700.00 PRINTING \$350.00 EFTPOS CARDS AND ADMIN \$380 ENTRY ENVELOPES \$800.00 PUBLIC LIABILITY INSURANCE% \$600.00

Assessment Criteria – Positive social outcomes in local community

Expressions of Interest must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

Score grading: 30 points

24. Please demonstrate how your proposed event will rebuild local community cohesion and deliver positive social outcomes within the Glen Innes Severn LGA. Must be at least 10 words up to a maximum of 500 words.

All businesses located within the Glen Innes Severn LGA are invited to participate in this promotion. Any person who spends \$20.00 or more* at any one of the participating businesses is eligible to enter the promotion. Throughout the promotion the importance of building social capital by synergising the relationship of the community to the local businesses is emphasised. The logo of Spend in Glen Innes is a circle with the \$ in the middle showing how business growth brings employment opportunities and grows the community.. The slogan is "keep the dollar local". By having four gatherings for the draws during the promotion there is opportunity to reinforce this education. The provision of entertainment at some of these occasions provides further scope for gathering the community for a pleasant function.(COVID has prevented this aspect over the past two years and its absence was frequently noticed and remarked on by the people at the draw. Innovative business moves will be acknowledged as will great customer service. The essential synergy of businesses and the community, their interdependence and their reliance on each other for a strong proud community is at the heart of this promotion, The prize money of \$250.00 is sufficient to be an attraction for the entrants... many have told us that it has made all the difference to their Christmas. It is also a small enough amount to be spread over a variety of businesses rather than all at one business for a major purchase. *tobacco products and prescription medications excluded

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5/27/22, 11:02 AM

Microsoft Forms

25. Estimated total number of people from the local community (within the LGA) that are likely to participate in this event.

7500

26. A COVID-19 Safety Plan for your event is essential. Do you have a plan that can be provided to Council on request?

☒ Yes

☐ No

Assessment Criteria – Local business support

You must demonstrate how the proposed activities will support local business.

Score grading: 30 points

27. Please demonstrate how the proposed activities of your event will support local businesses. Must be at least 10 words up to a maximum of 500 words.

All businesses located within the Glen Innes Severn LGA are eligible to participate in Spend In Glen Innes Highlands. The \$10000 of Eftpos cards won during the promotion are terminal specific to any participating business. All of the prize money is returned to the participating businesses. During the promotion there will also be opportunity to recognise and publicise innovative and outstanding business practices.

28. Estimated total number of local businesses that will be used/contracted to provide a service to your event eg: catering, security, venue hire.

6

5/27/22, 11:02 AM

Microsoft Forms

29. If the total expenditure of the event is more than your funding request please outline how the gap or co-contribution will be covered by you or your organisation.

If required we will seek donations from businesses such as the employment agencies etc, which have supported this initiative pre Covid as they recognise this promotion as promoting businesses and therefore employment. Apart from that we will cut our budget re advertising

5. Walk of Light

Your event information:

Please complete the following:

1. Event Name.

Walk Of Light

2. Brief Event Description:

No more than 150 words.

The Walk Of Light is an event dedicated to memorable lighting experiences that can move people. The event celebrates a journey through light structures and carefully designed light installations in breath-taking locations throughout the Centre of Glen Innes. The Walk Of Light aims to encourage community and visitors to venture out as the sun goes down to enjoy mesmerising installations of light and an unexplainable atmosphere. The popular light event has several light features and will run from early November through to early January. With strengthening and rebuilding the Glen Innes community and supporting and engaging local businesses at the forefront of every decision, the Walk Of Light aims to offer a host of economic and social benefits to the community. Visitors and locals will enjoy shopping, dining and social experiences at some of Glen Innes's finest boutiques, bars and restaurants while admiring light sculptures, enchanting heritage building displays and magical light art.

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5/27/22, 11:00 AM

Microsoft Forms

3. Event date. Must be before 31 March 2023.

11/4/2022



4. Funding amount requested.

\$78,600

5. Event address location. Must be in Glen Innes Severn LGA.

Grey Street, Glen Innes

6. Individual or community organisation conducting this event.

Individual

7. Contact name.

Cassandra Hill

8. email address.

admin@mrandsrhill.com.au

9. Daytime contact phone.

0427157773

Assessment Criteria – General

Score grading: 20 points.

5/27/22, 11:00 AM

Microsoft Forms

10. Has this event been run before?

Yes

☐ No

11. If so, what were the previous attendance numbers?

3000-5000

12. Will there be an admittance fee for this event?

☐ Yes

No

13. If yes, please describe why there will be an entry fee and what the fee will be.

14. I/we confirm this event is open to all members of the public.

Yes

☐ No

15. I/we confirm this event does not have a primary purpose of fundraising or financial gain for our organisation or as a sole stakeholder.

Yes, I/we confirm

☐ No

16. I/we confirm this event does not promote or be for political purposes.

Yes, I/we confirm.

☐ No

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxyIYjFDIZFhnpYkbbD2nZUQ...> 3/8

5/27/22, 11:00 AM

Microsoft Forms

Item 7.5

Annexure B

17. Does your event require a Development Approval?

☐ Yes

No

18. If yes, has the Development Approval been approved?

☐ Yes

☐ No

19. Is the land where this event occurs owned by you or your organisation?

☐ Yes

No

20. If no, who is the landowner for this event?

Glen Innes Severn Council

21. Do you have a current and valid public liability insurance certificate for \$20million cover? This is essential.

Yes

☐ No

22. Please provide your current and valid public liability insurance certificate number.

5577700

5/27/22, 11:00 AM

Microsoft Forms

Assessment Criteria – Expenditure

Score grading: 20 points

23. Please provide an itemised budget of your proposed event expenditure below.

Walk Of Light Event Budget: Product Hire & Installation \$9,800 - Event Electrical Requirements \$2,900 - Equipment Hire \$9,000 - Marketing \$6,900 - Total \$78,600

Assessment Criteria – Positive social outcomes in local community

Expressions of Interest must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

Score grading: 30 points

5/27/22, 11:00 AM

Microsoft Forms

Item 7.5

Annexure B

24. Please demonstrate how your proposed event will rebuild local community cohesion and deliver positive social outcomes within the Glen Innes Severn LGA. Must be at least 10 words up to a maximum of 500 words.

The Walk Of Light Event organisers aim to deliver specific social impacts that satisfy the objectives of stakeholders during and beyond the event life cycle. The Walk Of Light aims to mobilise a large number of attendees and create a meaningful impact on their life while rebuilding local community cohesion. A recent local study among previous Walk of Light event guests found that attending the Walk Of Light made them feel more connected to other people and engaged within the community. Studies also identified that attendees kept returning to the Walk Of Light over the event life-cycle often encouraging, friends, family and other members of the community to join in. The Walk Of Light event organisers have not only focused on the experience attendees enjoy while attending the Walk OF Light, but they have also focused on what people feel when they leave while connecting to our mission and one another. The Walk Of Light event organisers have identified key social impacts the Walk Of Light event will have on the Glen Innes and district Community: Quality of life, Development of social networks, Community pride, Feelings of Inclusion, Sense of community The Walk Of Light organisers have outlined their strategy to run a successful and engaging community event and deliver positive social outcomes for the Glen Innes community: Interaction – The Walk of Light will feature a number of interactive light features including the Cube of Light where attendees can experience ambient lights dancing and changing colours with sound. Connection – Event attendees will be encouraged to connect with each other before, during and after the event. We will use social media to encourage discussion, enthusiasm and hype about the Walk Of Light online. A focus on connection during the event will include the encouragement of attending the Walk of Light with friends, family and community groups to share an unforgettable and moving experience. Emotion – The Walk Of Light mission is to Connect, inspire and make a difference. For a truly impactful event, the Walk of Light organisers focus on creating an experience that leaves attendees feeling positive and a sense of happiness which can impact well-being. Sharing - Attendees are encouraged to tag their friends and the Walk Of Light in their photos and upload to social media so they can remember the moment they connected with each other at The Walk Of Light while helping grow the Walk Of Light reach and inspiring others to attend also. Local Focus – Local businesses that align with the values of the community will be utilised for the planning and delivery of the Walk Of Light to show the community how much we care about supporting local businesses. Sustainability – We will be reducing the carbon footprint of the Walk Of Light as much as possible to show the community how much we care about the environment.

25. Estimated total number of people from the local community (within the LGA) that are likely to participate in this event.

7,000 - 10,000

26. A COVID-19 Safety Plan for your event is essential. Do you have a plan that can be provided to Council on request?

☒ Yes

☐ No

5/27/22, 11:00 AM

Microsoft Forms

Item 7.5

Annexure B

Assessment Criteria – Local business support

You must demonstrate how the proposed activities will support local business.

Score grading: 30 points

27. Please demonstrate how the proposed activities of your event will support local businesses. Must be at least 10 words up to a maximum of 500 words.

The Walk Of Light organisers aim to bring the community together and attract visitors to the Glen Innes district while boosting economic outcomes for the local business community. A recent study among previous Walk of Light event guests found that attendees ventured out to enjoy a meal and a social meet up with friends, colleagues and family in conjunction with attending the Walk Of Light. A local business owner indicated that many local and visiting customers commented on attending the Walk Of Light. Social media results indicated that visitors from the New England, East Coast, Brisbane, New Castle, Hunter Valley and Sydney attended the Walk Of Light. Off-site spending related to the Walk Of Light will generate revenue for the Glen Innes business community. For example; visitors will stop at local service stations, restaurants, gift stores, cafes. Overnight visitors will contribute to off-site revenue to the business community which will create significant economic benefit to the Glen Innes LGA. Event Organisers have recognised the following key indicators to support local businesses: Visitor Spending, Raising the profile of Glen Innes to a wider audience, Attracting tourists to Glen Innes for the event and ongoing in the future, Rebuilding and strengthening the connection between the community and businesses within the district, Showcasing local businesses and services available in the Glen Innes LGA to a wider audience. The Walk Of Light organisers have outlined their strategy to run a successful and engaging community event and deliver positive outcomes for the Glen Innes business community: Local Focus – Local businesses that align with the values of the community will be utilised for the planning and delivery of the Walk Of Light to show the business community how much we care about supporting local businesses and contribute to a thriving economy. Connection Between Business & Community - Event attendees will be encouraged to venture out and experience local businesses and services before, during and after the event. Social Media and clever marketing campaigns will be used to encourage attendees and showcase local businesses and services available. Sharing Local Businesses - Attendees are encouraged to tag their friends, the Glen Innes Highlands social media pages and the Walk Of Light in their photos and upload to social media so they can remember the moment they connected with each other at The Walk Of Light while helping grow the image of Glen Innes and encouraging others to attend also. Sustainability – We will be reducing the carbon footprint of the Walk Of Light as much as possible to show the local business community how much we care about the environment. Marketing - With an engaged Social Media following, we aim to attract and engage local communities and visitors to Glen Innes for the Walk Of Light through optimised social media campaigns. Social media features will allow potential visitors to stay up to date with announcements and follow a visual journey while learning about local businesses and services to contribute to their visit to Glen Innes.

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5/27/22, 11:00 AM

Microsoft Forms

28. Estimated total number of local businesses that will be used/contracted to provide a service to your event eg: catering, security, venue hire.

10-12

29. If the total expenditure of the event is more than your funding request please outline how the gap or co-contribution will be covered by you or your organisation.

6. Mr Robert Rodger - Germorama

Your event information:

Please complete the following:

1. Event Name.

GEMORAMA

2. Brief Event Description:

No more than 150 words.

Gemorama is an annual event to entice people to visit the area for fossicking on private lands. Due to the bushfires, floods & Covid impact, it is imperative that we get visitors to the area. Usually run in June, I decided, due to inclement weather last year, to run it on the long weekend in October.

3. Event date. Must be before 31 March 2023.

10/1/2022



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5/27/22, 11:03 AM

Microsoft Forms

4. Funding amount requested.

\$6,000

5. Event address location. Must be in Glen Innes Severn LGA.

5304 Strathbogie Rd, EMMAVILLE NSW 2371

6. Individual or community organisation conducting this event.

Robert Rodger

7. Contact name.

Robert Rodger

8. email address.

blue_thunda@hotmail.com

9. Daytime contact phone.

0436343935

Assessment Criteria – General

Score grading: 20 points.

10. Has this event been run before?

Yes

☐ No<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxyYjFDIZFhnpYkbbkD2nZUQ...> 2/6

5/27/22, 11:03 AM

Microsoft Forms

11. If so, what were the previous attendance numbers?

50 - 100

12. Will there be an admittance fee for this event?

☐ Yes

No

13. If yes, please describe why there will be an entry fee and what the fee will be.

14. I/we confirm this event is open to all members of the public.

Yes

☐ No

15. I/we confirm this event does not have a primary purpose of fundraising or financial gain for our organisation or as a sole stakeholder.

Yes, I/we confirm

☐ No

16. I/we confirm this event does not promote or be for political purposes.

Yes, I/we confirm.

☐ No

5/27/22, 11:03 AM

Microsoft Forms

17. Does your event require a Development Approval?

☐ Yes

☐ No

18. If yes, has the Development Approval been approved?

☐ Yes

☐ No

19. Is the land where this event occurs owned by you or your organisation?

☐ Yes

☐ No

20. If no, who is the landowner for this event?

21. Do you have a current and valid public liability insurance certificate for \$20million cover? This is essential.

☐ Yes

☐ No

22. Please provide your current and valid public liability insurance certificate number.

Assessment Criteria – Expenditure

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxytYJFDIZFhnpYkbbD2nZUQ...> 4/6

5/27/22, 11:03 AM

Microsoft Forms

Score grading: 20 points

23. Please provide an itemised budget of your proposed event expenditure below.

1. Advertising - \$1500 2. Catering - \$2500 3. Porta Loo Hire - \$1000 4. Barricades/ Tables/ Seating - \$500 5. Signage - \$500

Assessment Criteria – Positive social outcomes in local community

Expressions of Interest must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

Score grading: 30 points

24. Please demonstrate how your proposed event will rebuild local community cohesion and deliver positive social outcomes within the Glen Innes Severn LGA. Must be at least 10 words up to a maximum of 500 words.

Local Market retailers will be invited to hold stalls on my property. This will encourage locals & visitors from other areas to visit & spend money in the area. Due to the impact on the LGA from bushfires & Covid, many businesses have suffered due to loss of income. I have had interest from many areas including South Australia to Brisbane to Mudgee. By joining resources with 2 other fossicking groups, the numbers attending will be greater than previous years.

25. Estimated total number of people from the local community (within the LGA) that are likely to participate in this event.

Up to 500 +

26. A COVID-19 Safety Plan for your event is essential. Do you have a plan that can be provided to Council on request?

☒ Yes

☐ No

<https://forms.office.com/pages/designpagev2.aspx?analysis=true&subpage=design&id=IRdgOERMxU-y5dDrv2TcQjxyYjFDIZFhnpYkKbD2nZUQ...> 5/6

5/27/22, 11:03 AM

Microsoft Forms

Item 7.5

Annexure B

Assessment Criteria – Local business support

You must demonstrate how the proposed activities will support local business.

Score grading: 30 points

27. Please demonstrate how the proposed activities of your event will support local businesses. Must be at least 10 words up to a maximum of 500 words.

When fossickers come to an event in the local LGA, they spend up to \$1000 each in local businesses.

28. Estimated total number of local businesses that will be used/contracted to provide a service to your event eg: catering, security, venue hire.

The 2 local pubs will provide accommodation & food & drinks. The local garage can provide fuel & food. The produce store can provide food & produce. Other pubs in the area from Deepwater to Glen Innes can provide accommodation.

29. If the total expenditure of the event is more than your funding request please outline how the gap or co-contribution will be covered by you or your organisation.

I will be charging for catering, camping spots, field trips & insurance. These will be covered from my own savings.

Do you have a great community event idea?

Reconnecting Regional NSW Community Events Program



Expression of Interest Invitation

Glen Innes Severn Council will be submitting a grant application to the NSW Government for event funding on behalf of our community. Council has been allocated the opportunity to apply for funding to the total of \$301,708.

Council invites community organisations within our Local Government Area (LGA) to submit an Expression of Interest (EOI) for an event they are delivering in the eligible period.

A grading system for each criteria section will be implemented by Council in the panel selection process of successful EOIs.

Closing date for Expressions of Interest - 5.00pm, 20 May 2022.

No late submitted Expressions of Interest will be accepted.

Submissions must meet the guidelines of the grant (Annexure A).

Submissions must complete the application form (Annexure B).

Annexure A - Grant Guidelines

1.1 Events must:

1. Be open to all members of the public;
2. Free to attend or a very small fee to cover any extra costs;
3. Have a primary purpose of reconnecting communities and improving social cohesion of the local community;
4. Be planned and delivered using the covid-19 nsw public health orders current at that time and have a covid-19 safety plan in place for all events (the development of these plans is an eligible expense);
5. Be conducted in the Glen Innes Severn Local Government Area (LGA);
6. Be the holder of a current and valid \$20 million public liability policy;
7. Be willing to enter into a funding agreement with Glen Innes Severn council; and
8. Be conducted before 31 March 2023.

1.2 Examples of eligible events:

1. Community markets and bazaars;
2. Festivals and fairs;
3. Sporting events;
4. Food and leisure events;
5. Recovery events;
6. Community classes and workshops;
7. Agricultural field days (run by community organisations);
8. Regional racing carnivals (e.g. Horse or greyhound racing) run by community organisations;
9. Touring events and theatre programs; and
10. Community public holiday celebrations (e.g. Australia day or anzac day)

For existing events, applicants are encouraged to use this funding to make the events larger or more accessible.

1.3 Examples of ineligible events:

Ineligible events under the Reconnecting Regional NSW – Community Events Program include:

1. Events with the primary focus on fundraising and charity events;
2. Running grant programs;
3. Business events and conferences;
4. Events where membership is required to attend (for example, club gatherings including RSL's, Rotary, pony and golf clubs);
5. Country and Agriculture Shows;
6. Grassroots sporting games (for example, home/away games, local tournaments);
7. Events with religious or cultural ceremony or celebration as the principal focus (for example, Diwali, Easter, Eid or Christmas celebrations);
8. Events/festivals already funded by the NSW Government; and
9. Australian or State/Territory government owned and/or operated events.

1.4 Ineligible project costs include:

1. Costs related to buying or upgrading fixed infrastructure or equipment unless it is a small component of the event cost;
2. Financing, including debt financing, or insurance;
3. Rental/venue hire costs not directly associated with the proposed activities;
4. Costs relating to depreciation of plant and equipment beyond the life of the project;
5. Awards, gifts or prizes;
6. Non-project related staff training and development costs;
7. Marketing costs for the events exceeding \$10,000;
8. Operational expenditure, including but not limited to regular repairs and maintenance, for both eligible applicant or any community organisations;
9. Ongoing/recurrent funding that is required beyond the stated timeframe of the project;
10. Funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project;
11. Retrospective costs to cover any event or component that is already complete before the opening date of the program; and/or
12. Accommodation and transport costs related to event management fees.

Annexure B – Application Form

To apply please follow the below link for the online application form.

<https://forms.office.com/r/PQikypceZ0>

Selection Criteria		Assessment Criteria													
		General 20 points			Expenditure 20 points				Positive social outcomes in local community 30 points				Local business support 30 points		
Weighting		Has application answered all Q's	Are they eligible?	Will the event be insured by the event organiser?	Requested funding?	Supplied itemised budget	Itemised budget total?	Eligible itemised Expenditure total	Rebuild community cohesion & deliver social outcomes	Expected attendance/impact	Will a COVID 19 Safety Plan be supplied	Events capacity to support local business	Number of businesses contracted	Co-contribution answered (if required)	
Project: Reconnecting Regional NSW Community Events Program GISC Grant Application Total Budget: \$301,708 EOI SCORECARD	Category														
	Context for scoring	29 Questions 29 = 100% Less = total number answered / 29 x 100	Is the event eligible - per Annexure A Yes = 100% No = 0%	Yes = 100% No = 0%	No limit and non contributing to scoring	Yes = 100% No = 0%	No limit and non contributing to scoring	No limit and non contributing to scoring	Rebuild social connections? Yes = 100% No = 0%	>5,000 = 100% >2,500 & <4,999 = 75% >500 & <2,499 = 50% >200 & <499 = 25% <200 or no answer = 0%	Yes = 100% No = 0%	Revenue Boost for Local Businesses? Yes = 100% No = 0%	Number provided = budget breakdown eligible expenditure suppliers >20 = 100% >10 = 50% >5 = 25% >1 = 10% 0 = 0%	No limit and non contributing to scoring	
	Weighting	5.0%	10.0%	5.0%	NA	20.0%	NA	NA	15.0%	10.0%	5.0%	15.0%	15.0%	NA	
	Proposal Supplied by 5.00pm, 20 May 2022 Deadline	SUBMISSIONS													
Celebration of 100 Years Country Womens Association in Glen Innes	Detail				\$ 18,292.00		\$ 16,112.00	\$ 14,112.00		300			11	NA	
	Reason	Yes	Converting and interpreting historical records to digital format = \$2K / 10. Funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project.												
	Score - Margot Davis	100	100	100	NA	100	NA	NA	100	50	100	0	100	50	NA
	Score - Martin Williams	100	100	100	NA	100	NA	NA	100	50	100	0	100	50	NA
	Score - Richard Quinn	100	100	100	NA	100	NA	NA	100	50	100	0	100	50	NA
Total		300	300	300	NA	300	NA	NA	300	150	300	0	300	150	NA
Total Weighted Average Score		5	10	0	NA	20	NA	NA	15	5	5	0	15	7.5	NA
Rotary Markets in the Highlands	Detail				\$ 25,000.00		\$ 19,900.00	\$ 14,800.00		500			17 (not 40)	NA	
	Reason	Yes	Raffles Prizes - \$4K 5. Awards, gifts or prizes												
	Score - Margot Davis	100	100	100	NA	100	NA	NA	100	50	100	0	100	50	NA
	Score - Martin Williams	100	100	100	NA	100	NA	NA	100	50	100	0	100	50	NA
	Score - Richard Quinn	100	100	100	NA	100	NA	NA	100	50	100	0	100	50	NA
Total		300	300	300	NA	300	NA	NA	300	150	300	0	300	150	NA
Total Weighted Average Score		5	10	5	NA	20	NA	NA	15	5	5	0	15	7.5	NA
Vegetable Creek MPS (Hospital) 20 year Anniversary & Emmaville Village 100 Year Anniversary	Detail				\$ 20,390.00		\$ 21,390.00	\$ 21,390.00		200			9		
	Reason	Yes	All listed expenditure eligible												
	Score - Margot Davis	100	100	100	NA	100	NA	NA	100	50	100	0	100	25	NA
	Score - Martin Williams	100	100	100	NA	100	NA	NA	100	50	100	0	100	25	NA
	Score - Richard Quinn	100	100	100	NA	100	NA	NA	100	50	100	0	100	25	NA
Total		300	300	300	NA	300	NA	NA	300	150	300	0	300	75	NA
Total Weighted Average Score		5	10	5	NA	20	NA	NA	15	5	5	0	15	3.75	NA
Spend in Glen Highlands Christmas 2022	Detail				\$ 18,830.00		\$ 16,830.00	\$ 6,230.00		7500			6	Yes	
	Reason	Yes	Prize Money - \$10K / 5. Awards, gifts or prizes Public Liability Insurance - \$600 / 2. Financing including debt financing or insurance												
	Score - Margot Davis	100	100	100	NA	100	NA	NA	100	100	100	0	100	25	NA
	Score - Martin Williams	100	100	100	NA	100	NA	NA	100	100	100	0	100	25	NA
	Score - Richard Quinn	100	100	100	NA	100	NA	NA	100	100	100	0	100	25	NA
Total		300	300	300	NA	300	NA	NA	300	300	300	0	300	75	NA
Total Weighted Average Score		5	10	5	NA	20	NA	NA	15	10	5	0	15	3.75	NA
Walk of Light	Detail				\$ 78,600.00		\$ 78,600.00	\$ 78,600.00		7,000 -10,000			12	NA	
	Reason	Yes	All listed expenditure eligible												
	Score - Margot Davis	100	100	100	NA	100	NA	NA	100	100	100	0	100	50	NA
	Score - Martin Williams	100	100	100	NA	100	NA	NA	100	100	100	0	100	50	NA
	Score - Richard Quinn	100	100	100	NA	100	NA	NA	100	100	100	0	100	50	NA
Total		300	300	300	NA	300	NA	NA	300	300	300	0	300	150	NA
Total Weighted Average Score		5	10	5	NA	20	NA	NA	15	10	5	0	15	7.5	NA
Gemorama	Detail				\$ 6,000.00		\$ 6,000.00	\$ 6,000.00		500* (that's 5 x previous) - suggest more like 300 total			5	NA	
	Reason	Yes	Q 27 and Q28 not answered adequately												
	Score - Margot Davis	63	100	100	NA	100	NA	NA	100	50	100	0	100	25	NA
	Score - Martin Williams	63	100	100	NA	100	NA	NA	100	50	100	0	100	25	NA
	Score - Richard Quinn	63	100	100	NA	100	NA	NA	100	50	100	0	100	25	NA
Total		279	300	300	NA	300	NA	NA	300	150	300	0	300	50	NA
Total Weighted Average Score		4.65	10	5	NA	20	NA	NA	15	5	5	0	15	2.5	NA

Total Weighted score	Score is more than 50%	Progress to Council Funding Application?	Eligible Funding Amount	Notes
Celebration of 100 Years Country Womens Association in Glen Innes				
82.50	TRUE	YES	\$ 14,112.00	Assuming \$2,000 for Glen Innes Museum is veure hire and therfore eligible expenditure
Rotary Markets in the Highlands				
87.5	TRUE	YES	\$ 14,900.00	Need to flag name of event as this is already the name of a local market
Vegetable Creek MPS (Hospital) 20 year Anniversary & Emmaville Village 150 Year Anniversary				
83.75	TRUE	YES	\$ 21,390.00	
Spend in Glen Highlands Christmas 2022				
88.75	TRUE	YES	\$ 6,230.00	
Walk of Light				
92.5	TRUE	YES	\$ 78,600.00	Need to know all locations to confirm if no DA's required
Gemorama				
82.15	TRUE	YES	\$ 6,000.00	
Total value of applications:			\$ 141,232.00	
Total amount available:			\$ 301,708.00	
Total remaining available allocation:			\$ 160,476.00	

Grants and Funding

Category	No.	Grant Fund	Name of Grant/Project	Value of Grants Excl GST
Unsuccessful applications	2	Bushfire Local Economic Recovery Fund	Tourism Packages & Itinerary Planner	\$901,369
		Destination NSW	Glen Innes Global Greening Irish National Day	\$20,000
			Total Unsuccessful applications	\$921,369
Applications pending decision	3	Building Better Regions Fund Round Six (6)	Highlands Business & Community Hub – Electrical upgrade and air conditioning installation	\$505,340
		Regional Connectivity Program Round Two (2)	Deepwater Fibre to the Premises upgrade. Joint application with NBN Co.	\$2,779,958
		NSW Planning Portal API Grant Program.	Open Office installation for e-planning.	\$80,000
			Total Pending applications	\$3,365,298
Acquittal/ reporting/ variations	14	Various		NA
Approved applications	20	Stronger Country Communities Fund Round	Emmaville War Memorial Hall	\$131,658
		Regional NSW Events Acceleration Fund	2022 Australian Celtic Festival	\$140,000
		Building Better Regions Round Five (5)	Creating Capability & Confidence for Community Champions	\$154,710
		Greater Cities and Regional Sport Facilities Fund Round Two (2)	Warwick Twigg Indoor Sports Stadium - Stage Two	\$734,763
		Black Summer Bushfire Recovery Grant Program	Rural Address Signage and Asset Register	\$592,376
			Youth and Sport Precinct Upgrades and Connectivity	\$738,523
			Warwick Twigg Indoor Sports Stadium Stage Two	\$413,926
			Centennial Parklands Amenities and Outdoor Event Area	\$1,341,616
			Pinkett Resilience	\$72,691
		NSW Environmental Protection Agency	Council Landfill Program Phase Two	\$50,000
		Fixing Local Roads Round Three (3)	Upgrade to Gulf Road, Emmaville	\$1,380,000
		Mosman Council Community Grant	GISC Library & Learning Centre Aboriginal Community Project	\$5,000
		Transport for NSW	Bald Nob Road Upgrade	\$4,480,000
		Local Roads and Community Infrastructure Phase Three (3)	Council allocation	\$1,744,858

	Regional Youth Summer Break Holidays	Life Choices	\$7,700
	Youth Week 2022 Local Government Grant	Life Choices co-funding	\$3,644
	Destination NSW Regional Event Fund- Flagship Event	Minerama Fossicking, Gem and Jewellery Show	\$20,000
	NSW Partnerships Local Council Funding – Stage Two (2)	Council allocation for community resilience project	\$90,000
	Disaster Recovery Arrangements Category B (DRFA Cat B)	Council allocation for flood repairs on various roads	\$1,000,000
	Disaster Recovery Arrangements Category D (DRFA Cat D)	Council allocation for Glen Innes Airport Runway Rehabilitation	\$1,000,000
		Total Approved applications	\$14,101,465



New England High Country Project Summary

In December 2020, New England High Country (NEHC) group partnered with Performics Mercerbell to set a clear direction for the brand.

The first deliverable was a strategic brand framework to encompass existing NEHC products and experiences, and four new national park Soundtrail experiences, funded by the Regional Tourism Bushfire Recovery (RTBR) grants program.

The second deliverable was a new brand campaign, aligned to the framework, a major initiative to reinvigorate visitation and support the recovery of NEHC's visitor economy following severe drought, devastating bushfires and the ongoing impacts of COVID-19.

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The Strategic Brand Framework - Our Brand Proposition

New England High Country. *A place that stays with you.*

We may not be the best known destination in Australia, but we're a region that we are deeply proud of.

We can't wait for you to come and visit us and experience everything that nature has to offer. Where nature finds its way into every experience and story.

We're confident that the experiences you have will exhilarate, thrill and inspire you. So when you leave, a little piece of NEHC will always stay with you.

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The Strategic Brand Framework

Positions the NEHC brand more broadly as a nature-based tourism destination to appeal to more audiences, whilst at the same time organising the collective destination experiences and existing NEHC campaign elements. This framework organises existing and guides future brand activity.



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The NEHC Brand Campaign Strategy

WHAT HAVE WE BEEN ASKED TO DO?

Create and deliver a marketing campaign that builds awareness and consideration and brings visitors (back) to NEHC. Campaign funds have been sourced and are two-fold:

1. Brand campaign - New England Joint Organisation (NEJO)
2. Soundtrails campaign - Regional Tourism Bushfire Recovery (RTBR) grants program



NEJO Investment

The NEJO Budget supported the NEHC Brand campaign development and media spend. Breakdown of allocation below:

Creative & Production	\$5,000
Media Spend	\$50,000
Total Investment	\$55,000

*Amounts exclusive of GST



RTBR Investment

The RTBR grant program supported the NEHC Soundtrails campaign development and media spend. Breakdown of allocation below:

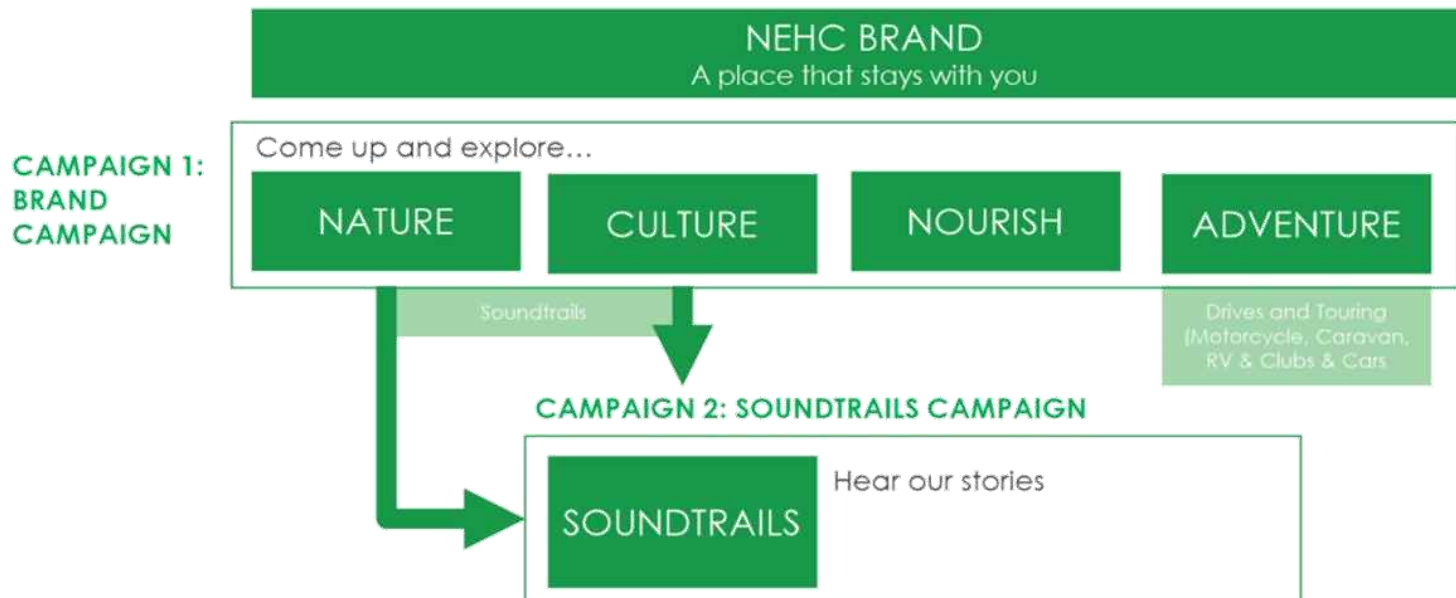
Strategic Framework	\$6,000
Creative & Production	\$40,000
Media	\$70,000
Reporting and evaluation	\$4,000
Total Investment	\$120,000

*Amounts exclusive of GST



The NEHC Brand Campaign Strategy

Take a multi-layered approach to campaigning. Design a range of creative executions to build both awareness and consideration. The NEHC brand campaign must work hard and talk to the wider 4 pillars of NEHC, with consideration of the limited budget.



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The NEHC Brand Campaign Strategy

Utilising budget releases, campaign bursts planned around peak holiday booking periods and following the launch of the four national park Soundtrails in Sept 2021.

2021								2022		
MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR

CAMPAIGN 1: BRAND CAMPAIGN										
Social & Display & YouTube										
CAMPAIGN 2: SOUNDTRAILS CAMPAIGN										
Social & Display & YouTube										



The NEHC Brand Campaign Concept

Get high

New England High Country with the highest city in Australia, highest tableland of the Great Dividing Range, national parks, stunning peaks. Where the air is fresher and your senses are heightened. An energising experience awaits.

Get high on [nature]
Get high on [great tastes]
Get high on [adventure]
Get high on [life]

The chosen campaign concept builds on our previous 'experience the highs campaign' and really cements our positioning of the brand as a nature-based tourism destination



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The NEHC Brand Campaign Deliverables

The campaign will appear as follows:

- YouTube: 2 x 15 sec video ad targeting (1 brand, 1 Soundtrails)
- Instagram and Facebook - 11 x executions (8 brand, 3 Soundtrails)
- Desktop and mobile display - 11 x executions across relevant sites (8 brand, 3 Soundtrails)

Targeting: Male/Female 25-65, Australia wide with skew towards NSW & QLD targeting known interest (e.g. Outdoor enthusiast), topics (e.g. Art Museums & Galleries) and keywords (Tourist Attractions in NSW).

