

# ***Glen Innes Severn Ordinary Council Meeting***

## ***24 MARCH 2022***

### **ANNEXURES**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>7.1 Resolution Tracking Report</b>	
Annexure A Outstanding Actions Report as at 17 March 2022 .....	4
<b>7.3 2022 NSW Australian Local Government Women's Association (ALGWA) Conference</b>	
Annexure A Draft Program - ALGWA Conference 2022 .....	36
<b>7.4 Rate Capping in New South Wales Local Government</b>	
Annexure A USU Commissions Report (February 2022) .....	37
<b>7.5 Superannuation for Councillors</b>	
Annexure A LGNSW Member Message .....	73
Annexure B Report to Council 26 March 2020 .....	75
Annexure C OLG Circular 21-07 .....	79
Annexure D OLG Circular 22-04 .....	82
<b>7.8 Monthly Report from the General Manager's Directorate for the month of February 2022</b>	
Annexure A Table of Grants and Funding .....	84
<b>7.9 End of Term Report - 2021</b>	
Annexure A End of Term Report 2021 .....	85
<b>7.10 Delegation to the Mayor</b>	
Annexure A Draft Delegations of Authority from Council to the Mayor .....	121
<b>7.11 Corporate Governance Policy Framework</b>	
Annexure A Corporate Governance Policy Framework .....	130
<b>7.12 Arts North West Update</b>	
Annexure A Return on Investment from Arts North West .....	140
Annexure B Cover Letter for 2020 LGA Summary - Glen Innes .....	141
<b>7.14 Youth Centre Report</b>	
Annexure A Glen Innes Severn Council Youth Strategy 2021-2025 .....	143

<b>7.15</b>	<b>Review of the Home Library Service Policy 2022-2025</b>	
	Annexure A Draft - Home Library Service Policy 2022 - 2025.....	171
	Annexure B Draft - Home Library Service Guidelines 2022 - 2025 .....	179
<b>7.16</b>	<b>Review of the Records Management Policy</b>	
	Annexure A Draft Records Management Policy .....	189
<b>7.17</b>	<b>Capital Works Program Progress Report as at 28 February 2022</b>	
	Annexure A Capital Works Program Carried Forward 2019/2020.....	197
	Annexure B Capital Works Program Carried Forward 2020/2021 .....	198
	Annexure C Capital Works Program 2021/2022.....	200
	Annexure D Capital Works program Revotes.....	204
<b>7.22</b>	<b>Emmaville Mining Museum Committee - Election of Committee</b>	
	Annexure A Emmaville Mining Museum Committee - AGM Minutes 17/2/22.....	205
<b>7.23</b>	<b>Glen Innes Saleyards Advisory Committee - Election of Committee</b>	
	Annexure A Glen Innes Saleyards Advisory Committee - AGM Minutes 9/2/22 .....	207
<b>7.24</b>	<b>Glen Innes Severn Cemetery Committee - Election of Committee</b>	
	Annexure A Glen Innes Severn Cemetery Committee - AGM Minutes 17/2/22 .....	209
<b>7.25</b>	<b>Glen Innes Severn Library Committee - Election of Committee</b>	
	Annexure A Glen Innes Severn Library Committee - AGM Minutes 18/2/2022.....	210
<b>7.26</b>	<b>Glencoe Hall Committee - Election of Committee</b>	
	Annexure A Glencoe Hall Committee AGM Minutes 9/3/2022 .....	212
<b>7.27</b>	<b>Open Spaces Committee - Election of Committee</b>	
	Annexure A Open Spaces Committee AGM Minutes - 16/2/22.....	214
<b>7.28</b>	<b>Roads Consultative Committee - Election of Committee</b>	
	Annexure A Roads Consultative Committee - AGM Minutes 17/2/22.....	216
<b>7.32</b>	<b>Recommendations from the Roads Consultative Committee</b>	
	Annexure A Roads Consultative Committee Ordinary Meeting Minutes 17 February 2022.....	218
<b>7.33</b>	<b>Transfer of Skilled Construction Worker Position between Works Teams</b>	
	Annexure A Current Organisational Structure for Infrastructure Services Directorate .....	226
	Annexure B Proposed Organisational Structure for Infrastructure Services Directorate .....	227
<b>7.34</b>	<b>Infrastructure Services Monthly Report for February</b>	
	Annexure A Grading Accomplishment Map.....	228
	Annexure B Drinking Water Monitoring Program Results Report.....	229



<b>9.2</b>	<b>Minutes of Council Community Committee Meetings for Information</b>	
Annexure A	Australia Day Committee - 2/02/22 .....	232
Annexure B	Australian Standing Stones Management Board - 19/01/22.....	236
Annexure C	Australian Standing Stones Management Board - 16/02/22.....	240
Annexure D	Emmaville War Memorial Hall Committee - 9/12/21.....	245
Annexure E	Glen Innes Severn Learning Centre Management Committee - 3/12/21 .....	247
Annexure F	Library Committee - 3/12/21 .....	251
Annexure G	Minerama Committee - 13/12/21 .....	257
Annexure H	Minerama Committee - 10/01/22 .....	260
Annexure I	Minerama Committee - 7/02/22 .....	263

Action Sheets Report	Division:		Date From:	
	Committee:	Council	Date To:	
	Officer:			
			Printed: Thursday, 17 March 2022 11:39:04 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  <b>21.02/20 RESOLUTION</b>  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.  <b>CARRIED</b>	23/06/2022	Lamsal, Pramod	<b>03 Mar 2020 9:27am</b>  DDPRS - is to action all points.  <b>04 Mar 2020 12:00pm</b>  Estimated Completion Date changed by: Graham Price From: 12 Mar 2020 To: 30 Mar 2021  <b>18 Mar 2020 3:19pm Price, Graham</b>  Item 1 completed and a budget provision made in Operational Plan subject to Council adoption.  <b>30 Apr 2020 2:34pm Price, Graham</b>  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.  <b>18 May 2020 9:23am Price, Graham</b>  There is no change in status for this project until such time as the new Delivery Plan is prepared.  <b>02 Jun 2020 8:47am Price, Graham</b>  There is no change in status for this project.  <b>19 Jun 2020 2:57pm Price, Graham</b>  2021 Council elections now announced so preparation of a new Delivery Plan will occur in the latter part of 2021  <b>15 Jul 2020 11:27am Price, Graham</b>  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.  <b>10 Aug 2020 4:14pm Price, Graham</b>  Two (2) quotations received for the Risk Assessment and Adaption Plan and have requested one (1) additional quote be obtained.

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p><b>10 Sep 2020 2:49pm Price, Graham</b></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><b>30 Sep 2020 8:30am Price, Graham</b></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&amp;C regarding the undertaking of the consultation regarding the risk assessment.</p> <p><b>29 Oct 2020 2:18pm Price, Graham</b></p> <p>Due to annual leave and the MGR&amp;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><b>17 Nov 2020 4:04pm Price, Graham</b></p> <p>Preliminary discussions held with MGR&amp;CP regarding conducting in-house risk assessment in the first instance.</p> <p><b>07 Dec 2020 12:09pm Price, Graham</b></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><b>15 Feb 2021 9:39am Price, Graham</b></p> <p>On completion of the preparation of the 2021-22 Operational Plan &amp; Budget the risk assessment will be undertaken in house.</p> <p><b>15 Feb 2021 9:56am Price, Graham - Target Date Revision</b></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><b>10 Mar 2021 12:06pm Price, Graham</b></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>

Page 2 of 32

Action Sheets Report	Division:		Date From:	
	Committee:	Council	Date To:	
	Officer:			
				Printed: Thursday, 17 March 2022 11:39:04 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p><b>09 Apr 2021 3:21pm Price, Graham</b></p> <p>Quotation from Cress Consulting has been accepted to prepare a Climate Change Adaption Report by the 30 June 2021.</p> <p><b>13 May 2021 12:05pm Price, Graham</b></p> <p>Climate change risk workshop is scheduled for early June 2021 with an Adaption report to be prepared following the workshop.</p> <p><b>02 Jun 2021 1:08pm Price, Graham</b></p> <p>Climate risk workshop scheduled for Thursday 3 June.</p> <p><b>07 Jun 2021 3:01pm Price, Graham</b></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><b>01 Jul 2021 9:45am Price, Graham - Target Date Revision</b></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><b>01 Jul 2021 9:45am Price, Graham</b></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><b>08 Jul 2021 11:25am Price, Graham - Target Date Revision</b></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><b>10 Aug 2021 5:11pm Price, Graham</b></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>

<b>Action Sheets Report</b>	<b>Division:</b> <b>Committee:</b> Council <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>  <b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>
-----------------------------	--	---

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p><b>07 Sep 2021 2:20pm Price, Graham</b></p> <p>Items 1 &amp; 2 have been completed. Work on an Emissions Reduction Plan has commenced and is on target for completion by June 2022.</p> <p><b>12 Oct 2021 8:56am Price, Graham</b></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><b>03 Nov 2021 2:23pm Price, Graham</b></p> <p>Points 1 &amp; 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><b>09 Nov 2021 12:07pm Price, Graham - Reallocation</b></p> <p>Action reassigned to Lamsal, Pramod by Price, Graham - Pramod is pursuing the development of an Emissions Reduction Plan.</p> <p><b>06 Dec 2021 11:19am Lamsal, Pramod</b></p> <p>We are looking for all options to complete the ERP within revised target date.</p> <p><b>11 Jan 2022 3:38pm Lamsal, Pramod</b></p> <p>Consultants will soon be contacted to get idea on the preparation of Emission Reduction Plan (ERP).</p> <p><b>04 Feb 2022 12:04pm Lamsal, Pramod</b></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>

<b>Division:</b>		<b>Date From:</b>	
<b>Committee:</b>	Council	<b>Date To:</b>	
<b>Officer:</b>		<b>Printed:</b>	Thursday, 17 March 2022 11:39:04 AM
<b>Action Sheets Report</b>			

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						07 Mar 2022 9:21am Lamsal, Pramod  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.
28/05/2020	7.18	Dumaresq Street Industrial Estate	Moved Cr C Price    Seconded Cr A Parsons  <b>19.05/20 RESOLUTION</b>  That Council:  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.  2.    On completion of the subdivision, appoints Liston Legal to undertake a contract of sale with Mr DeJong subject to vendor mortgage as outlined in this report.  3.    Initially promotes the sale of the three (3) lots for industrial land in Lot 1 DP 500936 on the Glen Innes Highlands website and other suitable mediums, as identified in the body of this report.  4.    Offers the three (3) lots for sale at \$50,000 plus GST and that successful applicants be offered a five (5) year interest free vendor finance mortgage.	30/07/2022	James, Sari	19 Jun 2020 3:03pm Price, Graham  Item 1 completed and with GM for signing and final lodgement.  19 Jun 2020 3:04pm Price, Graham - Target Date Revision  Target date changed by Price, Graham from 11 June 2020 to 28 August 2020  09 Jul 2020 3:32pm Price, Graham  Item 1 completed and DA lodged.  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 - <a href="https://gleninneshighlands.com/existing-assets.html">https://gleninneshighlands.com/existing-assets.html</a> , 2. Posted onto Glen Innes Highlands FaceBook page, 3. Shared to GISC FaceBook page, 4. Shared to 'Glen Innes Business Support' FaceBook group.  10 Aug 2020 4:15pm Price, Graham  Promotion has been carried out through the VIC. Subdivision DA has been lodged and is pending approval.  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.

<b>Action Sheets Report</b>	<b>Division:</b> <b>Committee:</b> Council <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>  <b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>
-----------------------------	--	---

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS																
			<p>5. Requests applicants expressing interest to purchase land to demonstrate the following criteria:</p> <ul style="list-style-type: none"><li>☐ The capacity of the future development to create local employment;</li><li>☐ The quality of the Expression of Interest, supporting their proposed future development (for example, a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial plan/budget); and</li><li>☐ The demonstrated ability of the individual, organisation or company to deliver a development on the site in a timely manner.</li></ul> <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 C Sparks</td><td></td></tr><tr><td>Cr D Newman</td><td></td></tr><tr><td>Cr G Frendon</td><td></td></tr><tr><td>Cr A Parsons</td><td></td></tr><tr><td>Cr C Price</td><td></td></tr><tr><td>Cr J Smith</td><td></td></tr><tr><td>Cr S Toms</td><td></td></tr></table> <p>The division was declared CARRIED by 7 votes to 0.</p> <p>CARRIED</p>	For	Against	Cr C Sparks		Cr D Newman		Cr G Frendon		Cr A Parsons		Cr C Price		Cr J Smith		Cr S Toms				<p><b>25 Aug 2020 2:37pm Price, Graham - Target Date Revision</b></p> <p>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.</p> <p><b>10 Sep 2020 2:51pm Price, Graham</b></p> <p>The Development consent has been approved which will now allow the pursuing of the Subdivision certificate.</p> <p><b>30 Sep 2020 8:35am Price, Graham</b></p> <p>Surveyor to be engaged to finalise the survey.</p> <p><b>29 Oct 2020 2:26pm Price, Graham - Target Date Revision</b></p> <p>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.</p> <p><b>29 Oct 2020 2:26pm Price, Graham</b></p> <p>Pending a quotation from Surveyor Jim Noad to finalise the linen plan.</p> <p><b>17 Nov 2020 4:07pm Price, Graham</b></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><b>02 Dec 2020 11:39am Price, Graham</b></p> <p>Works including sealing of road and K&amp;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><b>15 Feb 2021 9:30am Price, Graham</b></p> <p>Preliminary site work has commenced and road works and kerb &amp; gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb &amp; gutter and placement of survey markers. Survey expected to be completed by the end of April.</p>
For	Against																					
Cr C Sparks																						
Cr D Newman																						
Cr G Frendon																						
Cr A Parsons																						
Cr C Price																						
Cr J Smith																						
Cr S Toms																						

Action Sheets Report	Division:		Date From:	
	Committee:	Council	Date To:	
	Officer:		Printed: Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<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 &amp; gutter prior to undertaking survey work. K&amp;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> <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>



<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p><b>10 Aug 2021 5:10pm Price, Graham</b></p> <p>Wet weather continues to delay works. Survey cannot be completed until such time as the kerb and gutter is completed.</p> <p><b>07 Sep 2021 2:22pm Price, Graham</b></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><b>12 Oct 2021 8:57am Price, Graham</b></p> <p>Kerb &amp; 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><b>03 Nov 2021 2:34pm Price, Graham</b></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><b>04 Nov 2021 2:54pm Price, Graham - Reallocation</b></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> <p><b>10 Nov 2021 9:03am James, Sari</b></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><b>17 Nov 2021 9:16am James, Sari</b></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><b>17 Nov 2021 9:17am James, Sari - Target Date Revision</b></p> <p>Target date changed by James, Sari from 26 November 2021 to 16 December 2021</p>

<b>Division:</b>		<b>Date From:</b>	
<b>Committee:</b>	Council	<b>Date To:</b>	
<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	
<b>Action Sheets Report</b>			

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p><b>22 Nov 2021 11:10am James, Sari - Target Date Revision</b> Target date changed by James, Sari from 16 December 2021 to 25 February 2022</p> <p><b>25 Nov 2021 10:52am James, Sari</b> 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><b>08 Dec 2021 9:06am James, Sari</b> I have called Council's legal representative and left a message today with the receptionist.</p> <p><b>12 Jan 2022 9:07am James, Sari</b> I contacted the Surveyor who has stated he has passed on this information to Council's legal representative.</p> <p><b>14 Feb 2022 12:50pm James, Sari</b> Surveyor has been contacted and will meet with Council survey team this week to discuss the site.</p> <p><b>15 Feb 2022 1:15pm James, Sari - Target Date Revision</b> 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> <p><b>24 Feb 2022 2:45pm James, Sari</b> Council survey team to meet with surveyor to survey the site, aiming for next week.</p> <p><b>09 Mar 2022 8:55am James, Sari</b> 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><b>15 Mar 2022 4:22pm James, Sari</b> Survey team met with the Surveyor on Monday the 14th of March, Council is now waiting upon the response from the visit.</p>

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>
	<b>Committee:</b>	Council	<b>Date To:</b>
	<b>Officer:</b>		<b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
25/02/2021	7.35	To be Appointed Crown Land Managers of Blue Hills	Moved Cr A Parsons Seconded Cr S Toms  <b>39.02/21 RESOLUTION</b>  THAT Council:  1. Prepares and submits an application to be appointed Crown Land Manager of Reserve 98916 / Lot 717 Deposited Plan 753282 for the purpose of grazing.  2. Upon appointment as Crown Land Manager of Reserve 98916 / Lot 717 Deposited Plan 753282, calls for expressions of interest for a grazing lease for this land.  A division was called for, voting on which was as follows:  For Against  Cr C Sparks Nil Cr G Frendon Cr A Parsons Cr C Price Cr J Smith Cr S Toms  The division was declared CARRIED by 6 votes to 0.  <b>CARRIED</b>	31/05/2022	James, Sari	<b>04 Mar 2021 12:05pm James, Sari</b>  Have sent through letter and minutes to become Crown Land managers of the land on 4/3/21 to Crown Lands Armidale.  <b>10 Mar 2021 11:59am James, Sari</b>  Have heard back from Crown Land, they are investigation whether or not it has an Aboriginal Land Claim over the land. 10/3/21.  <b>10 Mar 2021 12:01pm James, Sari - Target Date Revision</b>  Target date changed by James, Sari from 11 March 2021 to 11 April 2021  <b>18 Mar 2021 9:16am James, Sari</b>  still investigating whether or not it has an Aboriginal Land Claim over the land.  <b>25 Mar 2021 9:03am James, Sari</b>  Investigating if we can find any history of having Aboriginal Land Claim over the land.  <b>01 Apr 2021 11:08am James, Sari</b>  Investigating with Crown Land about Aboriginal Land Claim  <b>07 Apr 2021 8:39am James, Sari - Target Date Revision</b>  Investigating Aboriginal land claim within Council, we do have 2 water mains and a pump running through the western corner of the lot. We will ask to query the claim because of the assets we have on the lot.  <b>15 Apr 2021 11:54am James, Sari</b>  Still investigating the Aboriginal Land Claim. checking if we have ever gotten notification of the claim.  <b>22 Apr 2021 9:58am James, Sari</b>  to Council's knowledge we have not been notified of the claim. I have let Crown lands know of this and they will get back to us on the next step.  <b>29 Apr 2021 9:24am James, Sari</b>  Awaiting information form Crown Lands.

Action Sheets Report	Division:		Date From:	
	Committee:	Council	Date To:	
	Officer:		Printed: Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>13 May 2021 3:00pm James, Sari</p> <p>Awaiting information from Crown Lands</p> <p>19 May 2021 11:00am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 30 April 2021 to 30 May 2021</p> <p>20 May 2021 12:51pm James, Sari</p> <p>awaiting information form Crown lands</p> <p>27 May 2021 8:59am James, Sari</p> <p>Awaiting information form Crown Lands</p> <p>27 May 2021 8:59am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 30 May 2021 to 30 June 2021</p> <p>02 Jun 2021 1:13pm James, Sari</p> <p>Crown Lands would like to give us an easement over the Blue Hills lot for the water mains and pump that are located in the northernly eastern section of the lot subject to Council providing evidence that these assets existed prior to the date of the land claim. The acting Property Officer is gathering required evidence.</p> <p>30 Jun 2021 9:18am James, Sari</p> <p>Crown Lands would like to give us an easement over the Blue Hills lot for the water mains and pump that are located in the northernly eastern section of the lot subject to Council providing evidence that these assets existed prior to the date of the land claim. The acting Property Officer is gathering required evidence.</p> <p>02 Jul 2021 11:24am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 30 June 2021 to 30 July 2021 - Extra time required to book in a survey.</p> <p>07 Jul 2021 8:57am James, Sari</p> <p>Extra time required to book in a survey.</p>

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>14 Jul 2021 9:00am James, Sari Extra time required to book in a survey.</p> <p>21 Jul 2021 9:18am James, Sari - Target Date Revision Target date changed by James, Sari from 30 July 2021 to 30 August 2021</p> <p>21 Jul 2021 9:26am James, Sari Extra time required to book in a survey.</p> <p>28 Jul 2021 11:23am James, Sari More time required to book survey.</p> <p>28 Jul 2021 11:36am James, Sari - Target Date Revision Target date changed by James, Sari from 30 August 2021 to 30 August 2021</p> <p>04 Aug 2021 8:59am James, Sari Have engaged Jim Noad Surveyor for a quote/ Glenn Wilson is checking to see how large the easement will need to be.</p> <p>11 Aug 2021 10:42am James, Sari have received a quote from Jim Noad, Glenn Wilson and myself will be going out to survey what we can first today.</p> <p>18 Aug 2021 9:21am James, Sari After scoping the site at Blue Hills last week, Glenn will be measuring the area tomorrow to see how large we need the easement to be.</p> <p>25 Aug 2021 10:14am James, Sari Water is in the process of locating where the pipe is located on the Blue hills lot , so we can decide on the easement size.</p> <p>25 Aug 2021 10:18am James, Sari - Target Date Revision Target date changed by James, Sari from 30 August 2021 to 15 September 2021</p>

<p><b>Division:</b></p> <p><b>Committee:</b> Council</p> <p><b>Officer:</b></p> <p><b>Action Sheets Report</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Thursday, 17 March 2022 11:39:04 AM</b></p>
--	--

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p><b>02 Sep 2021 7:46am James, Sari</b></p> <p>The Main has been mapped out by water, once lockdown is over the Property Officer will map the main into the Intramaps system using GPS.</p> <p><b>02 Sep 2021 7:47am James, Sari - Target Date Revision</b></p> <p>Target date changed by James, Sari from 15 September 2021 to 22 September 2021</p> <p><b>09 Sep 2021 9:42am James, Sari</b></p> <p>The Main has been mapped out by water, once lockdown is over the Property Officer will map the main into the Intramaps system using GPS.</p> <p><b>09 Sep 2021 9:42am James, Sari - Target Date Revision</b></p> <p>Target date changed by James, Sari from 22 September 2021 to 30 September 2021</p> <p><b>16 Sep 2021 12:17pm James, Sari</b></p> <p>The Main has been mapped out by water, the Property Officer will make a date to do the GPS mapping in the future.</p> <p><b>16 Sep 2021 12:19pm James, Sari - Target Date Revision</b></p> <p>Target date changed by James, Sari from 30 September 2021 to 30 September 2021 - in relation to the news today with Covid 19 in our LGA,</p> <p><b>17 Sep 2021 8:52am James, Sari - Target Date Revision</b></p> <p>Target date changed by James, Sari from 30 September 2021 to 14 October 2021</p> <p><b>22 Sep 2021 9:16am James, Sari</b></p> <p>The Main has been mapped out by water, the Property Officer will make a date to do the GPS mapping in the future, after lockdown.</p> <p><b>12 Oct 2021 3:11pm James, Sari - Target Date Revision</b></p> <p>Target date changed by James, Sari from 14 October 2021 to 30 April 2022 - Have to talk to mac about preferred mapping system. Once it is mapped on our system we will need to contact Crown Lands to accept an easement.</p>

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>25 Nov 2021 11:40am James, Sari</p> <p>The Main has been mapped out by water, the Property Officer will make a date to do the GPS mapping in the future, when the mapping system to use has been decided upon.</p> <p>08 Dec 2021 9:07am James, Sari</p> <p>The Main has been mapped out by water, the Property Officer will make a date to do the GPS mapping in the future, when the mapping system to use has been decided upon.</p> <p>05 Jan 2022 9:03am James, Sari</p> <p>The Main has been mapped out by water, the Property Officer will make a date to do the GPS mapping in the future, when the mapping system to use has been decided upon.</p> <p>19 Jan 2022 11:51am James, Sari</p> <p>Council is in a waiting period for Crown Lands to return their decisions on the Aboriginal Land Claim. I have left a message with Crown Lands, Aboriginal Land Claim Assessment Team to receive a recent update.</p> <p>14 Feb 2022 1:21pm James, Sari</p> <p>After the Council meeting 25 Feb 21, staff learned that an Aboriginal Land Claim was being assessed. To expedite the assessment, Crown Land needed information on Council's underground assets and requirements., Council staff are satisfied that an easement is not required and have responded to Crown Lands., As of 14 Feb 22, Crown Lands cannot provide an estimate on the land claim resolution., As a result I have contacted the interested grazier and explain that grazing will not be permitted until the claim is resolved., Council will arrange for the lot to be included in the bush fire hazard reduction programme until Crown Land resolves the claim.</p> <p>24 Feb 2022 2:35pm James, Sari</p> <p>Property Officer has been liaising with Crown Lands for a potential time frame for the determination, they are unable to provide a timeframe, as they would be guessing.</p>