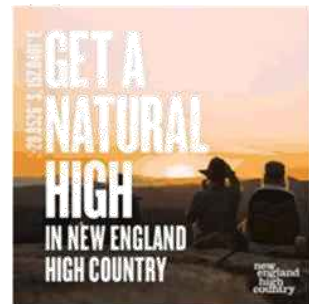


Brand Social Ads

Generic



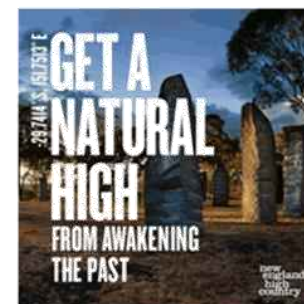
Generic



Culture



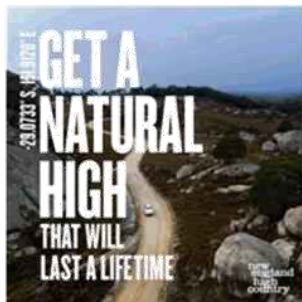
Culture



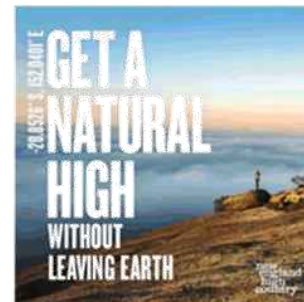
Adventure



Generic



Nature



Nourish



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Brand Display (Banner) Ads

Generic



Generic



Culture



Culture



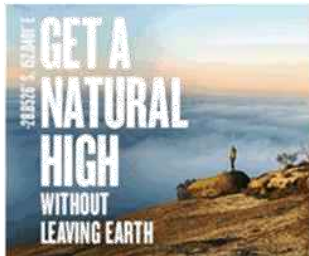
Adventure



Generic



Nature



Nourish



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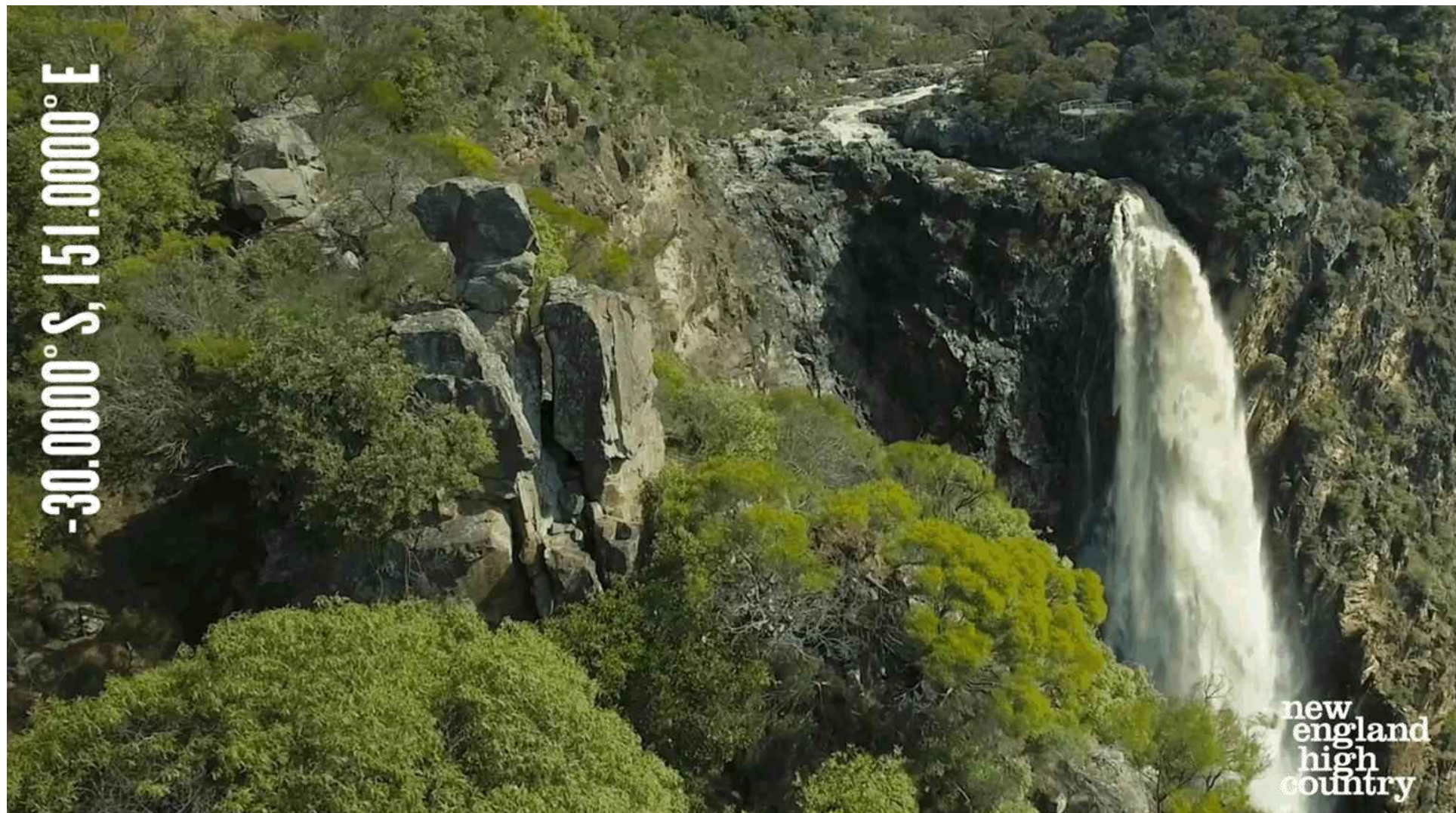


Brand Video Storyboard



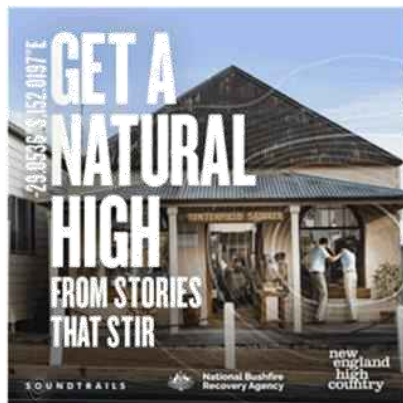
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Soundtrails Social Ads

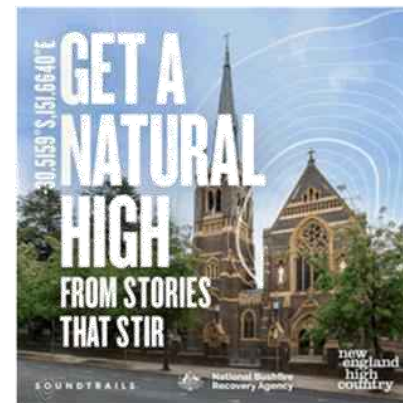
Generic



Nature



Culture



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Soundtrails Display (Banner) Ads

Generic



Nature



Culture



Soundtrails Video Storyboard

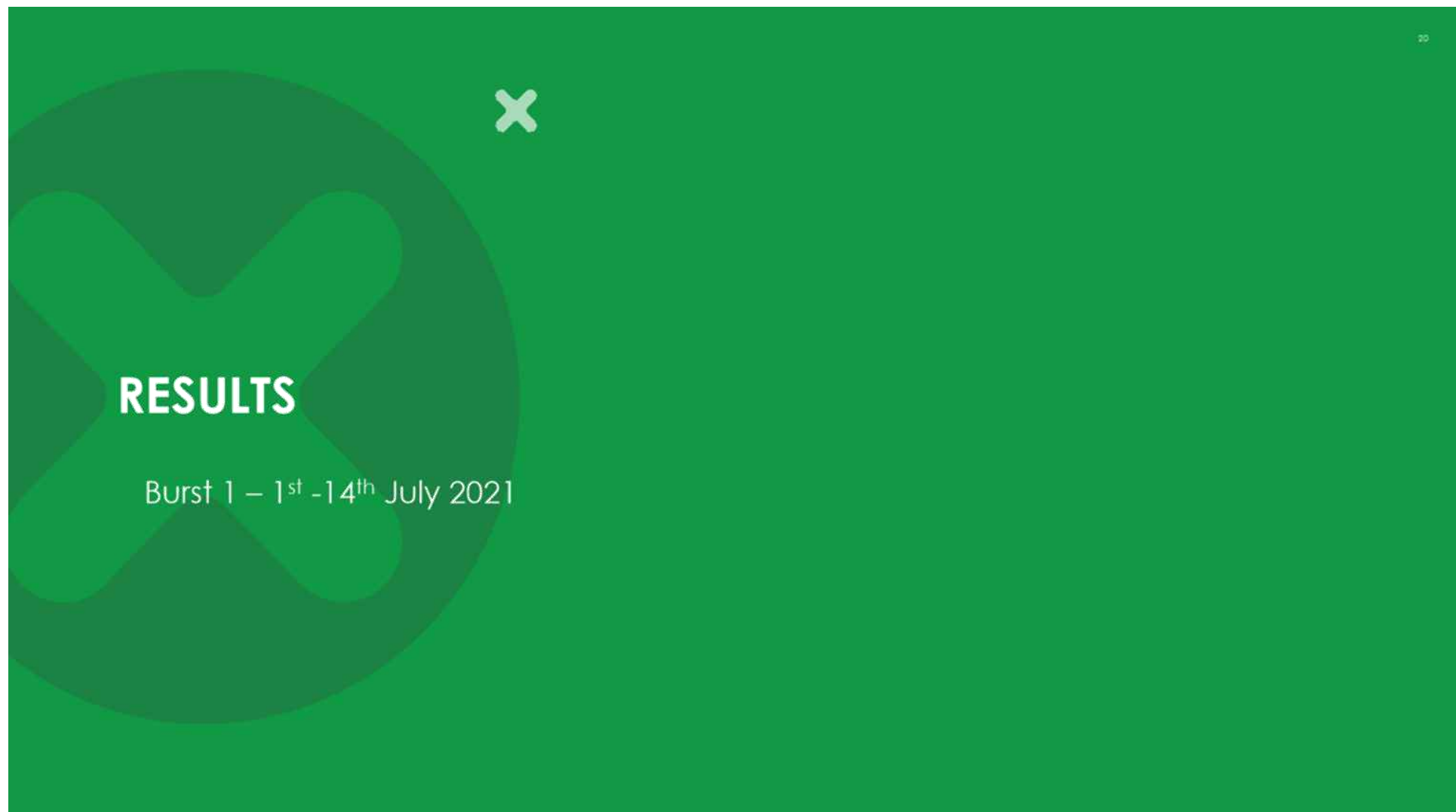


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Annexure B
Item 7.7



Burst 1 Summary

FBIG Overview:

CPM: AUD 6.27

Click-Through Rate: 0.09%

- To date, overall guaranteed impressions delivered is at 33.78% and the budget spent is at 30.00%.

Display Overview:

CPM: AUD 6.57

Click-Through Rate: 0.03%

- To date, overall guaranteed impressions delivered is at 37.31% and budget spent is at 30.00%

YouTube Overview:

CPM: AUD 24.00

Click Through Rate: 0.05%

- To date, overall guaranteed impressions delivered is at 32.62% and budget spent is at 30.00%



Facebook

Creatives	Impressions	Total Clicks	Total CTR	Total CPM	Reach	Frequency
Adventure	379,856	368	0.10%	AUD 5.81	247,259	1.54
Nourish	305,043	233	0.08%	AUD 6.80	201,510	1.51
Generic C	287,673	356	0.12%	AUD 6.92	195,100	1.47
Culture B	135,015	95	0.07%	AUD 5.50	107,574	1.26
Generic A	125,012	82	0.07%	AUD 5.50	90,781	1.38
Nature	99,253	73	0.07%	AUD 6.91	79,204	1.25
Culture A	69,847	81	0.12%	AUD 5.28	59,639	1.17
Generic B	34,724	41	0.12%	AUD 7.00	29,876	1.16
July Burst (1 Jul 2021 - 14 Jul 2021) Total	1,436,423	1,329	0.09%	AUD 6.27	759,023	1.89

Insights

The Facebook campaign delivered **1,329** clicks and **1,436,423** impressions with an average CTR of **0.09%**.

Adventure resonated well with the audience delivering **368** clicks followed by Generic C – **356** Clicks.

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Display

Ad	Impressions	Clicks	CPM	CTR
Culture-A_MREC.gif	115,504	32	AUD 6.32	0.03%
Nourish-A_MREC.gif	114,934	32	AUD 6.46	0.03%
Adventure-A_MREC.gif	114,456	44	AUD 6.25	0.04%
Gen-C_MREC.gif	114,354	37	AUD 6.43	0.03%
Natural-A_MREC.gif	113,593	32	AUD 6.34	0.03%
Culture-B_MREC.gif	113,140	33	AUD 6.43	0.03%
Gen-B_MREC.gif	112,805	48	AUD 6.43	0.04%
Gen-A_MREC.gif	112,722	33	AUD 6.39	0.03%
Natural-A_300x600.gif	33,025	6	AUD 6.28	0.02%
Culture-A_300x600.gif	32,945	5	AUD 6.13	0.02%
Gen-A_300x600.gif	32,690	5	AUD 6.30	0.02%
Gen-C_300x600.gif	32,626	7	AUD 6.30	0.02%
Adventure-A_300x600.gif	32,203	6	AUD 6.29	0.02%
Culture-B_300x600.gif	32,035	7	AUD 6.35	0.02%
Gen-B_300x600.gif	31,929	7	AUD 6.43	0.02%
Nourish-A_300x600.gif	3,360	4	AUD 74.30	0.12%
July Burst (1 Jul 2021 - 14 Jul 2021) Total	1,142,321	338	AUD 6.57	0.03%

Insights

The display campaign delivered **338** clicks and **1,142,321** impressions with an average CTR of **0.03%**.
Gen-B MREC resonated well with the audience delivering **48** clicks followed by Adventure-A – **44 Clicks**.

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ADVENTURE A MREC



GEN B MREC



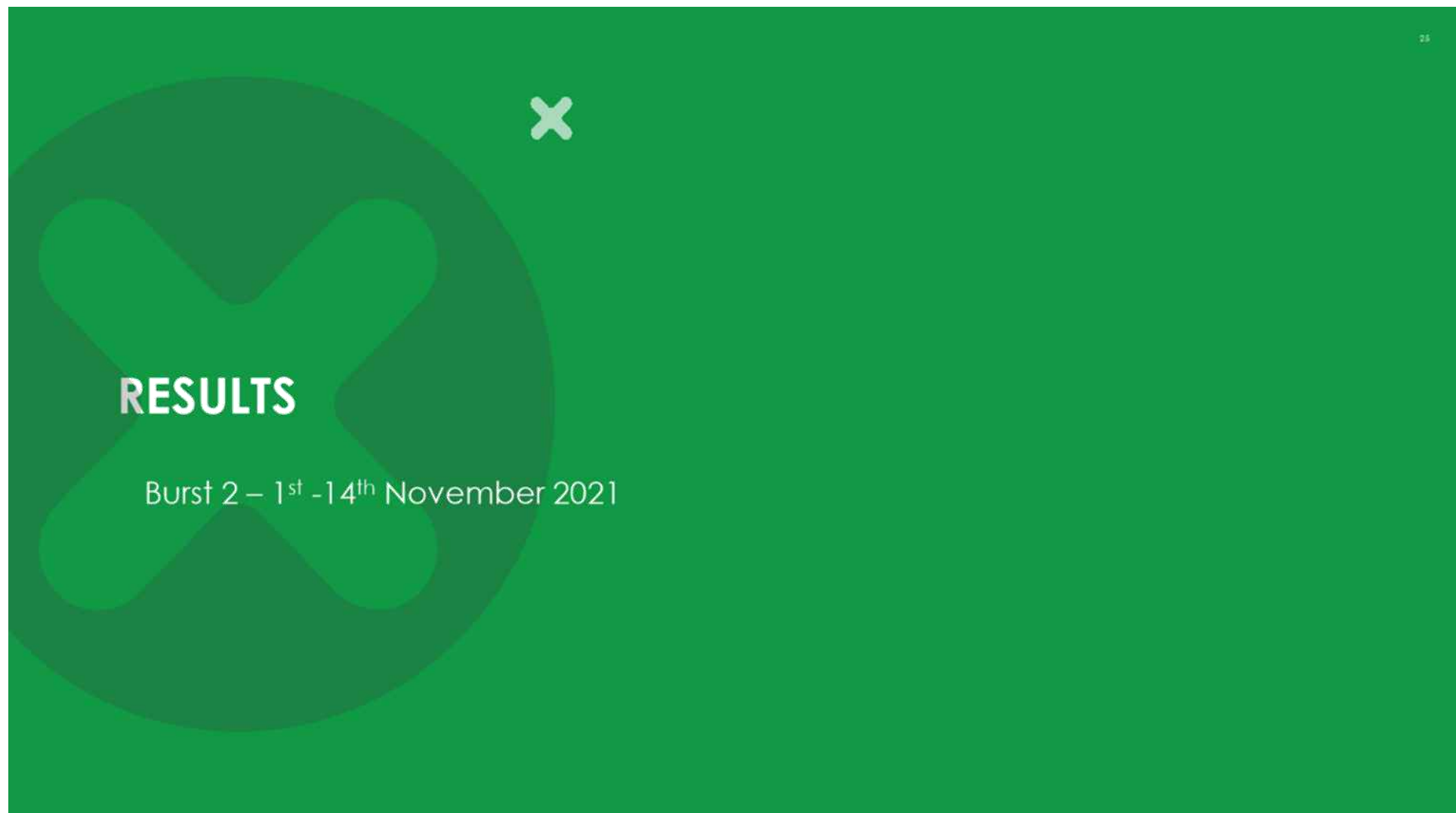
YouTube

Creatives	Impressions	Views	Clicks	CTR	100%	Reach	Frequency
New England High Country 15s	375,057	74,031	177	0.05%	72,859	323,458	1.16
July Burst (1 Jul 2021 - 14 Jul 2021) Total	375,057	74,031	177	0.05%	72,859	323,458	1.16

Insights

The New England High Country 15sec spot delivered 72,859 completed views. The campaign reached 323,458 with a frequency of 1.16





Burst 2 Summary

FBIG Overview:

CPM: AUD 7.00

Click Through Rate: 0.07%

· Guaranteed Impressions Delivered: 100.06%

Display Overview:

CPM: AUD 7.45

Click Through Rate: 0.02%

· Guaranteed Impressions Delivered: 100.06%

YouTube Overview:

CPM: AUD 26.00

Click Through Rate: 0.03%

· Guaranteed Impressions Delivered: 100.01%

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Facebook

Brand Social Ads	Impressions	Total Clicks	Total CTR	Total CPM	Reach	Frequency
Adventure	510,623	294	0.06%	AUD 6.37	317,157	1.61
Nourish	157,495	86	0.05%	AUD 7.70	124,012	1.27
Generic C	48,850	84	0.17%	AUD 7.60	40,372	1.21
Culture A	39,491	50	0.13%	AUD 6.79	33,186	1.19
Nature	28,992	21	0.07%	AUD 6.57	25,432	1.14
Culture B	26,375	15	0.06%	AUD 6.00	23,549	1.12
Generic A	25,196	28	0.11%	AUD 7.60	21,535	1.17
Generic B	22,420	48	0.21%	AUD 6.86	19,841	1.13
Nov Burst (1 Nov 2021 - 14 Nov 2021) Total	859,442	626	0.07%	AUD 6.75	710,793	1.21

Soundtrails Social Ads	Impressions	Total Clicks	Total CTR	Total CPM	Reach	Frequency
SoundTrail - Nature	305,795	251	0.08%	AUD 7.82	215,349	1.42
SoundTrail - Generic	80,075	43	0.05%	AUD 6.05	65,102	1.23
SoundTrail - Culture	41,223	33	0.08%	AUD 7.83	34,641	1.19
Nov Burst (1 Nov 2021 - 14 Nov 2021) Total	427,093	327	0.08%	AUD 7.49	710,793	1.60

Insights

Adventure creative managed to end up with the most impressions with **510,623** units, whilst Brand Generic C, out of the top 5 performing creatives, drove the best CTR at **0.17%** and Soundtrails Generic achieved the most cost-efficient CPM at AUD **6.05**.



Display

Brand Display Ads	Impressions	Clicks	CPM	CTR
01-Natural-A_MREC.gif	77,721	19	AUD 7.26	0.02%
05-Nourish-A_MREC.gif	77,177	17	AUD 7.32	0.02%
03-Culture-A_MREC.gif	77,050	21	AUD 7.21	0.03%
01-Gen-C_MREC.gif	76,903	20	AUD 7.31	0.03%
03-Culture-B_MREC.gif	76,866	15	AUD 7.17	0.02%
04-Adventure-A_MREC.gif	76,840	21	AUD 7.26	0.03%
01-Gen-B_MREC.gif	76,732	12	AUD 7.27	0.02%
01-Gen-A_MREC.gif	76,478	20	AUD 7.33	0.03%
01-Natural-A_300x600.gif	14,657	5	AUD 8.58	0.03%
04-Adventure-A_300x600.gif	14,638	6	AUD 8.42	0.04%
03-Culture-B_300x600.gif	14,562	8	AUD 8.43	0.05%
05-Nourish-A_300x600.gif.gif	14,501	3	AUD 8.40	0.02%
01-Gen-A_300x600.gif	14,428	3	AUD 8.25	0.02%
01-Gen-B_300x600.gif	14,417	3	AUD 8.55	0.02%
01-Gen-C_300x600.gif	14,383	2	AUD 8.18	0.01%
03-Culture-A_300x600.gif	14,321	2	AUD 8.15	0.01%
Nov Burst (1 Nov 2021 - 14 Nov 2021) Total	731,674	177	AUD 7.44	0.02%

Soundtrails Display Ads	Impressions	Clicks	CPM	CTR
SoundTrails_03_Cul_MREC.gif	77,464	16	AUD 7.30	0.02%
SoundTrails_02_Nat_MREC.gif	77,173	18	AUD 7.34	0.02%
SoundTrails_01_Gen_MREC.gif	76,893	19	AUD 7.27	0.02%
SoundTrails_01_Gen_300x600.gif	14,815	5	AUD 8.13	0.03%
SoundTrails_03_Cul_300x600.gif	14,793	2	AUD 8.15	0.01%
SoundTrails_02_Nat_300x600.gif	14,518	1	AUD 8.47	0.01%
Nov Burst (1 Nov 2021 - 14 Nov 2021) Total	275,656	61	AUD 7.46	0.02%

Insights

01-Natural-A_MREC.gif delivered the highest number of impressions for this burst with **77,721 units**. Meanwhile it was 03-Culture-B_MREC.gif which got the best CPM at **AUD 7.17**, and 04-Adventure-A_300x600.gif which brought in the highest VR at **48.63%**.



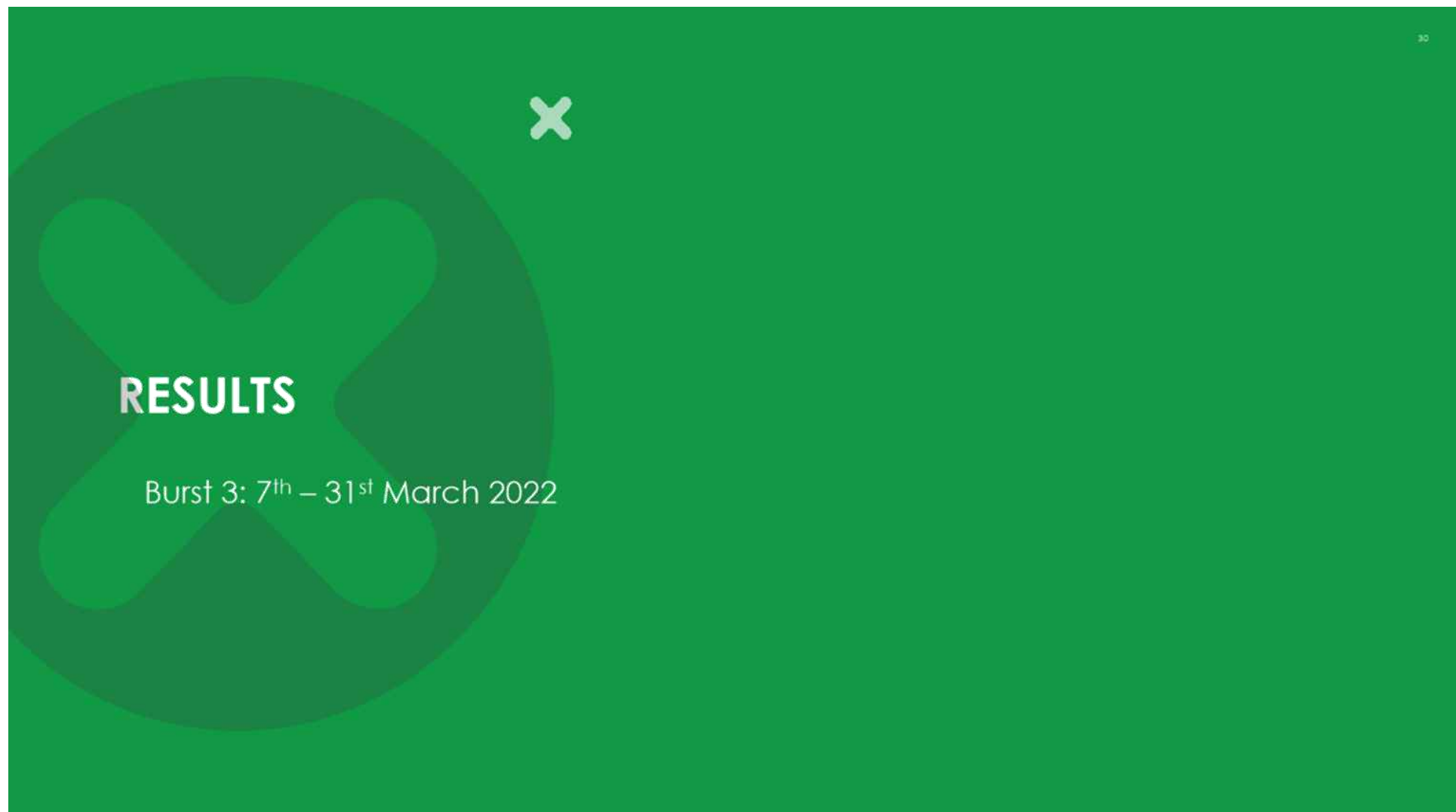
YouTube

Creatives	Impressions	Views	Clicks	CTR	100%	Reach	Frequency
Explore New England High Country Soundtrails	190,481	37,053	47	0.02%	33,327	298,434	1.16
Come up and explore New England High Country!	155,703	28,407	72	0.05%	27,981		
Nov Burst (1 Nov 2021 - 14 Nov 2021) Total	346,184	65,460	119	0.03%	61,308	298,434	1.16

Insights

Explore New England High Country Soundtrails material contributed more impressions with **190,481 units**. Meanwhile, the Come up and explore New England High Country!, got a higher **CTR at 0.05%**, as well as the lower CPM at **AUD 25.09**.





Burst 3 Summary

FBIG Overview:

CPM: AUD 4.00

Click-Through Rate: 0.08%

· Guaranteed Impressions Delivered: 100.12%

Display Overview:

CPM: AUD 3.00

Click Through Rate: 0.03%

· Guaranteed Impressions Delivered: 100.17%.

YouTube Overview:

CPM: AUD 23.00

Click Through Rate: 0.03%

· Guaranteed Impressions Delivered: 100.02%

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Facebook

Brand Social Creative	Impressions	Total Clicks	Total CTR	Total CPM	Reach	Frequency
Adventure	1,105,373	565	0.05%	AUD 3.71	505,189	2.19
Nourish	203,950	114	0.06%	AUD 4.20	146,250	1.39
Generic C	193,836	198	0.10%	AUD 4.19	145,682	1.33
Culture A	94,401	99	0.10%	AUD 4.34	75,539	1.25
Nature	72,114	41	0.06%	AUD 4.06	60,282	1.20
Culture B	144,002	64	0.04%	AUD 3.25	111,954	1.26
Generic A	88,043	75	0.09%	AUD 3.81	69,765	1.26
Generic B	105,367	117	0.11%	AUD 4.02	81,676	1.29
Mar Burst (7th Mar 2022 – 31st Mar 2022) Total	2,007,086	1,273	0.06%	AUD 3.83	1,103,035	1.82

Soundtrails Social Creatives	Impressions	Total Clicks	Total CTR	Total CPM	Reach	Frequency
SoundTrail - Nature	784,124	804	0.10%	AUD 4.37	387,024	2.03
SoundTrail - Generic	64,422	40	0.06%	AUD 3.71	53,997	1.19
SoundTrail - Culture	148,078	174	0.12%	AUD 4.30	116,783	1.27
Mar Burst (7th Mar 2022 – 31st Mar 2022) Total	996,624	1,018	0.10%	AUD 4.32	1,103,035	0.90

Insights

Adventure creative managed to end up with the most impressions with **510,623** units, whilst Brand Generic C, out of the top 5 performing creatives, drove the best CTR at **0.17%**.

Soundtrails Generic achieved the most cost-efficient CPM at AUD **6.05**.

Performics Mercerbell | Intent powered ideas



Display

Brand Display Ads	Impressions	Clicks	CPM	CTR
01-Natural-A_MREC.gif	263,135	71	AUD 2.91	0.03%
05-Nourish-A_MREC.gif	263,108	63	AUD 2.92	0.02%
03-Culture-A_MREC.gif	262,625	58	AUD 2.93	0.02%
01-Gen-C_MREC.gif	261,490	57	AUD 2.93	0.02%
03-Culture-B_MREC.gif	260,364	79	AUD 2.92	0.03%
04-Adventure-A_MREC.gif	261,359	83	AUD 2.94	0.03%
01-Gen-B_MREC.gif	41,505	6	AUD 3.38	0.01%
01-Gen-A_MREC.gif	41,681	6	AUD 3.42	0.01%
01-Natural-A_300x600.gif	42,337	9	AUD 3.47	0.02%
04-Adventure-A_300x600.gif	41,784	9	AUD 3.55	0.02%
03-Culture-B_300x600.gif	41,153	10	AUD 3.49	0.02%
05-Nourish-A_300x600.gif.gif	41,021	11	AUD 3.47	0.03%
01-Gen-A_300x600.gif	262,711	72	AUD 2.92	0.03%
01-Gen-B_300x600.gif	262,246	66	AUD 2.91	0.03%
01-Gen-C_300x600.gif	41,032	12	AUD 3.50	0.03%
03-Culture-A_300x600.gif	41,064	6	AUD 3.42	0.01%
Mar Burst (7 th Mar 2022 – 31 st Mar 2022) Total	2,428,615	618	AUD 3.00	0.03%

Soundtrails Display Ads	Impressions	Clicks	CPM	CTR
SoundTrails_03_Cul_MREC.gif	260,610	69	AUD 2.90	0.03%
SoundTrails_02_Nat_MREC.gif	261,898	74	AUD 2.92	0.03%
SoundTrails_01_Gen_MREC.gif	263,022	73	AUD 2.92	0.03%
SoundTrails_01_Gen_300x600.gif	41,745	8	AUD 3.47	0.02%
SoundTrails_03_Cul_300x600.gif	41,314	4	AUD 3.42	0.01%
SoundTrails_02_Nat_300x600.gif	41,656	4	AUD 3.47	0.01%
Mar Burst (7 th Mar 2022 – 31 st Mar 2022) Total	910,245	232	AUD 2.99	0.03%

Insights

01-Natural-A_MREC.gif delivered the highest number of impressions for this burst with **77,721 units**. Meanwhile it was 03-Culture-B_MREC.gif which got the best CPM at **AUD 7.17**, and 04-Adventure-A_300x600.gif which brought in the highest VR at **48.63%**.



YouTube

Creatives	Impressions	Views	Clicks	CTR	100%	Reach	Frequency
Explore New England High Country Soundtrails	249,333	45,910	54	0.02%	41,845	410,903	1.27
Come up and explore New England High Country!	272,514	47,853	125	0.05%	47,192		
Mar Burst (7 th Mar 2022 – 31 st Mar 2022) Total	521,847	93,763	179	0.03%	89,037	410,903	1.27

Insights

Explore New England High Country Soundtrails material contributed more impressions with **190,481 units**. Meanwhile, the Come up and explore New England High Country!, got a higher **CTR at 0.05%**, as well as the lower CPM at **AUD 25.09**.





Local Government Remuneration Tribunal

Annual Report and
Determination

*Annual report and determination under sections
239 and 241 of the Local Government Act 1993*

20 April
2022

[NSW Remuneration Tribunals website](https://www.remunerationtribunals.nsw.gov.au/)

Local Government Remuneration Tribunal

Contents

Executive Summary	2
Section 1 Introduction	3
Section 2 2021 Determination	3
Section 3 2022 Review	3
Process	3
Categorisation	4
Conclusion	7
Section 4 2022 Determinations	8
Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2022	8
Table 1: General Purpose Councils - Metropolitan	8
Table 2: General Purpose Councils - Non-Metropolitan	9
Table 3: County Councils	10
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022	11
Table 4: Fees for General Purpose and County Councils	11
Appendices	12
Appendix 1 Criteria that apply to categories	12

Local Government Remuneration Tribunal

Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal ("the Tribunal") to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

Fees

The Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July each year.

Section 2 2021 Determination

6. The Tribunal received 18 submissions which included 9 requests for re-categorisation. At the time of making its determination, the Tribunal had available to it the Australian Bureau of Statistics 25 March 2020 population data for FY2018-19. The Tribunal noted the requirement of section 239 of the LG Act that it must determine categories for councils and mayoral offices at least once every 3 years. It noted that the Tribunal had conducted an extensive review in 2020 and decided that the categories would next be considered in 2023.
7. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
8. In regard to fees, the Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Section 3 2022 Review

Process

9. In 2020, the categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none"> • Principal CBD • Major CBD • Metropolitan Large • Metropolitan Medium • Metropolitan Small 	<ul style="list-style-type: none"> • Major Regional City • Major Strategic Area • Regional Strategic Area • Regional Centre • Regional Rural

Local Government Remuneration Tribunal

	<ul style="list-style-type: none"> • Rural
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10. The Tribunal wrote to all mayors or general managers and LGNSW on 14 October 2021 to advise of the commencement of the 2021 review and invited submissions regarding recategorisation, fees and other general matters. The Tribunal's correspondence advised that an extensive review of categories was undertaken in 2020 and, as this was only legislatively required every three years, consideration would be next be given in 2023. The correspondence further advised that submissions requesting to be moved into a different category as part of the 2022 review would require a strong case supported by evidence that substantiates that the criteria for the requested category is met.
11. Seven submissions were received from individual councils and one submission was received from LGNSW. The Tribunal noted that several of the submissions had not been endorsed by their respective councils. The Tribunal also met with the President, Chief Executive and Senior Manager of LGNSW.
12. The Tribunal discussed the submissions at length with the Assessors.
13. The Tribunal acknowledged previous and ongoing difficulties imposed by COVID19 and natural disasters on councils.
14. The Tribunal also acknowledged submissions from councils in regional and remote locations that raised unique challenges, such as travel and connectivity, experienced by mayors and councillors in those areas.
15. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

Categorisation

16. Five council submissions requested recategorisation. Three of these requests sought the creation new categories.

Metropolitan Large Councils

17. Penrith City Council acknowledged that categories were not being reviewed until 2023. However, the Council reiterated their previous year's position and contended that their claim for the creation of a new category of "Metropolitan Large – Growth Centre" continues to be enhanced through their leading role in the Western Sydney City Deal. Council's submission further stated that the participation in the Deal demonstrated the exponential growth that will occur in the Penrith Local Government Area.
18. Blacktown City Council requested the creation of a new category "Metropolitan Large – Growth Area". Council stated that the current criteria for "Metropolitan Large" does not reflect the Council's size, rate of growth and economic influence.

Council based its argument for a new category on the following grounds:

- Significant population growth. Current estimated population of 403,000 with an expected population of 640,000 in 2041.
- Blacktown being critical to the success of the Greater Sydney Region Plan while also being part of the fastest growing district for the next 20 years.
- 4th largest economy in NSW – as of 30 June 2020, Gross Regional Product (GRP) was \$21.98 billion, comparatively City of Parramatta was \$31.36 billion.
- Undertaking of several transformational projects to increase economy and services. Examples include the redesign of Riverstone Town Centre, Australian Catholic University establishment of an interim campus for up to 700 undergrads

Local Government Remuneration Tribunal

with a permanent campus to open by 2024, the \$1 billion Blacktown Brain and Spinal Institute proposal and Blacktown International Sports Park Masterplan to provide a first-class multi-sport venue.

- Expansion in provision of services such as childcare, aquatic and leisure centres.
- Diversity of population.

Non-Metropolitan Major Regional City Councils

19. Newcastle Council requested clarification regarding City of Newcastle's status as either Metropolitan or Regional, noting that while City of Newcastle is classified as a "Major Regional City", the Newcastle Local Government Area is often exempt from both regional and metropolitan grant funding due to inconsistencies in classification. Council sought review on the following grounds:

- Size of council area 187km² (in comparison of Parramatta Council 84km²).
- Physical terrain.
- Population and distribution of population.
- Nature and volume of business dealt with by Council.
- Nature and extent of development of City of Newcastle.
- Diversity of communities served.
- Regional, national and international significance of City of Newcastle.
- Transport hubs.
- Regional services including health, education, smart city services and public administration.
- Cultural and sporting facilities.
- Matters that the Tribunal consider relevant

Regional Centre

20. Tweed Shire Council requested to be reclassified as a "Regional Strategic Area" on the following grounds:

- Proximity to the Gold Coast City and Brisbane.
- Proximity to Sydney via the Gold Coast airport.
- Tweed being the major population and city centre for the Northern Rivers Joint Organisation.
- Tweed being the largest employer and strongest growth area in the Northern Rivers.

Non-Metropolitan Rural Councils

21. Murrumbidgee Council requested recategorisation to "Regional Rural" as they are a product of the merger of the former Jerilderie Shire Council and the former Murrumbidgee Shire Council. Council also suggested that the criteria for "Regional Rural" is amended to:

- Councils categorised as Regional Rural will typically have a minimum residential population of 20,000 or can demonstrate one of the following features...."
 - the product of the 2016 amalgamation where two or more Rural classified Local Governments Areas merged.

Findings - categorisation

22. The Tribunal assessed each Council's submission and found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's findings had regard to the 2020 review, the current category model and

Local Government Remuneration Tribunal

criteria and the evidence put forward in the received submissions.

23. Having regard to the requirements of sections 239 and 240 of the LG Act, the Tribunal did not find that any council's submission was strong enough for a change in category or for the creation of a new category.
24. The Tribunal did note, however, that some councils may have a better case for recategorisation at the next major review of categories in 2023.
25. The Tribunal was of the view that the 2023 determination and review of categories as required by s239 (1) of the LG Act will see more requests from councils for recategorisation and possible determination of new categories. The Tribunal and Assessors may benefit from visits to meet regional organisations of councils and direct opportunities for input from Mayors and general managers in this regard.

Fees

26. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required by section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
27. Pursuant to section 146C(1)(a) of the IR Act, the current government policy on wages is expressed in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (IR Reg.). The IR Reg. provides that public sector wages cannot increase by more than 2.5 per cent per annum. The Tribunal therefore has the discretion to determine an increase of up to 2.5 per cent per annum.
28. Submissions that addressed fees sought an increase of a maximum of 2.5 per cent per annum or greater. These submissions raised issues such as comparative remuneration, cost of living and increasing workloads. One submission also suggested that higher fees are required to attract a higher standard of candidates to council roles.
29. The LGNSW submission contained 3 parts. The first part of the submission supported an increase of 2.5 per cent per annum in remuneration, but further argued that the maximum increase is inadequate and does not address the historical undervaluation of work performed by mayors and councillors, and the substantial expansion of their responsibilities and accountability in recent years. LGNSW used the following economic indexes and wage data in support of their argument:
 - Consumer price index (CPI)
 - National and state wages cases
 - Wage increases under the *Local Government (State) Award 2020*.
30. The second part of LGNSW's submission addressed inequity and impacts of low remuneration. It was supported by the research paper "Councillor perspectives on the (in)adequacy of remuneration in NSW local government: Impacts on well-being, diversity and quality of representation" (the "ANU Paper"), written by Associate Professor Jakimow of the Australian National University. A key finding of the ANU Paper was that "current remuneration levels are perceived as inadequately reflecting the extent and nature of council work." The finding was derived from the undertaking of

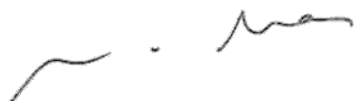
Local Government Remuneration Tribunal

a survey of councillors and mayors. The paper suggests that there is a disconnect between workload and remuneration and this was identified as the most frequent argument for increasing the current rate.

31. The third and final part of LGNSW's submission compared the minimum and maximum rates of NSW mayor and councillor remuneration to the remuneration of directors and chairpersons of comparable government bodies and not-for-profits, mayors and councillors in Queensland and members of the NSW Parliament. The submission contended that NSW mayor and councillor remuneration is below that of their counterparts.
32. Following the most recent review by the Independent Pricing and Regulatory Tribunal (IPART) the amount that councils will be able to increase the revenue they can collect from rates will depend on their level of population growth. IPART has set a 2022-23 rate peg for each council, ranging from 0.7 to 5.0 per cent. IPART's rate peg takes into account the annual change in the Local Government Cost Index, which measures the average costs faced by NSW councils, in addition to a population factor based on each council's population growth.
33. Employees under the *Local Government (State) Award 2020* will receive a 2 per cent per annum increase in rates of pay from the first full pay period to commence on or after 1 July 2022.
34. The Tribunal has determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Conclusion

35. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Ms Melanie Hawyes.
36. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
37. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
38. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



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Local Government Remuneration Tribunal

Dated: 20 April 2022

Local Government Remuneration Tribunal**Section 4 2021 Determinations**

Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	
Metropolitan Small (8)	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

Local Government Remuneration Tribunal**Table 2: General Purpose Councils - Non-Metropolitan**

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)
Albury	Mid-Coast	Bega
Armidale	Orange	Broken Hill
Ballina	Port Macquarie-Hastings	Byron
Bathurst	Port Stephens	Eurobodalla
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree
Cessnock	Shellharbour	Griffith
Clarence Valley	Shoalhaven	Kempsey
Coffs Harbour	Tamworth	Kiama
Dubbo	Tweed	Lithgow
Hawkesbury	Wagga Wagga	Mid-Western
Lismore	Wingecarribee	Richmond Valley Council
Maitland	Wollondilly	Singleton
		Snowy Monaro

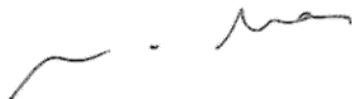
Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

Local Government Remuneration Tribunal

Rural (57)	
	Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



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Local Government Remuneration Tribunal

Dated: 20 April 2022

Local Government Remuneration Tribunal

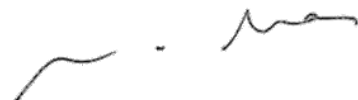
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2022 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee (\$) effective 1 July 2022		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2022	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,750	42,170	175,930	231,500
	Major CBD	19,180	35,520	40,740	114,770
	Metropolitan Large	19,180	31,640	40,740	92,180
	Metropolitan Medium	14,380	26,840	30,550	71,300
	Metropolitan Small	9,560	21,100	20,370	46,010
General Purpose Councils - Non-Metropolitan	Major Regional City	19,180	33,330	40,740	103,840
	Major Strategic Area	19,180	33,330	40,740	103,840
	Regional Strategic Area	19,180	31,640	40,740	92,180
	Regional Centre	14,380	25,310	29,920	62,510
	Regional Rural	9,560	21,100	20,370	46,040
	Rural	9,560	12,650	10,180	27,600
County Councils	Water	1,900	10,550	4,080	17,330
	Other	1,900	6,300	4,080	11,510

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



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Local Government Remuneration Tribunal

Dated: 20 April 2021

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Local Government Remuneration Tribunal

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Local Government Remuneration Tribunal

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.



Office of
Local Government

Circular to Councils

Circular Details	Circular No 22-14/ 22 May 2022 / A817449
Previous Circular	21-06 – 2021/22 Determination of the Local Government Remuneration Tribunal
Who should read this	Councillors / General Managers
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

2022/23 Determination of the Local Government Remuneration Tribunal

What's new or changing

- The Local Government Remuneration Tribunal has determined an increase of 2% to mayoral and councillor fees for the 2022-23 financial year, with effect from 1 July 2022.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every three years under section 239 of the *Local Government Act 1993*. The Tribunal last undertook a significant review of the categories as part of its 2020 determination and will next review these categories in 2023.
- The Tribunal found that the allocation of councils into the current categories continued to be appropriate having regard to the 2020 review, the current category model and criteria and the evidence put forward in the submissions received.

What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2022 based on the Tribunal's determination for the 2022-23 financial year.

Key points

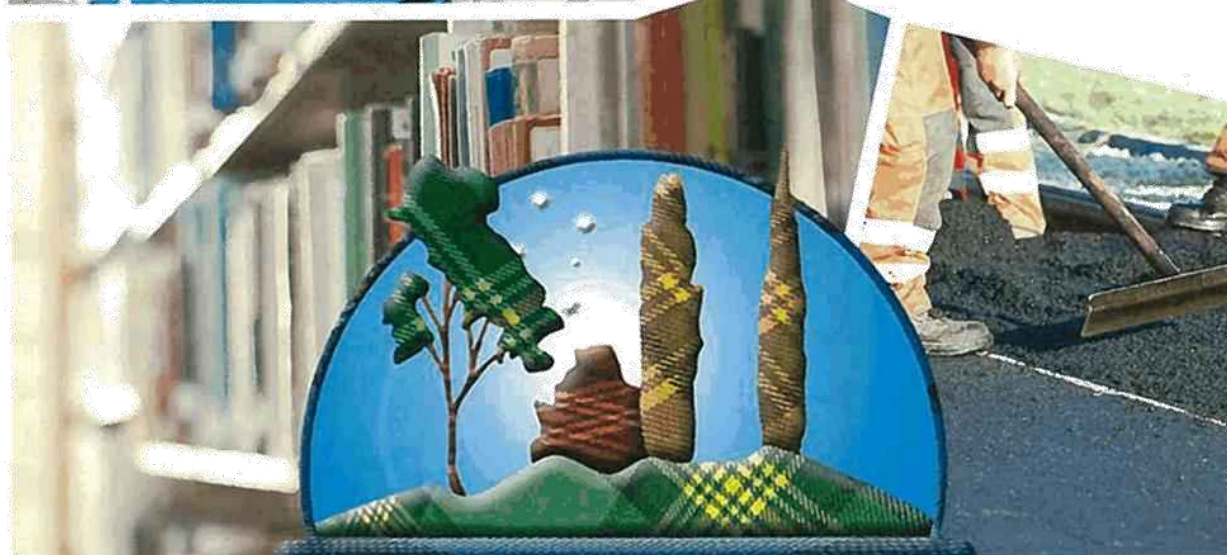
- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

Where to go for further information

- The Tribunal's report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Melanie Hawyes
Deputy Secretary, Crown Lands and Local Government

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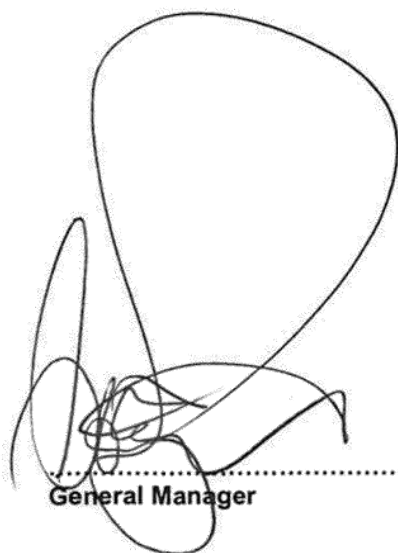
RISK APPETITE STATEMENTS

Glen Innes Severn Council

Version: 1.0 | 17 May 2021

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		MANEX			
DATE ADOPTED:		26 August 2021			
ADOPTED BY:		Council			
REVIEW DUE DATE:		18 May 2022			
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VERSION:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
1	26/08/2021	11.08/21	Creation of the document.	Craig Hutley – Statewide Mutual	Council



.....
General Manager

13/9/21
.....
Date



TABLE OF CONTENTS

EXECUTIVE SUMMARY 2

RISK APPETITE SUMMARY 3

RISK APPETITE STATEMENTS 5

CONCLUSION 12

CONTACTS 12



EXECUTIVE SUMMARY

Risk Appetite is an articulation of an organisation's willingness to take, retain or accept risk and, because it operates at strategic and operational levels, it is an integral part of any risk management capability. In order to influence strategies and objectives it should be considered and reviewed during Strategic Planning. Additionally, risk appetites are a key influence, along with the cost/benefit of mitigation considerations, when determining the Target Risk Ratings of specific risks. Understanding and applying effective risk appetite considerations is highly beneficial in managing risk.

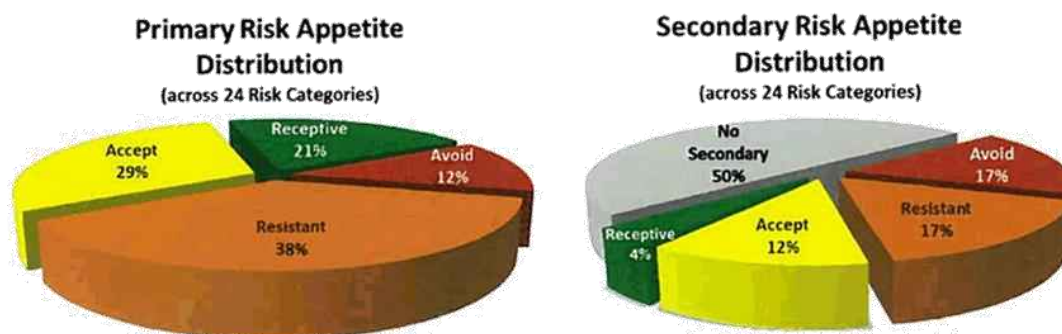
Glen Innes Severn Council has articulated its appetite for taking or retaining risk through qualitative Risk Appetite Statements that are based on nominated risk categories. Council has chosen to identify its risks within twenty-four risk categories, and has a primary and secondary risk appetite for half of the categories.

Through a workshop exercise involving Councillors and Directors, risk appetite levels have been determined for each of Council's risk categories. The risk appetite levels produced are based on an ordinal scale of four levels: **Avoid**, **Resistant**, **Accept**, and **Receptive**. In this order, the levels provide an indication of an increasing willingness to take on, retain or accept risk, where Avoid is considered more conservative and Receptive is considered less conservative.

Glen Innes Severn Council has a primary risk appetite position that is marginally conservative. Twelve of its twenty-four Risk Categories have a primary risk appetite of **Avoid** (3 or 12%) or **Resistant** (9 or 38%), which represents 50% of all categories. The twelve remaining risk categories are split between **Accept** (7 or 29%) and **Receptive** (5 or 21%). The twelve risk categories with a secondary risk appetite level are distributed across all four levels, and marginally more conservative with **Avoid** (17%), **Resistant** (17%), **Accept** (12%), and **Receptive** (4%).

The distribution of primary and secondary risk appetites for Glen Innes Severn Council is indicative of a slightly conservative overall appetite towards taking risk, based on the overall distribution of both primary and secondary appetite positions. The distributions of primary and secondary levels of risk appetite for Council are illustrated in Chart 1.

Chart 1 – Glen Innes Severn Council Primary and Secondary Risk Appetite Distributions



An important caveat to well-articulated qualitative Risk Appetite Statements is that they are, by their nature, not readily measurable (quantitative). In order to fully operationalise the concept of risk appetite, the development of several representative risk tolerance metrics for each risk category is required. These tolerances will provide an adjustable and ongoing ability to measure whether Council continues to operate within its stated risk appetites.



RISK APPETITE SUMMARY

The Risk Appetite Statements for Glen Innes Severn Council are based on the amount of risk that the Council is willing to take or retain in pursuit of its objectives over the life of the current Operational Plan. The Council has a strategic focus on multiple areas, and many different and varied operations are carried out to support the Local Government Area. As such, appetites for taking risk can vary across these different operations and strategic focus areas. Therefore, Council's Risk Appetite Statements have been developed against each of Council's risk categories. These Statements use a four-level ordinal scale to indicate the amount of risk Council is willing to take or retain for each category. Table 1 illustrates the four-level ordinal scale, with a definition for each.

Table 1: Risk Appetite Levels and Definitions

AVOID	RESISTANT	ACCEPT	RECEPTIVE
(little-to-no appetite)	(small appetite)	(medium appetite)	(larger appetite)
Avoidance of adverse exposure to risks even when outcome benefits are higher	A general preference for safer options with only small amounts of adverse exposure	Options selected based on outcome delivery with a reasonable degree of protection	Engagement with risks based more on outcome benefits than potential exposure

Table 2, provides a summary of Glen Innes Severn Council's risk appetite position across its identified risk categories. Each category has one coloured cell, which represents the Primary Appetite position and one 'greyed' cell, which represents the Secondary Appetite position for those categories with an identified secondary. These positions are defined as follows:

Primary Appetite: indicates a general appetite for taking, retaining or accepting risk for the given risk category.

Secondary Appetite: indicates an appetite-by-exception position for taking, retaining or accepting risk in specific circumstances. It is not necessary for all risk categories to have a Secondary Appetite position.

Table 2: Summary of Council's Risk Appetite positions

Category of Risk	Avoid	Resistant	Accept	Receptive
Business Interruption and Business Continuity	Secondary	Primary		
Community and Social		Secondary	Primary	
Economic			Primary	Secondary
Environmental and Public Health	Secondary		Primary	
Financial			Secondary	Primary
Fraud and Corruption	Primary			
Governance		Primary		
HR and Employees		Primary		
Industrial Relations	Secondary	Primary		
Information Technology	Secondary		Primary	

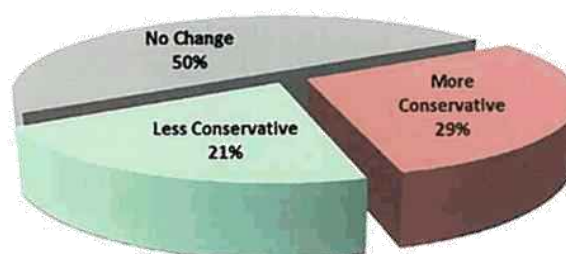


Category of Risk	Avoid	Resistant	Accept	Receptive
Insurance		Primary	Secondary	
Knowledge and Training			Primary	
Legal and Contractual		Primary		
Legislative and Regulatory		Primary	Secondary	
Natural Hazards		Secondary	Primary	
Outsourcing			Primary	
Political				Primary
Professional Indemnity	Primary	Secondary		
Project				Primary
Property and Infrastructure		Secondary		Primary
Public Liability		Primary		
Reputation		Primary		
Strategic Planning				Primary
Work Health and Safety	Primary			

Chart 2, provides an indication of whether the secondary risk appetite levels tend towards being more or less conservative in Council's risk appetite. As can be seen the 50% of Risk Categories that do have a secondary appetite position have a marginal tendency towards being more conservative. This tendency could be considered to be reasonably normal within the Local Government sector of NSW. Overall, Glen Innes Severn Council has a well distributed appetite for taking and retaining risk across its various strategic and operational areas of activity.

Chart 2 – Risk Appetite Change with Secondary Levels

Risk Appetite Change with Secondary Level
(across 24 Risk Categories)








RISK APPETITE STATEMENTS


The tables below contain the 'long-form' primary and secondary Risk Appetite Statements for each risk category of Glen Innes Severn Council. These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take, retain or accept risk, in pursuit of its strategic objectives.


Note: The effectiveness of Risk Appetite Statements will be improved through the development of quantifiable Risk Tolerances from representative metrics for each risk category.


▲ ▲ ▲ ▲ ▲ - Indicates the Secondary Risk Appetite


Business Interruption and Business Continuity		
	Level	Risk Appetite Statement
 Business Interruption & Business Continuity	Resistant	<p>In an effort to achieve its strategic outcomes Council prefers safer options and is Resistant to taking or retaining risk with regard to Business Interruption and Business Continuity, preferring to limit adverse exposures.</p> <p>▲ In specific circumstances Council will increase its control mitigation in an effort to Avoid certain risk exposures.</p>
Community and Social		
	Level	Risk Appetite Statement
 Community & Social	Accept	<p>In consideration of Council's commitment to the Glen Innes Severn Community, it is willing to Accept some risk to achieve its strategic outcomes, as long as there remains a reasonable degree of protection.</p> <p>▲ In specific circumstances Council will become more Resistant to potential adverse exposures.</p>
Economic		
	Level	Risk Appetite Statement
 Economic	Accept	<p>Council recognises that effective and sustained economic understanding permeates throughout its operations and activities, and as such is willing to Accept economic activities with potential for positive outcomes, but with a reasonable degree of protection.</p> <p>▲ In certain circumstances Council will be more Receptive to risk where there is strong potential for beneficial outcomes.</p>







Environmental and Public Health		
	Level	Risk Appetite Statement
 Environmental & Public Health	Accept	<p>Environmental and Public Health are core priorities of Council, however in order to achieve strategic outcomes with these in mind, Council recognises that it needs to Accept risk where there remains a reasonable degree of protection.</p> <p>⚠ Council does consider that in certain circumstances a more conservative position may be necessary and that it should Avoid risk where practicable.</p>

Financial		
	Level	Risk Appetite Statement
 Financial	Receptive	<p>As a general position, Council recognises that, in pursuit of its strategic outcomes, to move forward financially it needs to be Receptive to taking and retaining risk where there is potential for positive outcomes.</p> <p>⚠ Council is, however, cognisant of the fact that in certain circumstances it will be prudent to Accept risk exposures only where there are reasonable protections.</p>





Fraud and Corruption		
	Level	Risk Appetite Statement
 Fraud & Corruption	Avoid	<p>Council maintains a determined position to Avoid adverse exposure to risk relating to Fraud and Corruption in the pursuit of its strategic outcomes.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category</p>

Governance		
	Level	Risk Appetite Statement
 Governance	Resistant	<p>Regarding Governance, in the pursuit of its strategic outcomes, Council prefers safer options and is Resistant to risks with a desire to only take on small amounts of adverse exposure, when necessary.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category</p>





HR and Employees		
	Level	Risk Appetite Statement
 HR & Employees	Resistant	<p>The Human Resources function and Employees are critical components to Council achieving its strategic outcomes. As such, Council prefers safer options and is Resistant to risks with a desire to only take on small amounts of adverse exposure, when necessary.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category</p>
Industrial relations		
	Level	Risk Appetite Statement
 Industrial Relations	Resistant	<p>Council is cognisant of the fact that Industrial Relations can be a challenging risk category and consequently is Resistant to taking or retaining risk in this area. Council has only a small appetite for risk and prefers safer options when it comes to Reputation.</p> <p>⚠ Moreover, in some certain circumstances, Council recognises that it may need to be more conservative and in such cases will endeavour to Avoid taking or retaining risk even if potential benefits are high.</p>
Information Technology		
	Level	Risk Appetite Statement
 Information Technology	Accept	<p>As a general position Council is willing to Accept a medium amount of risk relating to Information Technology. Council will endeavour to maintain a view to outcome delivery whilst ensuring, as much as is practicable, a reasonable degree of protection in its activities.</p> <p>⚠ In some circumstances, specifically cyber-security, Council recognises that it will need to be more conservative than normal and should Avoid, as much as is practicable, taking or retaining risk.</p>
Insurance		
	Level	Risk Appetite Statement
 Insurance	Resistant	<p>Council recognises that Insurance is necessary for many of Council's activities and that there is a necessary balance between insurance coverage and expenditure. As such, Council has only a small risk appetite for regarding insurance and is Resistant to risk, preferring safer options.</p> <p>⚠ In certain circumstances, Council will Accept some risk as long as there is a reasonable degree of protection.</p>





Knowledge and Training		
	Level	Risk Appetite Statement
 Knowledge & Training	Accept	<p>To achieve its strategic outcomes, as a general position, Council is willing to Accept risk relating to Knowledge and Training and is open to selecting options based on outcome delivery as long as there is a reasonable degree of protection.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>
Legal and Contractual		
	Level	Risk Appetite Statement
 Legal & Contractual	Resistant	<p>In the pursuit of its strategic outcomes Council is Resistant to taking or retaining risk regarding Legal and Contractual activities. Council has only a small appetite for risk and prefers safer options with only small amounts of adverse exposure.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>
Legislative and Regulatory		
	Level	Risk Appetite Statement
 Legislative & Regulatory	Resistant	<p>In the pursuit of its strategic outcomes Council is Resistant to taking or retaining risk regarding activities governed by Legislative and Regulatory requirements. Council has only a small appetite for risk in these areas and prefers safer options with only small amounts of adverse exposure.</p> <p>⚠ However, in some certain circumstances, Council recognises that it may be pragmatic to Accept some risk where there is a reasonable degree of protection.</p>
Natural Hazards		
	Level	Risk Appetite Statement
 Natural Hazards	Accept	<p>To achieve its strategic outcomes, as a general position, Council is willing to Accept some risk relating to Natural Hazards where it is pragmatic to do so and there is a reasonable degree of protection.</p> <p>⚠ In certain circumstances Council will prefer safer options and be Resistant to taking or retaining risk.</p>







Outsourcing		
	Level	Risk Appetite Statement
 <p>Outsourcing</p>	Accept	<p>To achieve its strategic outcomes, Council has a medium appetite and is willing to Accept risk relating to Outsourcing. Council recognises that to continually provide exceptional services to the community, it may need to outsource some activities as long as it can maintain a reasonable degree of protection.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>

Political		
	Level	Risk Appetite Statement
 <p>Political</p>	Receptive	<p>To achieve its strategic outcomes, Council is Receptive to risk relating to Political activities and will engage with risk based more on the outcome benefits than the potential exposures.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>


Professional Indemnity		
	Level	Risk Appetite Statement
 <p>Professional Indemnity</p>	Avoid	<p>Council recognises that Professional Indemnity of its staff is critical to their ability to provide full service to the extent of their capabilities and, as such, will Avoid risk in this category as much as is practicable.</p> <p>⚠ In some circumstances Council recognises that it may need to remain Resistant to risk but also take on a small appetite for risk with a preference towards safer options.</p>

Project		
	Level	Risk Appetite Statement
 <p>Projects</p>	Receptive	<p>Council recognises that the successful completion of Projects is necessary for it to achieve its strategic outcomes, and as such is Receptive to risk regarding Project activity.</p> <p>⚠ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>



Property and Infrastructure		
	Level	Risk Appetite Statement
 Property & Infrastructure	Receptive	<p>To achieve its strategic outcomes, Council is Receptive to risk relating to Property and Infrastructure, and will engage with risk based more on the outcome benefits than the potential exposures.</p> <p>▲ In some circumstances Council recognises that it may need to be more Resistant to risk and adjust to a small appetite for risk with a preference towards safer options.</p>
Public Liability		
	Level	Risk Appetite Statement
 Public Liability	Resistant	<p>In the pursuit of its strategic outcomes Council is Resistant to taking or retaining risk regarding Public Liability. Council has only a small appetite for risk in this areas and prefers safer options with only small amounts of adverse exposure.</p> <p>▲ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>
Reputation		
	Level	Risk Appetite Statement
 Reputation	Resistant	<p>In the pursuit of its strategic outcomes Council is Resistant to taking or retaining risk regarding its Reputation. Council has only a small appetite for risk in this areas and prefers safer options with only small amounts of adverse exposure.</p> <p>▲ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>
Strategic Planning		
	Level	Risk Appetite Statement
 Strategic Planning	Receptive	<p>To achieve its strategic outcomes, Council is Receptive to risk relating to Strategic Planning, and will engage with risk based more on the outcome benefits than the potential exposures.</p> <p>▲ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>



Work Health and Safety		
	Level	Risk Appetite Statement
 WH&S	Avoid	<p>Council recognises that Work Health and Safety is a discipline that transcends all of its operations and activities in some form, and as such, prefers to Avoid activities that would increase adverse risk exposures.</p> <p>△ Council does not consider that a secondary risk appetite level is necessary for this Risk Category.</p>



CONCLUSION

The Risk Appetites expressed in this document will provide guidance to decision-makers as to where Council's general position is with regard to the level of risk it is willing to take or retain in pursuit of its strategic outcomes. The statements should be considered and reviewed during strategic planning and can be used when determining whether to increase or decrease control activity on specific risks, or whether to pursue opportunities. Additionally, it is better practice to review the Risk Appetite Statements thoroughly at least on an annual basis and also every time there is a substantial shift in Council's operating environment.

If more robust guidance is required then Council should implement quantifiable risk tolerances for each of its risk categories. These tolerances will provide guidance on whether the risk appetite levels are set appropriately as well as provide indicative measures of whether Council is operating within its expressed appetite level for taking risks.

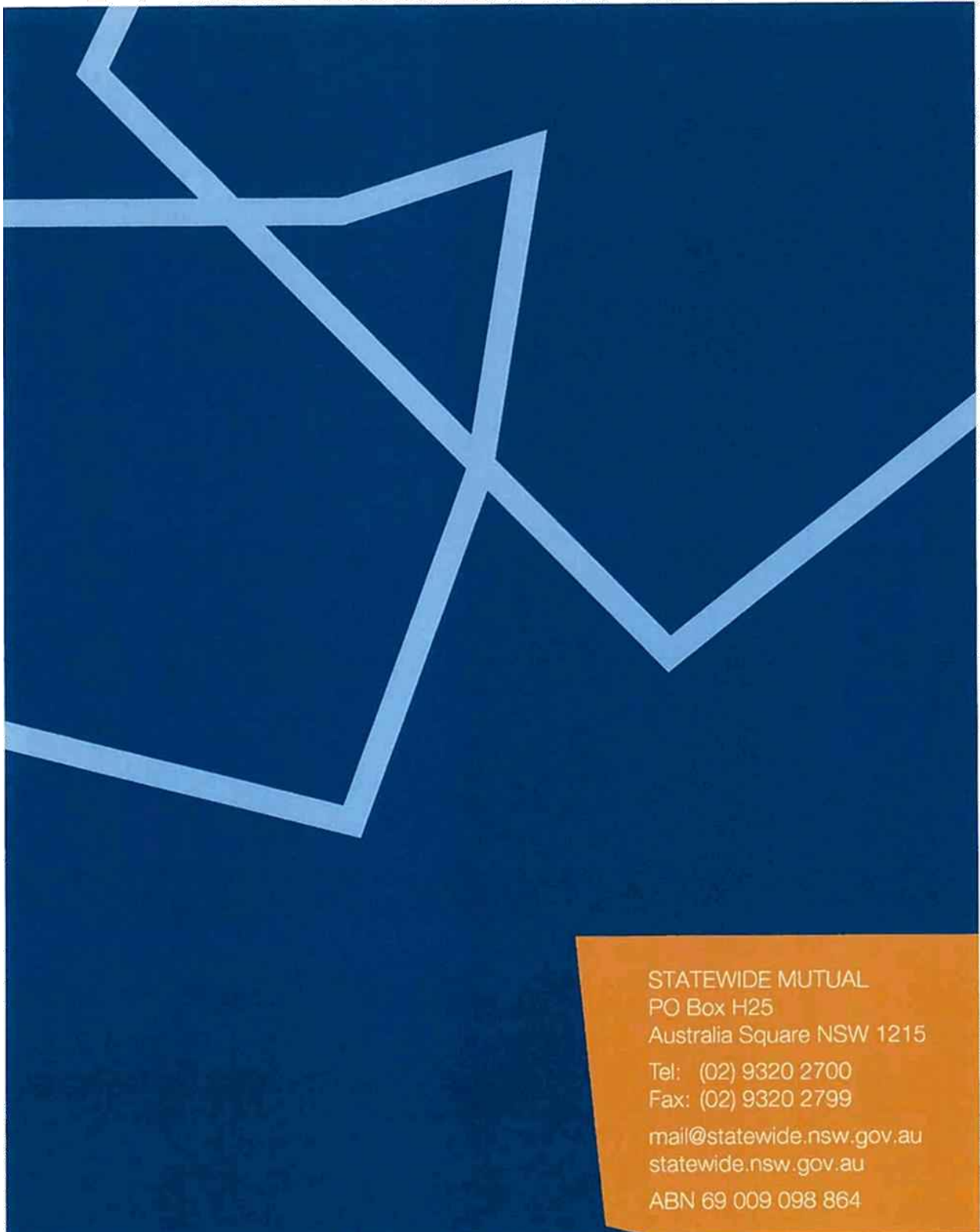
The development of Risk Appetite Statements is a very good start to Glen Innes Severn Council's risk management journey. This work will help the Council to continue an upward trajectory towards risk management maturity, and ultimately facilitate a capability for robust, repeatable and consistent quality decision-making.

CONTACTS

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Item 7.9

Annexure A





Draft Bank Account Overdraft Facility Policy

Item 7.11

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		CHIEF FINANCIAL OFFICER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2025			
VERSION NUMBER:		6			
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VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
6	23/06/2022	TBC	Align with Council's current policy format	Chief Financial Officer	Council
5	28/03/2019	17.03/19		Chief Financial Officer	Council
4	28/05/2015	7.05/15		Chief Financial Officer	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to:

- Provide a mechanism to obtain short term funding should there be an unforeseen shortfall in liquidity.

APPLICABILITY

This policy applies to:

- The Chief Financial Officer

The Chief Financial Officer is responsible for the prudent financial management of the bank account overdraft facility when assessing the need and the determination of the monetary limit requirement for Glen Innes Severn Council.

OUTCOMES

An overdraft facility is a flexible line-of-credit providing access to funds to manage the day to day cash flow needs of Glen Innes Severn Council. An overdraft facility is designed for a business with short-term working capital requirements, to fund operational needs to an agreed amount.

The Bank Account Overdraft Facility Policy outlines the following objectives:

1. The accountability, transparency and observance of the *Local Government Act 1993*, as amended, and the *Local Government (General) Regulation 2021*, together with other related statutory requirements and standards; and
2. There is a clear, concise and defined line-of-credit available from a financial institution, with a pre-determined monetary amount; and
3. Is to assist in providing funds for unforeseen short-term liquidity requirements.

ROLES AND RESPONSIBILITIES

The bank account overdraft facility may be utilised during the course of the financial year. However, the facility should be regarded as a cash management vehicle, as it responds to seasonal or temporary fluctuations in cash flows.

This facility is a form of borrowing and is a high cost alternative, relative to other forms of funding. The bank account overdraft facility shall be limited to minimal use under delegation by the General Manager, Director of Corporate and Community Services and / or Chief Financial Officer.

It is not appropriate for the overdraft facility to be used for medium or long-term financing purposes (for example, to purchase assets), and is not to be used as an alternative to borrowings.

It will be the responsibility of the Chief Financial Officer to induct staff into this Policy where required. Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Chief Financial Officer.

POLICY STATEMENT

Glen Innes Severn Council has an established bank account overdraft facility for a maximum pre-determined limit of \$200,000 which is available from Council's financial banking institution. This institution is currently the National Australia Bank Ltd.

VARIATION AND REVIEW

The Bank Account Overdraft Facility Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

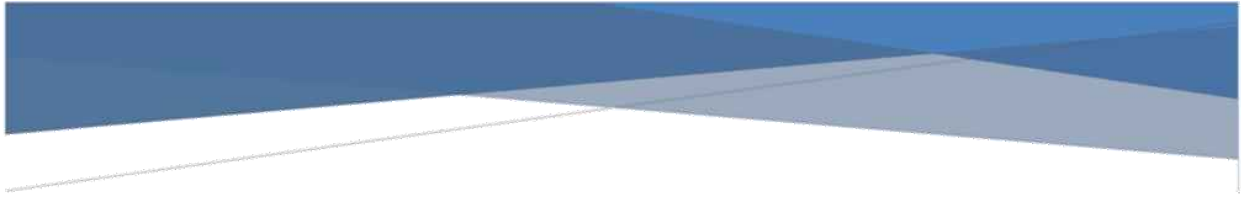
~~when and if the need arises, Council reserves the right to vary or revoke this Policy at its discretion.~~

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	22/03/2012	11.03/12		Chief Financial Officer	Council
2	May 1995	25/5		Chief Financial Officer	Council
1	14/02/1995	2/2 (S)		Chief Financial Officer	Council

DRAFT



Draft Community Cultural Relations Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF COMMUNITY SERVICES (MCS)			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2025			
VERSION NUMBER:		4			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
4	23/06/2022	TBC	Update purpose of the policy and applicability under new policy template. Update relevant acts and policies of Council and dates thereof. Remove unnecessary commentary regarding Harmony Day. Insert explanatory note regarding Census figures.	CALS	Council
3	27/06/2019	12.06/19	NA	MCS	Council
2	26/05/2016	18.05/16	NA	MCS	Council
1	26/02/2013	14.05/13	NA	MCS	Council

.....
General Manager

.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to:

- To have an inclusive community where diversity is respected and valued and where all people are included without prejudice or disadvantage; and
- To embrace the Principles of Multiculturalism.

APPLICABILITY

This policy applies to:

- All Council staff;
- Councillors;
- Volunteers; and
- Customers.

OUTCOMES

Under the *NSW Local Government Act 1993*, the Council's Charter outlines councils' responsibility "to provide after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed effectively and efficiently" and that they "exercise their functions in a manner that is consistent with and actively promotes the principles of multiculturalism."

This Policy will focus on the needs of people whose first language is other than English, or whose country of birth is not Australia.

ROLES AND RESPONSIBILITIES

That the changes made to the Community Cultural Relations Policy will be distributed by the Manager of Community Services to all Managers for highlighting at team meetings.

POLICY STATEMENT

Cultural values underpin our sense of locality, country, and part of a region with its diversity of people and memories - the cultural values and associated activities and assets stimulate a socially, environmentally, and economically prosperous "place".

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND LEGISLATION

Glen Innes Severn Council developed the current Community Strategic Plan in 2022 - 2032. This Community Strategic Plan has been developed in keeping with the legislative requirements using Social Justice Principles and the NSW Office of Local Government's Integrated Planning and Reporting Guidelines for Local Government in NSW - September 2021.

The Community Cultural Relations Policy directly links to goals of the Community Strategic Plan 2022 – 2032, specifically Goal 1.3 - Encourage Opportunities for Cultural Expression.

The plan is formulated within a Social Justice Framework and aims to ensure:

- Equity of distribution of resources;
- Rights are recognised and promoted;
- People have fair access to economic resources and services essential to meet their basic needs and improve their quality of life;
- People have better opportunities for genuine participation and consultation about decisions affecting their lives; and
- That all community members will have opportunities to engage in inclusive events and activities such as Harmony Day celebrations, which are considered by the community as an important part of the culture in Glen Innes Severn and add to the vibrancy and energy of the area.

In the 2016 census, 580 people living in the Glen Innes Severn Local Government Area were born overseas – a rise of 33 people since the 2011 census. Of that number, 93.1% were proficient in speaking English, compared to the Australian average of 88.7%. (Note. Census figures for 2021 not available until October 2022)

Please see the table below for the comparison between the 2011 and the 2016 figures.

Overseas Born Population - Proportion of Total Population - Census	2011	2016
Born in Oceania and Antarctica (excluding Australia) (%)	0.9	1
Born in North-West Europe (%)	3.8	3.4
Born in Southern and Eastern Europe (%)	0.3	0.3
Born in North Africa and the Middle East (%)	--	0.2
Born in South-East Asia (%)	0.3	0.5

Born in North-East Asia (%)	0.2	0.3
Born in Southern and Central Asia (%)	0.1	0.5
Born in Americas (%)	0.3	0.2
Born in Sub-Saharan Africa (%)	0.3	0.2
Total born overseas (%)	6.2	6.6

Most people in Glen Innes speak only English at home, however, 168 speak a language other than English at home, with the most spoken languages being Chinese, German, Japanese, Arabic, Dutch and derivatives of these languages. Three (3) people identified their only language used at home as **Australian Sign Language (Auslan)**.

~~Harmony Day 2019 in Glen Innes saw people from 20 different nationalities participate in activities, share food and stories, and have a thoroughly inclusive and wonderful time. No specific difficulties were raised at this time and many of the newer residents had young children enrolled in a variety of community and educational settings.~~

Principles of Multiculturalism

The *NSW Community Relations Commission and Principles of Multiculturalism Act (2000)* legislates for the NSW Charter of Principles for a Culturally Diverse Community. The Principles of Multiculturalism provide guidance to public authorities on recognising and promoting the benefits of cultural diversity in NSW. They are:

Principle One:

All individuals in New South Wales should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate.

Key Objective 1: Leadership

- Glen Innes Severn Council will exercise its functions in a manner that is consistent with, and actively promotes the Principles of Multiculturalism;
- Council promotes inclusion for **Culturally and Linguistically Diverse (CALD)** individuals and consults regularly for ways to break down barriers to involvement in public life; and
- Council will undertake to seek multicultural representation in consultation, and on relevant committees.