<b>Division:</b> <b>Committee:</b> Council <b>Officer:</b>		<b>Date From:</b> <b>Date To:</b>  <b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>
<b>Action Sheets Report</b>		

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						02 Mar 2022 10:07am James, Sari  Crown Lands has given a monthly update for the process of the determination. Crown Lands simply stated it is currently moving through the internal review process.  17 Mar 2022 11:33am James, Sari - Target Date Revision  Target date changed by James, Sari from 30 April 2022 to 31 May 2022
27/05/2021	7.11	Information update - Proposed Partnership with the Youth Insearch Organisation	Moved Cr A Parsons    Seconded Cr G Frendon  <b>15.05/21 RESOLUTION</b>  <b>THAT:</b>  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			



<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			The division was declared carried by 5 votes to 0.  <b>CARRIED</b>			<p><b>24 Aug 2021 7:38am Williams, Anthony</b> 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 Rockit, the batr program and the Reach Foundation. Applications close at 5pm 2 September 2021.</p> <p><b>06 Sep 2021 10:20am Williams, Anthony</b> 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><b>16 Sep 2021 4:50pm Williams, Anthony</b> 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><b>30 Sep 2021 8:16am Williams, Anthony</b> 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><b>12 Oct 2021 5:42pm Williams, Anthony</b> 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><b>21 Oct 2021 7:41am Williams, Anthony</b> 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>

<b>Division:</b>		<b>Date From:</b>	
<b>Committee:</b>	Council	<b>Date To:</b>	
<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	
<b>Action Sheets Report</b>			

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p><b>21 Oct 2021 7:43am Williams, Anthony - Target Date Revision</b></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><b>30 Oct 2021 8:53am Williams, Anthony</b></p> <p>Black Summer Bushfires Grant Application lodged. Continual investigation and application for other Grant opportunities is explored by the partnership.</p> <p><b>01 Dec 2021 3:47pm Williams, Anthony</b></p> <p>Ongoing commitment wit Youth Insearch. MCS to contact Youth Insearch for an update on progress.</p> <p><b>13 Jan 2022 5:31pm Williams, Anthony</b></p> <p>No additional information available at time of update. Grant applications are still in the process.</p> <p><b>02 Feb 2022 11:59am Williams, Anthony</b></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><b>24 Feb 2022 10:22am Williams, Anthony</b></p> <p>There has not yet been a determination on existing grant applications. We continue to seek additional opportunities for funding.</p>
28/10/2021	7.12	Proposal to make the Town Hall Cashless	<p>Moved Cr A Parsons    Seconded Cr G Frendon</p> <p><b>16.10/21 RESOLUTION</b></p> <p>That the Town Hall Office becomes a cashless venue from Friday, 1 July 2022.</p>	01/06/2022	Newsome, Ann	<p><b>08 Nov 2021 4:15pm Watson, Amy - Target Date Revision</b></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>

<b>Action Sheets Report</b>	<b>Division:</b> <b>Committee:</b> Council <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b>  <b>Printed:</b> Thursday, 17 March 2022 11:39:04 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 C Sparks Cr D Newman Cr G Frendon  The division was declared carried by 3 votes to 1.  CARRIED			20 Jan 2022 10:51am Mephram, Danielle - Reallocation  Action reassigned to Newsome, Ann by Mephram, Danielle - FA will be on maternity leave during the time this action is required to be completed.  15 Feb 2022 10:22am Newsome, Ann  Have commenced creating flyers to go with any bulk mailouts from 20/2/2022. Have contacted MCO re social media and website communication.  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.
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.	30/06/2022	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.

<b>Division:</b> <b>Committee:</b> Council <b>Officer:</b>		<b>Date From:</b> <b>Date To:</b>  <b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>
<b>Action Sheets Report</b>		

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			<div>A division was called for, voting on which was as follows:</div> <div><div>For</div><div>Against</div></div> <div><div>Cr C Sparks</div><div>Cr D Newman</div><div>Cr G Frendon</div><div>Cr A Parsons</div></div> <div>Cr C Sparks</div> <div>Cr D Newman</div> <div>Cr G Frendon</div> <div>Cr A Parsons</div> <div>The division was declared carried by 4 votes to 0.</div> <div>CARRIED</div>			<div>18 Jan 2022 12:47pm Williams, Anthony</div> <div>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.</div> <div>02 Feb 2022 11:58am Williams, Anthony</div> <div>The trial of before school care commenced Tuesday 1 February. Additional advertising at schools is also being addressed.</div> <div>24 Feb 2022 10:19am Williams, Anthony</div> <div>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.</div>
28/10/2021	7.28	West Furracabad Road Minor Closure	<div>Moved Cr A Parsons</div> <div>Seconded Cr G Frendon</div> <div>32.10/21 RESOLUTION</div> <div>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.</div> <div>A division was called for, voting on which was as follows:</div> <div><div>For</div><div>Against</div></div> <div><div>Cr C Sparks</div><div>Cr D Newman</div><div>Cr G Frendon</div><div>Cr A Parsons</div></div> <div>Cr C Sparks</div> <div>Cr D Newman</div> <div>Cr G Frendon</div> <div>Cr A Parsons</div> <div>The division was declared carried by 4 votes to 0.</div> <div>CARRIED</div>	30/04/2022	James, Sari	<div>10 Nov 2021 8:59am James, Sari</div> <div>Have started notifying authorities of the road closure with supporting evidence.</div> <div>17 Nov 2021 9:17am James, Sari - Target Date Revision</div> <div>Target date changed by James, Sari from 11 November 2021 to 30 December 2021</div> <div>17 Nov 2021 9:17am James, Sari - Target Date Revision</div> <div>Target date changed by James, Sari from 30 December 2021 to 31 March 2022</div> <div>17 Nov 2021 9:18am James, Sari</div> <div>Property Officer is still notifying authorities and getting it to be advertised in the coming week.</div> <div>25 Nov 2021 11:36am James, Sari</div> <div>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.</div>

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>08 Dec 2021 9:07am James, Sari</p> <p>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.</p> <p>05 Jan 2022 9:01am James, Sari</p> <p>The advertising period has finished for the road closure, there was no formal complaints to the proposed road closure.</p> <p>19 Jan 2022 9:18am James, Sari</p> <p>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.</p> <p>14 Feb 2022 1:09pm James, Sari</p> <p>The deposited plan has been sent to Council's external surveyor for review, before sending for signature to Crown lands.</p> <p>09 Mar 2022 8:57am James, Sari</p> <p>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.</p> <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>

Action Sheets Report	Division:		Date From:
	Committee:	Council	Date To:
	Officer:		Printed: Thursday, 17 March 2022 11:39:04 AM

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
25/11/2021	7.34	To be Appointed Crown Land Managers of Lot in Wyaliba	Moved Cr A Parsons Seconded Cr J Smith  39.11/21 RESOLUTION  That Council makes an application to become the Crown Land Manager of a part of Lot 7001 DP1056746 (reserve 55274), for the purpose of housing a NSW Rural Fire Service brigade shed.  A division was called for, voting on which was as follows:  For Against  Cr D Newman Nil Cr A Parsons Cr J Smith  The division was declared carried by 3 votes to 0.  CARRIED	31/03/2022	James, Sari	29 Nov 2021 9:54am James, Sari  The Property Officer has sent out an E-mail to Crown Lands with the attached minutes and appropriate letter. The Property Officer is now awaiting for further information.  30 Nov 2021 8:47am James, Sari - Target Date Revision  Target date changed by James, Sari from 09 December 2021 to 13 March 2022 - the waiting time for Crown Lands will be a few months or more.  08 Dec 2021 9:08am James, Sari  The Property Officer has sent out an E-mail to Crown Lands with the attached minutes and appropriate letter. The Property Officer is now awaiting for further information.  05 Jan 2022 9:03am James, Sari  The Property Officer is still waiting for further information as to where the application is sitting in with Crown Lands.  19 Jan 2022 11:14am James, Sari  Talked to Crown lands, they are aiming for it to be completed next week.  03 Feb 2022 3:22pm James, Sari  Crown Lands have mentioned it should be gazetted this week, they were not able to get it gazetted last week.  14 Feb 2022 1:17pm James, Sari  Council is waiting on Crown lands to Gazette Wyaliba reserve. Checking with Crown lands today, the gazettal is still in progress.  28 Feb 2022 12:03pm James, Sari  Council has been gazetted as the Crown land managers of the new reserve (1039932) on 25/2/22. When fully investigated the area is incorrect (only 2,000 Square Metres, instead of 1 Hectare) has been allocated. Crown Lands have been notified and will let us know when it has been fixed.

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS																
						<p>09 Mar 2022 8:59am James, Sari</p> <p>Have been updated by Crown lands, they are still looking into the issue of the incorrect sized reserve. Property Officer should hear back from them this week.</p> <p>17 Mar 2022 11:33am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 13 March 2022 to 31 March 2022</p>																
27/01/2022	7.26	Grazing Lease on "Wattle Vale North"	<p>Moved Cr A Parsons    Seconded Cr L Gresham</p> <p>27.01/22 RESOLUTION</p> <p>THAT:</p> <p>1.     Council agrees to a holding over period of the current license between JR &amp; AL Ritchie Rural Pty Ltd and Council for the occupation and use of "Wattle Vale North" from 13 March 2022 to 30 June 2022.</p> <p>2.     The General Manager be authorised to sign any necessary documentation to afford JR &amp; AL Ritchie Rural Pty Ltd the occupation and use of "Wattle Vale North" for a further five (5) year term commencing 1 July 2022 under the terms offered.</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 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		31/03/2022	James, Sari	<p>03 Feb 2022 11:18am James, Sari</p> <p>The applicant has been advised that they have been successful. Property Officer is preparing a draft Licence for execution.</p> <p>15 Feb 2022 1:20pm James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 10 February 2022 to 04 March 2022 - The licence will be ready for signature by 21 Feb. Followed by a two week period for formal signature.</p> <p>24 Feb 2022 2:50pm James, Sari</p> <p>Still going through Wattle Vale licence draft. Making sure of licence accuracy before final changes.</p> <p>28 Feb 2022 11:54am James, Sari</p> <p>Have finished drafting the Wattle Vale North licence and have sent to the Licensee. It will be returned to the Property Officer with Signature. The Licence will then be sent to the General manager to Sign.</p> <p>09 Mar 2022 9:00am James, Sari</p> <p>Have followed up the signature of the licence by the Lessee, they will get it back to the Property Officer this week.</p> <p>15 Mar 2022 4:24pm James, Sari</p> <p>The signed Licence has been returned to the Property Officer. The Property Officer is now in the process of organising the signature of the General manager.</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																						



<b>Division:</b> <b>Committee:</b> Council <b>Officer:</b>		<b>Date From:</b> <b>Date To:</b>  <b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>
<b>Action Sheets Report</b>		

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						17 Mar 2022 11:34am James, Sari - Target Date Revision  Target date changed by James, Sari from 04 March 2022 to 31 March 2022
27/01/2022	7.27	Recommendations from the Roads Consultative Committee	Moved Cr L Gresham    Seconded Cr T Arandale  <b>28.01/22 RESOLUTION</b>  <b>THAT Council:</b>  1.       Prioritises the conversion of the deteriorated sealed sections of Cherry Tree Road between the intersection with West Furracabad Road through to the intersection with Hillside Road from bitumen to gravel for inclusion in the Capital Works Program for 2021/22 via the December quarterly budget review process; and  2.       Names the bridge being constructed over the Mann River on Shannon Vale Road "Dowling Bridge"; and  3.       Names the new bridge over the Mann River on Old Grafton Road "Wytaliba Bridge".  A division was called for, voting on which was as follows:  For			



<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						16 Mar 2022 8:18am Brummell, Jai 1. Complete., 2. Signage has been ordered and will be installed upon completion of the new bridge. Expected by end June 2022., 3. Signage has been ordered and installation will be scheduled once signs arrive. Expected by end March 2022.
24/02/2022	6.1	Proposed Free Entry into the Glen Innes and Emmaville Aquatic Centres for the month of March 2022	Moved Cr R Banham  <b>2.02/22 RESOLUTION</b>  THAT Council:  1. Provides free entry to everyone for both the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre on weekends for the entire month of March 2022; and  2. Funds the estimated lost revenue and additional expenditure of \$11,580 from the operational savings resulting from the sale of the Mayor's motor vehicle.  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  Against Cr A Parsons Cr C Sparks  The division was declared carried by 5 votes to 2.  <b>CARRIED</b>	08/04/2022	Duke, Kane	<b>01 Mar 2022 5:21pm Bennett, Craig - Reallocation</b> Action reassigned to Duke, Kane by Bennett, Craig - Kane - please make sure that both of these resolutions are acted on immediately.  <b>17 Mar 2022 9:19am Duke, Kane - Target Date Revision</b> Target date changed by Duke, Kane from 10 March 2022 to 08 April 2022 - Swimming Pool to be opened on weekend for the month of March 2022.  <b>17 Mar 2022 9:29am Duke, Kane</b> Arrangements have been made to make the swimming pool free on weekends as per the Council minutes. Manager of Recreation and Open Spaces has been requested to complete a Quarterly Budget Review to cover the costs. The swimming pool had a prior booking on Saturday 19 March 2022. The main pool will be unavailable to the general public while the carnival is on. Arrangements have been made to open the pool earlier and stay open later for the general public pool use. A free BBQ on the 19 March 2022 has also been arranged while the carnival is on.

Action Sheets Report	Division:		Date From:	
	Committee:	Council	Date To:	
	Officer:		Printed: Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
24/02/2022	7.3	ALGA National General Assembly 2022	Moved Cr J Parry Seconded Cr C Sparks	31/03/2022	Duffell, Debbie	09 Mar 2022 4:33pm Duffell, Debbie - Target Date Revision
			5.02/22 RESOLUTION			Target date changed by Duffell, Debbie from 10 March 2022 to 31 March 2022 - I need to discuss the registration options with the attendees before I can complete the registrations.
			THAT Council:			
			1. Authorises for the Mayor, the Deputy Mayor and the General Manager to attend the National General Assembly of Local Government, which is being held in Canberra from Sunday 19 June 2022 until Wednesday 22 June 2022.			
			2. Considers whether it would like to submit any motions to the 2022 National General Assembly in accordance with the requirements listed in Annexure A of this report.			
			A division was called for, voting on which was as follows:			
			For Against			
			Cr T Alt Nil			
			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			

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
24/02/2022	7.10	Review of the Code of Meeting Practice	Moved Cr L Gresham    Seconded Cr A Parsons  <b>12.02/22 RESOLUTION</b>  THAT Council:  1. Approves for the revised Code of Meeting Practice to be placed on public exhibition for 28 days from Thursday, 3 March 2022 until Wednesday, 30 March 2022.  2. Displays the revised Code of Meeting Practice on Council's website, and that it be made available for viewing at the following locations:  <input checked="" type="checkbox"/> Council's Town Hall Office; <input checked="" type="checkbox"/> Council's Church Street Office; and <input checked="" type="checkbox"/> The Village Post Offices at Deepwater, Emmaville and Glencoe.  3. Requests the Manager of Governance, Risk and Corporate Planning to prepare a further report to Council, after the 28-day exhibition period and allowing at least 42 days for the community to comment on the draft Code of Meeting Practice (being after Wednesday, 13 April 2022) in the event of Council receiving any significant submissions regarding the Code of Meeting Practice; otherwise, that the revised Code of Meeting Practice be adopted by Council.	30/04/2022	McIntyre, Dennis	<b>01 Mar 2022 2:53pm McIntyre, Dennis - Target Date Revision</b>  Target date changed by McIntyre, Dennis from 10 March 2022 to 30 April 2022 - The Code of Meeting Practice will go on Public Exhibition for a minimum of 28 days, allowing a minimum of 42 days for submissions, being after 13 April 2022. If there are significant submissions then the Code will need to go back to Council with recommended amendments, and if there are no significant submissions the Policy will be adopted and will then need to be presented to the GM for signing and adding to the Policy Register.

<b>Division:</b>		<b>Date From:</b>	
<b>Committee:</b>	Council	<b>Date To:</b>	
<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	
<b>Action Sheets Report</b>			

^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><b>CARRIED</b></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																						
24/02/2022	7.23	Planning Proposal Post Exhibition Review of the Glen Innes Severn Local Environmental Plan 2012	<p>Moved Cr T Alt    Seconded Cr L Gresham</p> <p><b>25.02/22 RESOLUTION</b></p> <p><b>THAT Council:</b></p> <ol style="list-style-type: none"><li>Adopts the Planning Proposal of Glen Innes Severn Council 5<sup>th</sup> 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.</li><li>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.</li><li>Requests NSW Parliamentary Counsel's Office to undertake the legal drafting of the Local Environment Plan.</li></ol>	30/04/2022	Taminiau, Kathleen	<p><b>17 Mar 2022 11:00am Taminiau, Kathleen - Target Date Revision</b></p> <p>Target date changed by Taminiau, Kathleen from 10 March 2022 to 30 April 2022</p> <p><b>17 Mar 2022 11:02am Taminiau, Kathleen</b></p> <p>Requested Department of Planning &amp; 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</p>																

<b>Action Sheets Report</b>	<b>Division:</b>		<b>Date From:</b>	
	<b>Committee:</b>	Council	<b>Date To:</b>	
	<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS																
			<p>4. Notifies any persons or Government agencies who made submissions on the Planning Proposal of Council's resolution.</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 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><b>CARRIED</b></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																						
24/02/2022	7.24	Draft Waste Management Strategy	<p>Moved Cr L Gresham      Seconded Cr J Parry</p> <p><b>26.02/22 RESOLUTION</b></p> <p>THAT Council:</p> <p>1. Approves for the Draft Waste Management Strategy 2021-2025 to be placed on public exhibition for 28 days from Thursday, 3 March 2022 until Wednesday, 30 March 2022.</p> <p>2. Displays the Draft Glen Innes Severn Waste Management Strategy 2021-2025 on Council's website, and that it be made available for viewing at the following locations:</p> <ul style="list-style-type: none"><li>• Council's Town Hall Office;</li><li>• Council's Church Street Office; and</li><li>• The Village Post Offices at Deepwater, Emmaville and Glencoe.</li></ul>	15/04/2022	Lamsal, Pramod	<p><b>07 Mar 2022 9:20am Lamsal, Pramod - Target Date Revision</b></p> <p>Target date changed by Lamsal, Pramod from 10 March 2022 to 15 April 2022 - Draft Waste Management Strategy 2021-2025 has been placed on public exhibition for 28 days from Thursday 3 March 2022 until Wednesday 30 March 2022.</p>																

<b>Division:</b>		<b>Date From:</b>	
<b>Committee:</b>	Council	<b>Date To:</b>	
<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	
<b>Action Sheets Report</b>			

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS																
			<p>3. Requests the Acting Director of Development, Planning and Regulatory Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Glen Innes Severn Waste Management Strategy 2021-2025; otherwise, that the Draft Glen Innes Severn Waste Management Strategy 2021-2025 be adopted by 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 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><b>CARRIED</b></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																						
24/02/2022	7.27	Transfer of ownership of the Torrington Waste Transfer Station	<p>Moved Cr T Alt    Seconded Cr A Parsons</p> <p><b>29.02/22 RESOLUTION</b></p> <p>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.</p>	01/04/2022	MacLachlan, Cameron	<p><b>01 Mar 2022 9:51am MacLachlan, Cameron - Target Date Revision</b></p> <p>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.</p> <p><b>01 Mar 2022 9:51am MacLachlan, Cameron</b></p> <p>Tenterfield Council contacted and asked to provide a contract of sale. The next step is to process the contract once GISC receives it.</p>																

<b>Division:</b>		<b>Date From:</b>	
<b>Committee:</b>	Council	<b>Date To:</b>	
<b>Officer:</b>		<b>Printed:</b>	Thursday, 17 March 2022 11:39:04 AM
<b>Action Sheets Report</b>			

^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><b>CARRIED</b></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																						
24/02/2022	7.28	Proposed Sale of 23 Bourke Street Deepwater	<p>Moved Cr A Parsons    Seconded Cr J Parry</p> <p><b>30.02/22 RESOLUTION</b></p> <p>That Council calls for Expressions of Interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater.</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 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><b>CARRIED</b></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		30/04/2022	James, Sari	<p><b>09 Mar 2022 9:01am James, Sari</b></p> <p>Property Officer is Gathering more information before commencing the Expression of Interest.</p> <p><b>15 Mar 2022 8:37am James, Sari</b></p> <p>23 Bourke Street is to be surveyed this week by a contracted surveyor.</p> <p><b>17 Mar 2022 11:34am James, Sari - Target Date Revision</b></p> <p>Target date changed by James, Sari from 10 March 2022 to 30 April 2022</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																						

<b>Division:</b>		<b>Date From:</b>
<b>Committee:</b> Council		<b>Date To:</b>
<b>Officer:</b>		<b>Printed: Thursday, 17 March 2022 11:39:04 AM</b>
<b>Action Sheets Report</b>		

^MEETING DATE	ITEM NO.	SUBJECT	MOTION		TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
24/02/2022	7.30	Repeal of Bitumen Asphalt and Resurfacing Policy	Moved Cr L Gresham	Seconded Cr T Arandale	31/05/2022	Davis, Jacob	<b>15 Mar 2022 3:09pm Davis, Jacob - Target Date Revision</b>  Target date changed by Davis, Jacob from 10 March 2022 to 31 May 2022 - The flood recovery effort has taken priority, The policy will be reviewed ASAP.
			<b>32.02/22 RESOLUTION</b>  That Council repeals the Bitumen and Asphalt Resurfacing Policy.  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.  <b>CARRIED</b>				
24/02/2022	12.1	Consideration of Tender T21-01 Tender for Supply of Bridge Components	Moved Cr A Parsons	Seconded Cr T Alt	30/06/2022	Appleby, Keith	<b>04 Mar 2022 1:47pm Appleby, Keith - Target Date Revision</b>  Target date changed by Appleby, Keith from 10 March 2022 to 30 June 2022 - Date set to allow time for the tender period.  <b>04 Mar 2022 1:47pm Appleby, Keith</b>  The unsuccessful tenderer has been notified. Tender documents are being revised to allow tenders to be called.
			<b>37.02/22 RESOLUTION</b>  That Council resolves not to accept any tenders from Tender T21-01 and calls for Tenders for the supply of Bridge Components for a second time.				



<b>Division:</b>		<b>Date From:</b>	
<b>Committee:</b>	Council	<b>Date To:</b>	
<b>Officer:</b>		<b>Printed:</b> Thursday, 17 March 2022 11:39:04 AM	
<b>Action Sheets Report</b>			

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			A division was called for, voting on which was as follows:  For  Against  Cr T Alt Cr R Banham Cr L Gresham Cr J Parry Cr A Parsons Cr C Sparks  The division was declared carried by 6 votes to 0.  CARRIED			
24/02/2022	7.14	Information Communications Technology (ICT) Strategic Plan	Moved Cr A Parsons    Seconded Cr L Gresham  16.02/22 RESOLUTION  That Council adopts the Information Communications Technology (ICT) Strategic Plan.  A division was called for, voting on which was as follows:  For  Against  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	15/04/2022	Sayers, Peter	04 Mar 2022 4:03pm Sayers, Peter - Target Date Revision  Target date changed by Sayers, Peter from 10 March 2022 to 25 March 2022 - This new plan will be attended to shortly. There has not been an opportunity to complete it since the Council meeting.  17 Mar 2022 10:12am Sayers, Peter - Target Date Revision  Target date changed by Sayers, Peter from 25 March 2022 to 15 April 2022 - This document will be updated and presented to the General Manager for signing by 15 April 2022.