Principle Two:

All individuals and institutions should respect and make provision for the culture, language, and religion of others within an Australian legal and institutional framework where English is the common language.

Key Objective 2: Community Harmony

- Glen Innes Severn Council promotes acknowledgement and respect for the rich cultural diversity within our community. Individuals and groups who have been born in a country other than Australia, or whose first language is not English, are a valued part of the Glen Innes Severn Community; and
- Harmony Day celebrations are a way of recognising the diversity of our community and providing a focus for understanding the needs of CALD community.

Principle Three:

All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the Government of New South Wales.

Key Objective 3: Access and Equity

- Glen Innes Severn Council will promote strategies, including the use of telephone interpreters' services and provision of documents in languages other than English, which facilitate access to services, including those targeting special needs groups; and
- Council will provide training in working with CALD community members for relevant staff.

Principle Four:

All institutions of New South Wales should recognise the linguistic and cultural assets in the population of New South Wales as a valuable resource and promote this resource to maximise the development of the State.

Key Objective 4: Economic and Cultural Opportunities

- Glen Innes Severn Council recognises and values the contribution made by CALD individuals in the community and will promote involvement in business and other economic activities; and
- Council will endeavor to ensure that the needs of the CALD community are included in all areas of service delivery, planning and policy.

LEGISLATION AND SUPPORTING DOCUMENTS**Relevant Legislation, Regulations and Industry Standards include:**

- *NSW Local Government Act 1993;*
- *Integrated Planning and Reporting Guidelines for Local Government in NSW - September 2021; and*

- *NSW Community Relations Commission and Principles of Multiculturalism Act (2000).*

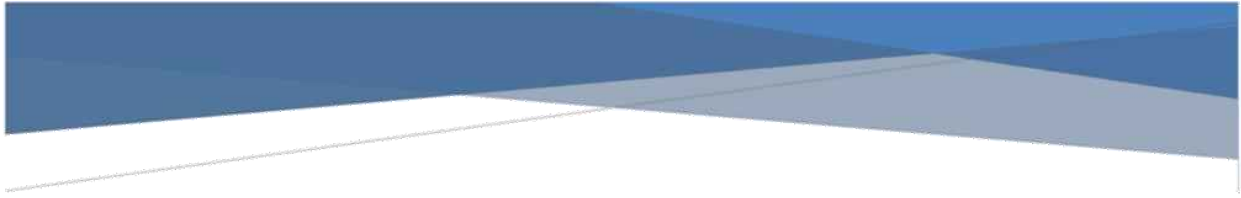
Relevant Council Policies and Procedures include:

- *Community Strategic Plan 2022 - 2032; and*
- *Cultural Plan 2022 – 2025.*

VARIATION AND REVIEW

The Community Cultural Relations Policy will be reviewed every three (3) of years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

DRAFT



Draft Donations Policy

Item 7.13

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		PERSONAL ASSISTANT (DIRECTOR OF CORPORATE AND COMMUNITY SERVICES) (PA(DCCS))			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2022 June 2023			
VERSION NUMBER:		16			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
16	23/06/2022	TBC	Inclusion of the Acknowledgement of Country. Removal of RAAF 76 Squadron from part 3. c). Clear up possible ambiguity in relation to who can hire the hall for \$Nil. Removing reference to Resolution 3.05/21 in relation to Mayoral Donation.	(PA(DCCS))	Council
15	24/06/2021	12.06/21	Update the policy to be in line with Council's new Policy template. Addition of \$1,500 limit to be used as a guide.	(PA(DCCS))	Council
14	25/06/2020	11.06/20		(PA(DCCS))	Council

Note: Document Control continued at Appendix A

.....
General Manager

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Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to:

- Assist Council when dealing with requests for donations; and
- Ensure an open, fair and transparent process is adhered to when granting donations.

APPLICABILITY

This policy applies to:

- Pre-approved organisations listed below in 3a;
- Non pre-approved community group applicants;
- Cultural activities, events and festivals receiving funding annually through the Operational Plan and Budget as noted in 3c below;
- Mayor and applicants seeking a Mayoral Donation; and
- Annual Donations Review Committee.

OUTCOMES

To provide Council with a framework for determining and allocating Council grants and donations and ensure that its community service obligations concerning the granting of donations to community groups are met in an open, fair and transparent manner and that the administration work in considering donations is streamlined as much as possible.

ROLES AND RESPONSIBILITIES

The Personal Assistant (Director Corporate and Community Services) will arrange for the processing and payment of the Pre-approved Donations listed in Section 3(a) of this policy.

The Personal Assistant (Director Corporate and Community Services) will communicate the information contained within this policy to customer service officers and organisations / members of the public requesting a donation from Council.

The Media and Communications Officer will arrange for advertisement/s to be placed in the Glen Innes Examiner and information to be placed on Council's website and Facebook page, inviting community groups to apply for donations.

POLICY STATEMENT

Each year Council receives numerous requests for donations. These requests can broadly be classified into three (3) categories namely:

1. Local Organisations;
2. Community Organisations;
3. Council list of Organisations to which donations are made categorised as:
 - a. Pre-approved Donations;
 - b. Non-Pre-approved Donations;
 - c. Operational Plan and Budget funding; and
 - d. Mayoral Donations.

1. Local Organisations

Due to the large number of requests for donations from non-local organisations, Council will generally only make donations to local organisations with the exception of the Pre-approved Donations listed in Section 3(a) of this policy.

Donations to this category should be limited to \$100 per year per organisation.

2. Community Organisations

Council will only make donations to community organisations, not individuals. This will remove any public perception that may exist concerning Council favouring one (1) individual over another.

3. Council list of Organisations to which donations are made

a) Pre-approved Donations

This section contains a list of local organisations that Council will make an annual donation to without the need for the organisation to apply to Council for the donation.

The following organisations have been included in this section:

• Westpac Rescue Helicopter Service – New England North West	\$100
• CareFlight	\$100
• Royal Flying Doctor Service - South Eastern Section	\$100
• Cancer Council – Northern NSW Region	\$100
• National Heart Foundation	\$100
• Salvation Army – Glen Innes Corps	\$100
• Royal Far West Children's Home – Manly	\$100
TOTAL	\$700

b) Non Pre-approved Donations

In July each year Council will place an advertisement in the Glen Innes Examiner inviting local not for profit community groups to submit their requests to Council for consideration of a donation. Following closure of the time allocated for receipt of requests a Council committee, the Annual Donations Review Committee, comprising the Mayor, Deputy Mayor and one (1) other Councillor and the Director of Corporate and Community Services will consider all requests and make an appropriate recommendation to Council.

Sapphire Wind Farm Community Benefit Funds allocated to the Glen Innes Severn Local Government Area will be in addition to the funds distributed through Council's Annual Community Donations process.

Applications under this category should be limited to \$1,500 (however the Annual Donations Review Committee will use this figure as a guide rather than a cut-off) and may include requests for Council to donate the value of the community group's annual general purpose rates, if applicable. Requests for the donation of the value of rates will be considered in the same manner as other donations.

All applications must be on the Glen Innes Severn Council's Application form, which lists the Application Guidelines. Successful applicants are required to complete a Community Donation Report and return it to Council by the end of the financial year in which the donation was given. If a Community Donation Report is not received by Council on the due date, future applications for donations may be declined.

c) Operational Plan and Budget funding

Council acknowledges that the following annual cultural activities, events and festivals will be funded on a recurrent basis through the Operational Plan and Budget. No further requests for these mentioned activities, by way of donation, will be considered by Council:

- ANZAC Day;
- Arts North West;
- Australia Day;
- Australian Celtic Festival;
- Glen Innes Show Society; and
- Minerama. and
- ~~RAAF 76 Squadron (exercising of rights to Freedom of the City) – as required.~~

~~Council further acknowledges that, in accordance with the Operational Plan and Budget's Schedule of Fees and Charges, not-for-profit local community groups and events, schools and religious / political groups will receive a donation when they hire the Town Hall, by way of a hire fee of \$Nil.~~

Council further acknowledges that, in accordance with the Operational Plan and Budget's Schedule of Fees and Charges, a donation by way of a \$Nil hire fee of the Town Hall will be given to the following:

- Local not-for-profit community groups and events;
- Local schools; and
- Local religious / political groups.

d) Mayoral Donations

Mayoral Donations may be up to \$250 per donation for a maximum \$3,000 in any one (1) year.

Council's total donations each year will not exceed 0.5% of the rate levy.

~~Note: Following the May 27, 2021 Ordinary Council Meeting Resolution 3.05/21 the full Mayoral Donation amount of \$3,000 will be reallocated within the Operational Plan and Budget for the 2021/2022 Financial Year. The reallocation will allow Council to participate in the 2021 Bush Bursary / Country Women's Association (NSW) Scholarship Program by providing sponsorship for two (2) trainee nurses at a total cost of \$3,000 (excluding GST).~~

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Section 356 of the Local Government Act 1993.*

Relevant Council Policies and Procedures include:

- Nil.

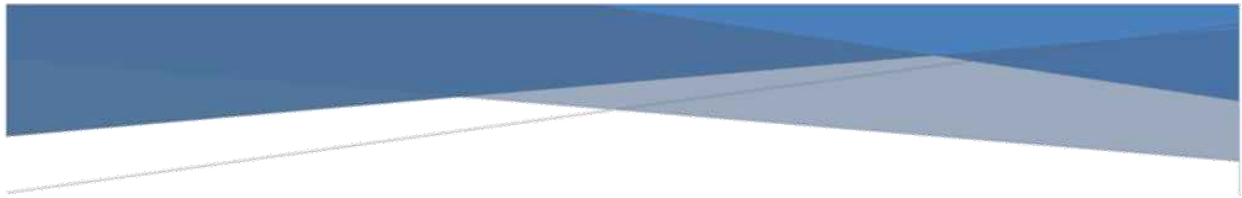
VARIATION AND REVIEW

The Donation Policy will be reviewed every year, following the development of the annual Operational Plan and Budget, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
13	27/06/2019	6.06/19		(PA(DCCS))	Council
12	28/06/2018	14.06/18			Council
11	22/06/2017	6.06/17			Council
10	23/06/2016	8.06/16			Council
9	25/06/2015	6.06/15			Council
8	26/06/2014	4.06/14			Council
7	23/05/2013	8.05/13			Council
6	26/07/2012	13.11/12			Council
5	23/06/2011	6.06/11			Council
4	24/06/2010	9.06/10			Council
3	25/06/2009	6.06/09			Council
2	26/06/2008	5.06/08			Council
1	20/04/2006	13.04/06			Council



Draft Glen Innes Aggregates – Trading Terms Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		CHIEF FINANCIAL OFFICER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2025			
VERSION NUMBER:		5			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
5	23/06/2022	TBC	Updated to Councils current standard policy format. Some minor wording changes. Remove the reference to take cash to the Town Hall	Chief Financial Officer	Council
4	23/05/2019	7.05/19		Chief Financial Officer	Council
3	25/02/2016	32.02/16		Chief Financial Officer	Council

Note: Document Control continued at Appendix A

.....
General Manager

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Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

INTRODUCTION

Glen Innes Aggregates is a commercial operation that must compete in a competitive market where the risk of non-payment of accounts can be substantial and where prudent management must maintain appropriate internal controls over payment terms. These payment terms, and the associated debt recovery action must be administrable and must provide sufficient freedom to operate while providing certainty to staff.

PURPOSE

The purpose of this policy is to:

- Provide a commercial framework for the trading terms for Glen Innes Aggregates.

APPLICABILITY

This policy applies to:

- all Council Staff; and
- Customers and/or relevant third parties.

OUTCOMES

Glen Innes Severn Council embraces the values of Respect, Integrity, Courage, Honesty and Transparency.

One of Council's strategic objectives is to provide accountable and effective financial management. To adhere to these values and to ensure that Council fulfils this objective, this policy has been prepared.

The objective of this Policy is:

1. To maintain Glen Innes Aggregates on a competitive footing;
2. To formalise and improve the cash handling procedures and internal control procedures associated with Glen Innes Aggregates;
3. To ensure that appropriate thresholds are set for the provision of credit to purchasers;

4. To establish and maintain accountability and transparency at all times in respect of the product sales cycle;
5. To minimise the risk of fraud and corruption; and
6. To provide certainty to staff.

ROLES AND RESPONSIBILITIES

It will be the responsibility of the Glen Innes Aggregates Manager to induct staff into this Policy and procedures for quarry staff, while it is the responsibility of the Chief Financial Officer in consultation with the Glen Innes Aggregates Manager to ensure overall compliance with this policy.

All staff that handle money in their daily duties will be required to sign the Policy Acknowledgement Form and return the form to the Chief Financial Officer within two (2) days of commencement with Council. This is in addition to signing the Cash Handling Policy Acknowledgement Form.

Only Glen Innes Aggregates staff that have completed the Policy Acknowledgement Form are permitted to handle cash. ~~including the delivery of cash from approved Council worksites to the Town Hall Customer Service Officers.~~

Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Chief Financial Officer.

This Policy will be communicated to all Quarry staff by the Glen Innes Aggregates Manager. Revised versions of this policy will be communicated to all other relevant staff by the Chief Financial Officer.

DEFINITIONS

In this policy:

Credit	The maintenance of a line of credit (or Account) for the supply of goods on Council's trading terms.
Debt	The amount of money owed by the debtor as a result of a purchase or transaction with Council. A debt will usually be settled within Council's trading terms.
Debtor	An individual, organisation or other party that transacts with Council where goods or services are provided, the use of facilities are made available or any other transaction that results in an obligation to Council. This obligation is likely to result in future cash inflows, which occur when the debt is paid.
Invoice Date	Required The invoices will be raised on a daily basis and the invoice date will be the date the invoice is raised.

Risk The possibility of a debt by the debtor not being paid within the payment terms.

POLICY STATEMENT

The provision of goods and services by Glen Innes Aggregates must be made in accordance with the following conditions:

- Council will maintain procedures on the provision of credit to debtors that will limit Council's exposure to the risk of non-payment of accounts to within Council's trading terms;
- Subject to the requesting organisation completing the Glen Innes Aggregates Debtors Application Form and the Finance Department performing appropriate credit checks and providing confirmation that there are currently no outstanding amounts owed to council for any other debt by the requesting organisation;
 1. The Glen Innes Aggregates Manager may approve credit up to \$10,000.
 2. Credit above \$10,000 must be approved by the Chief Financial Officer.
- Where appropriate and based on a determination by the Finance Department, when credit is approved, Council may request prepayment, bonds, deposits or personal guarantee to reduce the risk of default;
- No sales are to be made on account where a formal credit agreement has not been completed;
- Interest is to be charged on all credit agreements, except as agreed under contract or for government institutions (and to avoid confusion this includes organisations such as the Roads and Maritime Services), at the maximum allowable interest rate for the year in question;
- Council's trading terms are 30 days from the invoice date unless otherwise agreed by both the Chief Financial Officer and the Director of Infrastructure Services for large contracts (for example the Roads and Maritime Services);
- All credit accounts shall be monitored to ensure payment is made within Council's trading terms. Where payment is not made within Council's trading terms, credit may be withheld at the discretion of the Glen Innes Aggregates Manager in consultation with the Director of Infrastructure Services and the Chief Financial Officer until outstanding amounts are paid in full;
- Credit accounts should not be established for small one off transactions and in any event, not for sales made below \$500 unless no other payment method is reasonably available.

DEBT COLLECTION

In general the following debt collection procedures will be maintained by Council:

- At the expiry of the trading terms 30 days from date of the invoice or as agreed Council is to make contact with the debtor using Council's standard debt recovery procedures, which will include a statement sent to the debtors advising of all amounts outstanding;

- At 60 days after the expiry of trading terms Council is to advise the debtor that they will halt supply and Glen Innes Aggregates as well as Council is not to supply the debtor of any 'elective' goods or services;
- At 90 days formal debt collection is to commence with a demand letter to be sent by Council's debt collection agency;
- Council is to use 'common sense' in the collection of debt to ensure that the competitive nature of Council's business undertaking is considered and the cost of staff resources is balanced with the need to collect 'un-commercial' amounts.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

The following legislation affects the operation of this policy:

- *Local Government Act 1993, as amended;*
- *Local Government (General) Regulation 2021;*
- *Local Government (State) Award;*
- *Crimes Act 1900;*
- *Environmental Planning Assessment Act 1979;*
- *Government Information (Public Access) Act 2009;*
- *Independent Commission against Corruption Act 1988;*
- *Privacy and Personal Information Protection Act 1998;*
- *Protected Disclosures Act 1994; and*
- *Trustees Act 1925.*

Further, it is a requirement of all Local Government Authorities to maintain an effective system of internal controls, under *Clause 209 of the Local Government (General) Regulation 2021*.

Relevant Council Policies and Procedures include:

The following Council policies and documents relevant to this policy include:

- Access to Information Policy and Guidelines;
- Cash Handling Policy;
- Code of Conduct Policy;
- Complaints Policy;
- Computer Usage Policy;
- **Debt Recovery Policy;**

- Delegations of Authority Procedure;
- Fraud and Corruption Prevention Policy;
- Grievance Resolution Policy;
- Human Resources Policy Statement Register; and
- Internal Reporting Policy.

VARIATION AND REVIEW

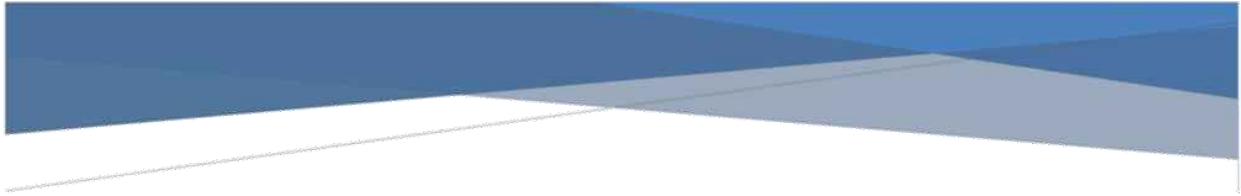
The Glen Innes Aggregates Trading Terms Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

~~This Policy shall be reviewed every three (3) years or earlier if required. Council reserves the right to vary and review the terms and conditions of this Policy.~~

Appendix A**Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
2	26/06/2014	8.06/14		Chief Financial Officer	Council
1	28/02/2013	34.02/13		Chief Financial Officer	Council

DRAFT



Draft Investment Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		CHIEF FINANCIAL OFFICER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2023			
VERSION NUMBER:		9			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
9	23/06/2022	TBC	Update to current format. Increase the frequency of review of policy to one year.	Chief Financial Officer	Council
8	25/06/2020	8.06/20		Chief Financial Officer	Council
7	24/04/2019	6.04/19		Chief Financial Officer	Council

Note: Document Control continued at Appendix A

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General Manager

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Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PREAMBLE

This policy incorporates the provisions of Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulations 2021*, the Investment Policy Guidelines and the current Ministerial Investment Order enacted on 11 February 2011.

PURPOSE

The purpose of this policy is to:

- provide a framework for the investing of Council's funds while
 - Investing at the most favorable interest available at the time;
 - Considering risk and investment security; and
 - Ensure liquidity requirements are met.

APPLICABILITY

This policy applies to:

- All Council staff.

OUTCOMES

Glen Innes Severn Council is committed to prudent and sustainable investment practices. While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, return on investments and sustainably ethical practices:

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguard the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters. In setting these limits Council is determining the general level of risk that is acceptable for public monies managed for the Glen Innes Severn Council community;
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment;

- Investments are expected to achieve a rate of return in line with Council's risk tolerance; and
- Ethical Investments are to be considered if returns from fossil fuel free institutions are better or identical to mainstream investments.

ROLES AND RESPONSIBILITIES

It will be the responsibility of the **Chief Financial Officer (CFO)** to induct staff into this Policy where required. Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the CFO.

DEFINITIONS

Definitions of terms used in this policy:

- **Authorised Deposit-taking institutions (ADI's)** – are corporations authorised under the *Bank Act 1959* (Commonwealth) to take deposits from customers. ADI's include banks, building societies and credit unions, all of which are regulated by the **Australian Prudential Regulation Authority (APRA)**;
- **Bank Bill Swap Rate (BBSW)** – is the compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills;
- **Bills of Exchange** – is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer. These can be underwritten by banks, to become "bank bills" on which the benchmark return is calculated;
- **Bloomberg Ausbond Bank Bill Index** – is an index comprising of 13 synthetic instruments defined by rates interpolated from the **Reserve Bank of Australia (RBA)** 24-hour cash rate and the one (1) and three (3) month Bank Bill Swap Rates;
- **Council Funds** – surplus monies that are invested by Council in accordance with section 625 of the *Local Government Act 1993*;
- **Debenture** – is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders;
- **TCorp/TCorpIM – New South Wales Treasury Corporation (NSW TCorp)**, including the **TCorp Investment Management (TCorpIM)** arm which manages the TCorpIM Funds (formerly Hour-glass);
- **Term Deposits** – are non-tradeable investments offered by ADI's with varying maturity dates (normally from one (1) month to 60 months) and an interest rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required;

- Ethical Investments – are investments offered by institutions which have a fossil fuel free banking policy.

POLICY STATEMENT

An investment policy is a governing document that guides the investment process. It should communicate the Council's:

- investment philosophy;
- overall risk philosophy;
- investment objectives and expectations;
- identify the roles for those involved in the investment process; and
- detail the requirements for compliance with the policy's goals and procedures.

Interest on investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. While the *Local Government Act 1993* – Order (relating to investments by Councils) is quite explicit as to the types of institutions with which Council can invest, there are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased, which are not explained. This policy aims to clearly state the institutions with which Council can invest, the maximum proportion of funds that may be placed with individual organisations, and the types of investments entered into.

Council officers that are involved in selecting, reviewing and/or monitoring investment products should use this policy to ensure they understand the parameters, risks and expectations that councils are required to consider when making an investment.

SCOPE

This policy applies to Investment monies built up through:

- General unrestricted reserves created through rate income and other revenue sources exceeding (re)current expenditure, sale of properties and other assets;
- Restricted reserves that accrue through contributions under Section 94 of the *Environmental Planning and Assessment Act 1979*;
- Internally restricted reserves;
- Restricted reserves accruing through special purpose grants, donations etc.;
- Loan proceeds drawn down awaiting expenditure; and
- Timing differences within the year between rate receipts and applications.

DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's investment to the Responsible Accounting Officer or Director of Corporate and Community Services, subject to regular reviews.

Council Officers' delegated authority to manage Council's investments shall be recorded, and they shall be required to acknowledge they have received a copy of this policy and understand their obligations in this role.

PRUDENT PERSON STANDARD

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy.

Whenever an investment deposit is proposed, the Council Officer shall obtain not less than two (2) quotations from authorised institutions.

ETHICS AND CONFLICTS OF INTEREST

Council Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflicts of interest to the General Manager.

Council's investments are primarily restricted to ADI's (banks, building societies, credit unions) that are governed by APRA. As far as is practicable these investments are considered to be environmentally and socially ethical.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

APPROVED INVESTMENTS

The Ministerial Investment Order allows the following as approved investments:

- Commonwealth/State/Territory Government security i.e. bonds;
- Interest bearing deposits issued by an Authorised Deposit-taking Institution (ADI);
- Bills of exchange, (<200 days duration), guaranteed by an Authorised Deposit-taking Institution (ADI);
- Debentures issued by NSW Local Government;
- Deposits with NSW Treasury and/or investments in TCorp's IM Funds; and
- Investments grandfathered under the previous Ministerial Investment Order.

PROHIBITED INVESTMENTS

This Investment Policy prohibits, but is not limited to, any investment carried out for speculative purposes including:

- Any investment product that is not included in the Ministerial Investment Order and the "Approved Investments" listing outlined above;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) an investment. However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of loan funds.

Trust funds are excluded from this Policy as they must be kept in a separate bank account.

INVESTMENT ADVISOR

If an investment advisor is engaged he or she must be approved by Council and licensed by the **Australian Securities and Investment Commission (ASIC)**. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended. The investment advisor may recommend the most appropriate product within the terms and conditions of the Investment Policy.

The independent advisor is required to provide written confirmation that he or she does not have any actual or potential conflicts of interest in relation to the investments he or she is recommending or reviewing, including that he or she is not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

RISK MANAGEMENT GUIDELINES

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value;
- Credit Risk – the risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment;
- Diversification of Financial Institutions – the requirement to place investments in a broad range of institutions so as not to be over exposed to a particular organisation within the investment market;

- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an institution runs out of cash, is unable to redeem the investment at a fair price within a timely period, and thereby Council incurs additional costs (or in the worst case is unable to execute its spending plans);
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities; and
- Rollover Risk – the risk that income will not meet expectations or budgeted requirements because interest rates are lower than expected in future.

INVESTMENT PROTOCOLS

Council's investments protocols are as follows:

- Delegation for investing surplus funds is the responsibility of the General Manager or his or her delegate and must be accordance with Council's adopted Investment Policy;
- Funds will be invested as per the credit and maturity limits as outlined below;
- Council will balance the considerations of risk and return with each investment lodged and will seek to reduce the risk of its investments over time in line with capital preservation principles identified in this policy;
- New investment deposits shall be only lodged after Council has received at least two (2) interest rate quotations;
- Investment deposits shall be only lodged after Council has considered cash flow expectations;
- Investment deposits shall only be lodged after Council has considered an optimal target allocation of investment types, credit rating exposure and term to maturity exposure; and
- Investment deposits shall only be lodged after Council has considered the appropriateness of overall investment types for Council's portfolio i.e. term deposit and on call accounts.

Credit and Maturity Limits

Credit Quality Limits

The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format – however, references to the Minister's Order also recognises Moody's and Fitch Ratings and any of the three (3) ratings may be used where available.

However, the primary control of credit quality is the prudential supervision and government support and explicit guarantees of the ADI sector, not ratings.

The maximum holding limit in each rating category and the target credit quality weighting for Council's portfolio shall be:

(a) Overall Portfolio Limits

Long Term Rating Range (or Moody's equivalent)	Maximum Holding
AAA Category	100%
AA Category or major banks*	100%
A Category	45%
BBB Category	25%
Government	100%

* For the purpose of this Policy, "major banks" are currently defined as: The ADI deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups:

- Australian and New Zealand Banking Group Limited (ANZ);
- Commonwealth Bank of Australia (CBA);
- National Australia Bank Limited (NAB); and
- Westpac Banking Corporation (WBC).

Including ADI subsidiaries whether or not explicitly guaranteed, and brands (such as St George).

Similarly, with other ADI groups (such as Bendigo Bank, Macquarie Bank, ING, Bank of Queensland and Adelaide Bank) own multiple banking licences, rating categories are based on the parent bank even if the subsidiary is not explicitly rated.

Council may ratify an alternative definition from time to time.

In the event of a disagreement between agencies as to the rating ("split ratings"), Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.

(b) Counterparty Limits

Exposure to an individual counterparties/financial institutions will be restricted by their credit rating so that single entity exposure is limited as detailed in the table below.

In other words, the maximum percentage of the total investment portfolios funds that can be invested with one (1) institution is:

Long Term Rating Range (or Moody's equivalent)	Limit
AAA Category ²	45%
AA Category or major banks *	35%
A Category	15%
BBB Category	5%

² Commonwealth Government and Government-guaranteed deposits are included in this category to the extent of the guarantee and not according to the bank's actual rating, but without any upper limit applying to the government as counterparty.

*The definitions are as in the previous section.

(c) Investment Horizon Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

"Horizon" represents the intended minimum term of the investment; it is open for the Investment Strategy to define a target date for sale of a liquid investment.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capex forecasts;
- Known grants, asset sales or similar one-off inflows; and
- Seasonal patterns to Council's investment balances.

Investment Horizon - Description	Investment Horizon – Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	Less than 100%	100%
Short term funds	3-12 months	20%	100%
Short – medium funds	1-2 years	0%	70%
Medium term funds	2-5 years	0%	50%

**An exception to the above limits applies to funds placed with either the Australian Federal Government or the NSW State Government or their respective Treasury Functions. 100% of Council's monies can be placed with these institutions.*

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

BENCHMARKING

Performance benchmarks are to be provided for comparative purposes only. The benchmark is not an investment return target. The rate of return on Council investments will be dependent on Council's risk tolerance.

The Term Deposit rate for the average 90-day rate of the five (5) largest banks identified in the Ausbond Bank Bill Index is considered appropriate for the purpose of benchmarking Council investments.

It is also expected that Council will take due steps to ensure that any investment is executed at the best pricing reasonably possible.

REPORTING AND REVIEWING OF INVESTMENTS

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register. All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of interest returns, maturity date and changes in market value. Any material deterioration in investment portfolio is to be reported to Council at the next available Council Ordinary Meeting.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

Council's power to invest is derived from Section 625 of the *Local Government Act 1993*, as amended by the *Statute Law (Miscellaneous Provisions) Act 2000*, which limits investments to only those that the Minister approves.

The Local Government Act 1993 section 625 (2) of the Act states that:

"Money may be invested only in a form of investment notified by order of the Minister published in the Gazette"

All investments are to comply with the following:

- *Local Government Act 1993* - Section 412 and 625;
- *Local Government Act 1993* – Investment Order (of the Minister) – in accordance with the most recently published Order;
- *The Trustee Amendment (Discretionary Investments) Act 1997* – Sections 14A(2), 14C(1) and (2);
- *Local Government (General) Regulation 2021* – Clause 212;
- Local Government Code of Accounting Practice and Financial Reporting;
- Office of Local Government – Investment Policy Guidelines – May 2010;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

VARIATION AND REVIEW

The Investment Policy will be reviewed every one (1) year ~~three (3) years~~, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
6	22/02/2018	9.02/18		Chief Financial Officer	Council
5	24/09/2015	13.09/15		Chief Financial Officer	Council
4	26/06/2014	12.06/14		Chief Financial Officer	Council
3	24/2/2011	16.02/11		Chief Financial Officer	Council
2	26/03/2009	8.03/09		Chief Financial Officer	Council
1	22/02/2007	11.02/07		Chief Financial Officer	Council



Draft Rates - Pensioner Concession Policy

Item 7.16

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		RATES OFFICER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2022			
VERSION NUMBER:		4			
DOCUMENT NUMBER:		N/A			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
4	23/06/2022	TBC	Review and add the Acknowledgment of Country. Minor changes for the new template that does not affect the policy in any way	Rates Officer	Council
3	23/05/2019	11.05/19	Review	Rates Officer	Council
2	28/04/2016	9.04/16	Review	Rates Officer	Council

Note: Document Control continued at Appendix A

.....
General Manager

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Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to:

- To provide eligible pensioners with the statutory pensioner concession relating to rates and charges under the provisions of Section 575 of the *Local Government Act, 1993*.

APPLICABILITY

- This policy applies to eligible pensioners with the statutory pensioner concession relating to rates and charges as specified in Section 575 of the *Local Government Act, 1993*.

OUTCOMES

- To ensure a fair and equitable approach and assist pensioners who may experience difficulty in meeting the payment of rates and charges.
- To provide guidance to the General Manager and staff in applying the provision of the *Local Government Act 1993* for rates and charges rebates applicable to eligible pensioners.
- To ensure that Council is providing pensioners with sufficient clarity and certainty in respect of their 'pension concession' entitlement;
- To establish and maintain accountability and transparency at all times in respect of the pensioner concession process; and,
- To minimise the risk of fraud and corruption.

ROLES AND RESPONSIBILITIES

The Rates Officer will;

- Review the application and determine if the application is valid;
- Determine and process any adjustment to rates for the current rates cycle;
- Record the adjustment in the rates software; and
- Provide advice to the Chief Financial Officer.

The Chief Financial Officer will review the advice provided by the Rates Officer and provide a response to the applicant.

DEFINITIONS

In this policy:

Ratepayer	The person liable for payment of the rates of the property for which the pensioner concession is claimed (liable to pay rates as defined under section 560 of the <i>Local Government Act 1993</i>).
Principle Place of Residence	The property that the ratepayer occupies as their sole or principal place of abode.
Eligible Pensioner	A person who is in receipt of a Pension Concession Card issued by Centrelink, the Department of Veterans Affairs or the Department of Veteran Affairs Gold 'TPI' (Total Permanently Incapacitated), 'EDA' (Extreme Disablement Adjustment) or WW' (War Widow/er) Card.
Pension Concession	A mandatory rebate of Rates and Charges (includes Domestic Waste Management, Annual Water and Sewerage Charges) to the maximum amount determined by Section 575 of the <i>Local Government Act 1993</i> which applies for eligible pensioners.

POLICY STATEMENT

1. Introduction

Pursuant to Chapter 15, Part 8, Division 1 of the *Local Government Act 1993* (NSW) and Part 5, Division 4 of the *Local Government (General) Regulations 2005 2021* Council is required to provide a concession on rates and charges for eligible pensioners.

Further, it is important for Council to ensure the fair and equitable operation of these concessions while maintaining a system of internal control and verification that confirms only eligible pensioners receive this concession.

2. Policy Statement

For the effective and efficient operation of these concessions the following principles are to be applied:

2.1 Concession Amount

- A rebate of Rates and Charges (including Domestic Waste Management, Annual Water and Sewerage Charges) to the maximum amount determined by Section 575 of the *Local Government Act 1993 (NSW)* will apply to eligible pensioners.
- Council will assess and apply the rebate in accordance with the proportionate level of ownership by the Pensioner(s) and where required, apply the pro-rata provisions of Section 575(4) and 584(1) of the Act. Where granted, sufficient evidence is to be obtained in determining the amount of the reduction in accordance with Section 575 of the Act.
- Mandatory pensioner concessions (under Section 575 of the *Local Government Act 1993*) will be granted as follows:
 - 50% of ordinary rates up to a \$250.00 maximum rebate.
 - 50% of annual water charges up to a maximum \$87.50 rebate.
 - 50% of annual sewer charges up to a maximum \$87.50 rebate.
- Entitlement is based on a per quarter basis and therefore a maximum concession of \$106.25 will apply for each quarter the pensioner is entitled for a rebate.

2.2 General Conditions

- Where an owner becomes an eligible pensioner after the commencement of a quarterly instalment, the rebate will commence from the start of the next quarterly instalment.
- Where an owner ceases to qualify as an eligible pensioner, or sells the property to which the rebate applies, the rebate will cease at the end of the current instalment.
- As provided by Section 577 of the *Local Government Act 1993*, Council will grant a rate concession where an eligible pensioner, not the owner of the property, has a life interest in the property and is responsible for payment of rates. Council requires confirmation in writing preferably from a legal representative with a copy of the will of a deceased estate, copy of the Certificate of Title if the life tenancy is registered or relevant documentation to validate a life tenancy agreement.
- Council will confirm all pensioners' eligibility once a year with Centrelink. Where a pensioner concession entitlement is not confirmed by Centrelink – the concession will be removed and the pensioner must reapply for the concession.

2.3 Application Process

- Application for a pension concession on a property must be made by completing the prescribed pensioner rebate application form and all information must be provided before the application can be assessed. This will include the production of a current Pension Concession Card (or equivalent card for TPI, EDA and WW pensioners) issued by Centrelink or the Department of Veterans Affairs.

- The application must be signed by the applicant or a person with power of attorney for the applicant.
- The assessment of the application may include immediate verification of information with Centrelink.
- Once assessed, the applicant will be notified in writing of Council's decision and the amount of rates and charges payable.
- The property must be the applicant's sole or principal place of abode and the applicant must be able to demonstrate this at the time of making the application. This will include the completion of a declaration to that effect.
- All requests to approve a rebate for a period prior to the application must provide a valid reason as to why the applicant did not apply at an earlier date. Upon request, and following approval by the Rates Officer, where a pensioner became eligible for the rebate prior to 1 July preceding their application, a pension rebate will be provided to a maximum of 1 July in the financial year preceding the application date (or to the instalment after they became entitled during that preceding period).

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

The following legislation affects the operation of this policy:

- *Local Government Act 1993 (NSW), as amended;*
- *Local Government (General) Regulation ~~2005~~ 2021 (NSW);*
- *Local Government (State) Award;*
- *Crimes Act 1900;*
- *Environmental Planning Assessment Act 1979;*
- *Government Information (Public Access) Act 2009;*
- *Independent Commission against Corruption Act 1988;*
- *Privacy and Personal Information Protection Act 1998;*
- *Protected Disclosures Act 1994;*
- *Trustees Act 1925.*

Relevant Council Policies and Procedures include:

The following Council policies and documents relevant to this policy include:

- *Access to Information Policy;*
- *Code of Conduct Policy;*
- *Complaints Policy;*
- *Computer Usage Policy;*
- *Delegations of Authority Procedure;*
- *Fraud and Corruption Prevention Policy;*
- *Grievance Resolution Policy;*
- *Human Resources Policy Statement Register;*
- *Internal Reporting Policy; and*
- *Debt Recovery Policy.*

VARIATION AND REVIEW

~~The Pensioner Concession Policy will be reviewed every three (3) years. Council reserves the right to vary and review the terms and conditions of this policy.~~

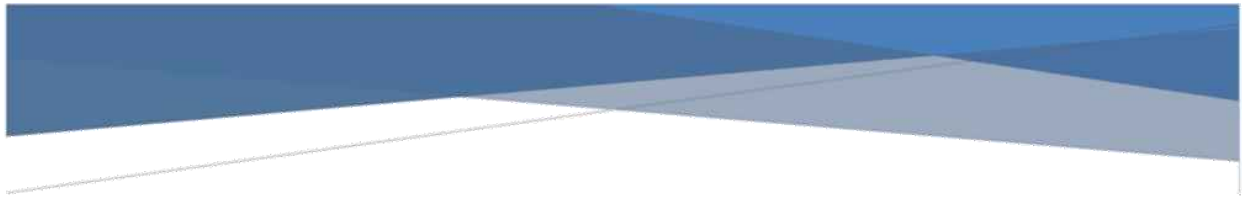
~~The Rates – Pensioner Concession Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.~~

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
1	18/04/2013	10.04/13	Present Council with new Policy	Rates Officer	Council

DRAFT



Draft Sale of Other Assets (Asset Disposal) Policy

Item 7.17

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		CHIEF FINANCIAL OFFICER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2025			
VERSION NUMBER:		3			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
3	23/06/2022	TBC	Some grammar corrections and alignment with Councils current policy format Replace upper asset bracket \$150K with \$230K and change wording on virtual sales	Chief Financial Officer	Council
2	28/03/2019	19.03/19		Chief Financial Officer	Council
1	26/02/2015	9.02/15		Chief Financial Officer	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to:

- sets the method by which sales must be made to ensure that the optimum return on Council's unused assets is achieved and the risk of fraud is minimised to an acceptable level.

APPLICABILITY

This policy applies to:

- all Council Staff.

OUTCOMES

Glen Innes Severn Council embraces the values of Respect, Integrity, Courage, Honesty and Transparency. One of Council's strategic objectives is to provide accountable and effective financial management. This Policy has been prepared to ensure that Council can adhere to this objective.

Council has a range of plant, equipment and other assets that are sold and renewed on an ongoing basis. The objective of this Policy is to provide a coherent, transparent and ethical approach to the disposal of Council's assets while achieving the optimum return and reducing the risk to staff of inappropriate behaviour.

ROLES AND RESPONSIBILITIES

It will be the responsibility of the Chief Financial Officer to induct staff regarding this Policy where required. Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Chief Financial Officer.

NON-COMPLIANCE WITH THIS POLICY

Failure to comply with the terms of this policy may lead to disciplinary procedures being implemented against the responsible staff member. Any instances of corrupt conduct may result in dismissal and/or criminal prosecution.

DEFINITIONS

In this policy:

“Asset”	is defined as any item of property, plant, equipment or material (including scrap) which Council has a legal or equitable interest in.
“Beyond economical repair”	is defined as a classification given to an asset where that asset requires repairs likely to be more extensive than its replacement value.
“Motor vehicle”	means a passenger sedan or station wagon, motor cycle or commercial motor vehicle including vans, utilities, buses and trucks.

POLICY STATEMENT

The objective of the Asset Disposal Policy is:

1. To ensure that all sales are properly recorded and authorised;
2. To reduce the risk of inappropriate sales;
3. To provide a transparent approach to asset sales;
4. To achieve the most favourable terms for the sale of Council's assets;
5. To reduce maintenance costs by disposing of assets surplus to requirements; **and**
6. To ensure that Council reduces the risk of the obsolescence of its plant and equipment.

INCLUSIONS AND EXCLUSIONS

In this Policy “asset” does not include real property (i.e. Land and Buildings) nor does it include assets that are not owned by Council (Sale of Land for Unpaid Rates etc.).

This Policy does not include inventory sold through the business functions of Council. However, assets that are not sold as a regular part of these business functions would be included.

This Policy also includes assets sold through the “Private Works function” of Council that are not sold at a “set rate”. An example of this would include piping, stores and materials, machinery etc. no longer used by Council.

DISPOSAL PROCEDURE

The suggested disposal procedure for an asset of Council is as follows; **any** variations from this procedure must be documented and authorised:

1. Decision made to dispose, and inclusion in Council's Operational Plan;
2. Obtain an estimate or estimate the value of the asset;
3. Consider other factors in the disposal process;
4. Select most appropriate disposal method;
5. Obtain approval for disposal process;
6. Prepare asset for disposal;
7. Effect asset disposal process;
8. Complete attached "Disposal of Asset Form" and forward copies to Infrastructure and Finance for updating of the Assets Register; **and**
9. Evaluate asset disposal process.

DECISION TO DISPOSE

Prior to disposal, a reasonable effort is to be made to ensure Council has no need for the asset. Items of historical or cultural significance should be given special regard and any dangerous goods disposed of only in an authorised manner.

A decision to dispose of an asset may be based on one (1) or more of the following:

- Obsolescence;
- Non-compliance with work health and safety standards;
- No use expected in the foreseeable future;
- No usage in the previous 12 months (Stores and Materials);
- Optimum time to maximise return;
- Discovery of hazardous chemicals or material present in the asset;
- Beyond economical repair; **and / or**
- Asset life cycle considerations.

Decisions to dispose and the authorisation of such a decision are limited to Directors or the General Manager. Decisions in respect of items of significant estimated value (\$20,000+) should be made in consultation with both the relevant Director and the General Manager.

Once a decision to dispose of an asset has been made, the **proposed** sale should be recorded in the Operational Plan or as a budget review adjustment in the next Quarterly Budget review. This adjustment should be notified to the Chief Financial Officer to ensure that the sale can be appropriately accounted for.

No warranty is to be offered on assets sold.

OBTAIN ESTIMATE OF ASSET VALUE

As part of the sale process it is imperative that an estimate of the value of an asset is obtained to ensure that the maximum return is obtained for Council. This is particularly important in instances where goods are sold to Council staff or parties related to Council staff or if an asset is of an unusual nature, or can be reasonably expected to be of value of \$5,000 or above.

An estimate of the asset's value should take the form of someone with no direct interest in the sale, with a reasonable understanding of the value and nature of the item, reviewing the item, the market, and all other relevant factors to estimate a value for sale. Relevant factors should include:

- Comparing the previous sale of similar or related items (internet, newspaper, previous experience etc);
- Reviewing the condition of the asset and the cost to repair (if relevant);
- Considering the likelihood of sale and the demand (market) for the particular item. Items that have no active market may need to be sold at a discount if the likelihood of sale is low; **and**
- Any other matter that may be relevant.

It is suggested that items that are of special significance or may be of a significant value, \$20,000 or more, should be valued externally by an independent valuer or someone suitably qualified to provide a valuation (by experience or by qualification).

It is not suggested that valuations should be done for minor assets where the cost of the valuation would outweigh the benefit to Council. However, it is important to understand the actual value of an item before setting a price for sale.

OTHER FACTORS TO CONSIDER IN THE DISPOSAL PROCESS

Sales to Staff (including Councillors):

Assets must be sold to staff or parties related to staff members in a public process unless the General Manager believes that the sale to a staff member is the most practical or fair method of disposal. In a situation such as this, the circumstances leading to this decision should be documented. The Independent Commission Against Corruption (ICAC) recommends that invitations to bid for the purchase of any Council assets should not be limited to staff or to elected officials. Members of the public should also be provided with an opportunity to compete for the purchase.

For this reason, Council prefers that all assets should be sold in a public manner which provides the community with the ability to compete for the purchase.

THE MOST APPROPRIATE DISPOSAL METHOD

The most appropriate method for sale will depend on the asset. However, the method which is likely to maximise the return to Council while ensuring open and effective competition should be favoured. When considering the most appropriate method of sale the cost associated with the method of sale needs to be considered.

Destruction:

An asset should be disposed of through recycling or destruction where:

- The asset is deemed to have no value;
- The asset is unserviceable or beyond economical repair; or
- The disposal cost is higher than the likely return.

Generally this would mean that Council disposes of the item and the constituent materials are sold or scrapped (taken to Council's most appropriate recycling or waste treatment facility).

All assets that are to be destroyed or recycled should be brought to the attention of Council's Waste Coordinator to ensure that any scrap materials that can be sold are identified. All sales of scrap material should be made by Council's Waste Coordinator and the Waste Coordinator is responsible for obtaining the maximum return on Council's scrap material.

Generally, this will take the form of regularly obtaining quotations from interested parties for the sale of certain classes of recyclable material. The most favourable party should then be selected and used to dispose of recyclable material. When deciding on the most favourable party all aspects of the service should be considered including: the service provided, payment terms, maximising returns etc.

Donation to Charitable Organisations or Community Organisations:

Generally, assets disposed of in this manner should be limited to assets with an estimated value of \$2,000 or less.

The disposal of assets in this manner must be approved by the General Manager and must be made after due consideration of the factors listed in this Policy (e.g. Decision to Dispose, Estimate of Asset Value, and all other factors).

A request for an asset to be donated should be made in writing by the party requesting the donation. The request should include:

- 1) Proof of registration as a charitable organisation or a statement as to the purpose of the community group;
- 2) A description of the asset requested to be donated; and

- 3) The particular use to which the asset is to be utilised or the funds realised for the sale of the asset.

When considering such a request the following additional factors need to be considered:

- 1) Community groups and charitable organisations should receive equitable treatment;
- 2) A check should be made to ensure that the organisation is both legitimate and the asset is to be used for the good of the community; **and**
- 3) Council should ensure that the organisation and the intended use of the asset are in line with Council's values and its organisational goals.

The recipient of the asset is responsible for the removal of the asset at no cost to Council. Council shall bear no further responsibility for the asset once donated (including the repair, maintenance or damages caused to it). The recipient must bear responsibility for any damage caused, and the clean-up costs associated with the removal of the asset from Council's property.

Negotiated Sales:

This method of sale should be used where estimated asset values do not exceed \$2,000 or are being disposed of to related bodies (such as the Rural Fire Service, Section 355 Committees or other co-operative organisations in which Council is a participant).

Assets with an estimated value of over \$2,000 sold to co-operative organisations in this manner should be authorised by way of a resolution of Council. This authorisation must be granted by Council before the sale is effected.

Auction:

Public auction maximises both the return on an asset and provides an opportunity for public participation. This method should be chosen where:

- There may be a public demand for the item;
- The return on the asset is likely to be maximised through this method;
- The cost of holding an auction can be justified by the return expected on the asset(s) to be sold; **or**
- Assets have an estimated value of less than **\$150,000 \$230,000**.

The cost of holding a public auction can be prohibitive to the use of this method of sale. The return on an item should consider the cost of the method of sale chosen. It may also be appropriate to sell more than one (1) asset by public auction to reduce the cost associated with this method of sale.

To avoid confusion, public auction will include listing items for sale **online using appropriate general or industry specific websites. such as EBay or Grays Online.**

Public Tender:

Public tender can maximise the return on an asset while providing an opportunity for public participation. This method should be chosen where:

- There may be a public demand for the item;
- The return on the asset is likely to be maximised through this method;
- The cost of administering the tender is expected to be less than a public auction and it is likely that this will improve the return on the respective asset;
- Assets have an estimated value between \$2,000 and ~~\$150,000~~ \$230,000; or
- Assets with an estimated value of greater than ~~\$150,000~~ \$230,000 must be disposed of by public tender.

Expressions of Interest/ Quotations:

This method may be used in the following circumstances:

- The item is of low value;
- The cost of disposal is expected to be high when compared with the likely return;
- The return on the asset is likely to be maximised through this method; or
- There is likely to be limited interest in the item.

Trade-in:

Trading-in assets may be a more efficient method of replacing assets and upgrading plant and equipment (particularly motor vehicles) but may not always maximise the return on a particular item. Therefore, when considering whether it is appropriate to use an asset as a trade-in, these benefits must be weighed against maximising the return on the asset.

PREPARING ASSETS FOR SALE

Prior to the disposal of an asset, a thorough inspection must be carried out to ensure that the asset is fit for sale. The following points need to be considered when carrying out an inspection of this nature:

- Additional items which are not intended to be sold must be removed from the asset (e.g. a hands-free phone set);
- All records, and in particular confidential records, must be removed from the asset. This is particularly important in respect of electronic equipment such as computers and mobile phones etc;
- All electronic storage facilities should be "cleared" prior to sale. The destruction or disposal of records should be done in consultation with the Records Supervisor;
- Software or any material subject to copyright or licence must be removed from the asset. This includes software which may contain confidential information;
- The asset should be inspected for any hazardous material or obvious hazards and it is suggested the intending purchaser is made aware of these defects (if applicable);

- Any branding or identifying marks in respect of Glen Innes Severn Council should be removed from the asset as far as is practicable;
- Where spare parts are used for a particular asset only, or cannot be used for another purpose, they should be disposed of in conjunction with the asset. When deciding on whether to include spare parts, the additional value added to the asset should be considered and compared with other options (such as sale as scrap metal etc.); and
- As much as is practical, any "Glen Innes Severn Council" or former Council identifying mark should be removed or obliterated. Those assets which have been identified by an Asset ID Tag should have this Tag removed and forwarded to the Technical Services Officer (Assets).

Once the asset has been thoroughly inspected the description of the asset for sale can be accurately recorded.

EFFECTING THE DISPOSAL PROCESS

The sale of an asset should be done in an efficient method, minimising the time involved by Council staff while maximising the return on the asset. The sale process should be documented as far as possible to ensure that a record is kept of the sale, to make certain that Council complies with record keeping and reporting requirements.

As soon as a sale is effected, the Debtors Officer and the Chief Financial Officer should be made aware of the sale to ensure that the sale can be accurately recorded and the purchaser can be invoiced. **Payment should be made prior to the collection of assets to ensure that all moneys are collected.**

It should be noted that in accordance with Council's Cash Handling Policy, no moneys are to be received by any department or person that is not authorised to handle cash or cash equivalents. Further, it should also be noted that all moneys for the sale of assets must be receipted by Council's Town Hall Customer Service staff and no other party is authorised to accept payment for assets sold in accordance with this policy.

EVALUATING THE DISPOSAL PROCESS

The disposal of assets, particularly assets of a significant value, should be reviewed regularly to ensure that:

- Sales are being carried out in a cost effective manner;
- Sales are achieving the maximum return;
- The estimate of asset values are accurate compared with the realised values; and
- Sales are adhering to Council's policies.

VARIATION AND REVIEW

~~Council reserves the right to vary the terms and conditions of this policy to ensure it meets the requirements of all relevant legislation.~~

~~Council shall review this Policy every three (3) years or as the need arises. Council reserves the right to vary or revoke this Policy at its discretion.~~

~~The Sale of Other Assets (Asset Disposal) Policy will be reviewed every three (3) years or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.~~

DRAFT



GLEN INNES SEVERN COUNCIL

Sale of Other Assets (Asset Disposal) Form

Approval is sought to dispose of the following assets:

Qty	Assets ID No	Description	Net book value	Estimated cost of disposal	Estimated market value

Reasons for Disposal (✓ tick as relevant)

Obsolete ☐ Surplus ☐
 Other (provide details) ☐

Proposed Method of Disposal (✓ tick as relevant)

Auction ☐
 Other (provide details) ☐

Signature..... Date...../...../.....

Approval by General Manager or Director (estimated market value)

The above disposal is approved/not approved.

Signature..... Date...../...../.....

Disposal

I,.....certify that the above goods were disposed of on
/...../.....

and the amount received on disposal was \$.....

Receipt No. Date...../...../.....

Signature..... Date...../...../.....

Proceeds of Sale costed to General Ledger Number:.....

Asset Register

Infrastructure/Finance Asset Register updated on/...../.....

Signature.....

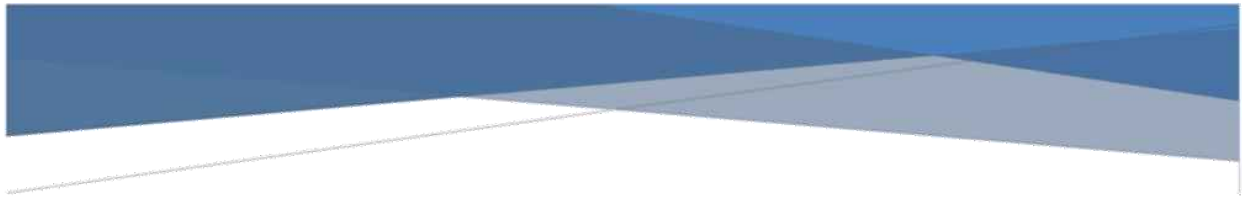
UPON COMPLETION THIS FORM MUST BE SCANNED AND SAVED IN COUNCIL'S RECORDS SYSTEM (ECM)

Note: Ensure you attach supporting documentation where appropriated (e.g. Auction proceeds summary).

DRAFT

Item 7.17

Annexure A



Draft Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		CHIEF FINANCIAL OFFICER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		June 2025			
VERSION NUMBER:		8			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
8	23/06/2022	TBC	Transcribed into current policy format	Chief Financial Officer	Council
7	22/11/2018	19.11/18		Chief Financial Officer	Council
6	25/06/2015	8.06/15		Chief Financial Officer	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

INTRODUCTION

Council acknowledges the work conducted by Community groups, clubs and Community organisations; however, waiving of Rates contravenes the *Local Government Act 1993*, in which Council staff are guided when levying rates, fees and charges. Council is able to waive fees and charges; however, this is not considered sound financial management.

PURPOSE

The ~~aim~~ purpose of this policy is for Council not to consider the waiving of rates, fees and charges for Community groups, clubs or Community organisations; instead these groups be requested to apply for a community donation under Council's Community Donations Policy to assist with their expenses.

APPLICABILITY

This policy ~~is applicable~~ applies to:

- all Community groups, clubs and Community organisations.

OUTCOMES

Council is committed to acknowledging the work conducted by Community groups, clubs and Community organisations. This policy acknowledges the waiving of annual rates, fees and charges for Community Groups, clubs and Community organisations would constitute poor financial management. Alternatively these organisations could to apply for a community donation under Council's Community Donations Policy to assist with their expenses.

ROLES AND RESPONSIBILITIES

This Policy will be communicated to new staff at their induction. Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Chief Financial Officer.

POLICY STATEMENT

That, as reason for this policy, Council acknowledges the waiving of annual rates, fees and charges for Community Groups, clubs and Community organisations would constitute poor financial management on behalf of the Glen Innes Severn Community.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Council Policies and Procedures include:

- Donations Policy.

VARIATION AND REVIEW

~~This Policy will be reviewed every three (3) years, or at an earlier interval if required. Council reserves the right to vary the terms and conditions of this policy to ensure it meets the requirements of all relevant legislation.~~

The Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	26/06/2014	10.06/14		Chief Financial Officer	Council
4	28/02/2013	7.02/13		Chief Financial Officer	Council
3	22/03/2012	6.03/12		Chief Financial Officer	Council
2	28/04/2011	6.04/11		Chief Financial Officer	Council
1	24/09/2009	35.09/09		Chief Financial Officer	Council

Glen Innes Severn Cemetery Committee

26 May 2022

Meeting Opened 5.02 pm

Present

Cr Troy Arandale (Chairperson), Graham Archibald (GISC Open Spaces), Jenny Thomas, Bob Thomas, Raelene Watson, Carlene Knight and Bob Davidson, Kimberley Wilkins (minutes)

Apologies

Tammy McLennan

Correspondence Out

Nil

Correspondence In

Letter (4 April 2022) from Glen Innes Severn Council confirming elected committee from AGM.

General Business

1. New Committee Nominations

Committee Nomination Forms were received from Bob Davidson and Carlene Knight.

MOTION: That the nominations for the 2022 Cemetery Trust Committee be accepted

MOVED: Raelene Watson **SECONDED:** Jenny Thomas **CARRIED**

2. Merging Committees

Cr Troy Arandale advised that the group that there was a suggestion put out at the AGM to investigate whether it was possible to merge some of the 355 community committees of Council. Currently, there are 46 committees on Council that Councillors are mandated to attend. The proposal to merge some of the committees is suggested to streamline discussion topics, workload of committee members, expenses, resources and timeframes for actions to be met.

It is proposed that a Councillor workshop scheduled for August will allow for further discussion and proposals as to which committees may merge together if Council agree with this proposal.

When more information comes to hand after August, it will be shared with the committees. For now, the status quo remains.

3. RSL Memorial Wall at Glen Innes Cemetery

Graham Archibald reported that the RSL sub-branch has approached Council to request an upgrade to the ANZAC Parklands and wall at the cemetery. The wall at the cemetery has weakened and needs replacement.

In consultation with Horder Family Funerals, the plaques which are currently on the wall will be removed and reinstated once the wall has been replaced.

Council and the Cemetery Committee may be approached by the RSL Sub branch for letters of support for eligible grant applications to assist with funding for this project.

Barry Thomas commented that we are in a unique position that our dawn ANZAC ceremonies take place at the cemetery and that this is a positive opportunity to capitalise on making this area a significantly respectful and special area for these important ceremonies. Graham Archibald advised that the cemetery committee will be included in the design and proposal of this once plans and funding has been secured.

Graham also confirmed that it will include the removal of the older pencil pines and some of the gum trees.

Funding Opportunities

Graham Archibald advised there are funding opportunities for grave restoration work. He asked the members to consider any headstone at any of the cemeteries in the Local Government Area they could recommend being a priority consideration for such funding.

Graham was also mindful to mention that consideration would be required to find and/or reach out to family descendants for their approval for the restoration work to be conducted.

War Graves Office is currently providing consultative assistance for the Dunbar headstone which is impacting on Trooper B V Brown's (War Veteran) headstone.

Cemetery Books

Front page of the cemetery book needs updating.

Given the bulky size and printing costs to print on paper, it is recommended that the Council provide the History House with electronic copies of the Cemetery records on USB format.

MOTION: That the Council will now provide cemetery records for sale in PDF format on a USB the History House for retail sale.

MOVED: Raelene Watson **SECONDED:** Jenny Thomas **CARRIED**

Signage at Cemetery

Signs for sections of the cemetery need replacement. Some are twisted and other are in the wrong place identifying the wrong sections.

RECOMMENDATION:

The Committee request for Council to replacing the signage for these areas at the Glen Innes Cemetery and investigate the design and construction of a site map at the entrance of the cemetery.

MOVED: Bob Thomas **SECONDED:** Raelene Watson **CARRIED**

The Apex Plaque also needs to be found and reinstated in a prominent place.

Graham Archibald advised that the parks team are aware of this request and have this action to be incorporated into their maintenance program. This sign is significant because the Apex Club advocated for the current lawn cemetery in the 1970s.

Equipment at Cemetery

Graham Archibald reported that grave shoring equipment has been quoted on and he is currently negotiating with suppliers for this equipment to meet the Glen Innes Cemetery needs. For context, a brief explanation of the requirement and importance of shoring ensued for the members.

Appreciation and Recognition

Mrs Marie Wharton – Graham Archibald wanted to acknowledge Mrs Marie Wharton who recently passed away. Mrs Wharton was an active member of the Cemetery Committee over many years and we pay our respect to her and her family during this sad time.

Mr Graham Wilson – Graham Archibald advised that Mr Graham Wilson (Council's Heritage Advisor) will be finishing in June from Heritage work at Council. The Committee acknowledged his significant contribution as Heritage Advisor for the Cemeteries in the Local Government Area. His work and research have proved invaluable for many projects and we thank and wish him all the very best.

Parks Team – Raelene Watson reported her thanks and appreciation from Therese Azzopardi for the work at Red Range cemetery on Mother's day. She commented that it was the best that the cemetery at Red Range has looked in a long time.

ACTION : Graham will pass on this feedback to the Parks Team and reported to the Committee that the cemeteries will be priorities for additional maintenance work around significant calendar days during expected high visitation times such as Christmas, Easter, Mother's Day and Father's Day.

Next Meeting **Thursday 18 August 2022**

Meeting Closed **6.04pm**

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
SRV PROGRAM	Budget:		\$160,000	\$341,933	\$341,933			
Local Sealed Road	Dumaresq Street Extension	Project complete.	\$160,000	\$341,933	\$341,933	100.00%		15/12/2021
GENERAL FUND PROJECT(GENERAL WORKS)	Budget:		\$280,000	\$280,000	\$280,000			
Quarry: New Building and Weighbridge		Works funded in this financial year are complete.	\$280,000	\$280,000	\$280,000	100.00%		30/07/2021
GENERAL FUND Project (OTHER GRANTS & CONTRIBUTIONS)	Budget:		\$2,549,929	\$6,925,438	\$6,063,043			
Netball Stadium	Full Amount of Grant \$5,500,000 with \$4,221,492 from Regional Sport Infrastructure Fund and \$1,278,508 from Australian Government - Building Better Regions Fund.	Construction commenced on 14 June 2021 and is scheduled to be completed July 2022.	\$1,889,254	\$6,264,763	\$5,425,483	85.60%	30/07/2022	
Bushfire Community Resilience and Economic Recovery Fund	BFR - Old Wyaliba Replanning	Draft Master Plan has been received. Draft Bushfire Management Plan has been provided to Wyaliba community for discussion. These documents have been received on a pro bono basis. This funding has now been extended to 30 June 2022 and additional funding will be used for other projects such as LEP review, bushfire mapping and DCP review in 2021/2022. Quarterly Budget Review submitted for overspend is currently being processed.	\$90,000	\$90,000	\$111,301	100.00%		1/04/2022
Bushfire Community Resilience and Economic Recovery Fund	Connectivity	Grant funding period has been extended into 2021/2022. A consultant has been engaged to develop a master plan for the airport precinct for adoption at or before the June Council meeting.	\$100,000	\$100,000	\$78,229	50.00%	30/6/2022	
SCC: Upgrade Mead Park	Fully Funded	Amenities completed. Leveling, top dressing and seeding of new playing fields is in progress. Works could not be completed due to wet weather and lack of available machinery. One field has not been completed and is to be funded from capital reserves.	\$470,675	\$470,675	\$448,030	100.00%		30/04/2022
SUB TOTAL 2019-2020			\$2,989,929	\$7,547,371	\$6,684,976			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT AND SECTION 94 CONTRIBUTIONS	Budget:		\$3,700,000	\$3,700,000	\$2,095,721			
Local Bridges - Bridge Renewal Program	5270 Shannonvale Road, Mann River Bridge	The tender has been awarded to Weir Built. Off site construction commenced in late March 2021, with on site construction commenced. Contractor completion dates continue to be extended due to wet weather preventing pier footing construction in the river bed.	\$1,400,000	\$1,400,000	\$342,094	25.00%	30/12/2022	
	Side Track and Bridge over Mann River at Wyalaliba	Bridge structure is complete. Construction of the road approaches is progressing using local contractors Taylor Civil and near complete. Seal was planned in conjunction with Pinkett Rd but weather has prevented completion at this time.	\$2,300,000	\$2,300,000	\$1,753,627	80.00%	30/07/2022	
GLEN INNES AGGREGATES SURPLUS PROJECTS	Budget:		\$40,000	\$40,000	\$40,000			
Kerb & Gutter Renewal		Project at Karinya complete.	\$40,000	\$40,000	\$40,000	100.00%		30/07/2021
SEWER FUND RENEWALS	Budget:		\$320,000	\$320,000	\$320,000			
Sewer Mains Renewal – Sewer Funds	Sewer Mains Renewal	Minor works ongoing.	\$320,000	\$320,000	\$320,000	100.00%		30/04/2022
WATER FUND RENEWALS	Budget:		\$161,000	\$161,000	\$161,000			
	Installation of Automated W/M Reading	Deepwater project completed.	\$161,000	\$161,000	\$161,000	100.00%		10/05/2022
WASTE RESERVE PROJECTS	Budget:		\$284,065	\$284,065	\$72,511			
LANDFILL Future Landfill Development		This project is part of the long term rehabilitation of the Landfill Site. Stage 1 is the stabilisation of the western bank on Blue Hills Road and has been completed. The works will continue into the 2022/2023 to complete drainage works on the eastern and southern boundaries of the landfill. Project will carry into Waste Remediation Provision. Purchase of additional property for Landfill proposed to be undertaken by June 2023. A revised valuation has been undertaken as requested from the Department of Lands and acquisition to purchase land has been lodged for purchase. Drainage lines being installed around site to reduce surface water ingress into quarry.	\$284,065	\$284,065	\$72,511	70.00%	30/06/2023	
PLANT & EQUIPMENT ACQUISITION	Budget:		\$138,700	\$138,700	\$105,936			
Heavy Plant Replacement Program	50hp Skid Steer Sales Yard	Completed.	\$88,700	\$88,700	\$88,330	100.00%		22/09/2021
	DCCS Replacement vehicle	Completed.	\$50,000	\$50,000	\$17,606	100.00%		3/09/2021

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
GENERAL FUND Project (GENERAL WORKS)	Budget:		\$690,000	\$683,381	\$567,966			
Finance: New Finance System and Implementation		Contract signed end of December 2020. Planning and Data Migration in progress. Go Live Stage 1 is expected in June 2022.	\$309,000	\$309,000	\$267,225	86.48%	16/12/2022	
Parks & Gardens - Solar Lighting Emmaville Caravan Park and Pool area		Five (5) lights along the street and a further three (3) installed within the Caravan Park. All works Completed. Quarterly Budget Review submitted in March for underspend.	\$36,000	\$26,000	\$21,362	100.00%		31/12/2021
Parks & Gardens - Picnic Shelter, seating and BBQ Emmaville Caravan Park		BBQs have arrived and a contractor will be engaged for the installation once the shelter is completed. Shelter and table have been installed. BBQ to be fully installed by the start of November 2021. All works Completed.	\$30,000	\$23,190	\$20,882	100.00%		31/12/2021
Parks & Gardens - Shelter, Tank and BBQ Emmaville Pool		BBQ to be installed and \$4,000 contribution has been invoiced to the Emmaville Swimming Club for the project. Shelter, tank and table have been installed.	\$15,000	\$21,810	\$20,305	100.00%		31/12/2021
Upgrade Signage		Audit on Tourism signage being completed in 2021/2022. New street banner and highway banners in development.	\$50,000	\$50,000	\$39,486	95.00%	30/06/2022	
Cemetery Upgrade		Disable toilet installed and roadworks completed.	\$200,000	\$200,000	\$145,326	100.00%		28/02/2022
Public Art Projects		Delivery Plan target of five (5) major Public Art projects by 30 June 2021 has been achieved. A public art project in Veness Park has been completed.	\$50,000	\$53,381	\$53,381	100.00%		31/01/2022
GENERAL FUND Project (OTHER GRANTS & CONTRIBUTIONS)	Budget:		\$855,000	\$843,573	\$915,828			
Drought Communities Grant	Grey Street Upgrade	Project complete. Budget was adjusted in March QBR.	\$175,000	\$166,716	\$166,716	100.00%		30/11/2021
Bald Nob Road	Fully Funded	Design review completed and alternate option for drain extensions deemed to be cost prohibitive. Review of environmental factors now finalised after significant delays due to covid restrictions. Pipes procured. Weather delayed commencement again during May with all works crews currently deployed to natural disaster recovery.	\$380,000	\$380,000	\$452,256	10.00%	30/10/2022	
Covid-19 Transport Grant (Local Roads and Community Infrastructure)	Poihills Road Rehabilitation as per Council resolution 35.09/20	Project complete.	\$300,000	\$296,857	\$296,857	100.00%		30/7/2021
SUB TOTAL 2020-2021			\$6,188,765	\$6,170,719	\$4,278,962			

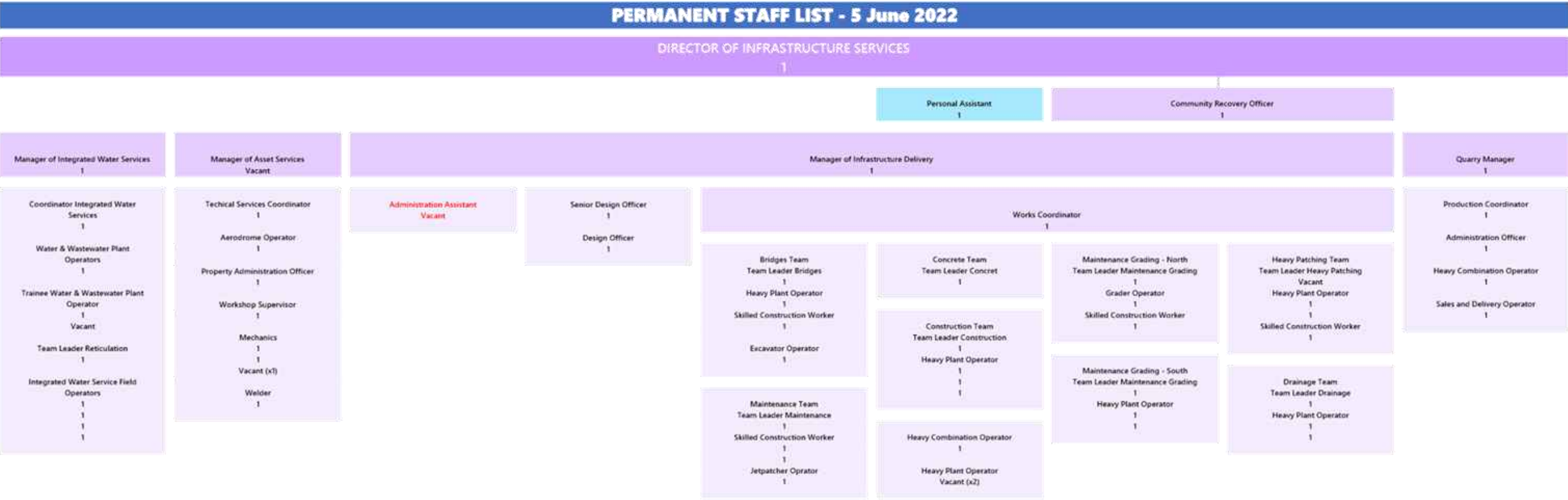
CAPITAL WORKS PROGRAM 2021/2022								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
ROADS TO RECOVERY (RTR)			\$285,622	\$899,274	\$233,604			
Unsealed Roads Re-sheeting	Rangers Valley Road	Project completed. A March QBR has been completed to divert unexpended budget to other projects.	\$285,622	\$233,604	\$233,604	100.00%		30/9/2021
	Illiparran Road	Project not yet commenced due to delay in Wattle Vale quarry opening. Transferred to LRCI grant program for completion in 22/23.	\$0	\$226,358	\$0	0.00%	30/09/2023	
	Jenkins Road	Project not yet commenced due to delay in Wattle Vale quarry opening. Transferred to LRCI grant program for completion in 22/23.	\$0	\$181,010	\$0	0.00%	30/09/2023	
	Ten Mile Road	Project not yet commenced due to delay in Wattle Vale quarry opening. Transferred to LRCI grant program for completion in 22/23.	\$0	\$258,302	\$0	0.00%	30/09/2023	
REGIONAL ROADS			\$620,000	\$620,000	\$245,292			
Regional Roads Block Grant	Emmaville Road segment 180	Design is complete. Project is commenced but works on hold as staff are attending to natural disaster recovery.	\$312,000	\$312,000	\$188,566	15.00%	30/09/2022	
Regional Road Bitumen Resealing Program		Emmaville Road segment 120 sealed. Costs incorrectly charged to segment 180 project will need to be journalled in.	\$100,000	\$100,000	\$1,067	100.00%		29/04/2022
Regional Roads REPAIR Program	Emmaville Road segment 180	This is the same physical project as above (i.e. seg 180).	\$138,000	\$138,000	\$0	15.00%	30/09/2022	
Traffic Facilities		Signage has been installed on Waterloo Bridge and corner on Waterloo Road. Guardrail renewal on Oliver Street and Rangers Valley Road has been completed.	\$70,000	\$70,000	\$55,659	80.00%	30/6/2022	
BRIDGE RENEWAL PROGRAM GRANT AND SECTION 94 CONTRIBUTIONS			\$2,395,000	\$2,391,179	\$140,360			
Local Bridges - Bridge Renewal Program	5310 Ten Mile Road, Rockadoole Creek	Project complete. Budget was reduced to match expenditure in the March QBR.	\$50,000	\$46,179	\$46,179	100.00%		15/12/2021
Fixing Country Bridges	5220 Mt Mitchell Road, Yarrow Creek Bridge	Design has been procured and is complete. Works are planned to be completed by Council's bridge team however significant delays in component supply and weather issues are being experienced.	\$945,000	\$945,000	\$46,807	5.00%	30/06/2023	
	5215 Mt Mitchell Road, Mann River	Design has been procured and is near complete. Works are planned to be completed by Council's bridge team however significant delays in component supply are being experienced.	\$1,400,000	\$1,400,000	\$47,374	5.00%	30/06/2023	
GLEN INNES AGGREGATES SURPLUS PROJECTS			\$300,000	\$302,293	\$230,468			
Quarry Development	Quarry Office Relocation	Project complete.	\$100,000	\$228,068	\$228,068	100.00%		31/05/2022
Quarry Development	Wattle Vale establishment	Quotations have been obtained for full service contract from a TfNSW approved contractor. The works authorisation deed has now been provided to Council for signing. Funds carried forward from 2020/2021 for this project will be used first.	\$200,000	\$74,225	\$2,400	0.00%	30/09/2022	
STORMWATER/DRAINAGE			\$145,000	\$145,000	\$25,420			
Renew Drainage – Drainage Charge Reserve	Stormwater Renewals - Glen Innes	Pipes replaced on Cherry Tree Rd. Works planned to be undertaken in Grafton Street have again been deferred due to staff being diverted to natural disaster repairs.	\$145,000	\$145,000	\$25,420	17.50%	30/09/2022	
SEWER FUND RENEWALS			\$546,972	\$554,472	\$103,360			
Sewer Mains Renewal – Sewer Funds	Sewer - Capital Renewal	The first round of manhole repairs has been completed by FITT resources. Inspections will be carried out on the Sewer Pump stations and assessed. Relining has been delayed due to COVID restrictions and 45% of current year program completed. The contractor is planned to return in August.	\$536,972	\$546,972	\$95,905	45.00%	30/09/2022	
	Sewer - New Mains (Private Works)	Minor work carried out. Budget adjustment request has been included in the March QBR.	\$8,000	\$5,000	\$2,886	25.00%	30/6/2022	
	Sewer - New Services (Private Works)	Minor work carried out. Budget adjustment request has been included in the March QBR.	\$2,000	\$2,500	\$4,569	90.00%	30/6/2022	
WATER FUND RENEWALS			\$1,360,000	\$1,433,532	\$774,994			