# ALGWA CONFERENCE DRAFT PROGRAM

## Thursday 7 July 2022 – Fairfield Showground

5.00 – 6.00pm	Registration
6.00 – 8.00pm	Mayoral Welcome Reception

## Friday 8 July 2022 – Holiday Inn

8.00 – 8.45am	Registrations
9.00am	Welcome – Ellen Fanning
9.35am	Speaker – Louise Mahler
10.35am	Morning Tea
11.10am	Speaker – Kiersten Fishburn
12.10pm	Sponsor Speaker
12.35pm	Lunch
1.50pm	Speaker – Amanda Rose
2.50pm	Afternoon Tea
3.15pm	ALGWA Discussion Panel
4.10pm	Sponsor Speaker
4.25pm	Close
6.00pm	Activity

## Saturday 9 July 2022 – Holiday Inn

7.00am	Morning Activity
9.00am	Welcome
9.10am	Speaker – Deb Wallace
10.10am	Sponsor Speaker
10.25am	Speaker – Neryl East
11.25am	Morning Tea
12.00pm	Activity
12.15pm	Discover Fairfield
12.35pm	Lunch
1.45pm	Speaker – Jana Pittman
2.45pm	Hotspots
3.45pm	ALGWA Close
6.00pm	Gala Dinner

Program and speakers are subject to change



**AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S  
ASSOCIATION  
NEW SOUTH WALES BRANCH**



Our ref 140222 SH.MB

14 February 2022

By your side



Mr Craig Bennett  
General Manager  
Glen Innes Severn Council  
PO Box 61  
GLEN INNES NSW 2370

By Email [council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)

Dear Craig

**Re USU COMMISSIONED REPORT (FEBRUARY 2022) BY PROFESSOR BRIAN DOLLERY REGARDING RATE CAPPING IN NSW LOCAL GOVERNMENT**

We are corresponding with you to advise your Council that we have recently commissioned a Report by Professor Brian Dollery regarding the impacts of Rate Capping on NSW Councils, as well as concerns with the proposed methodology used by IPART in determining the July 2022 – June 2023 Financial Year Rate Cap on NSW Councils.

We have undertaken this as a responsible Industry stakeholder after receiving numerous calls from concerned Councils following the announcement of the proposed next Rate Cap.

Professor Dollery is a leading expert and academic who is widely recognised for his knowledge regarding Local Government, and in fact has previously been engaged by the State Government to provide numerous submissions.

Professor Dollery's Report is independent and was commissioned to provide an expert independent view on the impacts of Rate Capping but also regarding the correct methodology used by IPART in proposing the next rate increases.

The Report contains options which we believe need to be considered by the Government and addressed before the next Financial Year commences on July 1, 2022.

Those Councils who share our concerns and who wish to collaborate with us in this important campaign, please contact us via email at [kgale@usu.org.au](mailto:kgale@usu.org.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Graeme Kelly", written over a horizontal line.

Graeme Kelly OAM  
GENERAL SECRETARY

Per SH

GLEN INNES SEVERN COUNCIL	
Received by Records	
17 FEB 2022	
FOR ACTION.....	CFO
FOR INFORMATION.....	GM, DCUS, EA

*emailed to Mayor.*

*USU advised of new Mayor details*

UNITED SERVICES UNION

NSW LOCAL GOVERNMENT, CLERICAL,  
ADMINISTRATIVE, ENERGY, AIRLINES  
AND UTILITIES UNION

T 1300 136 604  
E [united@usu.org.au](mailto:united@usu.org.au)  
[www.usu.org.au](http://www.usu.org.au)  
ABN 95 571 805 442

Sydney Head Office  
Level 7, 321 Pitt St  
Sydney NSW 2000  
Regional Offices  
Newcastle (Rutherford),  
Wollongong

Satellite Offices  
Bathurst, Canberra, Dubbo,  
Grafton, Hay, Port Macquarie,  
Tamworth, Wagga Wagga

Our ref 140222 SH.MB

14 February 2022

By your side



Cr Carol Sparks  
Mayor  
Glen Innes Severn Council  
PO Box 61  
GLEN INNES NSW 2370

By Email [council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)

Dear Carol

**Re USU COMMISSIONED REPORT (FEBRUARY 2022) BY PROFESSOR BRIAN DOLLERY REGARDING RATE CAPPING IN NSW LOCAL GOVERNMENT**

We are corresponding with you to advise your Council that we have recently commissioned a Report by Professor Brian Dollery regarding the impacts of Rate Capping on NSW Councils, as well as concerns with the proposed methodology used by IPART in determining the July 2022 – June 2023 Financial Year Rate Cap on NSW Councils.

We have undertaken this as a responsible Industry stakeholder after receiving numerous calls from concerned Councils following the announcement of the proposed next Rate Cap.

Professor Dollery is a leading expert and academic who is widely recognised for his knowledge regarding Local Government, and in fact has previously been engaged by the State Government to provide numerous submissions.

Professor Dollery's Report is independent and was commissioned to provide an expert independent view on the impacts of Rate Capping but also regarding the correct methodology used by IPART in proposing the next rate increases.

The Report contains options which we believe need to be considered by the Government and addressed before the next Financial Year commences on July 1, 2022.

Those Councils who share our concerns and who wish to collaborate with us in this important campaign, please contact us via email at [kgale@usu.org.au](mailto:kgale@usu.org.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Graeme Kelly".

Graeme Kelly OAM  
GENERAL SECRETARY

Per SH

GLEN INNES SEVERN COUNCIL

Received by Records

17 FEB 2022

FOR ACTION.....

FOR INFORMATION

UNITED SERVICES UNION

NSW LOCAL GOVERNMENT, CLERICAL,  
ADMINISTRATIVE, ENERGY, AIRLINES  
AND UTILITIES UNION

T 1300 136 604  
E [united@usu.org.au](mailto:united@usu.org.au)  
[www.usu.org.au](http://www.usu.org.au)  
ABN 95 571 805 442

Sydney Head Office  
Level 7, 321 Pitt St  
Sydney NSW 2000  
Regional Offices  
Newcastle (Rutherford),  
Wollongong

Satellite Offices  
Bathurst, Canberra, Dubbo,  
Grafton, Hay, Port Macquarie,  
Tamworth, Wagga Wagga



# Rate Capping in New South Wales Local Government: *Conceptual Foundations, Empirical Evidence and Policy Recommendations*



## Contacts

Emeritus Professor Brian Dollery

Telephone: 02 6773 2500

Email: [bdollery@unc.edu.au](mailto:bdollery@unc.edu.au)

## Disclaimer

*This Report was prepared by Brian Dollery on behalf of New England Education and Research Proprietary Limited for the United Services Union. This Report was produced for the United Services Union as a strictly independent Report. The opinions expressed in the Report are thus exclusively the views of its author and do not necessarily coincide with the views of the United Services Union or any other body. The information provided in this Report may be reproduced in whole or in part for media review, quotation in literature, or non-commercial purposes, subject to the inclusion of acknowledgement of the source and provided no commercial use or sale of the material occurs.*

## Contents

Executive Summary .....	1
1. Introduction.....	4
2. Genesis and Evolution of Rate Capping in NSW .....	5
3. Conceptual Approaches to Property Tax Limitations.....	8
4. International Empirical Evidence on the Impact of Property Tax Limitations.....	9
5. Australian Empirical Evidence on the Impact of Rate Capping .....	10
6. Official Report Findings on Rate Capping in NSW Local Government .....	13
7. IPART Review of the Rate Peg to include Population Growth: Final Report.....	16
8. IPART Rate Peg Methodology .....	17
9. Problems with the New IPART Rate Peg Methodology .....	18
10. Recommendations.....	20
References .....	28

## Executive Summary

1. Rate-capping has been in continuous use in NSW since its introduction in 1977, with various minor changes over the years, mostly significantly making Special Rate Variation (SRV) applications easier to secure over recent years.
2. Notwithstanding its longevity in NSW local government, rate-pegging has generated a vigorous ongoing debate over the years on its impact on local government, which is summarised in section 2 of this Report. Advocates argue that rate-pegging prevents the abuse of monopoly power by local authorities, limits 'cross-subsidisation', decreases the risk of poor governance in the local government sector and constrains municipal expenditure on inessential and 'marginal services'. By contrast, opponents argue that rate-pegging limits the ability of councils to provide local services, it has created a substantial infrastructure backlog, it has increased fees and charges, it infringes on local autonomy and local democracy, and it has allowed local councils to blame the NSW government for poor performance.
3. A substantial scholarly literature has arisen in economics and related policy sciences on expenditure and tax limitations on local government, including property tax limitations known colloquially as 'rate-pegging' and 'rate-capping' in Australian local government. Section 3 discusses this theoretical work - including agency theory and personal finance theory - and the manner in which it illuminates rate-capping in NSW and elsewhere.
4. A substantial international empirical literature has examined the impact of property tax limitations on local government, especially in American local government. This literature is briefly summarized in section 4 of this Report. The weight of this international empirical evidence contains two broad lessons for rate-pegging in NSW local government. Firstly, limitations on property tax increases can stimulate municipal revenue raising from revenue sources other than rates. Secondly, the impact of rate-pegging depends on the characteristics of local authorities, with poor rural councils much more heavily affected than their more affluent urban counterparts.
5. A small but growing Australian empirical literature has examined the impact of rate-pegging on Australian local government in four peer-reviewed journal articles. Section 5 provides a description of this body of work and its public policy implications for rate-capping in NSW local government. Studies have been undertaken by Dollery and Wijeweera (2010), Drew and Dollery



(2015), Dollery and McQuestin (2017), Yarram, Tran and Dollery (2021) and Nahum (2021). With the partial exception of Dollery and Wijeweera (2010), all studies find that rate-capping has serious negative effects on local government, including higher levels of council debt per household, greater local infrastructure backlogs, lower municipal efficiency, larger inter-municipal revenue effort inequities, differential impacts on urban and rural councils, increased fees and charges, and lower outlays on aged and disabled services.

6. Section 6 of the Report summarises recent official reports on the operation of rate pegging in NSW local government. In its *Are Councils Sustainable? Final Report: Findings and Recommendations*, the 2006 Independent Inquiry into the Financial Sustainability of NSW Local Government recommended rate pegging be ‘deregulated’ with councils free to set their own rates in order to generate adequate income to secure ongoing financial sustainability as well as ‘financial flexibility’. In its 2016 *Review of the Local Government Rating System: Final Report*, IPART conceded that the NSW rate pegging regime had various problems and recommended specified changes to the system, whilst retaining the rate peg. In November 2020, the NSW Productivity Commission published its *Review of Infrastructure Contributions in New South Wales: Final Report* in which it called for population growth to be embodied in the rate peg process. Finally, in December 2020, the NSW Productivity Commission released its *Final Report: Evaluation of Infrastructure Contributions Reform in New South Wales* reiterating the need for population growth to be included under the rate peg regime. In common with its earlier report, the NSW Productivity Commission stressed that in its current form the NSW rate pegging approach threatened municipal financial sustainability.

7. Section 7 of the Report provides a brief synopsis of the background to the IPART (2021) *Final Report: Review of the Rate Peg to include Population Growth*.

8. Section 8 of the Report details the new IPART rate peg methodology and its constituent elements.

9. Section 9 of the Report offers a detailed critique of the new IPART rate peg calculation methodology.

10. The Report concludes in section 10 by offering two alternative recommendations that flow directly from the evidence that it has considered:

Firstly, under a ‘first-best’ approach the NSW government would simply abolish rate pegging and give local authorities the latitude to strike their own rates and be held accountable by their own local residents.

Secondly, an alternative ‘second-best’ approach would recognise the realities of political barriers in NSW to the abolition of rate-capping and instead focus on removing the worst features of the rate-pegging regime. It would embrace eight main elements:

**Recommendation 1:** Different cost indexes should be prepared for the various kinds of local government in NSW.

**Recommendation 2:** Different rate caps should be calculated for the various kinds of council.

**Recommendation 3:** The panel deliberating on both the rate cap and SRVs should include a suitably qualified and credentialed local government expert.

**Recommendation 4:** The rate cap should be based on the average rate for each category.

**Recommendation 5:** The rate cap should be provided as a range to combat ‘blame-shifting’ in NSW local government and thereby reinforce political accountability.

**Recommendation 6:** The timelines for the process should be altered to make SRVs more practical and less expensive.

**Recommendation 7:** A range of automatic triggers should be established to force councils in fiscal distress to apply for a SRV.

**Recommendation 8:** The burden of proof should be reversed to place the onus on those who object to establish a case as to why a SRV should not proceed.

## 1. Introduction

The present Report was prepared at the request of the United Services Union (USU). The Report presents existing international and Australian conceptual and empirical scholarly work on property tax limitations, as well as the findings of a number of recent official inquiries and reports into rate-capping in NSW. It offers a detailed assessment of the new IPART rate peg calculation methodology and then proposes eight recommendations for improving the new rate capping approach.

The Report consists of ten main parts:

Section 2 briefly summarises the main arguments that have been employed in the debate over rate-pegging in NSW local government by way of background.

Section 3 provides a synoptic outline of the theoretical literature on property tax limitations, including rate-pegging.

Section 4 offers a concise account of the international empirical literature on property tax limitations.

Section 5 summarizes the extant Australian empirical literature on rate-capping.

Section 6 considers the findings of a number of recent official reports on the operation of rate-pegging in NSW local government.

Section 7 considers the IPART (2021) *Final Report: Review of the Rate Peg to include Population Growth*.

Section 8 outlines the new IPART rate peg methodology.

Section 9 provides a critical appraisal of the problems with the new IPART rate peg methodology.

The Report concludes in section 10 by proposing eight specific recommendations for improving the new IPART rate cap methodology.

## 2. Genesis and Evolution of Rate Capping in NSW

Legally enforced constraints on increases in property taxes – colloquially known as ‘rate capping’ or ‘rate pegging’ in Australia – form part of a broader class of state-imposed limitations on the expenditure and taxation by local government, including property taxation (Dollery and Wijeweera, 2010). Under its longstanding rate capping regime, the NSW Government determines the maximum annual percentage amount by which a local council can increase its rates income for a given financial year. The rate peg does not apply to stormwater, waste collection, water and sewerage charges. Local authorities enjoy discretion to determine how to allocate the stipulated rate peg rise between different categories of ratepayer in their local government area.

A rate cap was first introduced in NSW local government in 1901 and it lasted until 1952 (Dollery, Crase and Johnson, 2006), when it was discontinued due to its ‘impracticality’ (NSW Local Government and Shires Association, 2008, p.16). The modern NSW rate-pegging regime began with the adoption of the 1977 Local Government (Rating) Further Amendment Bill, which was further amended to its contemporary form in 1978. The initial motivation for the imposition of the rate peg legislation derived from the period of high inflation in the 1970s. For instance, over the period 1973 to 1976, property taxes rose by an average of 188 per cent, while average weekly earnings over the same period increased by only 75 per cent, with the inflation rate at 56 per cent (Johnson, 2001, p.5).

Rate capping has been controversial in NSW since its inception and it has generated considerable debate (Johnson, 2001). IPART (2008, p.55) has summarised four major arguments that have been proposed in support of the rate capping regime. In the first place, it has been claimed that municipal revenue regulation through rate pegging prevents the exploitation of monopoly power by local authorities in the provision of local services. Secondly, advocates of rate pegging have argued that it assists in preventing ‘cross-subsidisation’ and imposes restrictions on the ‘provision of non-core services and infrastructure that might prove unsustainable to ratepayers’. Thirdly, proponents contend that rate capping manages governance risk in the local government sector by constraining council income and thereby limiting council expenditure. Finally, it has been argued that rate capping reduces the ability of local councils to divert funds from essential

infrastructure to other projects as well as expenditure on ‘marginal services’ that are better provided by the private sector or the voluntary sector.

Opponents of rate pegging have contested these arguments (Dollery and Wijeweera, 2010). For example, the claim that rate capping restrains monopoly power and thus increases the supply of municipal services is problematic since rate pegging curtails municipal output by restricting funding. Along analogous lines, it is difficult to see how rate capping will dampen cross-subsidisation, given that municipal fees and charges are likely to rise to counteract the negative impact of rate pegging on municipal revenue. Moreover, rate pegging has not constrained the provision of ‘non-core’ local services. Dollery, Wallis and Allan (2006) have demonstrated that an ongoing shift in all Australian state and territory local government systems away from a traditional emphasis on ‘services to property’ towards ‘services to people’ has occurred, including in NSW. This finding also undermines the claim that that rate pegging limits the ability of councils to divert funds from essential infrastructure to other projects as well as expenditure on local services better delivered by the private sector or the voluntary sector.

IPART (2008, p.55) has also identified four main arguments against rate capping in the NSW debate. Firstly, it has been claimed that rate pegging constrains the ability of local authorities to provide local services by limiting their financial capacity. Secondly, opponents of rate capping have argued that it has generated a sizeable infrastructure backlog in NSW local government. Thirdly, it is claimed that rate pegging has obliged local councils to impose higher user pays charges to compensate for their loss of revenue from limitations on rate increases. Finally, foes of rate capping have claimed more broadly that it is an attack on local autonomy and the accountability of local government.

Some of these arguments are convincing (Dollery and Wijeweera, 2010). For example, rate pegging clearly constrains the capacity of local councils to provide local services. If the net effect of rate pegging has been to constrain aggregate municipal income, then it must have limited local service provision to some degree. Similarly, the argument that rate capping has stimulated an increase in fees and charges is especially convincing. Indeed, the NSW Treasury (2008, p.14) has itself noted that ‘constraints on general revenue distort revenue raising sources and result in higher user charges’.



However, the claim that rate pegging has spawned a local infrastructure backlog is less convincing. In its *National Financial Sustainability Study of Local Government*, PriceWaterhouseCoopers (2006) established that not only was a large number of local councils in all Australian local government jurisdictions financially unsustainable in the long run, but that most local authorities faced a massive local infrastructure backlog, regardless of the rate setting regime in each state. Since this problem is endemic to all Australian jurisdictions and does not seem to be more acute in NSW, the NSW local infrastructure backlog cannot thus be solely ascribed to rate pegging.

In addition to these arguments against rate capping in NSW local government, the Local Government and Shires Associations of NSW (2008) proposed a more general argument against rate capping embedded in broader political terms. It claimed that rate pegging has a wider unintended ‘dampening’ effect on rates than simply the pegged limit. Along these lines, the Association (2008, p.14) contended that ‘one likely explanation for the dampening effect is that rate pegging provides a public framework and creates public expectations about maximum rate increases, placing political pressure on councils to stay within the limit and not seek special variations’. A second element of this argument is that rate capping provides an avenue for local councils to engage in politically expedient ‘blame shifting’ onto the NSW state government. The Association (2008, p.15) argued that rate capping ‘provides an easy default option from both a political and managerial perspective’ since (a) all rate increases can be attributed to the state government; (b) the need for community consultation to justify rate increases weakens; (c) adhering to the rate peg limit avoids the problems contingent on Special Rate Variation (SRV) applications; (d) ‘councils can blame the state government for their financial deficiencies’; and (e) the existence of rate capping enables councils to avoid long-term planning. The net result of these factors has been the ‘under-provision of community infrastructure and services’, the emergence of a local infrastructure backlog and an ‘undermining’ of the financial sustainability of councils.

### 3. Conceptual Approaches to Property Tax Limitations

An extensive theoretical and empirical literature has considered national and state government limitations on municipal expenditure and revenue-raising activities, including property taxation (see, for instance, Florestano, 1981; Temple, 1996; Mullins and Wallin, 2004; Anderson, 2006; Dollery, Crase and Johnstone, 2006; McCubbins and Moule, 2010). The bulk of this research has focused on American local government, where state-imposed restrictions on local fees, charges and taxes are comparatively common (Figlio and O’Sullivan, 2001). However, scholars have also examined other local government systems, including in Europe (Boadway and Shah, 2009; Blom-Hansen, Baekgaard and Serritzlew, 2014) and Australia (Dollery and Wijeweera, 2010; Drew and Dollery, 2015; Dollery and McQuestin, 2017; Yarram *et al.*, 2021).

In general, the economic basis for rate pegging stems from the normative prescriptions of standard economic theory: local government enjoys a monopoly in the provision of essential local services. Accordingly, like all other monopoly providers, local government will provide these services at excessive prices and/or inefficiently. It thus warrants regulation by higher tiers of government to ensure efficient and equitable outcomes (Bailey, 1999). However, it is important to stress that regulation must be judiciously applied since bad regulation can make matters worse than no regulation at all (Hillman, 2005).

Regarding economic efficiency, optimal regulation should seek to secure allocative efficiency, where the mix of local services should coincide with local community preferences, as well as productive efficiency, where local services must be produced in the most cost effective manner. Furthermore, regulation should attempt to meet equity objectives. For instance, essential local services should be provided to poor households by local councils at affordable prices.

The effective application of regulation is difficult in all spheres of economic activity, including in the local government realm (Bos, 1994). Regulation is further complicated in the local government sphere due to the fact that local councils possess the legal authority to tax; a monopoly power absent in the private sector and most other public utilities. Finally, in the special case of local council revenue regulation through rate capping, the regulator faces additional problems since it is not regulating the prices of particular local services but rather the ‘tax-price’ of a whole range of local public goods and services that are mostly unpriced.

In conceptual terms, two theoretical approaches have sought to explain property tax limitations, such as rate capping (Drew and Dollery, 2015). Firstly, agency theory (Jensen and Meckling, 1976) assumes that local citizens (as principals) worry that ‘agency failure’ by local authorities (as agents) can generate excessive municipal outlays. Local residents thus embrace state government intervention through rate capping that seeks to limit excessive expenditure by local councils.

Given that municipal councillors are typically elected every four years in NSW local government, in principle local residents can use these elections to remove elected representatives whom they regard as not representing their best interests. However, the efficacy of the election mechanism for minimising ‘agency failure’ is limited in at least three ways: (a) high information costs typically imply that residents are ignorant of excessive and/or unwarranted expenditure; (b) the lengthy period between elections allows scope for extensive ‘agency failure’ to develop; and (c) Cutler, Elmendorf and Zeckhauser, (1999, p. 320) have argued that ‘candidates come as bundles, so that incumbents might be able to spend more and maintain their position if they satisfy people’s views along other dimensions’. Dollery, Crase and Johnson (2006) have marshalled arguments along these lines to develop a public choice approach to rate capping based on voter scepticism over their ability to exercise control of municipal outlays, which gives rise to the need for state government intervention.

Secondly, personal finance theory (Cutler *et al.*, 1999) holds that local residents judge the value of local services received from municipalities according to their local government tax burden. Following this approach, the higher the perceived rate of property tax, the more likely it is that a resident will support rate capping. Moreover, significant increases to property taxes predispose individuals to support rate pegs. This line of reasoning is especially relevant to NSW local government given that municipal rates are highly visible through quarterly rate bills sent to local residents by local councils (Drew and Dollery, 2015).

#### 4. International Empirical Evidence on the Impact of Property Tax Limitations

Despite a substantial empirical literature on the impact of income and expenditure limitations on local government, uncertainty still exists on its consequences (Dollery and McQuestin, 2017).



However, it is clear that important unanticipated and unintended effects often occur (Skidmore, 1999; Mullins and Wallin, 2004). For example, Temple (1996) confirmed that rate capping reduced outlays on local services more than on local administration.

From the perspective of Australian local government, the international empirical literature illuminates two aspects of rate pegging (Dollery and McQuestin, 2010; Yarram *et al.*, 2021). Firstly, limitations on property tax rises can induce local authorities to raise income from revenue sources other than rates. For instance, in his study of 29 American states, Shadbegian (1999) found that many local councils substituted foregone property tax income with funds raised under ‘miscellaneous revenue’. In his analysis of the same question, Skidmore (1999) found analogous results for 49 American states. In a related study, Kousser, McCubbins and Moule (2008) established that a majority of US state local governments had raised fees and charges following the implementation of property tax limitations. Similarly, Mullins and Joyce (1996) examined 48 American states over the period 1970 to 1990. They found that while tax limitations lowered local taxes, this was offset by increases in fees and charges. In their study of 1,400 American local authorities, Preston and Ichniowski (1991) showed that property tax limitations decreased rates revenue but boosted ‘other revenue’.

Secondly, the international empirical literature indicates that property tax limitations do not have a uniform impact across all local councils in a given local government system. Rather the impact of rate pegging depends *inter alia* on the characteristics of local authorities. For instance, Brown (2000) found that in the Colorado local government system the impact of property tax limitations depended on council size by population and it was much more marked in small councils. Moreover, Mullins (2004) found that property tax limitations were more potent in poor councils.

## 5. Australian Empirical Evidence on the Impact of Rate Capping

Five empirical studies have examined the impact of rate capping in Australian local government. In the first study, Dollery and Wijeweera (2010) examined rate pegging in NSW and its economic effects on NSW local government finance relative to other Australian local government jurisdictions. Dollery and Wijeweera (2010, p.74) drew two main conclusions from their empirical analysis. Firstly, ‘rate pegging has achieved its basic objective of slowing increases in NSW council rates over time relative to other Australian jurisdictions’. Secondly,

‘rate pegging has enjoyed ongoing and strong public support’ that seems to indicate ‘the operation of an efficient “political market” in NSW’ (Dollery *et al.*, 2006, p. 397).

Secondly, Drew and Dollery (2015) examined rate capped NSW local government relative to (then) uncapped Victorian councils in order to determine the likely impact of a rate pegging regime on Victorian local government. Three dimensions of municipal performance were compared. Firstly, Drew and Dollery (2015) tested inter-municipal revenue effort equity by assessing residential tax effort. Residential tax effort measures the proportion of residential rates paid as a percentage of the total annual incomes accruing to residents in a given local government area. Drew and Dollery (2015) found that rate capping in NSW had reduced inter-municipal equity, possibly because of the compounding effects of a rate cap where initial residential tax effort differed between councils.

Drew and Dollery (2015) then investigated the impact of rate capping on financial sustainability by considering local government liabilities per household for NSW and Victorian councils over the period 2009–2013. They found that NSW had much higher levels of council debt per household. They also examined the average infrastructure renewal ratio in NSW and Victoria as a measure of the infrastructure backlog. They found that NSW had a significantly larger local infrastructure backlog.

Finally, Drew and Dollery (2015) tested the claim that rate pegging obliged councils to become more efficient. Using data envelopment analysis (DEA) to examine the relationship between inputs and outputs, Drew and Dollery (2015, p. 145) found empirical evidence indicating a ‘slightly higher average municipal efficiency for Victorian councils’.

Following the methodology employed by Drew and Dollery (2015), Dollery and McQuestin (2017) empirically examined the likely impact of the imposition of a rate cap in South Australian (SA) local government by comparing the performance of SA local government with its NSW counterparts on three separate key measures (revenue effort, financial sustainability and efficiency) for the period 2013 to 2016. Dollery and McQuestin (2017, p.84) established that for revenue effort ‘the results from our stratified sample show that rate capping in NSW has not served to reduce inter-municipal revenue effort inequities’. Moreover, rate pegging is thus ‘most unlikely to minimise these inequities in SA local government’. Secondly, they found that the ‘claims made by advocates of rate pegging that it improves financial sustainability are rebutted

by our findings'. Using council debt per capita as a proxy for financial sustainability, Dollery and McQuestin (2017) demonstrated that 'NSW local authorities have much higher debt than their SA counterparts despite the four decade long rate pegging regime in NSW'. Dollery and McQuestin (2017, p.84) found that the operational efficiency of councils did not improve under rate capping. Employing municipal expenditure per capita as a measure of the operational efficiency of local authorities, Dollery and McQuestin (2017, p.84) demonstrated that 'rate pegging does not increase the efficiency of local councils: for each year in our sample, the efficiency of NSW councils falls well below SA councils'.

Dollery and McQuestin (2017, p.84) concluded that 'on all three dimensions of local government examined in our empirical analysis, we find SA councils performance better than NSW local government notwithstanding the latter's longstanding rate pegging policy'. Furthermore, in comparison with NSW, 'SA municipalities exhibit superior performance'. Given these findings, Dollery and McQuestin (2017, p.84) determined 'the empirical evidence presented in the paper demonstrates that rate pegging should not be imposed on SA local government and instead other more promising policies [should be] considered'.

In their study, Yarram *et al.* (2021) employed expenditure data covering the period 2014/15 to 2017/18 to investigate empirically the short-term impacts of rate capping on municipal expenditure in the Victorian local government system to determine whether it had differential effects on expenditure by different types of local authority. Yarram *et al.* (2021, p.11) found that 'it is clear that the impact of rate capping varies between urban and rural councils'. Moreover, 'rural councils that generally rely more on assessment rates are unsurprisingly unable to incur higher expenditure following a rate capping'. This contrasts with urban councils 'that are able to increase total expenditure, perhaps through other sources of funding'. Moreover, with respect to the impact of rate capping on different kinds of municipal expenditure, Yarram *et al.* (2021, p.11) found that 'rate capping reduces outlays, especially on aged and disabled services, in both rural and urban councils'. Furthermore, they established that 'there is a reduction in expenditure on family and community services in urban councils'.

Yarram *et al.* (2021, p.17) concluded their paper by placing it in the context of the earlier empirical analyses of the impact of rate pegging on Australian local government. They noted that 'the findings of this study are broadly consistent with previous results of Drew and Dollery

(2015) who found that rate-capping in NSW made its local councils more constrained compared to councils in Victoria before the rate capping'. In addition, they observed that 'our findings are also consistent with Dollery and McQuestin (2017) who established that NSW councils under a rate capping regime suffered in terms of unsustainable financing and lower operational efficiency compared to councils in SA, which did not have any rate limitations'.

In terms of the international empirical literature on the impact of property tax limitations, Yarram *et al.* (2021, p.17) noted that 'the findings of this study are also consistent with the findings of Skidmore (1999) and Kousser *et al.* (2008), who established that limitations on tax and expenditure at the state level are often frustrated by increased user charges'.

Finally, Nahum (2021) considered the impact of the imposition of a rate cap on Victorian local government. Nahum (2021, p.5) argued that 'far from "protecting" ratepayers (that is, residents), rate caps hurt them, in several different ways', including 'compromised service delivery', lower employment levels and/or lower employee wages amongst those local residents employed in local government, higher fees and charges by local councils and 'lower expenditures flowing back into the private sector'.

Nahum (2021) examined the empirical magnitude of some of these negative effects. He found that rate capping reduced aggregate Victorian employment by 7,425 jobs in the 2021/22 financial year. This comprised both local government jobs *per se* and indirect private sector positions. Moreover, rate pegging also reduced state gross income by \$890 million in 2021/22. Nahum (2021, p.5) concluded that 'the costs of suppressed local government revenues, and corresponding austerity in the delivery of local government services, will continue to grow with each passing year if the policy is maintained'.

## 6. Official Report Findings on Rate Capping in NSW Local Government

A number of official inquiries have examined the impact of rate capping on NSW local government and various recommendations have been advanced to improve rate pegging. In section 6, we briefly consider recent important official reports and their findings on rate pegging.

In May 2006, the Independent Inquiry into the Financial Sustainability of NSW Local Government under the leadership of Percy Allan released its *Are Councils Sustainable? Final*



*Report: Findings and Recommendations* - known widely as the Allan Report - that was prepared for the (then) Local Government and Shires Associations (LGSA) of NSW. With respect to rate pegging, the Allan Report (2006, p.29) proposed Recommendation 21: Rate Pegging that stated that 'the State Government free councils to determine their own income by removing statutory limitations on their rates (i.e. rate pegging) and certain fees (e.g. development application processing fees) in return for councils adopting longer term strategic and financial planning with outcome targets'. The Allan Report (2006, p.29) claimed that rate deregulation of this kind would 'bring NSW into line with all other states and territories' and make each local council 'answerable to its local constituency rather than the state for its taxation policy'.

In support of Recommendation 21, the Allan Report (2006, p.202) argued that 'a sound local government rating system should ideally exhibit four traits; it should be financially adequate, administratively simple, vertically and horizontally equitable and economically efficient'. However, the Allan Report (2006, p.2007) contended that in NSW local government 'rate pegging has been a major constraint on councils' revenue raising capacity causing it to fall behind other states, notwithstanding NSW's relatively strong property market'. As a result, in NSW the rating system did not deliver a financially adequate stream of income. Numerous NSW local authorities could thus not sustainably finance service provision as well as local infrastructure maintenance and renewal.

In 2015, the NSW Government charged IPART with critically examining the municipal rating system in NSW and offering recommendations on how to improve the equity and efficiency of the rating system to increase the financial sustainability of NSW local government in the long run. IPART examined the valuation method used to calculate rates in NSW, exemptions and rating categories, the impact of population growth on council revenue, the distribution of rates across different ratepayers as well as rate exemptions and concessions. IPART made various recommendations that sought to maintain average rates paid by current ratepayers but make rate revenue collection more efficient and equitable.

In its 2016 *IPART Review of the Local Government Rating System: Final Report*, IPART made various recommendations for improving the NSW local government rating system. These recommendations targeted six main aspects of the rating system. Firstly, IPART called for the adoption of the Capital Improved Value (CIV) valuation method to levy local council rates.

Secondly, IPART recommended that the rate peg calculation methodology be modified to include population as part of its formula. Thirdly, IPART proposed that local authorities exercise greater flexibility in rate setting in their residential areas. Fourthly, IPART argued that rate exemption eligibility should be revised and based on land use rather than land ownership. Fifthly, IPART called for greater rate relief assistance for pensioners. Finally, IPART recommended that local councils enjoy a greater range of options with regard to setting rates within rating categories. These recommendations sought to mesh with the existing *Local Government Act 1993 (NSW)*. Indeed, IPART specified in detail how changes to the Act should be framed to embody its recommendations.

In November 2020, the NSW Productivity Commission published its *Review of Infrastructure Contributions in New South Wales: Final Report*. The NSW Productivity Commission (2020, p.39) argued that in NSW ‘local government is constrained in its ability to service growing communities due to the long-standing practice of rate pegging’, especially since the rate pegging formula ‘does not allow councils to increase their rates revenue with population’. A consequence of this constraint has been ‘declining per capita revenue for high growth councils’ that has acted as a ‘disincentive for councils to accept development’.

The NSW Productivity Commission (2020, p.39) argued that reform of the rate peg methodology was required to allow for the inclusion of population growth. It argued that rate peg reform along these lines would increase aggregate council revenue by \$18.5 billion over 20 years. This additional revenue could be employed to ‘fund local operating and maintenance costs of providing services to a growing population’, as well as ‘service debt to forward fund infrastructure’, thereby enabling local authorities ‘to better coordinate infrastructure with development’. It thus recommended that subject to review by IPART, the NSW Government should ‘reform the local government rate peg to allow councils’ general income to increase with population’.

In December 2020, the NSW Productivity Commission released its *Final Report: Evaluation of Infrastructure Contributions Reform in New South Wales* prepared by the Centre for International Economics. The *Final Report: Evaluation of Infrastructure Contributions Reform in New South Wales* (2020, p.2) argued that there should be ‘reform of the local government rate peg to enable rates revenue to grow in line with population, removing the existing financial

disincentive councils face with respect to growth'. The resultant growth in rates revenue would 'enable councils to recoup the operating and maintenance costs associated with providing services to a larger population'. Moreover, 'extra revenue can help service debt to forward fund infrastructure, improving the coordination of service delivery with development'.

*The Final Report: Evaluation of Infrastructure Contributions Reform in New South Wales* (2020, p.3) further argued that if this was done, then 'we estimate that rates revenue would be around \$925 million per year higher'. This additional income could fund 'the operating and maintenance costs of a growing population' and 'increase borrowing capacity and help finance debt'.

*The Final Report: Evaluation of Infrastructure Contributions Reform in New South Wales* (2020, p.51) argued that the impact of rate pegging on NSW local government had been deleterious, particularly on local authorities with high population growth rates. This sub-category of council had experienced 'slower growth in revenue per capita', 'slower growth in expenses per capita' and 'less improvement in their net operating balance'.

## 7. IPART Review of the Rate Peg to include Population Growth: Final Report

Flowing from the earlier reports by IPART and the NSW Productivity Commission, the NSW Government asked IPART to investigate methods of improving the NSW rate cap regime, including explicit incorporation of population growth. On 25 March 2021, IPART released *Issues Paper - Review of the rate peg to include population growth*, followed by its *Draft Report - IPART Review of the rate peg to include population growth* on 29 June 2021 and its *Final Report - Review of the rate peg to include population growth* on 5 October. In these reports, IPART developed a new methodology to enable local councils to maintain per capita general income over time as their local populations grew. This was done on the assumption that maintaining per capita general income would assist local councils to maintain existing service levels, as well as provide those local services that their growing local communities required.

On 9 October 2021, (then) Minister for Local Government Shelley Hancock announced that the NSW Government had accepted IPART's recommended rate peg methodology that incorporated population growth. She argued that the new methodology would generate at least \$250 million in

additional municipal revenue (Hancock, 2021). The new rate peg calculation methodology would operate from July 2022 onwards.

## 8. IPART Rate Peg Methodology

In its *Review of the Rate Peg to include Population Growth: Final Report*, IPART (2021) set out in detail its new methodology and then applied it to each NSW local authority for the 2022/23 financial year to determine the rate cap for each council. The new formula includes a population factor that varies for each local council depending on its rate of population growth (IPART, 2021):

*Rate peg = change in LGCI – productivity factor + other adjustments + population factor*

The new formula uses four independent variables as its basis for calculating the annual rate cap:

- (a) *Change in LGCI* refers to the annual change in the Local Government Cost Index (LGCI). The LGCI measures price changes over a given year for goods, materials and labour employed by an 'average council'. In particular, the LGCI computes the average change in prices of a fixed basket of goods and services used by councils relative to the prices of the same basket in a base period. The LGCI has 26 cost components, comprising *inter alia* employee benefits and on-costs, as well as building materials for bridges, footpaths and roads. These cost components embody the purchases made by an average council to pursue its 'typical activities'. IPART employs ABS price indexes for wage costs, producer prices and consumer prices. In calculating these price indexes, the ABS includes quality adjustments in its price measures to accommodate increases in capital and labour productivity.
- (b) *Productivity factor* is included in the formula since productivity increases will serve to offset changes in the LGCI. For instance, if labour productivity increases, then this will lower the net price of labour by the degree of the productivity increase. However, as we have seen, since the ABS price index data has already been adjusted for productivity, in practice IPART sets the productivity factor at zero in the formula.
- (c) *Other adjustments* is included in the formula to make provision for any additional payments or transfers to local government that may have occurred. For example, in its 2022/23 rate peg calculations IPART (2021, p.2) included a downward adjustment of



0.2% to remove the additional revenue that was included in the 2021-22 rate peg to meet the costs of the 2021 local government elections.

- (d) *Population factor* is computed for each local authority. The population factor is equal to the annual change in residential population adjusted for revenue accrued from supplementary valuations. More specifically, the population factor equals the maximum change in the residential population less the supplementary valuations percentage or zero. Local authorities with negative population growth receive a population factor of zero. This means that no local council accrues a smaller increase in general income, relative to a rate peg calculated using the LGCI, a productivity factor and any adjustments. Those local councils that accrue more from supplementary valuations than required to maintain per capita general income as their population grows will also have a population factor of zero. The population factor is calculated using the following formula: *Population factor* =  $\max(0, \text{change in population} - \text{supplementary valuations percentage})$ . The change in population is computed using the Estimated Residential Population (ERP) published by the ABS.

IPART calculated the rate peg for the financial year 2022/23 using the new formula embodying LGCI change, a population factor and an adjustment to remove the costs of the 2021 local government elections that were included in the 2021-22 rate peg. This resulted in a 2022/23 rate peg for each NSW local council at between 0.7% and 5.0%, contingent on its population factor. The population factor ranged between 0% and 4.3% (IPART, 2021, p.1).

## 9. Problems with the New IPART Rate Peg Methodology

In addition to the myriad of conceptual and empirical problems with property tax limitations, such as the NSW rate capping regime, identified in the scholarly literature that we examined in section 3, section 4 and section 5 of this Report, several analysts have found significant flaws in the new IPART rate peg methodology with its population factor approach. In particular, while acknowledging that the introduction of different rate caps for different councils represents a substantial improvement in NSW rate pegging, Drew (2021; 2022) identifies three major problems with the new IPART rate cap formula.

In the first place, the use of population size in the IPART rate peg methodology is highly problematic for at least three reasons (Drew, 2021; 2022). Firstly, given the mix and range of services provided by NSW local authorities, which focus largely on ‘services to property’ rather than ‘services to people’ (Dollery, Wallis and Allan, 2006), the number of rateable assessments in a local government area is a much more accurate proxy variable for municipal size than absolute population size (Drew and Dollery, 2014). Secondly, it is well-known that population estimates of intercensal years contain significant errors, ranging from 2.4% in large councils to 15.6% in small councils (Drew, 2022). Thirdly, given the potential magnitudes involved, annual population changes can induce huge changes in rates under the IPART methodology, which can be highly destabilising to local council financial planning. If it were decided to incorporate a population factor into the rate cap, then it would be best advised to use a five-year moving average to reduce volatility and partially mitigate the large intercensal errors (censuses occur every five years).

Secondly, the LGCI is afflicted by a number of problems that render it entirely unsuitable as a reliable index of municipal costs. Drew (2022) has identified six main shortcomings of the LGCI. Firstly, the LGCI contains too few items and thus cannot accurately represent the typical ‘basket of goods and services’ purchased by NSW local authorities. Secondly, given the fact that municipal input consumption changes through time, the weightings employed in the LGCI should be derived as a three-year moving average rather than a fixed ratio recalculated every four years (IPART, 2021). Altering weightings in the extant manner is far too infrequent and exacerbates volatility. Thirdly, since the LGCI data employed to calculate rate caps in the forthcoming financial year reflects the previous annual price data, it is ‘rearward facing’. This is especially problematic when cost inflation occurs, as in the current COVID era. Fourthly, the LGCI represents an amalgam of cost indexes drawn from different tiers of government - as IPART (2021) itself has acknowledged - rather than a cost index of NSW local government *per se*. Fifthly, the LGCI has no regional weightings for NSW local government despite significant regional cost disparities across NSW. Finally, the LGCI ignores the operating environment in which local authorities operate, even though this is a major cost factor for local councils.

Finally, the new IPART methodology for annual rate cap determination places two important categories of NSW local council at greater financial risk: rural local authorities and retirement

community councils. For example, many rural councils have experienced ongoing population declines, together with an ageing population profile. This not only diminishes their rateable base, but also generates a higher proportion of pensioner rate rebates, which are not fully funded by NSW government grants (Dollery, Johnson and Byrnes, 2008). Similarly, for local councils with populations comprised largely of retirees, like Port Stephens Council, a high proportion of older residents typically impose substantial additional service demands on local councils. A rate cap calculation formula that does not recognise the differential demands on different kinds of local council will thus place more councils at risk.

## 10. Recommendations

In this Report, we have (a) considered the major arguments in the ongoing debate in NSW local government over the impact of rate capping; (b) examined the various theoretical considerations on the nature of property tax limitations and their regulation; (c) surveyed the international empirical literature on the impact of property tax limitations; (d) discussed the Australian empirical literature on the impact of rate pegging in local government; (e) considered the findings of recent inquiries and official reports on rate capping in NSW local government; (f) outlined the new IPART methodology for calculating the annual rate cap that includes a population growth factor; and (g) examined various problems inherent in the IPART methodology. Now we offer several recommendations for improving the municipal rating system in NSW local government.

As we have demonstrated in this Report, the longstanding rate cap regime in NSW local government has had deleterious effects on municipal performance, especially the continuing inadequacy of revenue from rates, related ongoing problems with the financial sustainability of NSW local government and associated inadequate infrastructure maintenance and renewal (Dollery *et al.*, 2006). Moreover, as we have established, the new IPART rate cap methodology is deficient in several respects and it will further damage the financial sustainability of NSW local government (Drew 2021; 2022).

It is possible to identify two alternative approaches to improving the NSW local government rating system. In the first place, a ‘first-best’ approach would be for the NSW Government to simply abolish rate pegging and thereby grant local councils the freedom to strike their own rates

and be held accountable by their own local residents. As we have seen in this Report, this approach accords with both economic theory on optimal municipal property taxation and the weight of international and Australian empirical evidence on property tax limitations.

Despite the desirability of abolishing the rate peg in NSW local government, the realities of political barriers to the abolition of rate capping must be acknowledged. For example, Drew (2021, p.111) has noted that ‘no political party is likely to voluntarily remove existing tax limitation regimes because there is a considerable risk that taxes would be increased soon after, and the party facilitating this would be greeted with the displeasure of voters at the next higher tier election’. Furthermore, ‘because taxation limitations are a politically popular way of responding to cost of living pressures – at no immediate cost to the instigator – their incidence is only likely to increase in future’.

Given these hard political realities, rate capping will almost certainly remain an immutable feature of NSW local government, regardless of the political complexion of the state government. We thus argue that the emphasis should instead fall on removing the worst features of the rate pegging regime. This ‘second-best’ approach should thus concentrate on improving the new IPART rate cap methodology.

Drew (2021, pp.111-114; 2022) has advanced several recommendations for reforming rate caps which we have augmented with additional suggestions:

**Recommendation 1: Different cost indexes should be employed for metropolitan, regional, rural and remote councils**

As we have seen, the current LGCI employed by IPART is awash with problems that render it unsuitable as a basis for determining cost increases in the operation of NSW local government. Given the spatial variation in municipal costs and municipal resource use across NSW, especially between metropolitan councils and their regional, rural and remote counterparts, Drew (2021) argues that different cost indexes should be employed for – at a minimum – the four main categories of council (metropolitan, regional, rural and remote). The construction of these indexes should include the use of three-year moving averages of the mix and weighting of the basket of items in the index, a price increase projection for the forthcoming financial year and



consideration of the operating environment of the four different categories of council<sup>1</sup>. Using moving averages as suggested would considerably reduce volatility and thereby partially mitigate the problem whereby some local governments find it difficult to predict future caps for budgeting purposes.

It is also important to take into account the macro-economic challenges and trends that might face councils in the next year when determining the final cap. That is, the cap cannot be entirely an empirical exercise, judgements must also be made about future inflationary pressures and the like (see Recommendation 3).

**Recommendation 2: Different rate caps should be calculated for metropolitan, regional, rural and remote council categories**

Following from Recommendation 1, we contend that different rate caps be calculated for councils falling in (at least) the four main municipal categories in NSW local government (metropolitan, regional, rural and remote councils). This will not only more accurately reflect the different operating environments facing these categories of council, but also facilitate comparisons between the performance of local authorities in each category. As a consequence, there will be greater transparency for local residents and more accountability of local councillors.

**Recommendation 3: The rate cap setting panel, as well as the SRV assessment panel, should include at least one local government expert scholar.**

Scholarly knowledge of rate cap theory and sophisticated empirical techniques are clearly important for the development of a sound cap. Moreover, scholars are perceived to have greater independence (which is important for a range of rate cap stakeholders) and can bring new insights to deliberations. Many of the problems associated with the recent changes would have been avoided if a suitable local government expert scholar were on the deliberative panels. It is thus wise to address this gap to avoid problems in the future.

<sup>1</sup> Notably the environmental cost factor could be calculated quite precisely by using econometric techniques on a three-year panel of socio-demographic data along with publicly available finance information.

**Recommendation 4: The rate cap should be based on the average rate for each category of property**

As we have seen, the IPART rate cap methodology calculates the annual rate cap for each council based on its total property tax revenue from the previous financial year. Changing to a calculation based on the typical (mean) rate impost would have significant benefits for local authorities. For instance, it would mean that the construction of new dwellings and businesses in a given local government area would increase the total tax intake. This would better enable local councils to absorb the costs of growth, including the need for additional local infrastructure investment. It would also mean that the inaccurate and controversial population growth factor would be rendered redundant.

To calculate the cap, the average of each category (from the previous period) would need to be inflated by the specific cap for a particular type of council, then multiplied by the number of assessments in the given category as at the most recent record date. The total tax take would then be equal to the sum of the various category calculations.