CAPITAL WORKS PROGRAM 2021/2022								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Water Mains Renewal	Water - Capital Renewal	Components have been purchased for the Oliver Street Main upgrade, however work has been delayed by wet weather. Water main upgrade works at the northern end of Church Street have been completed.	\$651,532	\$651,532	\$168,253	25.00%	30/09/2022	
	Water - Capital New assets	Project is anticipated to be completed under budget.	\$3,468	\$40,000	\$31,933	75.00%	30/06/2022	
	Water - New Services	Budget has been transferred in QBR process. Costs will be journalled and this number closed.	\$5,000	\$0	\$195	0.00%	30/06/2022	
	Water - New Water Reservoir Design	This budget has been removed with the March QBR and will be reassessed after the IWCM plan is complete.	\$100,000	\$0	\$0	0.00%		
	Truck Wash Upgrade	Effluent dosage testing completed. Procurement of dosing equipment underway.	\$0	\$142,000	\$5,676	4.00%	30/06/2023	
	Water - Automated Water Meter Reading	Project underway. Meter data is starting to be received. Approximately 500 automated water meters have been installed in Glen Innes.	\$600,000	\$600,000	\$568,938	25.00%	30/06/2022	
PLANT & EQUIPMENT ACQUISITION			\$644,814	\$698,687	\$591,412			
Heavy Plant Replacement Program	4 x 4 Light Rigid Truck	Plant Number - 1121, Trade Value - \$22,727, Purchase price - \$130,000 - Vehicle has been identified pending physical inspection. Staff shortages have delayed procurement phase.	\$107,273	\$107,273	\$0	0.00%	30/09/2022	
	Tag Trailer for New Skid Steer	Completed	\$30,000	\$18,091	\$18,091	100.00%		1/10/2021
	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$32,227	\$30,444	\$30,444	100.00%	30/09/2022	
	4 x 4 Crewcab with canopy	Completed	\$36,455	\$41,757	\$41,757	100.00%		30/05/2022
	Leaseback Category 2 Vehicle	Completed	\$43,227	\$46,082	\$46,081	100.00%		30/04/2022
	Leaseback Category 3 Vehicle	Budget removed in March QBR.	\$3,773	\$0	\$0	0.00%		
	Leaseback Category 1 Vehicle	Completed	\$22,682	\$16,605	\$16,605	100.00%		8/09/2021
	Leaseback Category 3 Vehicle	Plant Number - 1572, Trade Value - \$36,227, Purchase price - \$40,000 - Vehicle ordered. Delivery expected in September.	\$3,773	\$33,866	\$33,866	100.00%	30/09/2022	
	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$33,682	\$36,815	\$36,815	100.00%	30/09/2022	
	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$31,455	\$30,444	\$30,444	100.00%	30/09/2022	
	Water Treatment Plant Forklift	Completed.	\$20,000	\$11,000	\$11,000	100.00%		30/09/2021
	Stores Forklift	Completed.	\$20,000	\$26,000	\$26,000	100.00%		30/09/2021
	Leaseback Category 3 Vehicle	Budget removed in March QBR.	\$3,773	\$0	\$0	0.00%		
	4 x 4 Crewcab Chassis	Plant Number - 2508, Trade Value - \$7,046, Purchase price - \$41,000 - Procurement is underway. Vehicle has been ordered. Delivery expected in June.	\$33,954	\$36,986	\$36,986	100.00%	30/06/2022	
	4 x 4 Crewcab Chassis	Plant Number - 2510, Trade Value - \$6,364, Purchase price - \$41,000 - Procurement is underway. Delivery expected in June.	\$34,636	\$36,986	\$36,986	100.00%	30/06/2022	
	LCSS - Maintenance 4 x 4 Space Cab	Completed	\$33,634	\$39,632	\$39,632	100.00%		30/05/2022
	4 x 4 Crewcab Chassis	Plant Number - 2516, Trade Value - \$14,545, Purchase price - \$41,000 - Procurement is underway. Vehicle has been ordered. Delivery expected in June.	\$26,455	\$36,986	\$36,986	100.00%		30/06/2022
	Leaseback Category 3 Vehicle	Completed.	\$3,773	\$7,701	\$7,700	100.00%		30/09/2021
	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$17,773	\$30,444	\$30,444	90.00%	30/09/2022	
	4 x 4 Single C/C	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$27,455	\$37,314	\$37,314	90.00%	30/09/2022	
	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$30,455	\$36,815	\$36,815	90.00%	30/09/2022	
New Plant Program	New Electric Vehicle	Complete.	\$48,359	\$37,446	\$37,446	100.00%		30/11/2021

CAPITAL WORKS PROGRAM 2021/2022								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
GENERAL FUND PROJECT (GENERAL WORKS)			\$857,480	\$821,099	\$121,348			
Finance: Project Jigsaw Open Office Implementation		Planning and Data Migration in progress. Stage 1 Go Live is expected in June 2022 - Budget across two financial years.	\$476,825	\$476,825	\$0	55.00%	16/12/2022	
Governance: New Website Development		Project has commenced. EOI advertised, submissions checked, selection panel formed and informed, more research is underway. Research has been finalised and information to be prepared and submitted to Selection Panel to determine supplier. A mini Style Guide has been prepared as requested by all potential suppliers. Decision made to use external auditor prior to migration (this FY).	\$47,000	\$47,000	\$0	10.00%	30/06/2022 but will extend into 2022-2023 Financial Year.	
Library: Library Books		Expense has been moved to Operational expenditure in September QBR.	\$45,000					
Library: Ergonomics Computer Chairs		Chairs have been purchased and received.	\$2,892	\$2,892	\$2,943	100.00%		15/12/2021
LCSS: Outdoor Table and Chairs		Setting was picked up by staff on 1 March 2022. Invoice still to be paid.	\$2,000	\$2,000	\$2,017	100.00%		31/03/2022
LCSS: Air conditioner Units x 2		Installation completed and accounts paid, savings adjusted in December QBR.	\$5,000	\$5,000	\$4,379	100.00%		17/12/2021
LCSS: Skillion Carport		Staff have discussing purchase with supplier, purchase will be made in June, however there is a three month wait on delivery and then building will need erected.	\$12,763	\$12,763	\$11,603	15.00%	30/11/2022	
Executive Chairs x 17		Chairs have been received, invoice paid, savings to be adjusted in December QBR.	\$10,000	\$10,000	\$7,984	100.00%		3/12/2021
Glen Innes Swim Centre Upgrade		Design being constructed for new covered seating to be installed by 30/07/2022. Minor delays due to availability of materials. Site construction to commence 30/06/2022.	\$76,000	\$84,619	\$76,896	0.00%	31/07/2022	
CBD Roundabout Landscaping		Preliminary design work underway.	\$60,000	\$60,000	\$10,897	0.00%	30/06/2022	
Upgrade Signage		Minor work carried out.	\$30,000	\$30,000	\$1,100	0.00%	30/06/2022	
Upgrade Electricity Dumaresq Street Industrial Estate		Design being completed, roadworks completed.	\$85,000	\$85,000	\$3,529	0.00%	30/06/2022	
Community Notice Board - Glencoe		Project completed.	\$5,000	\$5,000	\$0	100.00%		16/06/2022
GENERAL FUND PROJECT (INFRASTRUCTURE PROJECTS)			\$1,768,639	\$1,664,359	\$433,628			
Heavy Patching Program		Works completed on Maybole Road, Red Range Road, Rangers Valley Road. Works commenced on Blue Hills Road however staff have been diverted to flood recovery.	\$993,639	\$993,639	\$311,699	30.00%	30/09/2022	
Roads of Strategic Importance Council Contribution	Bald Nob Upgrade Stage 2	Design has been procured externally. Survey is being undertaken by internal staff and commenced during May.	\$560,000	\$560,000	\$24,177	0.00%	30/06/2024	
New Cycleways/Shared Path		Project has been removed via September QBR.	\$50,000	\$0	\$0	0.00%		
Kerb & Gutter Renewal		Works completed in Grey Street near Karinya.	\$40,000	\$31,755	\$31,755	100.00%		19/08/2021
Causeway Renewal		Works completed on renewal of causeway at Confectioners Creek on Shaws Road.	\$100,000	\$53,965	\$53,965	100.00%		30/03/2022
Footpath Renewal		Works scoped for upgrades associated with requests from Access Committee. Works planned to be completed by June 30 using external contractors.	\$25,000	\$25,000	\$12,033	0.00%	30/06/2022	
GENERAL FUND PROJECT (OTHER GRANTS & CONTRIBUTIONS)			\$7,947,778	\$6,847,778	\$1,359,618			
Safer Roads Grant	Bald Nob Segment 20	Project commenced with prior year budget to be used first.	\$586,500	\$586,500	\$398,515	0.00%	30/06/2022	

CAPITAL WORKS PROGRAM 2021/2022								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Roads of Strategic Importance	Bald Nob Upgrade Seg 25	This budget has been removed in the March QBR and the project included in the 2022/2023 draft Operational Plan and Budget.	\$1,240,000	\$0	\$24,177	0.00%	30/06/2023	
Roads of Strategic Importance	Bald Nob Upgrade Seg 30	This budget has been removed in the March QBR and the project included in the 2022/2023 draft Operational Plan and Budget.	\$1,240,000	\$0	\$0	0.00%	30/06/2023	
Local Roads and Community Infrastructure Grant	Mt Slow Gravel Resheeting	Minor works commenced. Project deferred due to natural disaster recovery.	\$296,000	\$296,000	\$1,565	0.00%	30/09/2022	
Local Roads and Community Infrastructure Grant	3km Donnelly's Resheet	Project will be delivered by local contractor under Tender T20-7.	\$136,000	\$136,000	\$0	0.00%	30/09/2022	
Local Roads and Community Infrastructure Grant	Kangaroo Flat and Swamp Oak Roads	Project complete. Pending invoicing.	\$440,000	\$440,000	\$142,375	100.00%		15/04/2022
Fixing Local Roads	Lang Street/Furacabad Road	Drainage works completed. The pavement renewal project is planned to be delivered under a full service Local Government Procurement contract. Delays in delivery have been caused by wet weather and lack of road base material.	\$990,000	\$990,000	\$97,443	10.00%	30/09/2022	
Fixing Local Roads	Round 2 New Bitumen Seals	Sealing of Maybole Road, Yarraford Roads and Mt Mitchell Road completed. West Furacabad Road completed first 2.5km. Preparation underway for Pinkett Rd.	\$3,019,278	\$3,019,278	\$693,008	22.00%	30/10/2022	
Fixing Local Roads	Gulf Road	Minor works commenced. Project planned to complete Otta seal section by September 2022.		\$1,380,000	\$2,536	0.18%	31/10/2022	
LRCI Phase 3			\$593,146	\$1,625,000	\$661,064			
Unsealed Roads Re-sheeting	Illparran Road	Project not yet commenced. Planned to source material from Wattle Vale quarry in June.	\$132,992	\$132,992	\$0	0.00%	30/06/2023	
Unsealed Roads Re-sheeting	Jenkins Road	Project not yet commenced. Planned to source material from Wattle Vale quarry in June.	\$75,154	\$75,154	\$0	0.00%	30/06/2023	
Unsealed Roads Re-sheeting	Ten Mile Road	Project not yet commenced. Gravel and contractor resources need to be reviewed as the year progresses with a view to deferring project.	\$385,000	\$385,000	\$0	0.00%	30/06/2023	
Warwick Twigg Stadium	Construction of Carpark	0	\$0	\$500,000	\$0	0.00%	30/06/2023	
Local Roads and Community Infrastructure Grant Phase 3		Costs to be journalled out to Roads to Recovery Projects and remaining budget carried forward as WIP into 2022/2023. Jnl done in June.	\$0	\$431,854	\$661,064	153.08%	30/12/2022	
SUB TOTAL 2021-2022			\$17,464,451	\$17,902,673	\$4,920,568			

CAPITAL WORKS PROGRAM REVOTES								
PROJECT	WORKS	STATUS AS AT 31 May 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
SRV PROGRAM			\$573,546	\$573,546	\$500,154	87.20%		
Intersection Upgrade	Wattle Vale Quarry	The contractor was engaged to construct the original intersection design subject to final approval by TINSW. Approval has now been obtained with some minor changes. The contractor is reviewing the proposal in light of these changes and also preparing project planning documents. The contractor is experiencing delays due to industry workload and staff shortage.	\$573,546	\$573,546	\$500,154	5.00%	30/09/2022	
ROADS TO RECOVERY (RTR)			\$444,063	\$464,063	\$74,003	15.95%		
Unsealed Roads Re-sheeting	Shannon Vale Road	Works have commenced in May however weather continues to cause delays. Project is planned to be complete in June subject to weather.	\$444,063	\$464,063	\$74,003	15.00%	30/06/2022	
FIXING COUNTRY BRIDGES			\$281,017	\$281,017	\$225,692	151.33%		
Fixing Country Bridges	5170 - Furracabad	Council has entered into an MOU with Inverell and Armidale for joint delivery. Design has been procured, with review of environmental factors now completed. Fisheries permit to be obtained. A second tender for bridge components closed on 26 May.	\$199,142	\$149,142	\$119,501	80.00%	30/06/2023	
	Wentworth St - Rocky Ponds	Council has entered into an MOU with Inverell and Armidale for joint delivery. Design has been procured, with review of environmental factors now completed. Fisheries permit to be obtained. A second tender for bridge components closed on 26 May.	\$81,875	\$131,875	\$106,191	80.00%	30/06/2023	
SUB TOTAL 2021-2022			\$1,298,626	\$1,318,626	\$799,849			





Glen Innes Severn Council Position Description

Position Title:	Administration Assistant Infrastructure Delivery		
Position Number	EN15		
Directorate	Infrastructure Services		
Department	Infrastructure Delivery		
Section	N/A		
Location	Administration Office, Church Street, Glen Innes.		
Reports To	Manager of Infrastructure Delivery		
Award Classification	Band	Administrative/Technical/Trades	Level 1
Salary System Grade	8		
Status	Permanent Full-time (35 hours per week)		
Salary Range (pw)	\$1,097.60 to \$1,153.10 (plus performance bonuses after step 2)		
Prepared By	Helen Stapleton, Human Resources Officer (Payroll) Keith Appleby, Director of Infrastructure Services		
Date	3 June 2022		
Approved By	Keith Appleby, Director of Infrastructure Services		
Date	3 June 2022		
Other Conditions and Benefits	Monthly Rostered Day Off (RDO)		
Child-Related Employment	This position does not involve child-relation employment as defined in the <i>Commission for Children and Young People Act 1998</i> .		
Council Codes and Rules	The employee who occupies this job must be knowledgeable about Council's Code of Conduct and other policies and organisation rules that affect his or her employment. It is a requirement of the job that these codes, policies and rules are followed.		
Work Health and Safety	The employee who occupies this job must be knowledgeable about Council's safety policy and procedures as described in the organisation's Work Health and Safety (WHS) Management Plan. He or she must comply with relevant WHS policies and procedures and act in a manner that ensures the health and safety of all persons in the workplace.		



Position Description: Administration Assistant Infrastructure Delivery

OUR VISION

- ✧ Glen Innes Severn will have a vibrant, confident and inclusive community supported by a sustainable and prosperous economy underpinned by a well-maintained road network.

OUR SLOGAN

- ✧ Embracing Change, Building on History.

OUR MISSION STATEMENT

- ✧ To be a 'can do' Council, that is, a Council that is proactive and prioritises affordable and relevant service delivery for its community.

OUR VALUES

- ✧ Respect
- ✧ Integrity
- ✧ Courage
- ✧ Honesty
- ✧ Transparency

OUR STRATEGIC PRIORITIES

- ✧ **Community services** - Create a growing community with optimal access to community services and facilities.
- ✧ **Economic development** - Facilitate a growing local economy by continuing to support an attractive business climate.
- ✧ **Infrastructure management** - As a priority, provide adequate infrastructure and facilities for the existing and future population.
- ✧ **Environment and heritage** - Manage the natural values of our local area and conserve our heritage to ensure that it is enjoyed by the community, visitors and future generations.
- ✧ **Council sustainability, transparency and communication** - Continue to be a sustainable and independent council, and foster transparency through clear communication with both internal and external customers.

APPROVAL

Approved by:

Date:

Position Description: Administration Assistant Infrastructure Delivery

JOB SUMMARY

Provides administrative support and services to the Manager of Infrastructure Delivery (MID) and Works Coordinator, by performing the following duties.

DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities include the following:

The duties and responsibilities listed here are considered essential to achieving the primary objectives of this job. Other duties consistent with the functions and role of the position may be assigned.

- ✧ Works as a team member to ensure cooperation and the provision of informed, coordinated and high quality services to internal and external customers.
- ✧ Maintains an awareness of legislation, policies and procedures relevant to area of responsibility and ensures that all work complies with such requirements.
- ✧ Answers and screens incoming customer enquiries, responding independently where possible or recording and referring enquiries to staff with the required knowledge / expertise.
- ✧ Maintains and develops a workflow system capturing and tracking all Infrastructure Services maintenance requests.
- ✧ Monitors and records maintenance requests and reports submitted via a public reporting portal.
- ✧ Assists the Manager of Infrastructure Delivery and Works Coordinator to prioritise customer service requests and maintenance activities.
- ✧ Performs administrative functions associated with Private Works quotations and projects coordinated by the Manager of Infrastructure Delivery and Works Coordinator.
- ✧ Promotes the image of the Council in a positive manner and actively works to promote good public relations.
- ✧ Ensures the provision of a high level of customer service, including providing timely feedback to customers, ensuring that the “loop is closed” and that excellence in customer service is achieved.
- ✧ Provides grant / funding administration support to the Manager of Infrastructure Delivery.
- ✧ Manages schedules and calendars as requested, by arranging appointments and meetings for the Manager of Infrastructure Delivery to ensure that business commitments are accurately and efficiently organised.
- ✧ Prepares draft correspondence in response to incoming letters of action, for signature by the Manager of Infrastructure Delivery.
- ✧ Organises and coordinates resident communications for works schedules infrastructure projects as required by the Manager of Infrastructure Delivery.
- ✧ Prepares social media posts and website publications for the Infrastructure Delivery section and responds appropriately to members of the public via social media in line with Council protocols.
- ✧ Provides secretarial support for the Roads Consultative Committee including the preparation of meeting agendas and minutes, using a high standard of business writing to accurately reproduce meaning and content.
- ✧ Prepares order requisitions for the approval of the Manager of Infrastructure Delivery and Works Coordinator.
- ✧ Coordinates travel and accommodation for Infrastructure Delivery staff attending training and conferences.
- ✧ Researches, develops and implements work systems, procedures and processes relevant to the role and responsibilities of Administration Officer Infrastructure Delivery.
- ✧ Ensures that information and records are maintained and stored in accordance with relevant policies and procedures, in consultation with Council’s Records Supervisor.
- ✧ Ensures that strict confidentiality is maintained, and privacy principles are adhered to in regard to confidential meeting business and other confidential or private business dealings.
- ✧ Operates a variety of office equipment, including personal computers, photocopiers, and telephone systems.
- ✧ Participates in training as required.
- ✧ Performs routine clerical tasks such as data entry, filing and mail processing.
- ✧ Assists with front counter reception duties to relieve other staff during absences.
- ✧ Performs any other assigned duty consistent with the responsibilities of the position and within the limits of the skills, competence and training of the employee.

Position Description: Administration Assistant Infrastructure Delivery

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

FINANCIAL AUTHORITY

This position has no financial authority.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear in a work environment with generally low levels of background noise, and use hands and arms to operate keyboards and other office equipment. He or she must occasionally lift and move objects of up to 15 kilograms in weight, using safe lifting techniques.

Specific vision abilities required by this job include close vision for reading, writing and computer operation; plus distance vision, peripheral vision and depth perception necessary for the safe operation of a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. There are no other unusual work environment characteristics associated with this job.

EDUCATION, SKILLS AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Certificate / Diploma of Business Administration or the equivalent, with one to two years related experience; or the equivalent combination of education, experience and / or training.

Language Skills

Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write routine reports and business correspondence. Ability to effectively present information and respond to questions from managers, customers and the general public.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts involving discounts, interest, proportions and percentages. Ability to draw and interpret graphs and tables. Ability to design and apply basic spreadsheet formulae.

Position Description: Administration Assistant Infrastructure Delivery

Reasoning Ability		
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardisation exists. Ability to interpret a variety of instructions furnished in written, oral or schedule form. Ability to define problems, collect data, establish facts and draw valid conclusions.		
Computer Skills		
Ability to use word processing software, Excel spread sheets, desktop publishing software, presentation software, Internet browsers and email.		
Certificates, Licences and Registrations		
✧ Class C driver's licence (Car Licence)		
Other Skills and Abilities		
Not applicable.		
SALARY PROGRESSION SKILL STEPS		
✧ Skill 1.1	RIISTD302D	Process data and maintain accurate records
✧ Skill 1.2	AF25002	File and retrieve documents from records system
✧ Skill 1.3	CAU1133B	Send and retrieve information using web browsers and email
✧ Skill 1.4	CHCADMIN302D	Provide administrative support
✧ Skill 2.1	PSPPCM001	Carry out basic procurement
✧ Skill 2.2	AF25007	Collect and process information in response to a request
✧ Skill 2.3	AF25008	Maintain information records system to ensure integrity of system
SELECTION CRITERIA		
<i>Applicants should carefully address all criteria in their applications. To be recommended for appointment, applicants must demonstrate that they meet the essential criteria, including the Common Selection Criteria.</i>		
Essential Criteria		
<ul style="list-style-type: none"> ✧ Demonstrated experience and ability in the provision of quality administrative services in a multi-disciplinary business environment ✧ Superior organisational skills, with the ability to effectively plan and coordinate activities and tasks involving multiple resources and stakeholders ✧ Highly effective interpersonal / oral communication skills and effective business writing skills ✧ Proven ability to deal appropriately with sensitive and / or confidential information and apply relevant privacy principles ✧ Advanced computer skills in word processing, Excel spread sheets, Internet and email 		
Desirable Criteria		
<ul style="list-style-type: none"> ✧ Certificate / Diploma of Business Administration, Secretarial Studies or the equivalent experience ✧ Knowledge of local government accounting software and / or records management software ✧ Knowledge of geographical information systems ✧ Experience with the preparation / administration of grant or funding applications 		

Position Description: Administration Assistant Infrastructure Delivery

ACKNOWLEDGEMENT		
<p>This position description has been designed to indicate the general nature and level of work performed by employees within this classification. This is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.</p>		
<p>_____</p> <p>Employee Name</p>	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Supervisor Name</p>	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>

Minutes of Roads Consultative Committee Meeting
19 May 2022

PRESENT: Andrew Hancock (Chair), Rob Banham, Troy Arandale, Brian Winter, James Gresham, Maurice Velcich, Jeff Smith, Daniel McAlary, Keith Appleby (Director of Infrastructure Services), Jacob Davis (Acting Manager of Infrastructure Delivery), Cameron 'Mac' MacLachlan (Technical Services Coordinator), Dennis McIntyre (Manager Governance, Risk and Corporate Planning) (Departed 11.40am) and Jai Brummell (Minutes).

1. OPEN AND WELCOME:

Andrew Hancock (Chair) opened the meeting at 10.00am.

2. APOLOGIES:

Tim Alt, Tom Faithfull, Michael Norton.

3. MINUTES OF THE PREVIOUS MEETING:

As per Item 3.4 of the Manual for Community Committees of Council, the minutes of the ordinary meeting held on 17 February 2022 were deemed endorsed by consensus of the Committee as no requests for amendment were received within the specified five (5) days of distribution.

4. BUSINESS ARISING:

4.1 Jacob to investigate options for Golf Links Road failed section and communicate any urgent works to the public.

Jacob noted that he has been chasing proposals from several contractors and few proposals have been received.

Planning is underway for the rehabilitation of this section of road, and it is anticipated that works will commence by the end of June 2022.

Keith noted that material is the biggest challenge.

Action:

Jacob Davis to continue to investigate options for Golf Links Road failed section and communicate any urgent works to the public.

4.2 Jacob to review quality control of maintenance grading activities.

Completed. Jacob explained the information that is captured and assessed as part of this quality control process.

Action:

Nil

.....
Chairperson

.....
Date

Page 1

Minutes of Roads Consultative Committee Meeting
19 May 2022

- 4.3 Jai to prepare a draft media release about the bus zone outside Coles on Grey Street, and forward to Council's Media and Communications Officer for sharing.**

Completed 21 February 2022.

Action:

Nil

- 4.4 Keith to assess grids on Linwood Road and follow up regarding maintenance.**

Complete. Council will undertake private works for Northern Tablelands Local Land Services (LLS) to repair these grids.

Action:

Nil

- 4.5 Keith to distribute sealed road rehabilitation plans to the committee via email, prior to feedback to the Draft Operational Plan closing.**

To be addressed in General Business Item 11.4.

Action:

Nil

- 4.6 Keith to write a letter of response to Mr Michell advising plans for future upgrade works on Bourke Street and Hunter Street.**

Complete. Letter sent on 2 March 2022.

Action:

Nil

5. CORRESPONDENCE

5.1 Correspondence

Jai tabled a correspondence report for the period 16 February and 18 May 2022. As there was a substantial number of correspondence items, it was not read aloud, and members were directed to refer to the correspondence report that will be circulated with the minutes.

RCC Correspondence Report - Included as **Annexure A** to these minutes.

.....
Chairperson

.....
Date

Page 2

Minutes of Roads Consultative Committee Meeting
19 May 2022

Jai asked that the Committee notes one (1) item of correspondence in particular;

- A letter from the Pinkett Ratepayers Association dated 31 March 2022 and a response from Council's Director of Infrastructure Services dated 29 April 2022.

Keith reported that Council had already attended to most items requested in the letter.

Andrew advised that the breakout on 'Hall Hill' on Pinkett Road and the flood warning sign system for the Mann River Bridge on Pinkett Road are outstanding matters.

With respect to the Mann River Bridge Keith advised the council was purchasing automatic warning system at an estimated \$25,000 installed. Andrew informed the committee that a warning sign system was needed as a preventative to vehicles driving into floodwaters and being washed downriver which had happened at this location.

Action:

Keith Appleby to continue to pursue flood warning arrangements for the Mann River Bridge on Pinkett Road.

STANDING ITEMS

6 Maintenance Program Update

Jacob provided a maintenance program update to the Committee and the following key points were noted;

- Most teams are on flood recovery projects, particularly on unsealed roads in the east of the network.
- Groundwater springs are abundant and a major problem especially for property owners for carting livestock. Engineering repair and containment is very time consuming and expensive because they need to be boxed out deeply and so require a lot of material and specialised plant.
- TfNSW has recently visited to assess our flood work and associated claims to date, and they are happy with the types of projects we're claiming.
- The Heavy Patching team have been detained with flood work so scheduled heavy patching has stalled.
- Works teams are doing weekend work to catch up.
- All available local Contractors being utilised.
- A contractor will undertake flood work on Square Range Road and Yarrowlee Road next week.

.....
Chairperson

.....
Date

Page 3

Minutes of Roads Consultative Committee Meeting

19 May 2022

- In many places potholes are too deep for the jet patcher to repair without first being manually filled and compacted by the maintenance crews.
- Additional Street Sweeping is being undertaken to remove the autumn leaf fall.

Action:

Nil

7 Construction Program Update

Jacob provided a construction program update to the Committee and the following key points are noted;

- The Construction Team has commenced the final trim on Pinkett Road in preparation for sealing, which is booked for 1 June 2022. They will then move to the Emmaville Road rehabilitation project.
- Council has been awarded disaster recovery funding for the Stirrup Iron Creek Causeway upgrade at Wyaliba (\$50k value).
- Resheeting is underway on Shannon Vale Road by contractors Taylors and will include re-sheeting of part of adjacent Skeleton Creek Road also.
- The Wyaliba Bridge approaches are due to be completed soon, with sealing scheduled for 1 June 2022.
- Reseals were recently completed on Waterloo Road, Red Range Road, Rangers Valley Road, Dumaresq Street, and Emmaville Road.
- Guardrails were replaced recently on Rangers Valley Road and Oliver Street.

Action:

Nil

8 Changes to Plant and Equipment

Keith provided an update of the plant and fleet program. Keith reported;

- Council's aim of timely replacement of the Light Vehicle Fleet but this aim was being frustrated by delayed delivery of replacement vehicles, which experience is common across the country.

Action:

Nil

9 Event Road Closures

Nil

Action:

Nil

.....
Chairperson

.....
Date

Page 4

Minutes of Roads Consultative Committee Meeting
19 May 2022

10 Member Suggestions for Improved Practices

Trees and Vegetation Impeding Vision on Roads (Daniel McAlary)

Daniel requested, that Council develop firm policy to ensure clear and unobstructed vision by the drivers of vehicular traffic on its roads.

The main problem is vegetation obstructing or impeding the driver's view of the road(s).

Daniel said that in respect of the vegetation on Council roads the council may have potential liability if it knew the vegetation may pose a risk to road users. But vegetation on private land such as trees near corners and tree lanes adjacent to bends in roads the private owner may have liability.

Daniel noted that these are matters of Public Safety and queried whether Council has policies with respect thereto.

Keith advised this is assessed on a case by case basis whether it's identified by staff or a member of the public requests an assessment. Keith stated that if a safety issue is apparent, and budget is available, we have an obligation to fix it. If vegetation is on private property, Council can contact the owner to request it be removed or trimmed.

Dennis advised the meeting that if the risk is identified as significant, and there is unused budget available in other areas of Council, it can be used to address the risk. This is assessed on a case by case basis.

James stated that the garden beds in the CBD could be a problem. Keith advised this was highlighted recently by our Senior Design Officer and a request was passed to Council's Open Spaces Department.

Daniel suggested that Council draw this issue to the attention of the community at large, perhaps by a notice with rates instalments notices, or otherwise raising awareness through some publicity at various times throughout the year.

Jeff noted that this issue is raised regularly in the Pinkett community. Jeff also suggested that Council need to consider engaging more contractors to address roadside vegetation that is causing sight issues and drainage issues.

James suggested reaching out to local landholders to address issues in their own area.

Jacob advised that we have some approved contractors ready to go for roadside spraying and he intends to engage these contractors to work ahead of the grading teams.

Dennis noted that within the risk policies, staff are encouraged to report any safety issues they encounter when driving the road network.

Adequacy of Temporary and Permanent Road Signs (Daniel McAlary)

.....
Chairperson

.....
Date

Page 5

Minutes of Roads Consultative Committee Meeting 19 May 2022

Daniel queried the adequacy of both temporary and some permanent signs. The temporary signs on the West Furracabad Road have been installed askew and tilted almost lying on the ground.

Daniel questioned the clarity of some permanent signs owing to fading and the size of the printing on some signs erected by Council. Signs should be clear and unambiguous to the driver, observer and public.

Poor signage can create doubt in the minds of the observers and so expose Council to legal liability.

This feedback was taken on board and Keith noted that the issues with the temporary signs are likely due to the current workload and lack of capacity of staff to regularly check the positions of temporary Traffic Control Plans at unmanned worksites.

James noted that the temporary signs at bog hole locations are only sandbagged, and cattle are knocking them over and suggested a star picket for areas with cattle on the road.

Jacob noted that the signs are an attempt to slow vehicles down and are usually in place for a short period until emergency works can be done.

West Furracabad Road – Works Required Prior to Sealing (Brian Winter)

Brian tabled a report that highlighted some of the key items to be addressed prior to finalising the seal on West Furracabad Road and also noted his appreciation for works undertaken in recent times.

Brian Winter - Report – West Furracabad Road - Included as **Annexure B** to these minutes.

Action:

Jai Brummell to add the Maintenance Works & Enquiries Register an action to investigate a lane of trees that obscure vision at a bend in the road, planted between the property entrance and the cattle yards at 560 West Furracabad Road.

Moved Member D McAlary Seconded Member J Gresham

That the Roads Consultative Committee recommends to Council that they undertake publicity activities to:

- 1. Raise awareness for landowners to be mindful of vegetation on their private land that obstructs vision on public roads:***

.....
Chairperson

.....
Date

Page 6

Minutes of Roads Consultative Committee Meeting
19 May 2022

- 2. *Make the community aware of the avenues available to them to report vegetation affecting safety on Council roads.***

RESOLVED MOTION CARRIED UNANIMOUSLY.

11 GENERAL BUSINESS

11.1 Review of Committee Terms of Reference Document

Jai circulated copies of the Draft Review of the Terms of Reference document to the committee for comment.

A number of suggestions were made, and Jai made the updates directly into the document.

It was noted that Andrew Hancock has assumed the position of Chairperson of the Roads Consultative Committee, as elected at the 2022 AGM.

Action:

Nil

Moved Member Velcich Seconded Member J Smith

That the Roads Consultative Committee recommends to Council that they adopt the revised Terms of Reference of the Roads Consultative Committee as tabled at the 19 May 2022 meeting.

RESOLVED MOTION CARRIED UNANIMOUSLY.

11.2 Code of Conduct Presentation (Dennis McIntyre)

Dennis referred to the following tabled documents;

- Office of Local Government's Model Code of Conduct 'At a Glance' Guide for Council Committee Members and Delegates.
- Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

Each member was given a copy of each of these documents.

Dennis introduced himself and advised that this committee is bound by Council's Code of Conduct as our Terms of Reference specify this.

Dennis referred to the documents, noting key areas specific to committee members including the following as summarised in the 'At a Glance' guide;

- General Conduct
- Submitting Returns of Interest
- Conflicts of Interest
- Gifts and Benefits
- Use of Council Information and Resources

.....
Chairperson

.....
Date

Page 7

Minutes of Roads Consultative Committee Meeting 19 May 2022

- Making Code of Conduct Complaints

Daniel added some further clarity and context around Conflicts of Interest and Conflicts of Duty. Dennis concurred that if we are mindful of our duties, we are likely to abide by the Code of Conduct.

Upon conclusion of this presentation, Dennis departed the meeting (11.40am).

Action:

Nil

11.3 Flood Repairs Update (Jacob Davis)

Jacob noted the issues with Transport for NSW (TfNSW) contact officers and the transience of officers assigned to assist us with our Natural Disaster claims.

Jacob opened the Recover program that is being used to report on and claim flood damage under the State Government's Natural Disaster funding arrangements.

Jacob worked through images and reports on the emergency flood damage that we have been working on, and many that we are yet to complete.

Jacob provided a comprehensive explanation of the flood damage assessment, reporting and claim process. The committee thanked Jacob for all of his hard work and asked that this appreciation be extended to the works teams.

There was a request for increased media on this issue from Rob.

Action:

Keith Appleby to liaise with Council's Media and Communications Officer (MCO) to manage public perceptions around the current state of the road network and inform the community of the progress made.

11.4 Sealed Roads Forward Works Program (Cameron 'Mac' MacLachlan)

Jai circulated copies of the Heavy Patching List for 2022.

Mac introduced himself and noted his position within the Department of Infrastructure Services.

Mac provided asset management information and explained the processes followed to determine the Infrastructure Backlog Management Plan, via a PowerPoint presentation to the committee.

Jeff asked how we are going to get extra resources on the ground to utilise the funding we now have to deliver results and upgrade the sealed road network.

Keith advised that owing to the current extended and extremely widespread wet weather, most councils in the state had far beyond normal road damage.

The result is the demand for full-service road contractors far exceeds supply. Accordingly, contractors had significantly increased their prices. Keith opined

.....
Chairperson

.....
Date

Page 8

Minutes of Roads Consultative Committee Meeting
19 May 2022

the council should be cautious about engaging contractors to carry out outstanding non urgent work in this volatile market as this meant much less 'bang for buck'.

Keith explained the Heavy Patching and Reseal process in comparison to the full in-situ Stabilisation and Rehabilitation process.

Jeff noted that in his opinion, the general consensus in the community is that we have the money, as they are made aware of this via media channels, but the roads are not being fixed. Jeff suggested that this is somewhat due to us not being able to get the bodies on the ground to get the work done.

Rob and James noted that awareness and promotion are lacking for the good work being done, and perhaps the people in town are not aware of the work being done in the regions.

Action:

Nil

Troy declared a Significant Pecuniary Conflict of Interest regarding Item 11.5 "Bridges Renewal Program Update". Troy has a direct pecuniary interest in this report as his father is the main contractor for Weir Built Group who has been and is tendering for this work. Troy left the room at 12.35pm and returned at 12.49pm upon the conclusion of Item 11.5.

11.5 Bridges Renewal Program Update (Keith Appleby)

Keith provided an update on this program and listed the bridges funded, which include;

- Shannon Vale over Mann – Keith visited the site yesterday with the contractor and this project will soon be back on track with some challenges remaining as a result of water levels.
- The Supply of Precast Concrete Bridge Components tender closes on 26 May 2022 and Keith is confident with how Weir Built is progressing and is confident they will be able to deliver on this tender.
- Looking at building capability in-house through upskilling Council's internal bridge team to deliver these projects.
- We have called for quotes for consulting engineers to assist with these projects.
- It is near impossible to procure a bridge contractor and councils that have gone out to tender have found that prices have increased by approximately 40%. The government needs to extend these project deadlines to negate the urgency and prevent this demand and lack of supply.
- Council supports Weir Built as a local contractor and Keith noted that the business is capable and competitive in the market.
- All bridges have designs ready to go as soon as the season permits.