A rate cap based on the averages for each category would also encourage more prudent use of minimum rates and base rates and thus contribute to greater distributive justice (both of these devices tend to shift the tax burden onto the most disadvantaged in society).

Furthermore, an approach based on averages is more consistent with the primary objectives of a rate cap; that is, to avoid rate shock for the typical resident. By setting rate caps on the foundation of the typical rate imposed on each category of ratepayer, we are much more likely to avoid rate shock for the typical ratepayer.

**Recommendation 5: The rate cap should be provided within a small range rather than as a single set number.**

A rate cap should not be a single figure for each council, but instead encompass a small range of potential rate increases (for example a cap expressed as 2.4 to 3.0%, rather than 2.7%). This would have a number of benefits. First it would mitigate much of the learned helplessness and blame shifting behaviour identified in the current rate cap regime. Second, it would allow councillors to mitigate any error in the calculation or calculation methodology. Third, it would enable councils to adjust to changes in conditions that occur in the long period between promulgation of the cap and the start of a new fiscal year. Fourth, it would allow regulators to explicitly include the statistical error term associated with any empirical calculation. Fifth, it

would reassert democratic accountability and give councillors greater opportunity to respond to community circumstances and preferences.

A cap incorporating a small range would still reduce potential for monopolistic excesses, but would do so in a manner that respects both the uncertainty of cap construction as well as democratic principles.

#### Recommendation 6: More sensible timelines should be established for SRV nominations and applications

The current timeline for SRVs in NSW could hardly be worse and it contributes to a range of avoidable costs (see Table 1). It means that local governments are often breaking bad news to their communities just prior to Christmas. Moreover, in the most recent year of delayed elections the early nomination date meant that many councils delayed their SRV by an additional year which may well have caused serious financial sustainability problems. In addition, it increases stress on staff who often have to give up customary extended periods of leave ordinarily taken over the festive season. Moreover, it adds to consultant costs because companies are often forced to pay premiums to staff to work over the festive season.

In Victoria much more sensible dates are in use. Applying for an SRV is purely optional, as it should be. Moreover, the applications roll in over an extended period which allows for much better assessment turnaround times<sup>2</sup>, notwithstanding our contention that these timeframes could be reduced further (notably all assessments would need to be completed by the end of May at the latest to allow for inclusion in mandatory public planning documents).

---

<sup>2</sup> It also makes it much more likely that applications are assessed on their own merits rather than being sub-consciously compared to other applications.

**Table 1: SRV Key Dates: NSW and Victoria**

Event	NSW Date	Victorian Date	Recommendation
Notification of Intent to apply for a SRV	26 November	31 January*	End of January (optional)
SRV application due date	7 February	1 February until 31 March	Should be submitted any time prior to mid-April
Determinations announced	May 2022	Within two months of receiving the application	Within six weeks of application

\* Note this is only an option in Victoria. It is not mandatory to give notice of intent.

#### Recommendation 7: Automatic triggers should be employed

One of the big problems associated with a rate cap regime is that it comes with steep political costs. This explains why most councils are reticent to indicate intent to apply for an SRV in election years. The problem with delaying SRVs is that a council may fail financially in the interim and it also tends to mean that increases need to be higher to make up for missed rate revenue for the year(s) deferred.

Political costs could be reduced substantially by making SRVs mandatory when certain triggers are met. This would mean that the community would perceive the SRV as an act required for fiscal prudence rather than political choice. It would also mean that the rate cap regime would not add further to NSW's already deplorable record of local government financial failures (Drew *et al.*, 2021).

Triggers should include standard ratios already in use, but would require the NSW Office of Local Government (OLG) to employ more reasonable benchmarks based on evidence (rather than apparently arbitrary numbers). In particular, the following ratios present as excellent candidates:

Operating ratio (over *three* years)

Unrestricted current ratio (with a more appropriate benchmark)



Debt ratio (with a more suitable benchmark)

Cash expense ratio (using a more appropriate benchmark)

Rates outstanding (currently there is no benchmark and it should be noted that a ceiling, rather than a floor, would be most appropriate here to protect ratepayers).

We have specifically excluded the asset maintenance ratios because they are too unreliable at present and may encourage an exacerbation of already high levels of distortion to these numbers.

Regulators might also consider introducing a trigger whereby a certain turnover in councillors, following elections, would establish a presumption that a new rating policy should be constructed<sup>3</sup> (which might involve the submission of a SRV). This would be consistent with calls for greater political accountability with respect to municipal finance.

In addition, given the extreme fiscal distress currently experienced by amalgamated councils as a result of the disastrous *Fit for the Future* program (see Drew *et al.*, 2021), it should be considered essential that all amalgamated councils submit an SRV application as a matter of urgency.

**Recommendation 8: The burden of proof should rest with the assessing panel or those who object to the proposed SRV to find good reasons for why it should be rejected or reduced.**

Because SRV applications are publicly available, and should also be based on thorough and robust proof of need according to extant criteria, the burden of proof should rest with the SRV assessment panel or those who object to the proposal to provide compelling reasons for why the SRV should be rejected or reduced. This is especially the case when councils have availed themselves of suitably qualified experts to assist in the preparation of the SRV and have provided robust empirical and theoretical evidence to support their claims.

Essentially reversing the burden of proof in the way that we suggest would more appropriately respect the efforts of council staff and the deliberations of politically accountable councillors.

<sup>3</sup> A new rating policy might result in a reduction in total tax take, different categories, changes to minimum and base rates, and hence greater distributive justice (Drew, 2021).

**Annexure A**

**Item 7.4**

## References

- Anderson, N. (2006), 'Property tax limitations: An interpretive review', *National Tax Journal*, 59 (3), 685–694.
- Bailey, S. J. (1999), *Local Government Economics: Principles and Practice*, Macmillan, London.
- Blom-Hansen, J., Baekgaard, M., Serritzlew, S. (2014), 'Tax limitations and revenue shifting strategies in local government', *Public Budgeting and Finance*, 64–84.
- Boadway, R. and Shah, A., (2009), *Fiscal Federalism: Principles and Practice of Multi-Order Governance*, Cambridge University Press, London.
- Bos, D. (1994), *Pricing and Price Regulation*, Elsevier North Holland, Amsterdam.
- Brown, T., (2000), 'Constitutional tax and expenditure limitation in Colorado: The impact on municipal governments', *Public Budgeting and Finance*, 20 (3), 29–50.
- Cutler, D., Elmendorf, D. and Zeckhauser, R., (1999), 'Restraining the Leviathan: Property tax limitation in Massachusetts', *Journal of Public Economics*, 71, 313–334.
- Dollery, B. E., Crase, L. and Johnson, A. K. (2006), *Australian Local Government Economics*, UNSW Press, Sydney.
- Dollery, B.E. and Drew, J.D. (2016), 'An assessment of the New South Wales Government's post-amalgamation rate path freeze policy', *Journal of Australian Taxation*, 18, 143–162.
- Dollery, B. E. Johnson, A. and Byrnes, J. (2008), 'Cost Shifting in Australian Local Government: An Analysis of the Spatial Impact of Pensioner Rate Concession Rebates in New South Wales', *Australian Geographer*, 39(4), 467-478.
- Dollery, B. E. and McQuestin, D. (2017), 'No Panacea: Rate-Capping in South Australian Local Government', *Economic Analysis and Policy*, 56(4), 79-85.
- Dollery, B. E., Wallis, J. L. and Allan, P. (2006), 'The Debate That Had to Happen But Never Did: The Changing Role of Australian Local Government', *Australian Journal of Political Science*, 41(4), 553-567.

- Dollery, B. E. and Wijeweera, A. (2010), 'Time for Change? An Assessment of Rate-Pegging in New South Wales Local Government', *Commonwealth Journal of Local Governance*, 6, 56-76.
- Drew, J. (2021), *Saving Local Government: Financial Sustainability in a Challenging World*, Springer, Berlin.
- Drew, J. (2022), *The New Rate Cap Methodology*,  
<https://www.youtube.com/watch?v=WiEhPWFRm6k&t=13s>
- Drew, J. and Dollery, B. E. (2014), 'Keeping It In-House: Households Versus Population as Alternative Proxies for Local Government Output', *Australian Journal of Public Administration*, 73(2), 235-246.
- Drew, J. and Dollery, B.E. (2015), 'Careful what you wish for: Rate-capping in Victorian local government', *Journal of Australian Taxation*, 17 (1), 139–163.
- Drew, J., McQuestin, D., and Dollery, B. (2021). 'Did Amalgamation Make Local Government More Fit for the Future?', *Australian Journal of Public Administration*, DOI: 10.1111/1467-8500.12530.
- Figlio, D. and O'Sullivan, A., (2001), 'The local response to tax limitation measures: Do local government manipulate voters to increase revenues?' *Journal of Law and Economics*, 44 (1), 233–257.
- Florestano, P., (1981), 'Revenue-raising limitations on local government: A focus on alternative responses', *Public Administration Review*, 41, 122–131.
- Hancock, S. (2021), *\$250 million gain for growing NSW communities*, NSW Office of Local Government, Sydney.
- Hillman, A. L. (2005), *Public Finance and Public Policy*, Cambridge University Press, Cambridge.
- Independent Pricing and Regulatory Tribunal (IPART) (2008), *Revenue Framework for Local Government: Issues Paper*, IPART, Sydney.

Independent Pricing and Regulatory Tribunal (IPART) (2016), *IPART Review of the Local Government Rating System: Final Report*, IPART, Sydney.

Independent Pricing and Regulatory Tribunal (IPART) (2016), *IPART Review of the Local Government Rating System: Government Response*, IPART, Sydney.

Independent Pricing and Regulatory Tribunal (IPART) (2021), *Issues Paper: Review of the rate peg to include population growth*, IPART, Sydney.

Independent Pricing and Regulatory Tribunal (IPART) (2021), *Draft Report: IPART Review of the rate peg to include population growth*, IPART, Sydney.

Independent Pricing and Regulatory Tribunal (IPART) (2021), *Review of the Rate Peg to include Population Growth: Final Report*, IPART, Sydney.

Independent Pricing and Regulatory Tribunal (IPART) (2021), *Information Paper: Rate peg for NSW councils for 2022-23*, IPART, Sydney.

Jensen, M. and Meckling, W. (1976), 'Theory of the firm: Managerial behaviour, agency costs and ownership structure', *Journal of Financial Economics*, 3(4), 305–360.

Johnson, A. K. (2001), *Beyond the Three R's: Financing Local Government*, Centre for Local Government, University of New England.

Kousser, T., McCubbins, M., and Moule, E. (2008), 'For whom the bell tolls: Can state tax and expenditure limits effectively reduce spending? *State Politics and Policy Quarterly*, 331–361.

Local Government and Shires Associations of NSW (2008), *Submission to the Independent Pricing and Regulatory Tribunal of NSW's Review of Revenue Framework for Local Government*, Local Government and Shires Associations of NSW, Sydney.

McCubbins, M. and Moule, E. (2010), 'Making mountains of debt out of molehills: The pro-cyclical implications of tax and expenditure limitations', *National Tax Journal*, 63(3), 603–621.

Mullins, D. (2004), 'Tax and expenditure limitations and the fiscal response of local government: Asymmetric intra-local fiscal effects', *Public Budgeting and Finance*, 24(4), 111–147.

75–101.

- Mullins, D. and Joyce, P. (1996), 'Tax and expenditure limitations and state and local fiscal structure: An empirical assessment', *Public Budgeting and Finance*, 16 (1), 75–101.
- Mullins, D. and Wallin, B. (2004), 'Tax and expenditure limitation: Introduction and overview', *Public Budgeting and Finance*, 24 (4), 2–15.
- Nahum, D. (2021), *The Economic and Social Consequences of Victoria's Local Government Caps Policy*, Australia Institute Canberra.
- NSW Government (2020), *IPART Review of the Local Government Rating System: Final Response*. Office of Local Government, Sydney.
- NSW Productivity Commission (2020), *Review of Infrastructure Contributions in New South Wales: Final Report*, NSW Productivity Commission, Sydney.
- NSW Productivity Commission (2020), *Final Report: Evaluation of infrastructure contributions reform in New South Wales*, NSW Productivity Commission, Sydney.
- NSW Treasury (2008), *Submission to the NSW Independent Pricing and Regulatory Tribunal*, NSW Treasury, Sydney.
- Preston, A. and Ichniowski, C. (1991), 'A national perspective on the nature and effects of the local property tax revolt, 1976–1966', *National Tax Journal*, 44 (2), 123–145.
- PriceWaterhouseCoopers (2006), *National Financial Sustainability Study of Local Government*, Australian Local Government Association, Canberra.
- Shadbegian, R., 1999. The effect of tax and expenditure limitation on the revenue structure of local government, 1962–87. *Natl. Tax J.* 55 (2), 221–237.
- Skidmore, M., 1999. Tax and expenditure limitations and the fiscal relationships between state and local governments. *Public Choice* 99 (1/2), 77–102.
- Temple, J. (1996), 'Community composition and voter support for tax limitations: Evidence from home-rule elections', *Southern Economic Journal*, 62 (4), 1002–1016.
- Yarram, S., Tran, C. and Dollery, B. E. (2021), 'The Impact of Rate Capping on Local Government Expenditure', *Policy and Politics* (in print).



## Debbie Duffell

**From:** Debbie Duffell  
**Sent:** Tuesday, 8 March 2022 10:03 AM  
**To:** Debbie Duffell  
**Subject:** Payments of Superannuation to Councillors

**From:** LGNSW President Cr Darriea Turley AM <[lgnsw@lgnsw.org.au](mailto:lgnsw@lgnsw.org.au)>  
**Sent:** Thursday, 24 February 2022 9:56 AM  
**To:** Craig Bennett <[cbennett@gisc.nsw.gov.au](mailto:cbennett@gisc.nsw.gov.au)>  
**Subject:** Payments of Superannuation to Councillors



### Payments of Superannuation to Councillors

Dear Mr Bennett,

I want to remind you of legislative changes that will allow for councils to make superannuation payments to councillors in NSW from 1 July 2022.

LGNSW is proud of its work in contributing to the *Local Government Amendment Act 2021 (NSW)*, which will soon allow councils to resolve at an open meeting to pay the "super guarantee charge" (SGC) to its councillors in addition to their annual fee.

It is LGNSW's long-held view that payments made to councillors in NSW do not fairly and adequately compensate them for the work they perform and the ongoing growth in their roles and accountabilities. While there is still a lot of work to be done, these changes represent a step in the right direction to fair pay and improving the diversity of those standing for civic office.

Council's attention is drawn to the new provisions that allow for superannuation payments to be made under section 254B of the *Local Government Act 1993 (NSW) (the Act)*. From 1



July 2022, a council will have the option to decide whether to make a "superannuation contribution payment" (SCP) to its councillors provided that:

- the SCPs are limited to the SCG and are payable at the same intervals as a councillor's annual fee;
- **the council previously resolves at an open meeting to make SCPs to its councillors;**
- the councillor nominates a registered superannuation fund for receipt of the SCP before the end of the month to which the SCP relates; and
- the councillor has not agreed in writing to forgo or reduce the SCP.

The Act limits SCPs to the amount the council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the councillor were an employee of the council. However, the Act does not preclude councillors from salary sacrificing for the purpose of superannuation. This arrangement may still be entered into by council resolution, as was the case prior to the introduction of superannuation payments to councillors under section 254B of the Act.

LGNSW welcomes these new changes and members can be assured that we will continue to advocate strongly for improving councillor remuneration in NSW. For further information in respect of the SCP, council should contact LGNSW's Workplace Relations Unit at [industrial@lgnsw.org.au](mailto:industrial@lgnsw.org.au).

Yours Sincerely,

**Cr Darriea Turley AM**  
President LGNSW

## Questions?

Please do not hesitate to contact us if you require any further information.

Contact us today

## Follow Us





## **7.1 Councillor Superannuation Discussion Paper**

**REPORT FROM: GENERAL MANAGER'S OFFICE**

**Author: Craig Bennett - General Manager**

### **ANNEXURES**

Annexure A OLG Circular 20-05 Release of Councillor Superannuation Discussion Paper

### **ECM INDEXES**

Subject Index: **GOVERNANCE: Councillors**  
**PERSONNEL: Superannuation**

### **PURPOSE**

The purpose of this report is to notify Councillors of a discussion paper which has been issued by the **Office of Local Government (OLG)** on Councillor Superannuation.

### **BACKGROUND**

The OLG has issued a discussion paper to seek the views of councils and their local communities on whether councillors should receive superannuation payments.

Under the *Commonwealth Superannuation Guarantee (Administration) Act 1993*, councils across Australia are not required to make superannuation contributions in relation to the fees that they pay to mayors and councillors.

This is due to the fact that mayors and councillors are elected to a civic office in a council and are not employees of the council.

The release of the discussion paper was prompted by concerns raised by mayors and councillors that the ineligibility of councillors to receive superannuation payments is inequitable and is a deterrent to more women and younger people standing as candidates at council elections.

The discussion paper is available on the OLG's website which is [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

#### **(a) Relevance to Integrated Planning and Reporting Framework**

This item links to Council's Delivery Program Objective STC 1.7.1 'Strive for excellence in all customer service areas.'

#### **(b) Financial Considerations**

There are no financial considerations with this report.

There will be financial considerations for Council to consider in the future should all Councillors receive superannuation contributions in addition to their fees.

## COMMENTARY

The OLG is seeking the views of councils, councillors and council staff on whether councillors should receive superannuation contributions.

Submissions regarding this issue can be made to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) labelled 'Councillor Superannuation Consultation' and marked to the attention of the OLG's Council Governance Team.

***Submissions are required to be made before close of business on Friday, 8 May 2020.***

All councils are encouraged to inform their local communities about the discussion paper and to encourage members of the community to make submissions.

Council's Media and Communications Officer has prepared and submitted a media release on the discussion paper and has encouraged all members of the community to make a submission.

The discussion paper seeks the views of councils and others on the following four (4) options:

1. Maintaining the status quo – mayors and councillors can continue to voluntarily contribute a portion of their fees to a complying superannuation fund of their choice.
2. Mandate the current voluntary situation – amend the *Local Government Act 1993* (the Act) to make it compulsory for councils to pay a portion of the mayors' and councillors' fees equivalent to the superannuation guarantee amount into a complying superannuation fund nominated by the mayor and councillors.
3. Amend the Act to allow councillors to voluntarily pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors ***in addition*** to the mayor's and councillors' fees – this means that the payment of councillor superannuation in addition to their fee would be at each council's discretion, allowing the council to take into account the council's resources and the local community's views, or
4. Amend the Act to make it compulsory for councils to pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors ***in addition*** to the mayor's and councillors' fees.

The current percentage of the superannuation guarantee is 9.5% of gross salary or wages. This amount will increase to 10% at 30 June 2021.

It will then increase to 10.5% at 30 June 2022. It will further increase to 11% at 30 June 2023. It will then increase to 11.5% at 30 June 2024. Finally, it will increase to 12% at 30 June 2025.

Glen Innes Severn Council – Open Ordinary Meeting – 26 March 2020

## OPTIONS

1. That Councillors make individual submissions to the Office of Local Government on the superannuation discussion paper, should they wish to.  
**This is the recommended option.**
2. That Council chooses to make a submission to the Office of Local Government on the superannuation discussion paper. The submission would be drafted by the General Manager (in consultation with the seven (7) Councillors) and submitted to the Office of Local Government by close of business 8 May 2020.
3. That Council chooses not to make a submission to the Office of Local Government on the superannuation discussion paper.

### (a) Governance/Policy Implications

There are no governance or policy implications with this report.

However, the Payment of Expenses and Provision of Facilities to Mayors and Councillors Policy will need to be updated should superannuation contributions be payable by councils to councillors.

### (b) Legal Implications

*Commonwealth Superannuation Guarantee (Administration) Act 1993.*

Sections 248 and 249 of the *Local Government Act 1993*.

### (c) Social Implications

There are no social implications with this report.

### (d) Environmental Implications

There are no environmental implications with this report.

### (e) Economic/Asset Management Implications

There are no economic /asset management implications with this report.

## CONCLUSION

The OLG is seeking submissions from councils, councillors, council staff and members of the community on whether councillors should receive superannuation contributions.

## RECOMMENDATION

*That Councillors make individual submissions to the Office of Local Government on the superannuation discussion paper, should they wish to.*



Glen Innes Severn Council – Open Ordinary Meeting – 26 March 2020

---

Moved Cr D Newman      Seconded Cr A Parsons

### **3.03/20 RESOLUTION**

That Councillors make individual submissions to the Office of Local Government on the superannuation discussion paper, should they wish to.

A division was called for, voting on which was as follows:

For	Against
Cr C Sparks	Cr J Smith
Cr D Newman	
Cr G Frendon	
Cr A Parsons	
Cr C Price	
Cr S Toms	

The division was declared CARRIED by 6 votes to 1.

**CARRIED**



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	21-07 / 27 May 2021 / A767595
<b>Previous Circular</b>	20-42
<b>Who should read this</b>	Councillors / General Managers / Finance & Rating Staff / Corporate Governance & Legal Staff
<b>Contact</b>	Policy Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Council to implement

### Commencement of *Local Government Amendment Act 2021*

#### What's new or changing

- The *Local Government Amendment Act 2021* (Amendment Act) was passed by the NSW Parliament on 13 May 2021 and has come into effect, although some reforms will commence by proclamation, as indicated below.
- This Amendment Act includes reforms to ensure a fairer and more flexible rating system for councils and ratepayers, councillor superannuation and minor changes that relate to council elections and the terms of office of chairs of county councils and joint organisations.

#### What this will mean for your council

- Councillors, general managers and staff should familiarise themselves with the key reforms in the Amendment Act, with a particular focus on those changes that came into effect on commencement, as outlined below.
- Councils created by merger in 2016 that have yet to harmonise their rating structures have more flexible options for their rating structures, including the option to harmonise rates gradually over up to eight years. See key points for merged councils below.

#### Key points

- The Government remains committed to strengthening the performance and sustainability of local government, including councils created by merger in 2016. The Amendment Act delivers key reforms to achieve these outcomes.
- Rating reforms will ensure councils have a stable and reliable revenue base, provide greater flexibility for councils and ratepayers, enabling a fairer distribution of the rating burden. This implements key elements of the Government's response to the Independent Pricing and Regulatory Tribunal's (IPART's) review of the local government rating system.
- The Amendment Act will be subject to a Statutory Review within 2 years.

#### Key points for merged councils

- Importantly, the Act now provides greater flexibility for those councils formed in 2016 as they prepare to harmonise rates from 1 July 2021. These councils can choose, in consultation with their communities:
  - to harmonise their rating structures gradually over up to eight years - councils that take up this option must apply no more than 50% of the total increase in rates for each rating category over the period, in any year;

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



- to set separate rates for different residential land within a contiguous urban area, like Greater Sydney and the Central Coast; and
- to set separate rates for farming land based on geographic location.
- It is a matter for each merged council to determine whether or not to take up one or more of these options as they develop a rating structure for their area.
- The Amendment Act also provides a process for councils constituted within the last 10 years to submit a business case with supporting reasons to the Minister for a de-amalgamation of an area. Further information on this process will be provided separately.

#### Key points about rating changes for all NSW councils

- Changes to improve flexibility for residential and farmland rates can also be used by all NSW councils.
  - Councils are able to set different residential rates within a contiguous urban area and can choose to set different rates for farmland based on geographic location. These provisions commence on assent.
  - Councils will be able to set business rates based on whether the land is predominantly used for industrial activities. This will commence by proclamation.
  - A new rating category for environmental land will be created for land where meaningful development is constrained by geography or regulation that imposes significant restrictions on use, such as conservation agreements. This provision will commence by proclamation, once regulations are made.
  - The Act now clearly allows for multiple rate pegs to be set, if required, as part of limiting councils' general income each year. This will enable the Government to deliver on its commitment to align councils' general income to population growth in future to help relieve pressure in growing communities. This provision commences on assent. IPART will recommend a proposed rate peg methodology to the Minister.
  - To reduce red tape, the Act will allow councils to levy a new kind of special rate for infrastructure jointly funded with other government entities. These special rates are not limited to funding council functions and resulting income does not form part of councils' general income under the rate peg. This provision will commence by proclamation, once regulations are made.
  - The Act also allows for regulations to be made to specify circumstances under which the rating exemption for land subject to a conservation agreement may be removed. This will not commence until regulations are made following consultation with key stakeholders to ensure incentives for land conservation remain in place.
  - The Act will provide any councils that provide water and sewerage services and levy special rates for that purpose with discretion about whether to exempt certain properties from those rates.
  - Limits will be placed on ratepayers eligible to postpone rates due to a change in the permitted use of their land. This will still allow owner occupiers who would face hardship to apply to council for a postponement of the portion of their rates that have increased due to rezoning.


#### Key points about other changes

Office of Local Government  
 5 O'Keefe Avenue NOWRA NSW 2541  
 Locked Bag 3015 NOWRA NSW 2541  
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
 E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- Councils will have the option to make superannuation contribution payments for councillors from 1 July 2022 equivalent in amount to superannuation guarantee payments. The decision to make superannuation contribution payments must be made by resolution at an open meeting.
- Minor amendments have been made to allow the time for the receipt of postal votes to be prescribed by regulation and to allow greater flexibility for the NSW Electoral Commission and other electoral service providers in the administration of countbacks to fill vacancies.
- The term of office of chairpersons of county councils has been extended to two years, aligning it with the terms of office of mayors elected by councillors and chairpersons of joint organisations. Technical amendments have also been made to clarify that the terms of chairpersons of county councils and joint organisations expires on the election day of their member councils.
- Further rating reforms that do not rely on the Amendment Act will be implemented by making changes to regulations and releasing new guidance later this year.
- In part, this includes aligning rating income growth with population growth to help councils provide for growing communities within the rate pegging system while still protecting residents from sudden and excessive rate rises.
- To give effect to this commitment, the Minister has asked IPART to recommend a proposed rate peg methodology that allows the general income of councils to be varied each year in a way that accounts for population growth.
- IPART has been asked to ensure that councils with lower population growth are not disadvantaged, to undertake public consultation and to provide a final report by September.
- There is no change to the requirement for councils to pay an annual Emergency Services Levy (ESL) contribution from within councils' general income.

#### Where to go for further information

- The Local Government Amendment Act 2021 is available at <https://www.legislation.nsw.gov.au>.
- The Government's response to IPART's review of the local government rating system is available at [www.olg.nsw.gov.au/wp-content/uploads/2020/06/IPART-Rating-Review-Government-Response.pdf](http://www.olg.nsw.gov.au/wp-content/uploads/2020/06/IPART-Rating-Review-Government-Response.pdf)
- IPART's final report on the local government rating system is available at [www.ipart.nsw.gov.au/Home/Industries/Local-Government/Reviews/Local-Government-Rating-System/Local-Government-Rating-System](http://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Reviews/Local-Government-Rating-System/Local-Government-Rating-System)



**Luke Walton**  
Acting Deputy Secretary  
Local Government and Planning Policy

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

**Debbie Duffell**

**From:** Office of Local Government <newsletter@info.olg.nsw.gov.au>  
**Sent:** Tuesday, 15 March 2022 11:01 AM  
**To:** Council Email  
**Subject:** Council Circular 22-04 Payment of councillor superannuation



**Office of  
Local Government**

STRENGTHENING LOCAL GOVERNMENT

[SUBSCRIBE](#) | [PRINT](#) | [FORWARD](#)

Council Circular

15 March 2022

## 22-04 Payment of councillor superannuation

<b>Circular Details</b>	22-04/ 15 March 2022/ A811265
<b>Previous Circular</b>	<a href="#">21-07 Commencement of Local Government Amendment Act 2021</a>
<b>Who should read this</b>	Councillors / General Managers / Council Governance Staff
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action Required</b>	Information / Council to Implement
<b>PDF Version of Circular</b>	<a href="#">22-04 Payment of councillor superannuation</a>

### What's new or changing

- Following an amendment to the Local Government Act 1993 (the Act) last year, councils may make payments as a contribution to a superannuation account nominated by their councillors, starting from the financial year commencing on **1 July 2022**.
- The making of superannuation contribution payments for councillors is optional and is at each council's discretion.

### What this will mean for your council

- To exercise the option of making superannuation contribution payments for their councillors, councils must first resolve at an open meeting to make superannuation contribution payments for the councillors.
- Where a council resolves to make superannuation contribution payments for its councillors, the amount of the payment is to be the amount the council would have been



required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act 1992* as superannuation if the councillors were employees of the council.

- As of 1 July 2022, the superannuation guarantee rate will be 10.5%. The rate will increase by half a percent each year until 1 July 2025 when it reaches 12%.
- The superannuation contribution payment is to be paid at the same intervals as the annual fee is paid to councillors.
- To receive a superannuation contribution payment, each councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates. The superannuation account nominated by councillors must be an account for superannuation or retirement benefits from a scheme or fund to which the Commonwealth Superannuation Guarantee (Administration) Act applies.
- Councils **must not** make a superannuation contribution payment for a councillor if the councillor fails to nominate an eligible superannuation account for the payment before the end of the month to which the payment relates.
- Individual councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments. Councillors must do so in writing.
- Councils must not make superannuation contribution payments for councillors during any period in which they are suspended from their civic office or their right to be paid any fee or other remuneration, or expense, is suspended under the Act.
- Councillors are also not entitled to receive a superannuation contribution payment during any period in which they are not entitled to receive their fee under section 254A of the Act because they are absent.

#### Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

Melanie Hawyes

Deputy Secretary, Crown Lands and Local Government

STRENGTHENING LOCAL GOVERNMENT

[Archive](#)

| [Print](#)

| [Forward](#)

Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541

Locked Bag 3015 NOWRA NSW 2541

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209

E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) | W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) | ABN 44 913 630 046

Please click here to [unsubscribe](#) from our mail list.

Grants and Funding

Category	No.	Grant Fund	Name of Grant/Project	Value of Grants Excl GST
Unsuccessful applications	1	Bushfire Local Economic Recovery Fund	Tourism Packages & Itinerary Planner	\$901,369
Applications pending a decision	4	Destination NSW	Minerama Fossicking Gem & Jewellery Show	\$40,000
			Glen Innes Global Greening Irish National Day	
		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	\$2,779,958
			Total Pending applications	\$3,325,298
Acquittal/ reporting/ variations	9	Various		NA
Approved applications	16	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
			Total Approved applications	\$11,991,465



# End of Term Report - 2021



## 1 Community Services

### CS 1 Grow the population to 10,000 residents over the next 10 years

CS 1.1 Engage and encourage young people to later return to the Local Government Area (LGA) to raise their families, work in the area, work remotely from this area or establish their own business and or industries in the area.

Comment	Status	Progress
<p>The Glen Innes Highlands brand was extended to include another brand pillar that represented Economic Development - Progressive Country. A prospectus was produced and circulated to local businesses and available at Council offices and the Visitor Information Centre. This activity was completed in 2018 and then incorporated into the new Glen Innes Highlands Website under the 'INVEST' section which formed part of the marketing strategy of VISIT, LIVE, INVEST.</p> <p>Annual marketing activity has been delivered against Operational Plan budgets to promote the town with assets being provided to local businesses to utilise on their websites and social platforms. The Business Incentive Fund merged with the Incentives to Attract General Practitioners Policy with financial assistance being provided to the two local practices to the value of \$5,000 each. This funding was to compensate recruitment and training costs. In 2021 the Business Incentive Fund, Event Prioritisation Fund and funding allocated to Business In Glen and Glen Innes Highlands Visitor Association were collated into one 'Local Economic Development Support Fund' which set a criteria for Council financial assistance relevant to the Economic Development Strategy and Action Plan.</p> <p>Letters were sent annually to Year 12 students encouraging them to consider moving back to the Glen Innes Highlands community later in their lives.</p>	Ongoing	50%

## CS 1.2 Attract the population segment looking for a lifestyle change (branding for tree changers).

Comment	Status	Progress
<p>Economic Development: Glen Innes highlands (GIH) 'LIVE' video was launched via digital and social channels with one-off opportunities taken - and example being during the NRL football 10 September 2021 and 11 September 2021. This Workforce Attraction Strategy has been completed and will now be socialised to the Council and the business community to utilised in their resource planning. A GGITT was conducted to commence on the delivery of the action to develop a 'Local Jobs Program' which is in development and will require funding to implement later in the year. Highlands Hub - Education and Jobs programs and Initiatives- Grant funding has been secured to deliver programs and workshops for its first year of operation commencing from June 2022. The optimised online Highlands Business Hub with its new career and community functionality and capability will be an enabler of connecting, sharing, and fulfilling local jobs, volunteering opportunities and more. Remote-Ready programs will form part of the program development of the new Highlands Hub Co-working space once launched. The space will provide access to offices, meeting rooms and a training room to facilitate local training and development as well as a place where businesses can utilise office space in a creative and nurturing environment. The space will also provide a place to go for remote access workers and/or the travelling workforce.</p> <p>Five (5) major Art Projects were funded and delivered by 30 June 2021 in consultation with the Public Art Reference Group.</p> <p>The Destination Management Plan Summary and Background Analysis was adopted by Council at the July 2021 Ordinary Council Meeting.</p>	Completed	100%

## CS 1.3 Ensure there are adequate facilities for the ageing population.

Comment	Status	Progress
<p>Council have initiated a Housing Assessment and Future Strategy which will be completed by June 2022, following a draft presented and discussed with the GROW Glen Innes THINK TANK in January/February 2022. The final draft will go to Council for adoption and will include recommendations on the housing supply gaps and potential investment opportunities for Council to diversify their investment portfolio.</p> <p>Glenwood Gardens and Roseneath Nursing Home have both had major improvements and expansion to their facilities.</p> <p>Information of the various services available to the aging population are included in the new resident packs; advertised within various Council media forums such as the Life Choices - Support Services bi-monthly newsletter, Council's Facebook Page, Our Council section within the local newspaper as well as in the Resident Newsletters when appropriate.</p>	Ongoing	50%

## CS 2 Ensure that land use planning supports the vision and role of each village and town.

## CS 2.1 Review and update the existing Land Use Strategy and implement any changes through the Local Environmental Plan (LEP).

Comment	Status	Progress
<p>A consultant is undertaking a review of the Glen Innes Severn Land Use Strategy.</p> <p>In the reporting period, three (3) Planning Proposals were completed resulting in two (2) approved changes to the LEP. A third Planning Proposal is currently in process.</p> <p>Council's Housing Assessment and Future Strategy will provide insight and guidance as to the rezoning opportunities for the next LEP and to assist in opening up development opportunities for the LGA.</p>	Ongoing	80%

**CS 3 Ensure community service levels meet the need of a diverse community with a focus on inclusion of youth, children and families, people who are older and people with a disability.****CS 3.1 Advocate for family violence support including a women's refuge service.**

Comment	Status	Progress
Council has advocated to the State Government to establish a women's refuge within the LGA, however no commitment has been made from them.	Completed	100%
Council staff continue to collaborate with community groups such as Glen Innes Safe in Our Town (SIOT) to raise public awareness of domestic violence and providing free promotional material and advertising so that people are aware of where they can seek support and assistance.		

**CS 3.2 Advocate for the retention and upgrading of existing health facilities and new health services across the LGA.**

Comment	Status	Progress
Following the success of the EOI for the "Attract, Connect, Stay" Healthcare Workforce Pilot the first co-design workshop was conducted on 30 September 2021 to establish the governance and management of the program. Funding secured for the program to 30 September 2021 is \$24,202 which includes: \$15,000 for NEJO; \$9,798 from Council pending full funding of the position in year one (1) and \$1,000 from Rob Banham. The gap in funding equates to \$25,798 and it will be the remit of the governance group formed to secure that remaining funding required to commence recruitment of the Healthcare Workforce and Recruitment Connector role. Council have also commissioned research into a potential framework for Healthcare Service Gaps to enable local access to specialist healthcare services.	Ongoing	75%
Council is also establishing ideas and potential solutions to create opportunities for our aging population to move into communal retirement whilst also addressing our future housing gaps and future jobs and skills gaps.		
A mental health support worker attends the Youth Booth on a monthly basis to provide support, skills and information.		

## CS 3.3 Advocate for and continue to develop a network of youth facilities across the community.

Comment	Status	Progress
<p>After extensive communication with the NSW PCYC Council was told that until our population reaches 10,000 it is unlikely that a PCYC would be funded in Glen Innes.</p> <p>Therefore, Council established and opened the "Youth Booth" which provides a safe space for local youth after school to have afternoon tea, do their homework, do games activities both indoor and out. Several projects have been developed with the youth at their request such as gardening and recycling. The space is also available during school holidays.</p> <p>During the week services are offered at the Youth Booth for youth that have left school and are 25 or under to assist with employment information, resume building, budgeting, cooking or such like that may be requested.</p> <p>The establishment of an Escape Rooms with Mystery Rooms awarded the project to establish an Escape Rooms in Glen Innes. \$145,000 (including GST) was funded by the National Bushfire Agency via their Regional Tourism Bushfire Recovery Grant Program. This will create another 'thing to do' for local youth, visitors and an intention to establish a STEM program for local youth to participate in.</p>	Ongoing	15%

## CS 3.4 Develop Master Plan/s for all sporting grounds.

Council adopted a Sporting Facilities Review and Master Plans in June 2018.	Completed	100%
---	-----------	------

CS 3.5 Advocate for the extension and improvement of Children and Family Services, including early intervention programs and coordination between Council, school run services and parenting programs.

Comment	Status	Progress
<p>Internal and external extensions have been made to the "Pool House" on West Avenue where Children and Family Services are delivered from. This has allowed the Out of School Hours (OOSH) and Vacation Care services to lift its capacity to 30 children a day.</p> <p>Successful Family Picnic Days have been held annually, which are a great opportunity to provide a "free" fun and interactive day for children to spend with their parents, carers or grandparents while also being able to receive information on the various services available in the community for this demographic.</p> <p>Council has remained a member of the Northern Tableland Cooperative Library Services. Which is a collaboration between five (5) libraries across four (4) local government areas which work together to improve access to more resources, online databases and networking initiatives.</p> <p>The Friends of the Library successfully applied for a waterproof and sun proof sail at the library from the White Rock Wind Farm Community Fund, which has allowed for 'new' outdoor activities to be facilitated.</p>	Completed	100%



## CS 3.6 Advocate for increased and improved medical services in Glen Innes.

Comment	Status	Progress
Following the success of the EOI for the "Attract, Connect, Stay" Healthcare Workforce Pilot the first co-design workshop was conducted on 30 September 2021 to establish the governance and management of the program. Funding secured for the program to 30 September 2021 is \$24,202 which includes: \$15,000 for NEJO; \$9,798 from Council pending full funding of the position in year one (1) and \$1,000 from Rob Banham. The gap in funding equates to \$25,798 and it will be the remit of the governance group formed to secure that remaining funding required to commence recruitment of the Healthcare Workforce and Recruitment Connector role. Council have also commissioned research into a potential framework for Healthcare Service Gaps to enable local access to specialist healthcare services.	Ongoing	65%

## CS 3.7 Complete actions within the Disability Inclusion Action Plan 2017/21.

Comment	Status	Progress
<p>The mobility brochure remains current and is included in the new resident packs as well as being available on Council's website.</p> <p>Council has an Accessible Tourism Guide which was developed and delivered in 2018 which outlines accessible places to visit.</p> <p>Various staff have received training related to the employment of persons with a disability.</p> <p>Council's websites are set up to assist navigation by people that are blind, so that they can click on an article and it will be read aloud.</p> <p>Tactical Ground Surface Indicators, to assist people who are blind or vision impaired cross the road safely, have been installed in Grey Street and Church and Meade Streets.</p>	Completed	100%

## CS 3.8 Work with the community to address drug and alcohol issues.

Comment	Status	Progress
<p>Council has continued to be an active participant of the Community Drug Action Team (CDAT). Staff regularly attend meetings whilst also offering administration support.</p> <p>The committee is very proactive in the community and provides free advice and products to increase awareness and prevention of drug and alcohol use.</p>	Completed	100%

## CS 4 Promote transport accessibility, between villages and towns, particularly for vulnerable groups.

## CS 4.1 Advocate for increased transport services within the LGA.

Comment	Status	Progress
<p>Community information boards have been installed in the branch libraries so that information about transport (and other information) can be made readily available to the community.</p> <p>Due to the NSW and Regional lock downs initiated by the State Government, there was a significant reduction in travelers and residents using this service. Trainlink operational variations during travel restrictions has affected arrival times, resulting in Council maintaining daily timetable checks to give customers correct information. Trainlink bus services from Grafton to Brisbane have been suspended and towns in between are also affected.</p> <p>The pedestrian pathway across the railway line near Bourke Street has been upgraded so is safe and fit for purpose.</p>	Completed	100%

**CS 5 Celebrate and encourage community committees (volunteerism).****CS 5.1 Promote partnerships between the community and Council in achieving this objective.**

Comment	Status	Progress
<p>The GROW Glen Innes THINK TANK was established and now has 51 community members registered. The VIC volunteer drive is ongoing and is advertised on the GIH website, GIH and Council social media pages, Tourism and Events newsletter, VIC window display and has been communicated to Council's Communication and Media officer for inclusion in any relevant media opportunities.</p> <p>A Grants Officer working a minimum of three (3) days per week remains a funded position in Council's Organisational Structure. A gap was created due to staff turnover and the position was absorbed by the Manager Economic Development during those times. The Grants Officer compiles a monthly digital Grants and Funding Newsletter - 'Bid-Blast' promoting applicable LGA funding opportunities. Distribution channels include Glen Innes Highlands news page; emailed to 355 committees of Council; Councilors; All staff; email to community organisation database.</p> <p>In partnership with GLENRAC annual training workshops have been held for members of Council's Section 355 Committee members; where possible invitations have been extended to the wider community to participate.</p>	Completed	100%

**CS 6 Promote community spirit and foster pride.**

## CS 6.1 Promote community events, including family-oriented entertainment, culture and arts.

Comment	Status	Progress
<p>Council provides annual Christmas decorations including a dedicated Christmas.</p> <p>Christmas in the Highlands and the Christmas lights were facilitated by Council and Council has secured a partnership regarding the donation of additional lights for 2021.</p> <p>There have been increased family and youth activities and events at the Glen Innes Severn Library Learning Centre. These activities and events have been advertised via the Library Facebook Page and the new television behind the service desk at the Library which advertises Council and community events.</p>	Completed	100%

## CS 6.2 Pursue the Tidy Towns initiative and be supportive of the 'Clean Up Australia' initiative.

Comment	Status	Progress
<p>The Tidy Town awards are no longer being offered. The replacement program is the "Blue Star Sustainability Awards".</p> <p>Councils Open Spaces Committee monitor this program to determine if Council has any suitable projects to nominate.</p>	Completed	100%

**CS 7 To have a safe community.**

## CS 7.1 Provide safe community spaces.

Comment	Status	Progress
Council has a full team in Regulatory Services that assist in providing safe community spaces. The addition of the surveillance trailers that can be discreetly placed at spaces to monitor activity assist in providing safe spaces. Some spaces in Grey Street have CCTV.	Completed	100%

## CS 7.2 Lobby for adequate Police services.

Comment	Status	Progress
Council has a full team in Regulatory Services that assist in providing safe community spaces. The addition of the surveillance trailers that can be discreetly placed at spaces to monitor activity assist in providing safe spaces. Some spaces in Grey Street have CCTV.	Completed	100%

**CS 8 To have a healthy community.****CS 8.1 Encourage the community to be more physically active.**

Comment	Status	Progress
New playground and exercise equipment, fencing, landscaping, a picnic shelter, BBQ, lights and CCTV were completed at Melling Park through a Stronger Country Community Fund Grant.	Completed	100%
A shared pathway from Melling Park has been constructed to link the western side of Glen Innes to the CBD.		
Regular messages promoting sport and participation have been placed on Councils Facebook page. It is also a subject discussed at the 355 Glen Innes Sports Council meetings on how to create greater participation and attraction to sports available in our area.		



## 2 Economic Development

### ED 1 Facilitate market and business opportunities.

ED 1.1 Update the existing GISC Economic Development Strategy to reflect the current economic climate and opportunities (understanding gaps in the market and opportunities).

Comment	Status	Progress
The Economic Development Strategy 2020-2040 and the Action Plan 2020-2025 was adopted by Council at the March 2021 Ordinary Council Meeting.	Completed	100%

ED 1.2 Maintain the Significant Development Committee as an important gateway to listen to and welcome new business proposals.

Comment	Status	Progress
The Significant Development Committee met with external parties when requested. Regular opportunities are provided for Development Assessment Unit meetings every Thursday.	Completed	100%

ED 1.3 Review tourism opportunities and promotion with a particular focus on strengthening accessibility and providing incentives to draw visitors into the Glen Innes Highlands.

Comment	Status	Progress
The Visitor Information Centre (VIC) retained all permanent and permanent part-time employees throughout the NSW COVID-19 travel restrictions and lockdowns.	Completed	100%
Council is continuing to develop partnerships for new events through the Tourism and Events Newsletter, Glen Innes Highlands website, social media channels, Glen Innes Severn Council website and direct contact with new tourism product businesses and adventure groups.		
Council has provided funding in the annual Operational Plan and Budget to promote advertising campaigns across the three (3) pillars of Visit, Live and Invest.		
Electric Charging stations were installed at the rear of the VIC and at the rear of Town Hall.		

ED 1.4 Advocate for the decentralisation of State Government agencies including the Roads and Maritime Services and Department of Primary Industries.

Comment	Status	Progress
This action is ongoing. The Member for the Northern Tablelands is regularly advocated to by both the General Manager and the Mayor regarding the decentralisation of State Government agencies to the Glen Innes Severn LGA. This advocacy will continue once the new Council is elected in December 2021.	Ongoing	50%

**ED 1.5 Actively support the establishment of a Flight School at the Glen Innes Airport.**

Comment	Status	Progress
This project has not progressed due the developers being unable to secure the required funding to develop the Flight School.	Deferred	0%
Council will take on the development of the Airport Master Plan funded under the Bushfire Recovery Agency with a deadline of 30 June 2022.		

**ED 2 Develop a strong brand for Glen Innes Severn Highlands.****ED 2.1 Support and promote the new Glen Innes Highlands destination branding.**

Comment	Status	Progress
The Glen Innes Highlands brand was extended to include Economic Development, being 'Progressive Country' in 2018. promotion has been developed based on the Visit, Live, Invest theme.	Completed	100%
Annual marketing activity has been delivered against Operational Plan budgets to promote the Local Government Area with assets being provided to local businesses to utilise on their websites and social platforms.		

**ED 3 Facilitate growth and support business development.****ED 3.1 Be responsive and proactive to business interest/receptive to innovation and relocation.**

Comment	Status	Progress
<p>Council provided an annual budget allocation to support Business In Glen and Glen Innes Highlands Visitor Association until 2021.</p> <p>In 2021 the Business Incentive Fund, Event Prioritisation Fund and funding allocated to Business In Glen and Glen Innes Highlands Visitor Association were collated into one 'Local Economic Development Support Fund' which set a criteria for Council financial assistance relevant to the Economic Development Strategy and Action Plan.</p> <p>Business In Glen operated until 2020 and is in caretaker mode due to a lack of local business memberships and engagement.</p> <p>The Highlands Hub platform, programs and co-working space initiatives provide an alternative to the traditional form of chamber of commerce and industry association frameworks.</p> <p>Council also held a Highlands Hub Awards program in 2020 where 12 local businesses benefited from a digital content package delivered in 2021 by Council in partnership with local content and marketing businesses.</p>	Completed	100%

**ED 4 Recognise and support the agricultural sector as the most significant local industry within the LGA.****ED 4.1 Have a particular focus on the maintenance and renewal of Council's rural local roads network.**

Comment	Status	Progress
Council has implemented a significant program of works on the rural road network. An unsealed road re-sheeting program has been established whereby high-quality material is crushed to a uniform standard and applied to full lengths of road. Roads treated in this manner include Strathbogie, Pinkett, Mt Mitchell, Glen Legh, West Furracabad, Yarraford, Glen Elgin, Costellos, Waterloo, Morven, Tent Hill, Rangers Valley, Pretty Valley, Old Grafton and Nant Park Roads. The benefit of these works has been extended by the receipt of grant funding to seal 104km of roads including Old Grafton, Strathbogie, Pinkett, Yarraford, Mt Mitchell, Ten Mile, West Furracabad, Maybole and Tent Hill roads.	Ongoing	100%

**ED 4.2 Investigate the current role of the Saleyards contributing to the local economy on a direct and indirect basis.**

Comment	Status	Progress
As part of the successful grant of \$1.25M for the saleyards upgrade a comprehensive business case was developed include the economic benefits of the saleyards to the Glen Innes community.  Council also considered the matter in March 2018 with a confidential Discussion Paper on the on-going viability of the saleyards was presented to Council.	Completed	100%

ED 4.3 Based on the outcome of ED 4.2 above, develop a capital works masterplan for the Saleyards.