Action:

.....
Chairperson

.....
Date

Page 9

Minutes of Roads Consultative Committee Meeting
19 May 2022

Nil

11.6 Otta Seals Update (Keith Appleby)

Keith advised that the finalisation of the otta seals will hopefully see a real lift in community perceptions. This work is scheduled for July & August 2022.

Brian asked that any drainage issues and road damage on West Furracabad Road be attended to prior to the otta seal being done. Jacob noted that these issues have been captured in the Recover Program and will be addressed prior to sealing.

Keith summarised the issues on Coronation Avenue and the decisions to reseal as opposed to rehabilitating, including the water and sewer assets being only six (6) inches below the seal in some locations, making stabilisation and rehabilitation unachievable.

The importance of getting the message of the work being done into the community was reiterated and it was suggested that community representatives on the committee could do even more to get the important information from this committee into all corners of the community.

Action:

Nil

11.7 Heavy Patching and Reseals Update (Keith Appleby)

Keith referred to the Heavy Patching forward works program which was distributed to the committee and provided commentary.

Action:

Nil

11.8 Proposed repeal of Property Access - Vehicle Crossings Policy and proposed new Vehicle Crossings and Nature Strip Policy (Jacob Davis)

Jacob referred to the tabled Draft - *Vehicle Crossings and Nature Strip Policy*.

Jacob advised the committee that the new *Vehicle Crossings and Nature Strip Policy* has been updated to incorporate a nature strip maintenance section. This section outlines the responsibilities of the landholder/occupant for mowing areas adjacent to their property and keeping the land clean and tidy on Council's Road Reserve. The landholder/occupant will be granted permission from Council under this policy to undertake maintenance work in the road reserve, without the need for a Section 138 Permit.

The Policy will still require the landowner/occupant to seek authority from Council to undertake significant work. Jacob noted that this updated policy

Chairperson

Date

Page 10

Minutes of Roads Consultative Committee Meeting
19 May 2022

intends to formalise what is reasonable and reaffirm what is already being done by most residents.

The Committee was consulted and reached a consensus that the new **Vehicle Crossings and Nature Strip Policy** should be put to Council for adoption to replace the redundant **Property Access - Vehicle Crossings Policy**.

Action:

Jacob Davis to prepare a report to Council to repeal the *Property Access - Vehicle Crossings Policy* and adopt the *Vehicle Crossings and Nature Strip Policy*.

11.9 Feedback from Members on Specific Roads

James

Asked that the bog hole on Yahna Road be captured in Recover.

Maurice

Flood indicators are missing on the floodway before the dogleg bend on Ilparran Road.

Jeff

On Red Range Road, the section near Troy Baker's house is damaged and is dangerous in dark. Jacob noted this is a full rehabilitation which is included in our backlog plan. Pothole patching will continue in the meantime.

Drainage Issues on Crotty Road with road stormwater draining into private property.

The speed humps need respraying on the Mann River Bridge on Mt Mitchell Road.

On Old Grafton Road some patches of otta seal have turned soft. Jacob noted that this is already captured in Recover.

Bourke Street requires rehabilitation in two (2) locations. Keith noted that these locations are captured in the backlog plan for full rehabilitation.

Daniel

Furracabad Road - Bridge on Furracabad Road through to the junction with West Furracabad Road. Three (3) drains have not been cleaned out or maintained. Keith noted that this section of the road will be rehabilitated and lifted in conjunction with the bridge replacement.

Brian

Brian tabled a report that highlighted some of the key items to be addressed on Emmaville Road and also noted his appreciation for works undertaken in recent times.

Brian Winter - Report – Emmaville Road - Included as **Annexure C to these minutes**.

.....
Chairperson

.....
Date

Page 11

Minutes of Roads Consultative Committee Meeting 19 May 2022

Key points include;

- Congratulations on the rehabilitation of the section of Emmaville Road before Rummeries Hill.
- Suggested another section of Emmaville Road needs attention (identified by Keith as segment 70). Keith advised that this is captured in the 2022/23 Capital Program.
- On Emmaville Road, there is a narrow section near the Reedy Creek bridge that should be assessed for future widening.

Andrew

Blacks Road is very potholed and needs attention.

Troy

Troy congratulated Council for working hard to get the job done and thanked the committee for their assistance in getting the word out to the community. Rob concurred and asked that the message of congratulations and appreciation get back to all staff involved.

Action:

Jai Brummell to add to the Maintenance Works and Enquiries Register, the maintenance issues raised by RCC members and make "Feedback from Members on Specific Roads" a standing agenda item.

Jacob Davis to arrange for the bog hole on Yahna Road to be captured in Recover.

Jacob Davis to pass on a message of congratulations and appreciation from the Roads Committee for their hard work in these challenging times.

MEETING CLOSED: 1:20pm

NEXT MEETING: 10.00 am Thursday 18 August 2022

VENUE: William Gardner Conference Room, Glen Innes Severn Library Learning Centre, 71 Grey Street, Glen Innes

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Chairperson

.....
Date

Page 12

ANNEXURE A

! 📎 📧	From	Subject	Received📅	Size	Categories	Mention	🔍
Two Weeks Ago							
	Jai Brummell	Code of Conduct for Council Committee Members, Delegates of Council and Cou...	Fri 13/05/2022 9:...	314 KB			
	Attention: Roads Consultative Committee Members Kindly note the information below and attached. Kind regards						
	Jai Brummell	Correspondence from Council - Grant opportunities and Council Minutes Summary	Wed 11/05/2022 ...	868 KB			
	Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards						
	Jai Brummell	Local Leadership Training Series - starts next week	Mon 9/05/2022 4:...	9 MB			
	Attention: Roads Consultative Committee Members Kindly note the information below and attached. Kind regards						
Last Month							
	Keith Appleby	Pinkett Ratepayers correspondence attn Andrew	Fri 29/04/2022 5:...	173 KB			
	Hi Andrew, Thanks for your time on the phone on Wednesday. As discussed we are investigating options for the Mann River bridge with regard to increased warning to motorists. You noted that						
	Jai Brummell	Compulsory 355 training - Code of Conduct - 26 April 2022	Mon 11/04/2022 ...	370 KB			
	Good afternoon RCC Members Kindly note the information attached and below. It would be great for our community members to attend if they are available. Please direct any questions to						
	Jai Brummell	Letter - Roads Consultative Committee - Election of Committee	Mon 11/04/2022 ...	305 KB			
	Attention: Roads Consultative Committee Members Kindly note the attached correspondence. Kind regards						
	Jai Brummell	Funding Opportunities GIS April Newsletter	Mon 11/04/2022 ...	118 KB			
	Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards						
Older							
	Jai Brummell	Council Resolution - RCC Membership	Tue 29/03/2022 8:...	114 KB			
	Dear Committee Members Please be advised that the Roads Consultative Committee recommendation outlined below was tabled at the 24 March 2022 meeting of Council and the following						
	Jai Brummell	Welcome - Roads Consultative Committee	Fri 25/03/2022 10:...	364 KB			
	Good morning new members Thank you for your interest in joining the Roads Consultative Committee RCC. Your membership was be tabled at the AGM, on Thursday, 17 February 2022. A report						
	Jai Brummell	Council Minutes Summary - 24 February 2022	Thu 3/03/2022 11:...	834 KB			
	Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards						
	Jai Brummell	Response: Bourke Street & Hunter Street - Road Condition - Feedback from Road...	Wed 2/03/2022 9:...	268 KB			
	Good morning Ken Please find attached a letter from Council's Director of Infrastructure Services, Keith Appleby. Should you require anything further, do not hesitate to contact me. Kind regards						
	Jai Brummell	Invitation to attend The Next 10 - Community Group Feedback Session - 7 March...	Thu 24/02/2022 1:...	2 MB			
	Attention: Roads Consultative Committee Members Kindly note the information below and attached. Kind regards						
	Jai Brummell	Grading Map & Maintenance / Construction Report	Tue 22/02/2022 8:...	2 MB			
	Attention: Roads Consultative Committee Members Kindly note the information attached. Kind regards <end>						
	Jai Brummell	Media: Bus Zone Grey Street	Mon 21/02/2022 ...	141 KB			
	Good afternoon RCC Members In response to the suggestion made at last week's meeting, please see below information shared on Council's Facebook Page on the weekend, by Council's Media						
	Keith Appleby	FW: Roads committee feedback	Mon 21/02/2022 ...	149 KB			
	Hi Tom, Thank you for your feedback.						
Jai Brummell							
1							
25/05/2022 1:17 PM							

ANNEXURE B

The residents of the West Furracabad Road would like to congratulate the GISC on the part sealing of our road. The long suffering residents were very excited to finally have a beautiful sealed road. It was what seems a quick job but has held up remarkably well considering the very wet season and the increased volume of large trucks and cranes that have been using the road.

We all know that the resheeting of the road some time ago with the good gravel from Waterloo Range is the secret to the success of the resheeting . The large volume of gravel gave the road a good form to run water to the sides, topped off with the McCosker gravel it made it a great base to work on.

The width of the road is great. There is plenty of room for small and large vehicles to safely pass even at increased speeds that is a consequence of the good surface. The Otto seal has delivered on its promised attributes being it's a bit flexible. I followed a loaded B Double cattle truck out the road to the highway one hot day, (one of two we had this summer), and I noticed how it was tracking the bitumen but on the way home it wasn't noticeable, quite amazing.

That's the good news.

Given the conditions since the road was sealed there are several soft spots appearing in the road. Some of these appeared 5 weeks after the sealing, mainly on the edge where there was known wet spots. These were exposed by B Double trucks running over them. More, larger soft spots have occurred in recent months with one very bad one having to be fixed by Council and it has been spreading. I recommend it to be seen to again ASAP.

Can I ask how this Otto seal is to be repaired and I would also add to be very careful when repairs are done. When repairs to the large soft spot, I just mentioned, were done the whole area was compromised and has been very soft ever since and it is starting to break apart. I didn't see what machinery was used to fix the problem but it looks like more harm than good was done at the time. There are other spots where the Otto seal is breaking up. Should these be repaired soon rather than leaving them to spread and cost more to repair?

When Council are looking at doing the rest of the Otto seal on the West Furracabad Road, it needs to be looked at very carefully given the flooding rains. We had two large rain events this year, February and April. The volume of water had to be seen to be believed. I have only seen one other rain event like it. The road became a river and washed a lot of gravel off it and it is back to the original white gravel in parts. It will need resheeting

with some good road base gravel and then something finer to be able to take the Otto seal eg the same preparation as the first section of sealing.

There is a similar problem with a pipe and head wall approx 3.5km in off the highway. The head wall is about to cave in. It was put in 50 years ago and with the large trucks and large cranes that have been on the road, it has deteriorated very rapidly in recent months. There are some other drainage problems that I would be very happy to talk to Council about before sealing, mainly pipes under the road.

Thanks to Council for slashing along either side of the bitumen. It has improved the visibility at the corners which is great. With consultation with adjoining landholders, I would like to spray some invasive woody shrubs around some corners which are increasingly impacting on vision. They are listed as invasive so I can't see a problem with spraying them.

According to the Restricted Access Vehicle Map on the RMS website, the West Furracabad Road isn't listed as a B Double route. Should the laws be adhered to and a sign be erected at either end notifying the trucks that are currently using this road? I am sure the trucks would prefer to use the Furracabad Road to access properties such as Lombardy and Hillside. It would be a lot quicker and easy.

So the first question is when can we expect the new bridge to open over the Furracabad Creek on the Furracabad Road so as to minimise the damage to the West Furracabad Road? I don't have any problem with my neighbours conducting their business where there are a lot of B Double semi trailers having to be used. What I am really saying is, we want to protect our beautiful road for the future. We have waited a long time to get a sealed road.

With the proposed Industrial site at 448 West Furracabad Road this will be another major contributor to the damage of the road. Should they be paying a levy to Council for the maintenance and upkeep of the road? It's already starting to look like an Industrial site with the amount of rubbish being thrown out along the road. It's a shame to see people still willing to litter the environment. I guess it's not their back yard so it doesn't matter.

What is the current assessment of all the roads in the Furracabad Valley? It was my understanding that it would all be sealed in the not too distant future. The talk at a meeting some time ago was that the Furracabad Valley could become a major cycling trail which I think is a great idea. Even if we are able to get people to stay for just one night in Glen Innes that is a great economic boost for the town. There is not many valleys in the world that I've

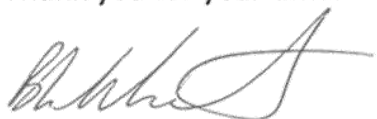
seen that are more beautiful than the Furracabad Valley. It is renowned to be some of the richest agricultural land in the state, along with the great work, done over many years, by landholders, to enhance the environment eg tree planting and property planning. I think the valley would leave a lasting impression on anyone who care to pay a visit.

I would ask Council to do an assessment on Beaufort Lane and Hamels Lane. They were in great shape until the last two heavy rain events. Now they are in an appalling state and getting dangerous to drive along. It is my recommendation that they are to be allocated in the major works program to have drainage and water issues addressed along with resheeting. It may surprise Council how many vehicles, trucks and agricultural machinery use these lanes. It would be very easy at present to see where water has run across and along the lanes.

It is essential that Council continue to upgrade our road networks. Our district depends on the uninterrupted flow of agricultural ~~flow~~ ^{go commodities} to market.

I commend the Council for all the works that have been carried out in recent years. It has made a huge difference to our road networks.

Thank you for your time.



Brian Winter

ANNEXURE C

Emmaville Road

I would also like to report on the Emmaville Road. There are 3 major spots at the end of Coronation Ave that have been getting increasingly worse over a long period of time. They have become very dangerous.

Just last Thursday I thought I was going to be witness to a rollover of a B Double loaded with 40T of my soyabeans when he swerved to miss the first bad spot in the rain, after he crossed the Furracabad Creek. I can safely say I did not know a 60T truck could tilt like that and keep upright.

Last year when major works were carried out on the Emmaville Road about 18kms out, I watched over a period of months, how the rest of Emmaville Road going back to Glen Innes, deteriorated dramatically. The reason was the vast amount of truck loads of gravel that were brought to the site from town to widen the road.

There has been two attempts to fix the numerous potholes since the completion of that new section but they are back again and are very dangerous. The worst section is 300m past the airport, just before Robert Landers' place. This section is a very old part of the Emmaville Road and is far too narrow, rough and riddled with deep potholes. This section needs renewing immediately along with a 200m rough and narrow section just after the Reddestone Creek Bridge. I have seen trucks meet on this section and it is a very dangerous situation. They are off the road and, in the wet conditions that we have been experiencing, soft edges and big trucks don't mix.

I would say the rest of the Emmaville Road is very good, especially the new section at the foot of Rummery's Hill. I know this is a Regional road and I would like Council to pass this letter onto the department responsible for this road before a serious accident happens. This is a very busy road and needs upgrading immediately.



Brian Winter

Glen Innes Severn Council Roads Consultative Committee

Terms of Reference

Background

Councils are faced with providing safe and efficient local road transportation networks within limited budgets to meet the social and economic needs of their communities.

The major issues that face Council include:

- Poor rural roads, in particular those that are unsealed, isolate communities, increase fuel consumption, damage vehicles and increase the cost of goods and services. Council appreciates that these roads are a vital link in securing the prosperity and liveability of our region and yet the vastness of the rural road network coupled with low traffic volumes introduces concerns about equity of access when budgets are limited.
- Similarly, urban roads provide many of the links between residences, shopping centres, schools, hospitals, recreational facilities, and businesses. Not only is the road pavement and seal required to maintain these links, but ancillary infrastructure, such as kerbing, stormwater drainage, footpaths, street lighting and cycleways are community expectations.
- An important consideration in sustaining an efficient road network is the cost-efficient provision of bridges that are fit for purpose and minimise risk to road users and Council.
- Lastly our road networks, primarily rural roads, are constructed through road reserves that often contain important ecological and cultural features and Councils are custodians of these linear flora and fauna habitats.

Glen Innes Severn Council considers that an effective means of engaging with the wider community on these important issues is by bringing together community representatives from various localities in the local government area to provide local insight on the effect of Council's management of these issues. Their participation in the formulation of strategies to deliver a functional road network will assist Council with prioritising road infrastructure maintenance and construction against other competing demands for Council services. It will also provide a mechanism for informing the local community in a meaningful way regarding policy decisions affecting the road network.

Formation

The formation of the Roads Consultative Committee was initially approved by Council on 25 May 2006.

Terms of Reference for the Glen Innes Severn Roads Consultative Committee – Reviewed May 2022

Membership

A maximum of nine (9) community members ideally consisting of at least:

- Six (6) community representatives from the various rural localities.
- Two (2) community representatives from an urban locality.
- One (1) representative of the "commercial transport" or "public transport" sectors.

Note: in the event of less than nine (9) nominations being received all nominations may be accepted regardless of representation.

A maximum of six (6) Councilors. The Councilors delegated at the **January 2022** meeting of Council were:

- Councilor Robert Banham (Mayor).
- Councilor Troy Arandale (Deputy Mayor); and
- Councilor Tim Alt.

Relevant Council staff in an advisory capacity as required. The staff delegated at the **January 2022** meeting of Council were:

- Director of Infrastructure Services.
- Manager of Asset Services; and
- Manager of Infrastructure Delivery.

Quorum

The quorum is seven (7) members, comprising at least two (2) Councilors, three (3) community representatives and two (2) Council staff, at least one of whom must be representing Manex.

Committee Chair and Deputy Chair

The Chair will be the Mayor of the Glen Innes Severn Council or as elected by the Committee should the Mayor choose to vacate the chair.

Meeting Arrangements

Meetings will be held three (3) monthly.

Meetings are to be arranged and run in accordance with Council's Community Committee of Council Manual.

The Committee Secretary will be a staff member of the Department of Infrastructure Services.

Committee Delegation

The Committee has no delegated power and functions as an advisory committee to Council.

The Committee will endeavour to reach a consensus on issues/recommendations before they are referred to Council for consideration.

In the instance of the Committee not being able to reach a consensus decision, the Council will consider the matter noting the various opinions of the committee.

Objectives

To provide for constructive consultation, feedback, advice and open lines of communication between Council on the one hand and community members on the other regarding policy setting, decision-making and management of the roads function, specifically dealing with matters relating to:

- Road infrastructure policy, including road hierarchy, asset management and service levels;
- Developing strategies to:
 - Balance expenditure to meet the needs of the rural and urban road users.
 - Provide the best value in the provision of road infrastructure.
 - Improve the performance and management of Council's road network by the application of good practices and technologies; and
 - Secure alternative funding sources/arrangements.
- Making recommendations to Council with regard to road infrastructure matters in the 10-year Community Strategic Plan, 4-year Delivery Plan and 1-year Operational Plan, including budgets;
- Making recommendations to Council with regard to the Road Infrastructure Asset Management Plans; and
- Progress made on the implementation of road infrastructure items in the 4-year Delivery Plan, 1-year Operational Plan and Asset Management Plans.

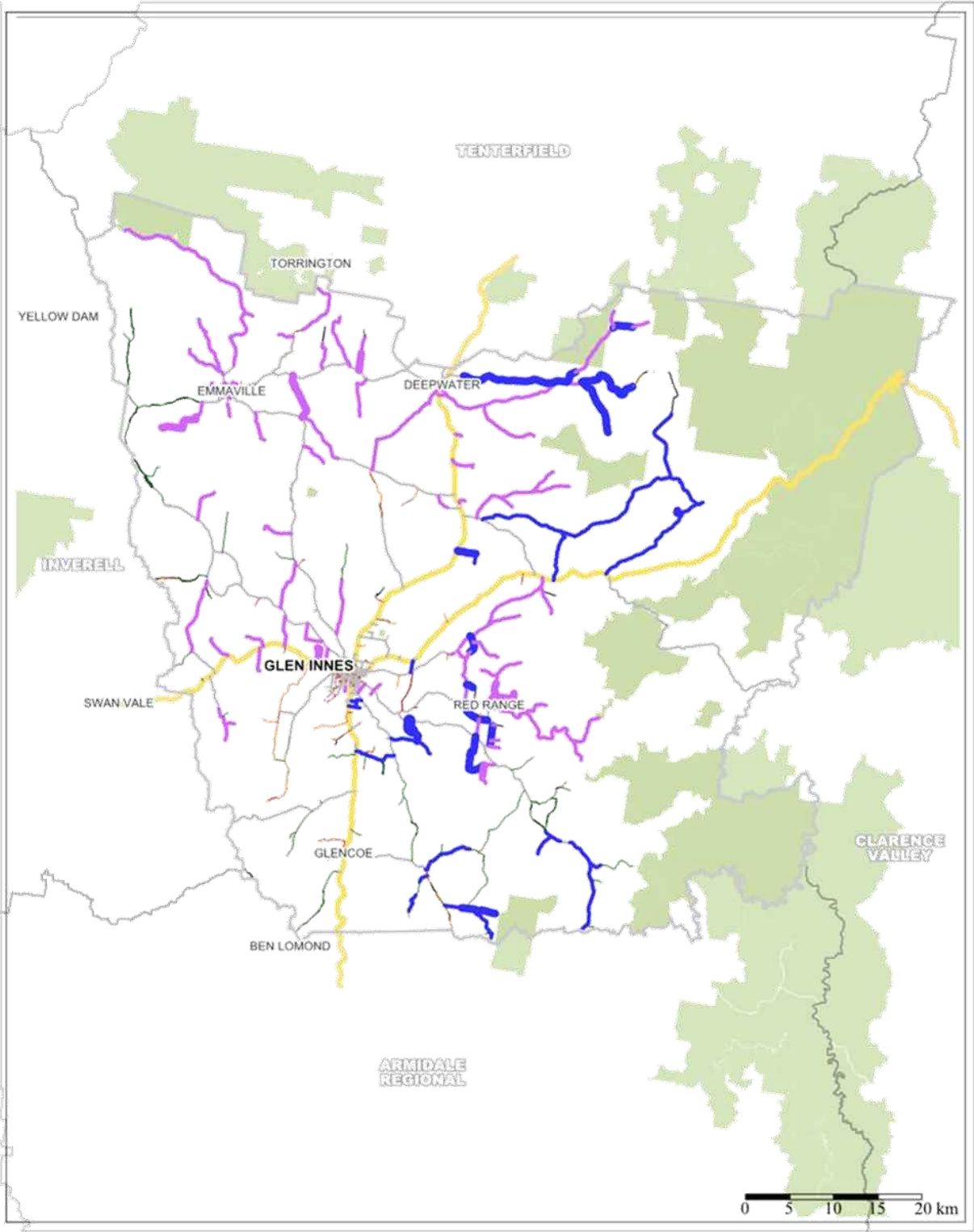
Assets specifically included:


- Sealed and unsealed road pavements
- Road drainage, including rural culverts and urban kerbing and stormwater drainage
- Bridges
- Roadside vegetation where it relates to road safety
- Non-regulatory road signage, delineation, and safety barriers

Code of Conduct:

This Committee is not a forum for discussions between Councilors and staff. Its purpose is primarily to engage with the wider community. Members are reminded that Council's Code of Conduct must be adhered to. Discussions are to be constructive and always remain respectful.

Terms of Reference for the Glen Innes Severn Roads Consultative Committee – Reviewed May 2022





Legend (newest on top)

- H1 2022: Current Period
- H2 2021: 01/07/2021 to 31/12/2021
- H1 2021: 01/01/2021 to 30/06/2021
- H2 2020: 1/07/2020 to 31/12/2020
- H1 2020: 1/01/2020 to 30/06/2020

**GRADING
ACCOMPLISHMENT REPORT**

Program:	Drinking Water Monitoring Program	Report Type:	Results Summary Report
AHS:	All	Entered Date Range:	-
PHU:	All	Barcode:	All
Water Utility:	All	Analysis Type:	All
Supply System:	Glen Innes GI01	Characteristics:	All
Town:	All	Treatment Type:	All
Treatment Plant:	All	Collected Date Range:	01-05-2022 - 30-05-2022
Source:	All		
Sample Site:	All		

Sample Count: 5

Analysis Type	Characteristic	Guideline Value	Units	Mean	Median	Standard Deviation	Min	Max	Sample Count	Exception Count	95th Percentile	5th Percentile	% meeting guideline values
Chemistry													
	Aluminium	0.2000	mg/L	0.0200	0.0200	0.0000	0.02	0.02	1	0	0.02	0.02	100.00
	Antimony	0.0030	mg/L	0.0001	0.0001	0.0000	0.00005	0.00005	1	0	0.00005	0.00005	100.00
	Arsenic	0.0100	mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	1	0	0.0005	0.0005	100.00
	Barium	2.0000	mg/L	0.0068	0.0068	0.0000	0.0068	0.0068	1	0	0.0068	0.0068	100.00
	Boron	4.0000	mg/L	0.0049	0.0049	0.0000	0.0049	0.0049	1	0	0.0049	0.0049	100.00
	Cadmium	0.0020	mg/L	0.0001	0.0001	0.0000	0.00005	0.00005	1	0	0.00005	0.00005	100.00
	Calcium	10000.0000	mg/L	24.9000	24.9000	0.0000	24.9	24.9	1	0	24.9	24.9	100.00
	Chloride	250.0000	mg/L	12.0000	12.0000	0.0000	12	12	1	0	12	12	100.00
	Chromium	0.0500	mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	1	0	0.0005	0.0005	100.00

Analysis Type	Characteristic	Guideline Value	Units	Mean	Median	Standard Deviation	Min	Max	Sample Count	Exception Count	95th Percentile	5th Percentile	% meeting guideline values
Chemistry	Copper	2.0000	mg/L	0.0380	0.0380	0.0000	0.038	0.038	1	0	0.038	0.038	100.00
	Fluoride	1.5000	mg/L	0.0500	0.0500	0.0000	0.05	0.05	1	0	0.05	0.05	100.00
	Iodine	0.5000	mg/L	0.0100	0.0100	0.0000	0.01	0.01	1	0	0.01	0.01	100.00
	Iron	0.3000	mg/L	0.0050	0.0050	0.0000	0.005	0.005	1	0	0.005	0.005	100.00
	Lead	0.0100	mg/L	0.0004	0.0004	0.0000	0.0004	0.0004	1	0	0.0004	0.0004	100.00
	Magnesium	10000.0000	mg/L	16.2300	16.2300	0.0000	16.23	16.23	1	0	16.23	16.23	100.00
	Manganese	0.5000	mg/L	0.0017	0.0017	0.0000	0.0017	0.0017	1	0	0.0017	0.0017	100.00
	Mercury	0.0010	mg/L	0.0004	0.0004	0.0000	0.0004	0.0004	1	0	0.0004	0.0004	100.00
	Molybdenum	0.0500	mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	1	0	0.0005	0.0005	100.00
	Nickel	0.0200	mg/L	0.0012	0.0012	0.0000	0.0012	0.0012	1	0	0.0012	0.0012	100.00
	Nitrate	50.0000	mg/L	0.5000	0.5000	0.0000	0.5	0.5	1	0	0.5	0.5	100.00
	Nitrite	3.0000	mg/L	0.0500	0.0500	0.0000	0.05	0.05	1	0	0.05	0.05	100.00
	pH	6.5 - 8.5		8.0000	8.0000	0.0000	8	8	1	0	8	8	100.00
	Selenium	0.0100	mg/L	0.0035	0.0035	0.0000	0.0035	0.0035	1	0	0.0035	0.0035	100.00
	Silver	0.1000	mg/L	0.0001	0.0001	0.0000	0.0001	0.0001	1	0	0.0001	0.0001	100.00
	Sodium	180.0000	mg/L	31.0000	31.0000	0.0000	31	31	1	0	31	31	100.00
	Sulfate	500.0000	mg/L	39.0000	39.0000	0.0000	39	39	1	0	39	39	100.00
	Total Dissolved Solids (TDS)	10000.0000	mg/L	196.0000	196.0000	0.0000	196	196	1	0	196	196	100.00
	Total Hardness as CaCO3	10000.0000	mg/L	129.0000	129.0000	0.0000	129	129	1	0	129	129	100.00
	True Colour	15.0000	Hazen Units (HU)	2.0000	2.0000	0.0000	2	2	1	0	2	2	100.00
	Turbidity	5.0000	NTU	0.1000	0.1000	0.0000	0.1	0.1	1	0	0.1	0.1	100.00
	Uranium	0.0170	mg/L	0.0001	0.0001	0.0000	0.00005	0.00005	1	0	0.00005	0.00005	100.00
	Zinc	3.0000	mg/L	0.0200	0.0200	0.0000	0.02	0.02	1	0	0.02	0.02	100.00

Analysis Type	Characteristic	Guideline Value	Units	Mean	Median	Standard Deviation	Min	Max	Sample Count	Exception Count	95th Percentile	5th Percentile	% meeting guideline values
Microbiology													
	E. coli	0.0000	mpn/100 mL	0.0000	0.0000	0.0000	0	0	4	0	0	0	100.00
	pH	6.5 - 8.5		8.0925	8.0800	0.0869	8	8.21	4	0	8.21	8	100.00
	Temperature	30.0000	C	17.8250	17.8000	1.8228	15.7	20	4	0	20	15.7	100.00
	Total Chlorine	5.0000	mg/L	1.2550	1.2100	0.2437	1.05	1.55	4	0	1.55	1.05	100.00
	Total Coliforms	0.0000	mpn/100 mL	0.0000	0.0000	0.0000	0	0	4	0	0	0	100.00
	Turbidity	5.0000	NTU	0.2255	0.2285	0.0538	0.158	0.287	4	0	0.287	0.158	100.00

Australian Standing Stones Management Board**Community Committee of GISC****Monthly Meeting Minutes**Wednesday 18th May 5.30pm

Board Room, Glen Innes Services Club

Present: Colin Price (acting chair), Rob Banham (Mayor), Lara Gresham (GISC), Storm Black, Peter Grimes, Des Bowlay, George Robertson-Dryden, John Rhys Jones, Raelene Watson, Pamela O'Neil

Apologies: Judi Toms (chair) Ronnie Bombell (GISC)

Moved: Raelene seconded Peter carried

Minutes of the previous meeting:

Moved Raelene seconded Lara carried.

Declaration of Conflicts of Interest: to be noted for all meetings – J. Toms is a casual employee and J. Rhys Jones is a permanent employee at GISC

	Item-	Action by:
1	'Square' update in Treasurer's report General Business New email address set up by John for the software Assmb2022@gmail.com The square arrived on the Friday of the festival GISC was not set up properly at ABN number so we have to wait for Anna Watt to fix up Free data has expired Should be ready for Tartan Day	JRJ
2	Code of Conduct training – John to update on the course Two members attended – John and Rob We need to remember about serious conflicts of interest it is strongly advised to declare and move from the room if necessary	JRJ
3	Mic stand was not purchased due to the shop being closed when Judi went there Deferred to another meeting as no rush	Judi
4	Winners of the Australian Tartan Rug was 1 st : Margaret Winnett 2 nd : Ilve and Barb Thom 3 rd : Rob Banham All prizes were collected	Raelene
5	Marquee set up = we need to order pieces that go on the top of the marquee to hold banner etc like the Clan Donald set up, possible tartan sides Raelene will get some prices from the company that they purchased theirs from – will follow up	Raelene
6	ACF debrief ideas from committee	

7		
8		
9		

Correspondence

In – thank you from Ronnie Bombell (VIC) for ACF participation, reply from Rip Boughen president Lions Club, Chris Dunkerley (talk he gave at the emerald tent), GISC Code of Conduct updated manual,

Out – minutes and agenda, GISC – GM (thank you to Mark Howell and his team, Ronnie and VIC team), Thank you to Naomi Bain, Alkira Bain-Blair, Glen Innes Pipe Band, NEML (Guardians Lunch), St Joseph's School, Glen Innes High School support unit (helping set up marquees), letter to Lions Club re unauthorised use of ASSMB and Caledonian Society equipment at the festival, GISC – volunteer roster,

Moved: Raelene seconded John Rhys Jones carried

Treasurer's Report: (attached electronically)

Expenses: \$1 865.95

ACF: Naomi Bain (National Anthem), Alkira Bain-Blair (Welcome to Country), Guardians Luncheon expense
ACF Honoured Guest tickets

Income: \$2 125.45

Guardians luncheon

Fairy doors \$25

Raffle tickets

Moved: John Rhys Jones seconded Peter carried

Payments to be ratified:

General business

General Business:

	Item	Action by:
1	Committee members items Rob: thoroughly enjoyed his first festival Pamela: questioned when the proposed debrief meeting will be – Raelene said about 6 weeks from ACF	
2	ACF debrief Rob received a letter from Geoff Lowien which has been forwarded on to Ronnie and Margo about suggesting several items Rob has not received his fence posts back but Pamela indicated there were many still laying around – Rob should contact Ronnie and Mark about picking them up perhaps	Ronnie

	<p>Des – complaints about no water stations, that they had to queue for water so this is something that could be addressed next year</p> <p>History of the Stones – people wanted to know and enquired at the ASSMB stall</p> <p>Thanks also commented that many people appreciated the shuttle bus from VIC and car park</p> <p>Des also had congratulations from new visitors</p> <p>Pamela had many enquiries about water, history, parking etc as no council people were there to ask, our brochures were not readily available on site</p> <p>George – received positive feedback as well</p> <p>John RJ – individual events such as medieval dinner need individual management to run smoothly and maybe need paid employees to do some of this work, finance team needs to be set up as it is such a huge event and staff are needed for this,</p> <p>Rob had queries about having street parade so early</p> <p>Raelene had positive feedback from visitors from Toowoomba and they will return although they said Sunday was a bit expensive but were unaware of friend's prices</p> <p>The bins were not emptied on the Friday so bins were full before it started and were not emptied often enough – Lara said the Richards company were not organised to empty although it was in the operational plan</p> <p>Chairs not out for Opening ceremony</p> <p>Colin – Welsh choir did not sing in Welsh!</p> <p>Raelene read out Judi's debrief</p> <ul style="list-style-type: none"> o Set up still seems to be an issue ie there was no set up done and committee had to do it. Not sure where the break down was as I know Ronnie and I included it in the set up plans o Inclusion of a performer was wonderful – however, if they require amplification, we need to know that before hand so that it can be checked with the sound people prior to the beginning of the ceremony o The offer from St. Joseph's at the last minute was a positive as it included schools again o We need to ensure the correct protocols for the Welcome to Country o More advertising to Clans, that they are welcome to be part of the Opening Ceremony with their Banners • Lack of assistance for set up is a problem as many on the committee wear more than one hat. Thought needs to go in to how we can address this in to the future. • The Rock of Remembrance ceremony was very greatly received by family members, many of whom commented that they didn't know it was there. They very much appreciated this acknowledgement to their loved ones. 	
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Annexure A

Item 9.2

	<ul style="list-style-type: none"> Chairs are a must for the Guardians' Ceremony due to the mobility of many Guardians. Using the tartan samples at the Kirking of the Tartan, was wonderful. Many came over to ask further about what they'd heard. Part of our brief is education and in a small way, this was a great way to address it. Positive response was received from those present at the Kirking (both onlookers and those involved) who very much enjoyed the format. I believe it is the best way to go forward Closing ceremony is a good way to round off the weekend. It hasn't been held in the last couple of years, do the ASSMB want this to continue? Huge thank you to Parks and Garden staff, in particular Mark Howell for their dedication and support. The site looked fantastic. 	
3	<p>Tartan Day dinner – Judi has purchased a tie and scarf in the Australian Tartan from Betty Johnson at \$45 each if we are happy to raffle them, we need to book NEML – what day?</p> <p>Motion: that we accept the offer of tie and scarf for Tartan Day raffle and reimburse Judi \$90</p> <p>Moved Raelene seconded Lara carried</p> <p>Motion: to reimburse Judi for gas for ceremonies \$24.99</p> <p>8.5 kg gas refill</p> <p>Moved Raelene seconded Des carried</p>	Raelene
4	<p>Winter solstice - John RJ will be there at dawn and will speak 6.21 am- 6.47am – Tuesday</p> <p>11.55am Solar Noon – Colin George Des may bring some people from Armidale</p> <p>Storm will make poster – thank you</p> <p>Solstice 7.15pm</p> <p>Tynwald Day – Judi?</p> <p>St James - 25th July</p>	
5	<p>Email in from Doug Fowler announcing his resignation</p> <p>Moved Rob seconded John RJ</p> <p>carried</p> <p>We will send a letter accepting his resignation and thanks for his efforts as treasurer and committee</p>	
6	<p>Tartan Day dinner –</p> <p>Motion: that we hold Glen Innes Tartan Day Dinner on Wednesday 27th July</p> <p>Moved Storm seconded Peter carried</p>	
7	<p>Flag lowering tomorrow</p> <p>Pamela – maybe not whiskey but Two Wild Souls mead will be more appropriate, John and Pamela have some</p> <p>John will buy glasses -</p>	Pamela and John RJ
8		

Recommendations to Council: That Doug Fowler is removed from the ASSMB committee

meeting closed at 6.29

Next meeting: General meeting @ 5.30pm Wednesday 15th June Services Club Board Room

Calendar dates – Anniversaries and Ceremonies

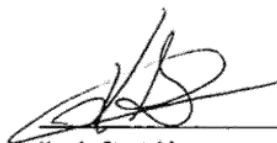
1 February	The Australian Standing Stones	Opening - 1992
1 March	St. David's Day (Wales)	Flag lowering
5 March	St Piran's Day (Cornwall)	Flag lowering
17 March	St Patrick's Day (Ireland)	Flag lowering
21 March	Autumn equinox	Solar noon shadow
19 May	St Yves' Day (Brittany)	Flag lowering
21 June	Winter solstice	Solar noon shadow
1 July	Tartan Day	Fundraiser dinner
5 July	Tynwald Day (Isle of Man)	Flag lowering
25 July	St James' Day (Galicia)	Flag lowering
7 September	Alexander Stone	First stone raised - 1991
8 September	Virgin of Covadonga (Asturias)	Flag lowering
21 September	Spring equinox	Solar noon shadow
30 November	St Andrew's Day (Scotland)	Flag lowering
21 December	Summer solstice	Solar noon shadow