Comment	Status	Progress
Council was successful in obtaining a \$1.25M grant for upgrades to the Glen Innes Saleyards. This incorporated new 5,000 head sheep selling facility, upgrade to the canteen and agents' room, and an upgrade and sealing of a portion of the car park with new signage.	Completed	100%
No further work is proposed due to the lack of regular cattle sales since the 2019 drought.		



### 3 Infrastructure Management

#### IM 1 Ensure there are optimal services.

IM 1.1 Continue to engage with the community through established Community Committees to ensure their needs are understood.

Comment	Status	Progress
Manger of Recreation and Open Spaces has supported and attended all meetings of the required Committees as required including Sports Council, Open Spaces, Beautification and Cemetery Committees.	Completed	100%

IM 1.2 Ensure there is timely response and clear communication regarding infrastructure customer service requests.

Comment	Status	Progress
Council has implemented an infrastructure maintenance management process that has substantially improved the level of customer service. External surveys have shown a large improvement in the perception of Council's customer service function during the term of Council.	Completed	100%

IM 1.3 Maintain appropriate levels of service across the LGA.

Comment	Status	Progress
A new shelter was completed at the Emmaville Aquatic Centre with a new rainwater tank installed.	Completed	100%
A new shelter was completed at the Emmaville Caravan Park with two (2) new BBQ's and solar lighting installed.		

## IM 1.4 Advocate for reliable telecommunications infrastructure across the LGA.

Comment	Status	Progress
Council has taken every opportunity to advocate for improved telecommunications coverage within the local government area. To date, this advocacy has not been met with a satisfactory response from industry or other levels of government.	Ongoing	100%

## IM 2 Continue to systematically reduce the infrastructure backlog.

## IM 2.1 Pursue and deliver the Fit for the Future Action Plan.

Comment	Status	Progress
Several new fees have been added to Council's Fees and Charges during the period. Council's infrastructure backlog will remain a focus in the future until it has been reduced further.	Completed	100%

## IM 2.2 Set and communicate the delivery of annual infrastructure backlog targets.

Comment	Status	Progress
Council set a schedule of annual infrastructure backlog targets through the adoption of an infrastructure backlog management plan in 2018. These targets have been consistently met with annual capital works budgets allocated in accordance with the requirements of the plan.	Completed	100%

**IM 3 Ensure proper management of infrastructure and assets.****IM 3.1 Optimise the management of assets, with a focus on Council's road network and drainage.**

Comment	Status	Progress
Council continues to optimise the management of road assets through independent data capture of the sealed road network by the independent organisation ARRB. This annual data collection enables Council to observe the rate of deterioration of the sealed network over time, enabling treatment options to be targeted. Council has continued to levy a drainage charge to specifically address the backlog of drainage works that has developed over decades of previous inaction. A drainage team has been established to implement works required on an ongoing basis.	Ongoing	100%

**IM 3.2 Develop and implement best operational practices, including the empowerment of staff to take ownership of outcomes.**

Comment	Status	Progress
Council has implemented some initiatives that have proven to be very effective in restoring condition to the road network. These include the gravel re-sheet program using quality crushed material in bulk campaigns and the introduction of graded aggregate seals for a low-cost conversion of unsealed roads. Staff have been allocated to teams that are given the responsibility and resources to perform works in an efficient and productive manner.	Completed	100%

**IM 3.3 Focus on the renewal and proper maintenance of building assets.**

Comment	Status	Progress
Council has created a new position employing a permanent trades person (builder) to manage building maintenance. This position has benefited Council greatly and provided extensive support to Council building projects.	Ongoing	100%

## IM 3.4 Complete the upgrade of Grey Street between Meade and Ferguson Streets.

Comment	Status	Progress
The upgrade of Grey Street between Meade and Ferguson Streets has been completed in the same style as the remainder of the CBD.	Completed	100%

## IM 4 Strive for adequate funding for infrastructure and assets.

## IM 4.1 Optimise funding and service delivery.

Comment	Status	Progress
A special infrastructure levy was investigated, however not pursued. A Special Rate Variation has been discussed each year with Councillors when compiling the Annual Operational Plan and Budget and updating the 10 Year Long Term Financial Plan; however, has not been further pursued.	Completed	100%

## IM 4.2 Advocate for more external funding from both State and Federal Governments.

Comment	Status	Progress
<p>Monthly reports are provided in the Departmental Monthly Report and the Quarterly Economic Development Progress Report. The following provides a summary of grant information for the year to date compared to the past four (4) years:</p> <p>2017-2018: 12 grants approved at a total value of \$1,051,535</p> <p>2018-2019: 29 grants approved at a total value of \$11,005,216 and six (6) grants unsuccessful to the total value of \$1,837,753</p> <p>2019-2020: 11 grants approved at a total value of \$4,504,252 and four (4) grants unsuccessful to the total value of \$1,880,691</p> <p>2020-2021: 20 grants approved at a total value of \$25,495,688 and 10 grants unsuccessful to the total value of \$8,389,359</p> <p>2021-2022: 3 grants approved at a total value of \$1,536,710</p>	Completed	100%

## IM 5 Ensure proper freight transport planning.

## IM 5.1 Optimise the road network for freight access to adopted service levels.

Comment	Status	Progress
Council has maintained freight access across the LGA in accordance with the National Heavy Vehicle Regulator approval process.	Completed	100%



**IM 6 Ensure continued good management of the Glen Innes Water Treatment Plant.****IM 6.1 Optimise the usage and operations at the Glen Innes Water Treatment Plant.**

Comment	Status	Progress
The Glen Innes Water treatment plant has operated in full compliance with the Australian Drinking Water Guidelines requirements. A drinking water quality management plan is in place, and water quality has been significantly improved with the completion of the Eerindi Ponds off stream storage. That facility has virtually eliminated age old problems with Manganese contamination that used to be endemic in the supply. Brown water complaints are now infrequent and restricted to pipeline issues.	Completed	100%

#### 4 Environment Heritage

##### EH 1 Continue to be a leader in environmental sustainability.

###### EH 1.1 Maintain road side environmental areas.

Comment	Status	Progress
Council is now a formal member of the New England Weeds Authority (NEWA) which undertake Councils weeds functions, including environmental weed control on roadsides designated High Conservation Value.	Completed	100%

###### EH 1.2 Develop a Waste Management Strategy with a particular focus on green waste and promoting industry accepted best recycling practices.

Comment	Status	Progress
Impact Environmental Consulting have been contracted to undertake the waste management strategy. A Councillor Workshop was held in March 2021 advising Council of the delays in delivering the strategy. The strategy will be completed by 31 December 2021.	Ongoing	85%

## EH 1.3 Investigate the usage and recycling capability at the village landfills.

Comment	Status	Progress
Cardboard, glass and cans recycling being undertaken at rural landfills and being transported to Glen Innes Severn Council recycling center. Metal is collected from the site and recycled on a need's basis. E-waste cages are located at all village landfills and collected when required.	Completed	100%

## EH 1.4 Promote energy efficiency and the use of renewable resources across Council facilities and assets.

Comment	Status	Progress
Lighting is upgraded to LED when the existing lighting fails.	Completed	100%
Solar panels are installed on several Council buildings, Town Hall building is being considered for solar panels, but is waiting on the Council office relocation decision before installation.		
A Renewable Energy Action Plan was adopted by Council in June 2020 which identifies and prioritizes future renewable energy projects for Council buildings and properties.		

## EH 2 Support conservation efforts in relation to heritage.

## EH 2.1 Maintain heritage values.

Comment	Status	Progress
Development applications lodged are considered for heritage significance when being assessed. Additional financial support is provided from Council if the proposal meets minimum requirements.	Completed	100%

EH 2.2 Better utilise existing heritage grant budget provisions and advocate for additional funding and/or supplement funding from Council's funds.

Comment	Status	Progress
A Heritage Assessment Officer is employed one day a month to consider any heritage related applications.	Completed	100%

EH 2.3 Monitor the built environment around existing heritage places.

Comment	Status	Progress
Development applications lodged are considered for heritage significance when being assessed.	Completed	100%

EH 3 Improve opportunities for passive recreation around our natural and heritage assets.

EH 3.1 Improve signage for the benefit of the local community and visitors.

Comment	Status	Progress
An LGA-wide signage renewal audit was conducted and implemented.	Completed	100%

## EH 3.2 Advocate for the development of a rail trail to promote pedestrian and cycle connectivity.

Comment	Status	Progress
Council was successful in obtaining funding for the New England Rail Trail Stage One (1) - Glen Innes to Ben Lomond.	Completed	100%
The project is progressing to finalise a funding deed and activity schedules.		

## EH 4 Work with existing organisations to enhance the environment.

## EH 4.1 Identify opportunities to collaborate with local and regional environmentally focused organisations.

Comment	Status	Progress
Council has worked closely with GLENRAC and New England Weeds Authority (NEWA) during the reporting period. As an example, a major project has been the Communities Combating Pest and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds. The project assisted landholders in identifying new and emerging weeds.	Completed	100%
Secondly, the project aims to reduce the environmental and economic impact of weedy grass species through roadside control programs		

**EH 5 Further pursue the creation of innovative public art attractions and the establishment of an artistic culture and ambiance within Glen Innes.**

EH 5.1 Liaise and work with the Glen Innes arts community to establish a Master Plan for future public art locations and themes.

Comment	Status	Progress
Council reviewed and adopted the Public Art Policy and Guidelines in August 2018. The reviewed documents identified a number of potential locations for the installation of public art.	Completed	100%
During the reporting period six (6) public art installations were installed and commissioned in the Local Government area.		
Council has remained as a contributing member of Arts North West.		

**EH 6 Improve the entrances to Glen Innes and villages that are representative of its proud and environmentally conscious community.**

EH 6.1 Provide for the necessary budgetary provisions to upgrade and maintain all the entrances to Glen Innes and for villages beautification.

Comment	Status	Progress
The entrance plans for Glen Innes were endorsed by the Open Spaces Committee and an allocation provided in the Operational Plan and Budget.	Completed	100%
Four (4) year beautification plans have been adopted for both Emmaville and Deepwater.		
Emmaville has only partly progressed with their implementation due to a lack of community interest in participating on the Committee.		



## 5 Council Sustainability, Transparency and Communication

**STC 1 Continue to improve Council communication with the community, including celebrating successes and achievements.**

STC 1.1 Consistently communicate the role of Council to the community (i.e., what Council does and does not do).

Comment	Status	Progress
Media releases and Resident Newsletters have been distributed regularly.	Completed	100%

STC 1.2 Provide clear messaging of Council's achievements, strategic objectives and actions.

Comment	Status	Progress
Council has provided consistent and regular updates through several channels to ensure that the community is continually updated, engaged and consulted.	Completed	100%

STC 1.3 Further develop social media as a key messaging platform, supported by Council's website.

Comment	Status	Progress
Council has provided regular content and information utilising its website and Facebook pages; as well as other available GISC channels from the various teams within Council.	Completed	100%

STC 1.4 Provide greater transparency around rates, revenue and expenditure including detail on where the funds are spent (urban, village and rural).

Comment	Status	Progress
Annually, as part of the Operational Plan and Budget process when the relevant documents are on public exhibition, a budget newsletter is printed and distributed by mail to all residents. The newsletter highlights the major changes and projects for the year ahead as well as provides details on how to put in a submission to Council on the Operational Plan and Budget.	Completed	100%

STC 1.5 Communicate funding (grant) opportunities with/for community organisations.

Comment	Status	Progress
The Grants Officer compiles a monthly digital Grants and Funding Newsletter - 'Bid-Blast' promoting applicable LGA funding opportunities. Distribution channels include Glen Innes Highlands news page; emailed to 355 committees of Council; Councillors; All staff; email to community organisation database.	Completed	100%

STC 1.6 Liaise with village community bodies.

Comment	Status	Progress
Liaison with community bodies takes place during the consultation process of the Community Strategic Plan guided by the Community Engagement Strategy.	Completed	100%

## STC 1.7 Strive for excellence in all customer service areas.

Comment	Status	Progress
The 2020 External Customer Survey found that 76% of residents were at least 'somewhat satisfied' with the performance of Council over the last 12 months. This had strengthened since the last survey was completed in 2018.	Completed	100%

## STC 2 Ensure ongoing organisational sustainability.

## STC 2.1 Continue to be a financially sustainable and independent Council.

Comment	Status	Progress
Council has remained financially sustainable and independent.	Completed	100%

## STC 2.2 Pursue the attraction of external grants (in addition to FAGs, R2R or block grant funding) to improve services, infrastructure and initiatives otherwise not attainable.

Comment	Status	Progress
Council has been very successful in obtaining additional grant funding for infrastructure projects under number of schemes, including Fixing Local Roads (Rounds 1 (\$980K), Round 2 (\$3.1M) and Round 3 (\$1.38M)) and Fixing Country Bridges (\$4.3M).	Completed	100%

**STC 3 Attract, retain and value a highly skilled and committed workforce.****STC 3.1 Engage and empower staff to develop ownership and responsibility for outcomes with a 'can do' attitude.**

Comment	Status	Progress
<p>Whole of staff meetings and internal staff newsletters are held / distributed frequently to engage staff and give awareness of what is happening within Council.</p> <p>Council adopted a Workforce Plan in 2017, which spans the period from 2017 to 2021. The Plan addresses many issues and identifies priority areas. Objectives and actions from the Plan are included each year in Council's Operational Plans and are rolled out in consultation with the Staff Consultative Committee. This process has contributed to the empowerment and engagement of Council's workforce and will be ongoing.</p> <p>Council conducted a Staff Engagement Survey in June 2020. The survey was conducted by independent consultants, Voice Project, and surveyed the opinions of staff on a wide range of issues. A series of workshops followed the survey, which focused on priority areas identified by employees. The results of the survey and workshops were translated into an action plan to address shortfalls, which is currently being implemented, with quarterly updates to Council's Management Executive Team and the elected Council.</p>	Completed	100%

**STC 3.2 Instill with staff the culture to deliver quality work the first time; for things to be done once and done right – acknowledging the impact of budgetary constraints on this policy direction.**

Comment	Status	Progress
Council's values and the House Rules provide staff with a culture and positive direction to work within.	Completed	100%

**STC 4 Improve communication within the organisation.****STC 4.1 Promote effective interdepartmental communication.**

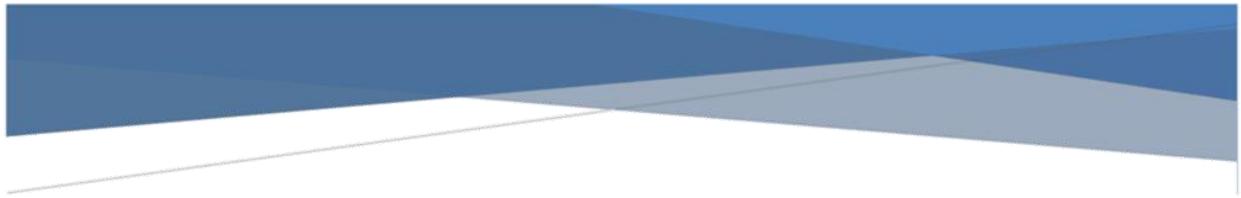
Comment	Status	Progress
<p>The Management Executive Team (MANEX) meet fortnightly to discuss matters across all departments of Council and to make management decisions that drive improvements.</p> <p>Council has implemented and provided training on Microsoft 365, including Microsoft Teams, a digital software suite designed for collaboration and effective interdepartmental communication. The adoption of the various technologies within this suite has gone a long way to achieving this objective.</p> <p>Council holds regular All of Staff Meetings where questions may be raised and discussed. All staff newsletters keep everyone posted of important announcements, outcomes and achievements. All staff are encouraged to contribute from their departments information for the newsletter which comes out bi-monthly.</p> <p>Other committees meet that aim to improve communication across departments, generally and on key areas, such as the monthly Management Meetings, Staff Consultative Committee and Work Health and Safety Consultative Committee.</p>	Completed	100%

**STC 5 Optimise the use of Council's main administrative buildings.**

STC 5.1 Explore options relating to the potential consolidation of the administration offices and the redevelopment of the Town Hall.

Comment	Status	Progress
Council has had several co-location options presented to them for consideration. These options have included the Property NSW building on the corner of Ferguson and Grey Streets, the Mackenzie building and Town Hall. The co-location has been deferred until after the 2021 Council elections.	Deferred	25%





## **Delegations of Authority from Council to the Mayor**

**Item 7.10**

**Annexure A**

**DOCUMENT AUTHORISATION**

<b>RESPONSIBLE OFFICER:</b>		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
<b>REVIEWED BY:</b>		Management Executive Team (MANEX)			
<b>REVIEW DUE DATE:</b>		October 2023			
<b>VERSION NUMBER:</b>		1			
<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>APPROVED / ADOPTED BY:</b>
1	24/03/2022	TBC	The creation of the document detailing the delegations to the mayor from Council.	MGRCP	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 Delegation is to provide clear direction to the Council and the Mayor regarding the functions and powers of delegation authorised in accordance with the legislation.

## APPLICABILITY

This Delegation applies to the Mayor in the conduct of their duties.

## INTRODUCTION

This document outlines the role of the Mayor, as per Section 226 of the **Local Government Act 1993 (the Act)**, and also outlines functions delegated to the Mayor as per Section 337 of the Act.

### Section 226 - Role of mayor

*The role of the mayor is as follows -*

- (a) To be the leader of the council and a leader in the local community,*
- (b) To advance community cohesion and promote civic awareness,*
- (c) To be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,*
- (d) To exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,*
- (e) To preside at meetings of the council,*
- (f) To ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,*
- (g) To ensure the timely development and adoption of the strategic plans, programs and policies of the council,*
- (h) To promote the effective and consistent implementation of the strategic plans, programs and policies of the council,*
- (i) To promote partnerships between the council and key stakeholders,*
- (j) To advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,*

(k) *In conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,*

(l) *To carry out the civic and ceremonial functions of the mayoral office,*

(m) *To represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,*

(n) *In consultation with the councillors, to lead performance appraisals of the general manager,*

(o) *To exercise any other functions of the council that the council determines.*

**Section 377** provides the matters, which **CANNOT** be delegated, to the Mayor, General Manager or any other body:

(1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:

(a) *The appointment of a General Manager,*

(b) *The making of a rate,*

(c) *A determination under section 549 as to the levying of a rate,*

(d) *The making of a charge,*

(e) *The fixing of a fee,*

(f) *The borrowing of money,*

(g) *The voting of money for expenditure on its works, services or operations,*

(h) *The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*

(i) *the acceptance of tenders to provide services currently provided by members of staff of the council,*

(j) *the adoption of an operational plan under section 405,*

(k) *the adoption of a financial statement included in an annual financial report,*

(l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*

(m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*

*(n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*

*(o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*

*(p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*

*(q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*

*(r) a decision under section 234 to grant leave of absence to the holder of a civic office,*

*(s) the making of an application, or the giving of a notice, to the Governor or Minister,*

*(t) this power of delegation,*

*(u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

*(1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*

*(a) the financial assistance is part of a specified program, and*

*(b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*

*(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*

*(d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*

*(2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.*

### **Limitations**

All Council delegations contained herein are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy; and

2. The delegated power, authority, duty or function being performed in accordance with the Law.

The delegations of Council will remain in force until they are revoked or amended by a resolution of Council.

The Council notes that the Mayor may delegate his/her powers, authorities, duties and functions at his/her discretion to the Deputy Mayor (if elected), in the case of the absence of the Mayor.

## DELEGATIONS TO THE MAYOR

The Mayor, and in the absence of the Mayor, the Deputy Mayor (if elected) for the period of the Mayor's absence, is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the Council the following powers, authorities, duties and functions on an ongoing basis:

### 1. Leadership and policy direction

- a) To be the leader of the Council and a leader in the local community; and
- b) To advise, consult and provide strategic direction to the General Manager, except as otherwise provided by the Act.

### 2. Management of Council meetings and business

- a) To preside at Council meetings;
- b) To request the General Manager to include items on the agendas for all meetings of Council and Council Committees, subject to the Act and the **Local Government (General) Regulation 2021 (The Regulation)** and any other act or regulation. Provided that if the Council has by resolution determined that a specific item should be placed on its agenda, the function exercised under this delegation must be exercised in accordance with that resolution.

### 3. Negotiations on behalf of Council

In conjunction with the General Manager, to participate in negotiations on behalf of the Council with third parties and in connection with the sale, purchase and lease of land and buildings. This function is subject to the limitation that no contractual agreement is to be entered into without a resolution of Council unless the contractual agreement is authorised by a separate delegation.



#### 4. **Represent Council – Government and Other Forums/External relations and representations**

- a) To act as the official spokesperson of the elected Council;
- b) To determine:
  - i. who should represent Council on external organisations and committees and inter-agency working parties, where Council has not determined a representative; and
  - ii. Who should represent Council at civic ceremonial and social functions, where the Mayor is unable to attend and Council has not determined its representative, *provided that before a determination is made that a staff member should so represent Council, the Mayor must consult with the General Manager.*
- c) To represent the Council, in conjunction with the General Manager, in deputations to government, inquiries and other forums where it is appropriate that the Mayor should present the Council's position.

#### 5. **Sign and Execute Documents**

To sign correspondence and other documents. This function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Section 400 of the Regulations.

#### 6. **Media Releases**

To make Media Statements and issue Press Releases in respect of Council Resolutions and decisions subject to prior consultation with the General Manager.

#### 7. **Organisational Accountability and Performance Management**

- a) Leave of General Manager

To approve applications of leave by the General Manager.

- b) General Manager Credit Card

To provide oversight and to review and authorise the General Manager Credit Card statements.

c) General Manager Contract

- i. To exercise Council's functions under the General Managers Contract of Employment having regard to any functions of a performance review panel or policy in effect;
- ii. To obtain external legal advice in relation to the appointment, conduct and performance of the General Manager, and related issues;
- iii. To negotiate and settle terms of a contract of employment with the General Manager including the appropriate remuneration, bonuses and incentives in accordance with relevant Council resolutions (as required), the General Manager's Contract of Employment and relevant Council policies;
- iv. To review, approve and implement governance and accountability structures and processes for the performance of the General Manager, having regard to any functions of a performance review panel or policy in effect; and to oversee the performance of the General Manager, including to set performance standards, and a plan, and carry out performance reviews, of the General Manager, in accordance with any performance review panel or policy in effect;
- v. To accept the resignation of the General Manager;
- vi. To appoint a Director as an Acting General Manager from time to time as might be required by the absence of the General Manager for any reason; if not already appointed by the General Manager or Council under the Act, and until such time as a Council meeting to endorse this appointment; and
- vii. To take other administrative action in connection with the General Manager's Contract of Employment if required and subject to any resolutions of Council.

**8. Delegations**

This Instrument of Delegation should be construed as:

- a) Operating in a manner which is valid and within the powers conferred on Council under the Act;
- b) Not limiting the Mayor's ability to carry out such other functions and exercise such other powers as the Council may determine from time to time or as may be functions of the Mayor under the Act; and
- c) All previous delegations of functions, the subject of this Instrument of Delegation, are revoked.

## LEGISLATION AND SUPPORTING DOCUMENTS

### Relevant Legislation, Regulations and Industry Standards include:

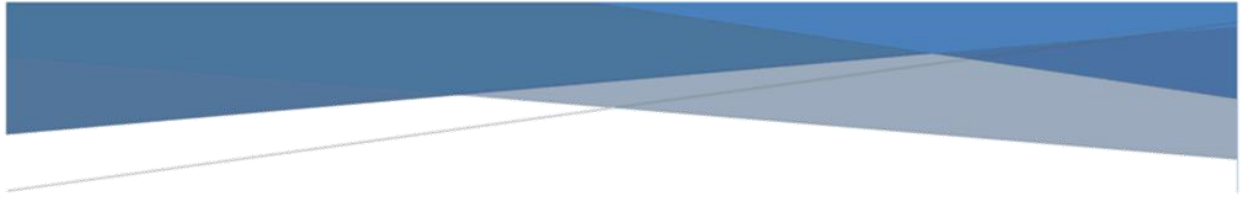
- *Local Government Act 1993 s226, s377 and s378.*

### Relevant Council Policies and Procedures include:

- Code of Meeting Practice.

## VARIATION AND REVIEW

The Delegations of Authority from the Council to the Mayor will be reviewed every two years in line with the mayoral elections, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Delegation 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.



# Corporate Governance Policy Framework

**DOCUMENT AUTHORISATION**

<b>RESPONSIBLE OFFICER:</b>		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
<b>REVIEWED BY:</b>		Management Executive (MANEX)			
<b>REVIEW DUE DATE:</b>		September 2024			
<b>VERSION NUMBER:</b>		1			
<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>APPROVED / ADOPTED BY:</b>
1	14/09/2021	5.6	Creation of the Policy	MGRCP	MANEX

.....  
General Manager

.....  
Date

## PURPOSE

This document provides a framework for the adoption, alteration and systematic review of Council policies, management policies, procedures, guidelines, strategies and plans.

## APPLICABILITY

This policy applies to all Council Staff, specifically those staff who are responsible for the creation, authorisation and/or implementation of policies, procedures, guidelines etc.

## OUTCOMES

The main outcomes of this framework are:

- To provide high quality policy documents that can be easily accessed and readily understood;
- To achieve compliance with legislation and other mandatory requirements;
- To enable Council to achieve enhanced efficiency in its operations;
- To provide appropriate quality assurance and monitoring processes and ensure that the policies are being developed, reviewed and updated appropriately on a rolling schedule;
- To ensure policies no longer relevant or no longer in use are promptly deleted;
- To ensure policy documents reflect governance best practice;
- To plan strategically and ensure strategies that include actions have been included in the integrated planning and budget process; and
- To support the integrity of the integrated planning in Council, avoiding duplication of plans and associated reporting.

Without an overarching guiding framework, it is common for the policy registers of public authorities to grow over time due to the inclusion of documents that would be more appropriately categorised as procedures or guidelines. The intent of this policy is to guide officers regarding appropriate content and categorisation to ensure administrative burden is reduced. The framework will provide the structure for the development of all policies and associated procedure documents, along with other documents and will also reference the principles and key considerations for development of all Council policy, procedure and other documents.

## POLICY STATEMENT

The framework will consist of seven tiers of corporate documents to inform the public and/or direct and guide staff. These include:

- Council Policies (including Codes);
- Management Policies;
- Procedures;
- Guidelines;
- Standards;
- Plans; and
- Strategies.



Policies should be shorter in length and generally, a maximum of two to three pages. Policies should not contain information on how a policy should be implemented or the process or procedure to be followed. These should be contained in accompanying procedure or guideline documents. Staff should use the adopted Council Policy Template when drafting a new policy.

Policies relate to the process of making important organisational decisions in areas that are subjective or may have multiple options available to Council. Policies answer the question of what Council is going to do, not how it is going to do it. For example, a policy is not required where Council is mandated by law to take a particular course of action. A procedure document detailing how we implement that action is all that may be required.

The language used when drafting all council and management policies is to be empowering to staff and not limiting and restrictive. Policies shall be written in a manner that states what Council wants to achieve in a particular subject matter and not limit the ways in which these outcomes can be achieved. This will contribute to Council's ability to be innovative, agile and responsive to change in decision making. Associated Procedure documents shall be drafted in a similar manner, however, contain sufficient steps to address any known risks for the subject area, consistent with any defined risk appetite statements in the subject area.

### **Council Policy**

A Council policy is a statement of the mandatory principles guiding the Council's operations and decision making. Policies relate to subject areas where Council directly interacts or impacts on the community, rather than operational issues. Policies should support legislation, but not replicate it.

Council policies are approved by a Council resolution and are binding and apply Council-wide. A Council policy can only be revoked or amended by Council under section 372 of the Local Government Act 1993, unless delegated authority is given by the Council to the General Manager to do so under section 377 of the Local Government Act 1993.

A Council Policy satisfies all the following criteria:

- It is a governing principle that guides actions that affect community/community members and ratepayers;
- It changes infrequently and supports Council's strategic plans;
- It helps ensure compliance, enhances Council's mission or reduces corporate risk;
- It is reviewed at senior levels and approved by Council.

### **Code**

A Code refers to a document setting out a series of legal requirements for Council to adopt on a particular subject (such as Council meeting practice or the conduct of Councillors and of members of Council staff), which is prescribed by the Office of Local Government and adopted by Council.

### Management Policy

A Management Policy is an administrative policy that is a statement of mandatory principles, however, does not require a resolution of Council to be passed. A Management Policy is established by a decision of MANEX or a directive of the General Manager. Like Council policies, Management Policies support the Council's Strategic plans, however, are general in nature, have application to the staff body and provide guidance for decision making that affects employees.

A Management Policy satisfies all the following criteria:

- It is a governing principle that guides consistency;
- It has multi-directorate application;
- It changes infrequently and supports Council's strategic plans;
- It helps ensure compliance and reduces corporate risk; and
- It is reviewed by consultation with the staff and stakeholders and approved by MANEX.

### Procedure

A Procedure is a document written to support a Council or Management Policy. A procedure provides for the way in which the principles set out in policies will be implemented. Procedures must not be inconsistent with the policies they support and require approval from the Director of the appropriate directorate.

Procedures are usually established by a senior officer of the operational area to which they relate, but as they specify detail, they change more frequently than policies. Procedures are an interpretive document that provide an interpretation of a policy document and offer broad advice in implementing a function or process. A procedure may apply Council wide or be division specific.

### Guideline

Guideline documents are developed to provide additional information to the public or staff on complex legislative, policy or procedural matters.

### Standard

A Standard is approved by the General Manager under section 377 of the Local Government Act 1993. It can only be revoked or amended by the General Manager unless the General Manager has given delegated authority to a member of Council staff to amend or revoke. Standards are a mandatory and prescriptive set of rules which should be consistently followed by Council staff and other stakeholders which relate to a critical operational activity or function.

Often Standards will be guided by Australian Standards and used to inform policies, procedures and guidelines.

## Strategy

A strategy is a collection of statements of a strategic direction or intent aimed at addressing an identified need, gap or issue. All strategic documents must be aligned with the **Community Strategic Plan (CSP)**. In addition to the CSP, all Council's strategic documents will be consulted to inform the creation of the Delivery Program.

## Plan

A plan is used to determine measurable outcomes through a series of actions and objectives with a definite timeline. All plans should be in alignment with integrated planning and be incorporated into Council's Operational Plan and Budget where possible.

## ADOPTION OF NEW POLICIES

The policy owner should discuss the draft document and any recommendation to rescind or alter existing policies with key stakeholders. The key stakeholders are those directly affected by a policy, including those responsible for implementation and compliance monitoring, must be consulted during development or revision of the Policy and its associated procedures. Key stakeholders of Council Policies will include members of the community and key stakeholders of the Management Policy adopted by MANEX will include the staff body.

## Council Policies

Prior to drafting a new Council Policy, the author must consider if community engagement would be appropriate prior to the development of the draft Policy.

For new draft policies where community engagement is required, the draft policy should be submitted to Council with an accompanying report for Council to consider placing the draft Policy on public exhibition for a period of 28 days. The public exhibition process is to be coordinated via the General Manager's Office through the Media and Communications Officer and is to follow the standard process for public exhibition of Policy documents.

Upon completion of the public exhibition period a further report is to be provided to Council to seek the adoption of the draft Policy, or the initial resolution may allow for the automatic adoption of the Policy after public exhibition if no substantial amendments are required. Once adopted, such policies automatically become Policies of Council and will be entered in the Policy Register.

For new draft policies that do not require community engagement, a report is to be provided to Council to seek the adoption of the draft Policy. Once adopted, such policies automatically become Policies of Council and will be entered in the Policy Register.

Each policy will identify who will conduct any reviews (**Responsible Officer or Policy Owner**) of the policy as required by this policy and when such reviews will be undertaken by (**Review Due Date**).

The review of Policies should begin six months prior to the review date to allow time for research, consultation, and MANEX review before going to Council, prior to the Review Due Date.

### **Management Policies**

New draft Management Policies must be submitted to MANEX with an accompanying report for management to consider. Once adopted, such policies automatically become Policies of Management and will be entered in the Policy Register.

Each policy will identify who the Responsible Officer of the policy is and include the Review Due Date.

At the time of initial adoption of any Management Policy, any associated procedures relevant to the implementation of the Policy should be presented to MANEX for information purposes.

### **PUBLICATION OF COUNCIL AND MANAGEMENT POLICIES AND ASSOCIATED PROCEDURES**

All Council and Management policies and other documents will be published on Council's website and/or staff Intranet and linked to the **Pulse - Delegations and Policy Register (DPR)**.

It is the responsibility of the Responsible Officer to update details of the Policy (or other document) in DPR, including a description, those in Council who the Policy applies to and must acknowledge, last review date, review due date, type of document (e.g., policy, procedure, strategy etc.) and any relevant comments.

### **ALTERATION OF EXISTING COUNCIL AND MANAGEMENT POLICIES**

Any amendments required to Council and Management policies that are only administrative in nature (i.e., changing position title, legislative details, or organisation references, or the correcting of typographical errors) can be made without reference to Council or MANEX for adoption. The MGRCP will review all changes and determine whether the policy requires submission to MANEX or Council for adoption of amendments. Any and all policies that are not required to be submitted to MANEX or Council for adoption (after review) will be reported, as relevant, to either Council and/or MANEX for noting.

### **Council Policies**

Amendments to Council policies that change the policy position of Council or constitute significant re-wording will be submitted with an accompanying report for Council to seek adoption of the draft amended Policy.

If there are considerations of whether the Policy should go on Public Exhibition, such as for policies impacting the councillors, the community or significant sections of the community, or be of significant interest to the community, the MGRCP must be consulted prior to the amended draft policy being put before Council.

If it is determined that community consultation is required a report is to be put to Council to consider placing the draft amended Policy on public exhibition for a period of 28 days. The public exhibition process is to be coordinated via the General Managers Office through the Media and Communications Officer and to follow the standard process for public exhibition of Policy documents.

Upon completion of the public exhibition period a further report is to be provided to Council to seek the adoption of the draft Policy, or the initial resolution may allow for the automatic adoption of the Policy after public exhibition if no substantial amendments are required.

### **Management Policies**

Amendments to Management Policies that change the policy position of management or constitute significant re-wording require a report approved by the Director to be submitted for approval to MANEX.

### **REVIEW OF EXISTING POLICIES**

Policy Owners will carry out reviews of policies under their administration and recommend any changes to MANEX or Council, as guided by this Policy. All policies will be reviewed in accordance with the *Variation and Review* section of the Policy. This review must be documented in the *Document Control* section of the policy and communicated to the MGRCP upon finalisation.

If a Policy is to remain unchanged after the review, it will not be resubmitted for approval, however appropriate notes will be made in the *Document Control* section of the Policy.

### **DELETION OF EXISTING POLICIES**

Council and Management policies may be deleted from the Policy Register when they are considered no longer appropriate. A report shall be submitted to Council (for Council Policies) or MANEX (for Management Policies) documenting reasoning for the deletion of the policy.

Upon Council or MANEX's resolution to delete a policy, that policy will be removed from the Policy Register.

### **ADOPTION, ALTERATION AND DELETION OF PROCEDURES, GUIDELINES AND PLANS**

Procedures, Guidelines and Plans (that do not affect the strategy of Council or have impact upon Council Policies or State or Regional Plans) can be implemented, altered and deleted with approval from the relevant Director as appropriate.

All changes to procedures that support the implementation of a Council or Management Policy, must be notified to the MGRCP. The MGRCP will determine if the changes are of an administrative nature, and if so, approve the publishing of the updated documents to the Internet / Intranet.



If, in the opinion of the MGRCP, the changes/approval effectively change the policy position or create a change in procedure that will impact staff in multiple divisions then the MGRCP will advise to escalate the changes to MANEX for approval.

The Policy Owner will communicate all adopted changes to policies and associated procedures to the organisation in a manner appropriate and commensurate to the impact of the new or amended policy and/or procedure.

#### **ADOPTION, ALTERATION AND DELETION OF STRATEGIES**

Creation, alterations or deletion of Council strategies must first be discussed with the relevant Director who will then engage the MGRCP in the process to ensure the Strategy aligns with the CSP, assists in delivering the CSP objectives, and to ascertain if the Strategy, amendments or deletion of, will significantly affect the Delivery Program and/or Operational Plan.

All such considerations and implications (i.e., if the Strategy affects the Delivery Program, the Delivery Program may need amending as may the Operational Plan if the strategy is to be actioned mid-year) must be presented in a report to MANEX for their endorsement prior to a report going to Council to consider placing the draft Strategy on public exhibition for a period of 28 days. The public exhibition process is to be coordinated via the General Managers Office through the Media and Communications Officer and to follow the standard process for public exhibition of Policy documents. Upon completion of the public exhibition period a further report is to be provided to Council to seek the adoption (or rescinding) of the draft or draft amended Strategy, or the initial resolution may allow for the automatic adoption of the Strategy after public exhibition if no substantial amendments are required.

#### **REGISTERS**

A register of all Council and Management Policies, Procedures etc. will be maintained in the Corporate Records System and DPR. The DPR register will keep track of all policies, review dates and responsible officers.

The MGRCP and the Records Supervisor must be notified of all approved, deleted or amended Policies, Procedures etc.

#### **RESPONSIBILITY FOR POLICY FRAMEWORK**

##### **Directors**

Directors will be responsible for their divisions policies, procedures etc. and ensuring they are reviewed and recorded appropriately.

##### **Manager of Governance, Risk and Corporate Planning (MGRCP)**

The MGRCP shall be responsible for administering the Policy Framework.

---



The MGRCP will be responsible for the following:

- Overseeing and managing the Policy Register within DPR (or other system that may be used from time to time to facilitate a "register");
- Ensuring all Policies are reviewed on time;
- Overseeing a process that all policies have been approved by the appropriate committee (Council or MANEX) prior to being published;
- Development of appropriate templates for policies;
- Reviewing all changes to policies to determine if the changes are administrative in nature, or are substantive and require higher approval; and
- Providing guidance to Policy Owners on this framework.

#### **Records Supervisor**

The Records Supervisor is responsible for the following:

- Publishing all Council and Management Policies, as well as Procedures etc. on either Council's website or on the staff intranet;
- Consulting with the MGRCP on what Policy, Procedures etc. should be public facing or internal facing only; and
- Communicate to the Responsible Officer and the MGRCP when a Policy, Procedure etc. has been placed on the internet / intranet.

### **LEGISLATION AND SUPPORTING DOCUMENTS**

There are no direct legislative requirements that impact upon Council's Corporate Governance Policy Framework.

### **VARIATION AND REVIEW**

The Corporate Governance Policy Framework will be reviewed every three 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.



#### Our Vision

A rich cultural landscape in the New England North West of NSW.

#### Our Mission

To generate creative opportunities in the New England North West of NSW.

#### Core Objectives

- Develop and broaden our diverse audiences and their participation in arts and cultural activities
- Grow and support community cultural capacity
- Forge strong partnerships and networks across the region
- Provide sound and effective corporate governance to ensure a sustainable organisation.

connections  
creativity  
communities

#### 2021 ARTS NORTH WEST INCOME



#### NSW CONTEXT

- 14 Regional Arts Development Organisations (RADO)
- \$1.964 million from Create NSW into network
- \$972,647 LGA investment
- \$1.92 million additional project funding sourced by RADOs, and \$253,506 in other earned income
- 40+ arts workers employed by RADOs

#### 2021 SUPPORTED ACTIVITIES:

Core services:

- Advice and Advocacy
- Professional Development Service
- Promotion and Marketing
- Networking and Partnerships
- ANW Micro Grants
- Aboriginal Cultural Support Program
- Arts and Disability Program (Enable Arts)
- Cultural Tourism (ANW Connect)
- Arts North West ON TOUR

#### SPECIFIC ACTIVITIES IN GLEN INNES SEVERN:

- Committees: Glen Innes Public Art Committee
- Glen Innes Severn Community Consultation for Arts and Cultural Plan
- Glen Innes Severn Council Public Art Policy development
- Professional Development Workshops: *Managing a Simple Online Shop* (zoom)
- E-resources developed: *10 top tips for Creative Promotion* (10 video animation episodes), *Marketing and Promotion Help Sheets*, *Developing an Aboriginal Arts Market*
- Art and about – one-on-one advice sessions
- Aboriginal Cultural Support Program – *Yinaar residencies*, *Yinaar films*, *Aboriginal Cultural Awareness Training*, *Inaugural Aboriginal Leadership Symposium*, *Gather and Trade Online*
- ANW Connect (new website) included online marketplace, *Snapshot Photographers*, *Creative Champions*
- Enable Arts: *Disability Confidence Training*
- Arts North West ON TOUR – *Hellship*, *Melbourne Comedy Festival Roadshow*
- Pocket Productions – *Shootin Sadie*
- Community Projects - *The Panorama Project* (library tour), *Captain Isobolt*, *The Puppet Project: Lockdown Edition*
- Special Projects: *Looking both Ways*, *In the Museum*
- ANW Micro Grants: *Marianne la Cour* (visual arts and crafts)

#### GLEN INNES SEVERN

2021 contribution: \$6,654

Total received: \$38,116

Return on investment 473%

More information, contact

Caroline Downer, OAM, Executive Director, Arts North West  
rado@artsnw.com.au M: 0428 042 622





Anna Watt  
Glen Innes Severn Council  
PO Box 61  
Glen Innes NSW 2370

21 February 2022

Dear Anna,

**Re: Annual Contribution to Arts North West 2022-2023**

Please find enclosed a summary of Arts North West's support of arts and cultural activity in your region in 2021. Despite ongoing interruptions with COVID-19, it was another busy year for Arts North West and 2022 is shaping up to be the same.

In 2022 we have been successful in receiving Federal Government grants to support our Aboriginal Cultural Support Program.

1. *Aboriginal Cultural Support Program* includes an Aboriginal-led two-year program of events including exhibitions, art fairs, professional and skills development through mentoring and workshops, online resource development and networking opportunities.
2. *In Our Hands* will provide Aboriginal-led hands-on curatorial skills and cultural support to 10 Aboriginal people currently working within the arts sector (galleries/cultural centres) throughout the New England/North West region of NSW. Learned skills will be taken home to implement in workplaces to ensure cultural protection, best practice, and sustainability.
3. *Gather and Trade* is the inaugural New England Aboriginal Artisan Market which will be held in April 2022 in Tamworth but will include artists from across our region

We also have a strong focus on professional development for artists and artswriters, to assist in the rebuild and re-energising of the sector following COVID-19 disruptions. In the first half of the year, we have the following workshops confirmed:

1. Two workshops will be held in Armidale and Tamworth facilitated by Monica Davidson from Creative Plus Business focussing on money - *Diversify your creative income* and *Tax Time for Creatives*. Monica will also be facilitating the New England North West Cultural Leaders Network which comprises arts professionals from across the 12 LGAs which Arts North West covers.

Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present. Arts North West is assisted by the NSW Government through Create NSW and the partnership of 12 local government authorities in the New England North West



PO Box 801 Glen Innes NSW 2370 Cnr Bourke Street and East Avenue, Glen Innes 2370  
t: 02 6732 4988 • m: 0428 042 622 • e: [office@artsnw.com.au](mailto:office@artsnw.com.au) • [artsnw.com.au](http://artsnw.com.au) • [fb.com/artsnw](https://www.facebook.com/artsnw) • [@artsnorthwest](https://www.instagram.com/artsnorthwest) • ABN 13 294 582 557

2. *Creative Recovery Network* - 4 days of specialised mental health and creative recovery training for creatives in the Glen Innes region. In partnership with Rural Adversity and Mental Health Program and the Creative Recovery Network, Arts North West will be able to build organisational capacity and strengthen the delivery of key arts/ health projects across the region.

We will continue to deliver our ANW-developed professional development workshops (*Art Handling and Installation*, volunteer succession planning), networking events, one-on-one professional advice, as well as support to LGAs in any arts and culture policy development.

*Arts North West On Tour* is bringing 9 different productions to the region – with 45 performances scheduled into 9 LGAs. More information about Arts North West, our projects and programs, and arts in our region is available on our web sites.

Our Arts North West site ([www.artsnw.com.au](http://www.artsnw.com.au)) is a valuable repository of news and resources. *ANW Connect* ([www.artsnwconnect.com.au](http://www.artsnwconnect.com.au)) is a comprehensive local directory of artists, venues and events throughout the region and can be a valuable tool for cultural tourism in your area.

We are aware that our member councils are compiling their Operational Plan and Budget for 2022/2023. To assist with this, **Glen Innes Severn Council's** contribution to Arts North West for the upcoming year will be **\$6,905.70 plus GST**. This is based on the 2016 Census, if the 2021 Census data is released prior to June 30, this figure may change slightly.

Arts North West looks forward to working with your Council in the year ahead to continue building community cultural capacity and generating creative opportunities in your Local Government Area and across our region.

Our AGM will be held in Glen Innes on Friday, 20 May 2022. Caroline welcomes the opportunity to present to your Council about ANW's support and opportunities to work together, if this is something you would like to pursue, please send an email advising.

Yours sincerely,



Caroline Downer, OAM  
Executive Director  
Arts North West  
[rado@artsnw.com.au](mailto:rado@artsnw.com.au)



Anna Watt  
Chair  
Arts North West





Item 7.14

Annexure A

**Glen Innes Severn Council**

# **Youth Strategy 2021 – 2025**



## Table of Contents

Introduction .....	3
How this Strategy was Developed .....	3
Purpose of this Strategy .....	4
About Glen Innes .....	5
Ngoorabul .....	5
Glen Innes Severn Council .....	6
Consultation .....	8
Youth Survey .....	8
Community Survey .....	12
Key Themes .....	12
Action Plan .....	15
References .....	19
Appendix 1 - Detailed Data from Consultation .....	20

## Respect, Integrity, Courage, Honesty, Transparency

### Glen Innes Severn Council Values



Glen Innes Severn Council along with Murphy Access Consultants acknowledges and pays respect to the Ngoorabul people and their Elders, both past, present and emerging, as the traditional custodians of this land.

#### Disclaimer:

While every care has been taken by Murphy Access Consultants in preparing the Glen Innes Severn Council Youth Strategy 2021-2025, Murphy Access Consultants does not accept responsibility or liability for the results of specific actions taken on the basis of this information nor for any errors or omissions.



## Introduction

The Youth Strategy 2021-2025 has been developed after consulting with the Glen Innes Severn community having a particular emphasis on developing the thoughts and ideas of young people. The actions contained within the Strategy are designed to provide the framework for Council and community to guide and assist young people during the next four (4) years to reach their goals. The journey towards 2025 with young people will build on self-awareness, self-esteem and resilience and increasing our young people's quality and enjoyment of life.

Young people are an integral part of any community. They bring with them different perspectives, new ideas and a vibrancy for life that can be lost as we age. Glen Innes Severn Council acknowledges that young people play a pivotal role in making the Glen Innes Severn Local Government Area a vibrant, confident, and inclusive community. Indeed, it is young people who will determine the future prosperity of our communities.

The Glen