Glen Innes Community Access Committee Minutes

Date 2-5-2022	Meeting Location: William Gardner Conference Room 71 Grey Street, Glen Innes	Time: 12.00pm-12:45pm
Item	Issues/Discussion	Action.
Present	Kerry Sturtridge (Chair), Sue Cameron (Minutes), Candy Lockwood, Carol Sparks, Lyn Cregan, Allan Culbert, Keith Appleby, Joan Jones	
Apologies	Kerrie McIntosh, Tony Williams, Maryann Brookfield, Julie Teal	
Minutes		
Minutes of the last meeting	An accurate record of the Minutes for meeting held 7 March 2022 Moved Councillor Carol Sparks Seconded – Joan Jones	
Business Arising		
1.	<p>Life Choices – Support Services carpark - 13-12-2021 - Sam Price mentioned having the same garden beds as Town Hall 7-2-2022 - Discussion on what improvements can be made to make LC-SS more accessible to those with a disability, wheelchair or walker?. Increase size of accessible car parks, extra handrails, seating whilst waiting for a ride or bus. A walk-up ramp would be beneficial for easier access for pedestrians and those in wheelchairs but at this stage this has been scrapped. 7-3-2022 - Jacob Davis suggested he could provide a design for the new area for the committee and will provide at next meeting for feedback. Keith has had a look and will advise next meeting. 2-5-2022 - Anthony Williams, Mike Stone and Anthony Wilkins have all looked at access to LC-SS and discussed options.</p>	<p>Keith to follow-up design for area.</p> <p>Not provided</p> <p>Tony Williams – update</p>
2.	<p>Annual Risk Assessment – 7-3-2022 - Norm Spencer to check footpaths all issues will be marked with yellow paint and fixed immediately with footpath grinder; this will give much improvement to footpaths. It was noted that any major works they would need to plan for in the Capital Budget. Keith said will be commencing this week. Keith advised footpaths will be complete by 30.06.2022.</p>	Keith updated

3.	<p>Pedestrian Access and Mobility Plan (PAMP)-</p> <p>13-12-2021 - The Committee had concerns with access to the Dental Surgeries in Glen Innes and there were no proper footpaths into either surgery. The works Dept have been dealing with natural disasters and resources are stretched due to flood damage. There is no progress at present but will get things back on track and advise at next meeting. Maryann mentioned there is still difficulty accessing Howard Ellis's Dental Surgery with a wheelchair. Keith advised there are Dental surgeries within Glen Innes who have had their footpaths and access upgraded.</p> <p>2-5-2022 - Keith will continue to look at Dental Surgeries Access. Maryann volunteered to test access once completed. Work may be completed by Private Contractors.</p>	Keith still looking at improving access to Dental Surgeries and footpaths as identified in the PAMP.
4.	<p>Service's Club between Club and Woolworths –</p> <p>7-3-2022 - There are still large potholes of concern. Letters and emails have been sent to both Woolworths and Glen Innes District and Services Club. Woolworths advised by email that the potholes have been repaired. Glen Innes & District Services Club advised that they had paid Council to come and fill the potholes, which they did but due to the heavy rains we have had they have returned to the previous state. It was noted that we really need dry weather so these areas can be patched and fixed properly. Ongoing battle with wet weather.</p> <p>2-5-2022 - Council fills potholes and billed to Club. Woolworths don't pay. Allan Culbert & Pat Loneragan met with Woolworths a month ago and have not had a response.</p>	<p>Ongoing</p> <p>Close out</p>
5.	<p>Disability Access Walk –</p> <p>15-03-2022 - A disability walk was completed 15 March 2022 @ Glen Innes Showground.</p> <p>2-5-2022 - The Committee said the disability walk was great for awareness, the committee took wheelchairs and walked around and pointed out some access issues which were well received by the Trust (John Lynn). The Kris Baker stand gets a lot of use, however there is no footpath to this. No footpath from accessible toilet to Grandstand. It would be great if the Show Society do the walk. Kerrie Sturtridge offered help if they would like it to John Lynn and Kay Klingner. Keith will be available to do walk after Winter in Spring 2022.</p>	Ongoing

6.	Accessibility Expo – Look at holding September 2022. 7-3-2022 - Kerrie McIntosh contacted several Businesses and Tamworth & Armidale Councils but due to COVID-19 there has been a high turnover of staff so there is little knowledge of this event. It was suggested that maybe we could combine the "LC – SS Open Day" with the Accessibility Expo" in future. The Accessibility Expo could be held in September 2022, the venue would be Glen Innes & District Services Club from 10:00am - 2:00pm	Committee to work together on Expo and discuss at next meeting. Follow-up with Anthony Williams and Graeme Quinn about Open Day/Accessibility Expo.
7.	Disability Taxi – Letters – no response. The taxi service has now changed its hours for 2022. The Taxi company is running on very limited staff as they cannot fill positions as people do not meet the criteria.	Close Out
8.	Disability Inclusion action Plan – due by 15-3-2022 Kerrie (secretariat) advised on Tony's behalf that the DIAP (Disability Inclusion Action Plan) is a legislative requirement and was due in June 2021 but was postponed due to COVID-19.	Candy advised currently on Public Display.
9.	Lambeth Street gutter at Jorgen la Cour Way - holds water, curb and gutter issue, refer to Jai. (Keith requested to have a single item, moved from 5.)	Keith to follow-up.
Correspondence		
Outgoing	Letter to taxi's regarding issues with disability transport. Letter to Woolworths, Glen Innes Letter to Glen Innes & District Services Club, Glen Innes	No response – Close Out 7-3-2022 - read to GICAC 7-3-2022 - read to GICAC
Incoming	Seniors Week <ul style="list-style-type: none"> Emailed GICAC Regional, Rural and Remote NSW Future Community Transport Strategy <ul style="list-style-type: none"> Emailed GICAC Invite Code of Conduct Training <ul style="list-style-type: none"> Emailed GICAC Glen Innes Highlands Grant – Funding Opportunities <ul style="list-style-type: none"> Emailed GICAC 	Emailed to GICAC 11-3-2022 Emailed to GICAC 18-3-2022 Emailed to GICAC 4-4-2022 Emailed to GICAC 8-4-2022
General business		
New Access Issues		
1.	DIAP - Email – Feedback from Troy Arandale – re: Dentist	Carol Sparks
NEXT MEETING:	Day: Monday Date: 4 July 2022 Time: 12:00pm – 1:00pm Venue: William Gardner Conference Room – Library Glen Innes	



Kerrie Sturtridge
Chairperson, Glen Innes Community Access Committee
(A Community Committee of the Glen Innes Severn Council)

Date 31. May. 2022

Minutes General Meeting 21/04/2022

Emmaville Mining Museum Committee

Meeting Opened: 3.20pm

Attendance: Ron Jillett (President), Evan Brown (Secretary Treasurer), Margaret Haar, Adella Brown, Heather Green, Mark Green, Rob Banham, Margaret Lynn, Danny Andrews, Rhonda Bombell

Apologies: Bill Johnson, Margo Davis.

Previous Minutes: Minutes of the previous meeting were read by the Secretary.

“That the minutes are a true and accurate record “Moved: Adella Brown, seconded: Danny Green, Carried.

Business Arising: 1) Electronic banking has been implemented. Bill and Ron still need to complete their password activation to allow them to access the Museum Account.

2) Military display was opened on February 19th. The day was a great success.

3) An order for the security upgrade was placed with Chubb on February 24th. Follow up phone calls have been made and a timetable for these works should be forwarded to the Museum this week.

Treasurers Report: The Treasurer tabled his report for the period 17th February 2022 to 20th April 2022,(copy Attached), showing an opening balance of \$16,973.38, sales and donations of \$5,679.40, expenditure of \$1,793.74, giving a closing balance of \$20,859.04.

That the Treasurer’s report be accepted, moved: Evan Brown, seconded: Margaret Lynn, carried.

Correspondence: In: 1) New bank deposit card.

2) Regular invoices from Chubb and Telstra.

3) Tour booking and invoice request from Expanding Horizons.

4) Telstra notification of rate increase for our data usage.

5) Copy of Tony Ivers book “Lavender Skies”

Out: 1) Purchase Order to Chubb for new security to Military room.

2) Invoice to Expanding Horizons.

Publicity Officer Report: Rhonda informed the meeting that she had no formal report to table, but gave an update on the activities that she has been working on. These include the updating of the Museum brochures to include the newly completed military room, and working on more stories to include in our Facebook page. Rhonda also tabled information

on the Museums and Galleries NSW Standards review Program raising items to be discussed in General Business.

Presidents' Report: The President tabled his report, (copy Attached), in which he thanked the Committee members for their continued support and hard work.

General Business: 1) It was agreed that a direct debit system should be implemented to cover our Telstra bills. Council to issue a letter giving the Treasurer the authority to organize this.

2) The possibility of making a donation to the NSW Cancer Council Biggest Morning Tea was discussed and it was agreed that an amount of \$100.00 would be donated. "That \$100.00 be donated to the NSW Cancer Council "moved: Margaret Lynn, seconded: Mark Green, Carried.

3) The issue of the new side security gate was discussed. Ron Jillett has a metal frame that will probably do the job. He will bring it to the museum for an assessment to be made.

4) Empty boxes in new mineral display area need to be removed. The President informed the meeting that these boxes are to be used to collect the remainder of the Inverell collection and that after this has occurred, the boxes would be disposed of. The President to organize a time for this to occur.

5) The monitoring of sales items kept in the store room was discussed and it was agreed that a stock take and general cleanup should be carried out. Margaret Lynn and Heather Green agreed to accept this responsibility

6) A Naval organization from Brisbane that is folding has offered our museum a collection of Naval memorabilia. They will be in touch at a later date.

7) The general and display lighting in the Museum is in need of an upgrade. Council has made initial inquiries and Rhonda agreed to follow up on developments in regards to this issue.

8) Mark Green raised the issue of installing EFTPOS facilities at the museum. After a discussion on the pros and cons related to this issue, it was agreed that it would be beneficial to the running of the museum. "That an EFTPOS facility be purchased for the Museum "moved: Mark Green, seconded: Heather Green, carried.


9) Discussion took place regarding the Museums and Galleries Standards review Program. It was agreed that it would be of benefit to the museum and that all Committee members would gain knowledge of systems and ways to improve our overall management of the museum and its display items, particularly with regard to cataloging and preserving our displays. "That the Museum outlay \$1,000.00 plus GST to implement this program" moved: Margaret Lynn, seconded: Dell Brown, carried.


10) The President reminded members that the ANZAC Day march would commence at 11.00 am and that all members were invited to march.

11) Dell Brown took the opportunity to thank all of the Committee members who assisted in the preparation and running of the opening of the new Military Display.

There being no further business, the meeting was declared closed at 4.30pm.

Next meeting: June 16th 2022, 3.00 pm

..... (President)

.....(Secretary)

Emmaville War Memorial Hall Committee

Ordinary Meeting

27/4/2022

Opened: 5:34

Present: R. Banham, L. Schumacher, D. Wooder, D. Say.

Apologies: Nil

Declarations Conflict of Interest: Nil

Minutes of previous meeting read:

Moved D. Wooder, Seconded R. Banham. Carried

Business Arising:

* Certificates for G. and D. Say - see Danielle Lyn

* D. Say to sign form at Westpac

* Doors-to be put in asap.

* Supper room sanded/polished-looks wonderful

* Awning over kitchen window-replaced by Pre-School

* Swing- stored at Council depot, waiting for softfall.

* Drainage-check with Pre-School Lyn

* Library-free movie in January a success

* Emmaville 150 year celebrations - apply for grant. Reo?

Treasurer's Report:

Tabled Moved L. Schumacher, 2nd D. Say Carried

Correspondence:

In: Essential Energy- Community Choices Hall Grant

G.I. Severn Council

-refund GST

-Council Reps Anthony Williams(Manager Com Services)

Kerry Byrne(Manager Library/Learning Centre)

Hall Booking- 10/3/22

-355 Com Workshop 26/4/22

*Adam Marshal - Advising successful grant application

Out:G. I. Pre-School- advising that we agree to pay half of swing installation ie \$3000.

G.I. Severn Council-invoice for Community Grant \$15,000

Moved L. Schumacher, seconded R. Banham Carried

General Business:

* Committee disappointed that no Council representative attended AGM again .

*Clarke/ Shauna Say ask to borrow stage steps over a weekend.

Moved L. Schumacher, 2nd D. Wooder Carried

* Letter to Anglican Parish re boundary between us.Are they happy with it as is?

*After discussions with Danielle Mepham re position as Chairperson, Chairperson Rob sought advice from General Manager as requested by Danielle. Outcome was that Rob can stand as Chairperson if no one else is nominated.

Meeting Closed: 6pm.Next meeting- 27th July, 5pm.



Glencoe Hall Committee
MINUTES OF ORDINARY MEETING
HELD ON: 7 May 2022

MEETING OPENED: 11 am

PRESENT: Ian Gould , Jack Parry, Helen Gunther, Julie Wright, Victor Tracey

APOLOGIES: Matt Scullion, Sharon Packwood

Moved Helen Gunther , Seconded Julie Wright that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST: Nil

MINUTES OF THE PREVIOUS MEETING: AGM

Moved Julie Wright, seconded Victor Tracey that the minutes of the previous meeting, dated **Mar 9** be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
	Nil	
6	TREASURER REPORT:	
	<p>-Expenses \$ Income \$ (not recorded because the treasurer does not have the most recent bank statement) Balance 30/4/22 \$3972.17</p> <p>-Postal address- Check if the post office box at Glencoe is current. Helen has been using the council address, email, and phone number.</p> <p>-White Rock Wind Farm Grant- 2 Quotes- \$4999 Grey st Spare Parts, \$5100 Velquip. The Grey St Spare Parts quote was used for the application. Julie has submitted the application.</p>	ian
7	CORRESPONDENCE:	
	<p>In: Emails - GISC- AGM minutes, 355 committee manual, funding opportunities April newsletter, members register, minutes of GISC monthly meeting, Code of Conduct training, power outage advice - Australian Electoral Commission- use of Hall May 21 as a polling place -Julie Wright- application for funding from White Rock Wind Farm -Regional Australia Bank- application for change of signatories</p>	

Page 386

Item No.	Item	Action
	Ideas suggestion box- suggestions for hall use, located at the post office Biggest morning tea. Discuss at next meeting	
8.5	Hall Fees- Motion: <u>Hall fees for 2022/2023</u> Not for Profit Organisations and Events Free Full Day \$100 Half day \$50 Regular users per annum \$100 No cleaning fee Moved Julie Wright, Seconded Helen Gunther, Carried. Rules for Hall Use- community versus other users, to be discussed at the next meeting. Agreement for Hirers of Council Facilities- send to current users with the invoice. Check with the council- due date for fees and if there is a template for the invoice.	Julie and Helen
8.6	Key Box/Safe- Thank you to Jack for donating and installing a key box/safe. Opens with a combination lock and is located in the power box.	

MEETING CLOSED: 1:05pm

NEXT MEETING: August 6, 11am at the Glencoe Hall

Ian Gould

Chairman

16/5/22

Date

MINUTES OF THE GLEN INNES SALEYARDS ADVISORY COMMITTEE

<u>MEETING DATE:</u>	Wednesday 6 April 2022 William Gardner Conference Room, Glen Innes Library, Grey Street. Glen Innes
<u>MEETING START:</u>	3:03 pm
<u>PRESENT:</u>	Clr Carol Sparks (Chair), Mayor Rob Banham, Clr Tim Alt, Acting Director of Development, Planning and Regulatory Services Kane Duke, Saleyards Manager Aaron Campbell.
<u>Agent Representatives</u>	Shad Bailey (Colin Say and Co), Terry te Velde (Newberry te Velde Carriage)
<u>Producer Representatives</u>	Peter Trow
<u>Livestock Representatives</u>	Nick Lehman
<u>APOLOGIES:</u>	Nil
<u>DISCLOSURE OF CONFLICT OF INTERESTS:</u>	Nil
<u>MINUTES OF THE PREVIOUS MEETING:</u>	MOTION: Minutes from the ordinary monthly meeting dated 9 February 2022 were moved as true and correct. MOVED: Peter Trow SECONDED: Nick Lehman CARRIED
<u>BUSINESS ARISING:</u>	Nil
<u>CORRESPONDENCE</u>	<u>Incoming:</u> Nil <u>Outgoing:</u> Nil
<u>FINANCIAL REPORT</u>	<p>The Acting Director of Development, Planning and Regulatory Services, Mr Kane Duke provided a copy of the Revenue and Expenditure Report to all members and a report which was provided to all members to read and review.</p> <p>Clr Tim Alt discussed about using fob systems for the wash system and fencing required to restrict entry. Discussion was held about how to make the saleyards viable.</p> <p>Further discussion was held about other saleyards – Scone has more cattle.</p> <p>Saleyards Manager Aaron Campbell – numbers down from past</p>

.....
Mayor Carol Sparks – Chairperson

.....
Minutes

MINUTES OF THE GLEN INNES SALEYARDS ADVISORY COMMITTEE

<u>FINANCIAL REPORT</u> <u>(continued)</u>	<p>Terry te Velde commented not realistic to have three sheep saleyards within one area. Upgrade of Guyra is not a viable option.</p> <p>Mayor Rob Banham commented sales have moved cattle away from Glen Innes.</p> <p>Weighing of cattle was being done at the quarry weighbridge sheep yard would close if they do not make money.</p> <p>Saleyards Manager Aaron Campbell – sheep scale not installed and not worth installing. 70% of animals captured for charges. Depreciation would be difficult to cover let alone wages.</p> <p>Clr Tim Alt raised discussion if cattle sales would come back to Glen Innes. It would take over ten years to recover from drought and with better years in surrounding areas would be unlikely to recover.</p> <p>Peter Trow raised that doubling fee's would not make the yards cover costs. Number not going to be resolved.</p>
<u>GENERAL BUSINESS</u>	<u>WEIGHBRIDGE FEES</u> <p>Shad Bailey – Elders selling cattle online, not enough cattle for sale in area to fill yards. Discussed quarry weigh bridge fees compared to other saleyards.</p> <p>MOTION: The quarry weighbridge fee to be charged the same fee as the saleyards weighbridge fee for livestock per head basis.</p> <p>MOVED: Terry te Velde SECONDED: Chris Alt CARRIED</p>
<u>RECOMMENDATIONS TO COUNCIL:</u>	<p>Nil.</p>
<u>NEXT MEETING:</u>	<p><u>General Meeting</u> – Wednesday 6 July 2022</p> <p>William Gardner Room, Glen Innes Severn Library and Learning Centre, Grey Street, Glen Innes.</p>
<u>MEETING CLOSED:</u>	<p>4:10 pm</p>

.....
 Mayor Carol Sparks – Chairperson

.....
 Minutes

**Library Committee Meeting
29 April 2022
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 09.00am

Present: Kerry Muir, Kerry Byrne, Donna Green (Tele-Conference),
Jenny Sloman, Anna Watt, Marina Gerlofsma

Apologies: Rob Banham, Lindy Stevenson

Declaration of Interest: none

Minutes of the February 2022 meeting accepted as true and accurate:

Emailed to members before the meeting

Moved: Marina Gerlofsma

Second: Kerry Byrne

Business arising from minutes: none

Correspondence:

Incoming: Letter from Council re Section 355 Community Committee of
Conduct Training. Kerry Muir and Anna Watt attended the session.

Manager of Learning Resource Centres TAFE Report

Emailed to members before the meeting

Library Events

- TAFE NSW library staff are working in the statewide LibChat roster, live chatting with TAFE NSW staff and students.
- TAFE NSW Libraries are continuing to provide online technical support sessions, online orientations, online referencing sessions and English conversation sessions, just to name a few.
- The TAFE NSW Inverell librarian participated in the Inverell Connection Day community event, which provided an opportunity for TAFE NSW to advertise courses to the broader community.

Manager of Library and Learning Centre Council Report:

Emailed to members before the meeting

The lifting of COVID restrictions in late February 2022, has brought a more positive attitude to the Library and its members visiting the Glen Innes and village Libraries.

In January, staffing levels halved. With the resignation of a staff member, and another staff member commencing six (6) month's leave without pay. Staffing was further complicated as the TAFE Librarian has been on sick leave since November 2021.

To manage the low level of staffing, the weekly Storytime sessions, Children's and Youth activities and Inter-Library Loans Services have been cancelled until further notice. Casual staff are being used to help operate the Customer Service desk and village Libraries are occasionally closed to keep the Glen Innes Library open. The Emmaville Library was closed on Friday, 25 February 2022 and Friday, 4 March 2022 to help staff the Glen Innes Severn Library.

January 2022

Library Team Workshop

The Library Team commenced their January workshop with a three (3) hour Resilience Workshop by Rebecca Jaegar, a Mental Toughness Coach, who gave staff some insight into managing stress and coping skills. Staff were given the option to contact her for free follow up sessions. This workshop was followed by a manual evacuation awareness refresher, an evacuation drill, and an internal and external risk assessment of the Library and Learning Centre.

On the second day of the workshop, staff travelled to the Armidale War Memorial Library to network with the Armidale staff and to learn about their technology and service developments. This was followed by a visit to the Armidale Folk Museum and the **University of New England (UNE)** Natural History Museum for staff professional development.

Library Mobile Application (App)

The Library commenced a promotional campaign of its new Library Mobile App for members to access services via their devices. Members can check the catalogue to find a resource, reserve a resource online, log into an e-book, e-audio book, or e-newspaper from the comfort of their home or car.

The App can be used to access the online information databases and images for school assignments or higher education courses.

February 2022

'Love Your Library' – February 2022

During February, the 'Love Your Library' campaign was a popular event with our members. It commenced on Monday, 14 February 2022, Valentine's Day. Special displays of the romance collection, a 'Show the Love' colouring competition and member's 'Share your Love' feedback sheets for staff and Library, were organised for the month.

Glen Innes Show Exhibits – Friday, 11 February 2022 until Sunday, 13 February 2022

The Library's Lego Group exhibited a Show Day Lego Display and received First Prize for their efforts.

Senior's Card Writer's Workshop – Tuesday, 22 February 2022

The Senior's Card Writers Workshop was coordinated by Colleen Parker, Project Manager, from Fellowship of Australian Writers NSW Incorporated. Colleen assists seniors to tell their stories and to write them down and to enter them into the Seniors Card Short Story Competition 2022. Selected stories from these workshops are published in the NSW Seniors Card Story Volumes which are valuable historical record of the lives of NSW seniors. These volumes are circulated to all NSW Public Libraries each year.

Author Event – LIVE Online – Thursday, 24 February 2022

On Thursday, 24 February 2022, an evening online LIVE event was screened at the Library featuring Dinuka McKenzie in conversation with Dani Vee who questioned Dinuka on her new book 'The Torrent'. Community members enjoyed the safe moving conversation on the author's style, interests and how to publish in a very competitive author's market.

March 2022

International Women's Day (IWD) – Friday, 11 March 2022

Four inspiring local women, Kelly Foran, CEO of Smiling Faces and Helping Hands Foundation, Zaylie and Nicole Hyde from Sweetie Pie's Bake Shop and Cassandra Hill from Mr and Mrs Hill Lighting, were the star attractions for the IWD event held at the Library on Friday, 11 March 2022.

The individual servings of hot and cold finger food were supplied by Sweetie Pie's Bake Shop.

This was a combined annual event and effort by Community Services and Library Services staff.

Bad Sydney Crime Writers Festival – Thursday, 31 March 2022

On Thursday, 31 March 2022, an evening online LIVE event was screened in the Library featuring Lynda La Plante in conversation with Sue Turnbull. This event was lively and very popular with the audience.

GLEN INNES ART GALLERY EXHIBITION

The Glen Innes Art Gallery was closed during January 2022 the Gallery's first exhibition for the year commenced in February 2022.

The February Art Gallery Exhibition was the 'Lockdown Life' Exhibition. It included all artwork mediums and was open from Monday, 7 February 2022 until Friday, 25 February 2022.

During March, the 'Beyond The Lawn' Exhibition organised by the Australian Garden History Society was open from Monday, 7 March 2022 until Friday, 25

March 2022. It comprised of an historic photograph display of the local gardens from the 1950s.

This exhibition was open for the IWD event as an additional element of interest for the participants.

LIBRARY QUARTERLY STATISTICS

The Library's quarterly statistics reflect a slow return to business in the Glen Innes Severn Library and village communities. Numbers are consistent across the three (3) months.

The Library's e-Resources are not included in the quarterly review but usage has increased in online resource usage as members begin to rely more heavily on e-Books, e-Audio, online magazines, and newspapers.

Moved: Kerry Byrne

Second: Jenny Sloman

General Business:

Work, Health & Safety

An online Risk Assessment of the Library and Learning Centre has been completed.

Foyer awning, women's and men's toilets are fixed. The removal of a tree on the eastern side of building is in the budget 2022-23.

Street lights at the front of the Library need to be investigated due to a woman tripping and hurting herself while attending a night meeting in the Learning Centre.

Leaves at front of pathway need clearing, as they are slippery when wet and irregularities on path are not visible.

Future scheduled Events:

Emailed to members before the meeting and handed out at the meeting.

- Live streaming author event: Dervla McTiernan, Thursday 28 April 6-7 pm.
- Friends of the Library Booksale Wednesday 27 April-Saturday 30 April 2022. Change of venue: Scout Hall.

Reviewed Policies to be endorsed at the April 28 Council Meeting:

- Glen Innes Public & TAFE Young Peoples Policy.
- Glen Innes & TAFE Internet Policy.

Update Recruitment on Library Assistant Position:

The Library Manager thanked Kerry Muir was being a member of the recruitment panel. We are currently waiting on Council's recruitment procedure to final for the candidate.

Director of Corporate & Community Services update.

Anna Watt explained that Council's:

- Draft Long Term Financial Plan 2022-2032;
- Draft Operation Plan and Budget 2022-23;
- Draft Community Strategic Plan 2022-2032;
- Draft Delivery Program 2022-2025;
- Draft Workforce Management Strategic Plan 2022-2025;
- Draft Disability Inclusion Action Plan 2022-2025;
- Draft Asset Management Strategy, Asset Management Policy and Asset Management Plan.

All these documents are on Council's webpage and on public display at both Council's offices and the village post office at Emmaville, Deepwater, and Glencoe during June 2022.

Other News:

Library online training

Kate Cooper will be attending online training on Diverse Cultural Book Selection, to reflect the changes in society regarding family, gender etc. to assist with the selection of books that reflect these changes.

Kerry Muir commented on a recent PROBUS outing to PhotoCreate to look at their Global Business running from a country town and providing jobs for locals.

Meeting closed at 10.07am

Next meeting: 17 June 2022

09.00am

**Glen Innes Severn Learning Centre
Conference Room**

Signed

Date



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 27 MAY 2022 AUDITORIUM, CLUB YORK, SYDNEY

The meeting opened at 8.35 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Ballina Shire Council, Cr Sharon Cadwallader, Mayor
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bega Valley Shire Council, Mr Anthony McMahon, CEO
Berrigan Shire Council, Cr Matthew Hannan, Mayor
Berrigan Shire Council, Mr Matt Hansen, Deputy CEO
Bland Shire Council, Mr Ray Smith, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen Atear, Acting Deputy General Manager
Cowra Shire Council, Cr Bill West, Mayor
Cowra Shire Council, Mr Paul Devery, General Manager
Dubbo Regional Council, Cr Mathew Dickerson, Mayor
Dubbo Regional Council, Mr Murray Wood, General Manager
Edward River Council, Cr Peta Betts, Mayor
Edward River Council, Mr Phil Stone, General Manager
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Mr Craig Bennett, General Manager
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor

Page 2

Goulburn Mulwaree Council, Mr Matt O'Rourke, Acting General Manager
 Griffith City Council, Cr John Doug Curran, Mayor
 Griffith City Council, Mr Brett Stonestreet, General Manager
 Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
 Gunnedah Shire Council, Mr Eric Growth, General Manager
 Gwydir Shire Council, Cr John Coulton, Mayor
 Gwydir Shire Council, Mr Max Eastcott, General Manager
 Gwydir Shire Council, Cr Catherine Egan, Deputy Mayor
 Hay Shire Council, Cr Carol Oataway, Mayor
 Hay Shire Council, Mr David Webb, General Manager
 Inverell Shire Council, Cr Paul Harmon, Mayor
 Kempsey Shire Council, Cr Leo Hauville, Mayor
 Kempsey Shire Council, Mr Craig Milburn, General Manager
 Kiama Municipal Council, Cr Neil Reilly, Mayor
 Kiama Municipal Council, Ms Jane Stroud, CEO
 Leeton Shire Council, Cr Tony Reneker, Mayor
 Leeton Shire Council, Ms Jackie Kruger, General Manager
 Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
 Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
 Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
 Moree Plains Shire Council, Cr Mark Johnson, Mayor
 Moree Plains Shire Council, Mr Nick Tobin, Acting General Manager
 Murray River Council, Mr Terry Dodds, General Manager
 Narrabri Shire Council, Cr Ron Campbell, Mayor
 Narrandera Shire Council, Cr Neville Schenka, Mayor
 Narrandera Shire Council, Mr George Cowan, General Manager
 Oberon Council, Cr Mark Kellam, Mayor
 Oberon Council, Mr Gary Wallace, General Manager
 Orange City Council, Cr Jason Hamling, Mayor
 Orange City Council, Mr Dave Waddell, General Manager
 Parkes Shire Council, Cr Ken Keith, Mayor
 Singleton Council, Cr Sue Moore, Mayor
 Singleton Council, Jason Linnane, General Manager
 Temora Shire Council, Mr Gary Lavelle, General Manager
 Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
 Upper Lachlan Shire Council, Cr Pam Kensit, Mayor
 Uralla Shire Council, Bob Crouch, Deputy Mayor
 Uralla Shire Council, Ms Kate Jessep, General Manager
 Warren Shire Council, Cr Milton Quigley, Mayor
 Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
 Warrumbungle Shire Council, Mr Roger Bailey, General Manager
 LGNSW, Mr Scott Phillips, CEO
 ALGA Cr Linda Scott, President
 Office of Local Government, Melissa Gibbs, Director Policy and Sector Development

APOLOGIES:

As submitted

SPECIAL GUESTS:

Cr Linda Scott, President, ALGA

The Hon Wendy Tuckerman MP, Minister for Local Government

The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales,
Minister for Police

The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality
and Racing

Mr Scott Phillips, CEO, LGNSW

Ms Anna Bowen, Head of Social Impact, Royal Far West

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 11 March 2022 be accepted as a true and accurate record (Inverell Shire Council / Warrumbungle Shire Council).

3. Matters Arising from the Minutes

Nil

4. Cr Linda Scott, President, ALGA

Cr Scott thanked councils for campaigning Local Government issues in the recent Federal election. The change in government is working to ensure commitments are met and that Labor Party policy is implemented. ALGA has secured commitments for fair funding of Federal Assistance Grants, the Commonwealth Government will match the \$500 million coalition extension to the \$2.5billion Local Roads and Community Infrastructure program and invest a further \$250million, it will provide \$200million for disaster mitigation funding which will be based on application, will provide \$400million for mobile phone coverage in rural and regional areas and to return Local Government to the National Cabinet. ALGA's advocacy priorities are a climate change partnership, affordable housing partnership and circular economy waste innovation and reduction.

5. Health Forum

RESOLVED

1. That following the Country Mayors Health Forum, Country Mayors write to the Premier and Opposition leader thanking them for their representation at the forum through the Minister for Regional Health the Hon Bronnie Taylor MLC and the Shadow Minister for Health Ryan Park and recognise their bipartisan commitment to agreeing to address the rural and regional health issue across regional NSW

2. That Country Mayors seek commitment from the Premier and the leader of the Opposition to implement the recommendations of the Legislative Council Inquiry into the Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote New South Wales

3. That the Country Mayors Executive Committee develop a further set of targeted health related priorities to advocate to both State and Federal Governments to address (Bega Valley Shire Council / Gunnedah Shire Council)

6. The Hon Wendy Tuckerman MP, Minister for Local Government

The Minister is pleased to have been appointed and wants to be a strong advocate for Local Government. She has discussed the 2022/23 rate variation with IPART and was able to get the variation resolved. There are challenges with the Environmental Services Levy but additional resources have been provided and additional funding has been pushed through for increased costs incurred by councils. The government has supported flood affected communities in northern NSW and has introduced a support program for skills for councils most in need. The OLG priorities are Sustainability and an IPART review. Some councils are not sustainable and there is a need to get those councils to be able to provide services to their communities. The Minister does not want the Office of Local Government reduced down to small numbers. A conduct review is to take place as there are a number of issues around the State. Joint Organisations are calling for more resourcing and a consultation process is to commence shortly.

7. The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales, Minister for Police

If regional NSW is going well then NSW is going well. The Minister wants to knock on the doors of the new Commonwealth Ministers to make sure regional and rural NSW is not forgotten. He will stand up for rural NSW. The Minister wants communities first and wants a government that responds to emergencies. Regional NSW has become a great place to live and government investment has transformed communities. Lots of projects are being undertaken not only large but also small such as overtaking lanes and the replacement of timber bridges. Regional Growth is funding 2700 projects across the State. Improved facilities support other services such as tourism and recreation opportunities. The Regional Job Creation Fund is creating 7,000 jobs in regional NSW, and Resources for Regions is supporting communities affected by mining, while connectivity for phone coverage although not a State responsibility is being supported by the government. Policing was a role he took on because additional police are required in rural NSW and he wants to ensure that it gets its fair share of police resources. The State government wants to work with Local Government and wants to do projects in partnership with Local Government

8. The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing

The Minister can understand the frustration with dealing with government departments and invites us to contact his office if there is frustration in cutting through the red tape. There are 233 Safe and Secure water projects that are being undertaken. The State has gone from running out of water to a plentiful supply causing different challenging issues. The Water Efficiency Program fixes leaks. The Crown Reserve Improvement Fund has an additional \$7million. There is \$29million available for improvements to racetracks and \$72million for showground maintenance upgrades. Crown land needs to be unlocked for social and affordable housing. The Department can work with land claims at a local level and it is open to working with them.

9. Mr Scott Phillips, CEO, LGNSW

Mr Phillips provided a report on the work of LGNSW since the last meeting on advocacy priorities and updates including Domestic Waste Management Charges Review, Emergency Services Levy and Rural fire Service Assets, ePlanning and NSW Planning Survey, and Housing and outlined advocacy wins such as the 2022-2023 rate peg determination, extra finance to cover the ESL increase for 2022-23, the new report on rural, regional and remote health crisis, the parliamentary inquiry into the conduct of elections held under COVID-19 conditions, flood relief for councils and funding for modular housing package for flood affected communities

10. CORRESPONDENCE

Outward

- (a) The Hon Sam Farraway MP, Minister for Regional Transport and Roads thanking him for his presentation to the 11 March 2022 meeting
- (b) Mr Simon Hunter, Executive Director Strategy and innovation, NSW Department of Planning and Environment, thanking him for his presentation to the 11 March meeting 2022
- (c) The Hon Dominic Perrottet MP, Premier, inviting him to present at the 27 May 2022 meeting
- (d) The Hon Wendy Tuckerman MP, Minister for Local Government, regarding the inclusion of RFS Assets in a council balance sheet
- (e) The Hon Kevin Anderson MP, Minister for Lands and Water, and Minister for Hospitality and Racing inviting him to present at the 27 May 2022 meeting
- (f) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, following up the Associations letter to Minister Stokes regarding employment zones
- (g) The Hon Paul Toole MP, Deputy Premier, Minister for Regional NSW and Minister for Police, inviting him to present at the 27 May 2022 meeting
- (h) The Hon James Griffin MP, Minister for Environment and Heritage regarding impacts on rural NSW by the Bio Diversity Offset Scheme
- (i) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, regarding the holding of a Rural Health Forum

Inward

- (a) Ms Ally Dench, Executive Director, Local Government, Office of Local Government NSW, regarding Joint Organisations and the Rural Council Model
- (b) Cr Rick Firman OAM, Chairman, Riverina JO, regarding the IPART Peg Methodology
- (c) El Smith, Director of Administration and Finance, Temora Shire Council, regarding the IPART Peg Methodology

NOTED

11. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Gunnedah Shire Council / Leeton Shire Council)

Page 6

12. Ms Anna Bowen, Head of Social Impact, Royal Far West

Royal Far West has a long history with rural NSW and although based in Sydney many staff are from country areas. Rural communities are doing it tough and rural children are worse off developmentally than their city counterparts due to environmental and social reasons. Royal Far West provides 750 children with pediatric services, it has a bushfire program and a flood intervention program. They are getting smarter and more effective in recognizing what works. The royal far west is affected by the workforce shortage so are backing that up with telehealth.

13 Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

RESOLVED that Country Mayors seek to meet with the NSW Minister for Local Government and the Minister for Planning to seek an urgent amendment to the Environmental Planning and Assess (Development Certification and Fire Safety) Regulation 2021 (Murray River Council / Tenterfield Shire Council)

14. New Commonwealth Government Programs

RESOLVED That Country Mayors requests that the new Commonwealth Government commit to or enhance the Local Governments programs of the previous government (Armidale Regional Council /Bega Valley Shire Council)

There being no further business the meeting closed at 12.05pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW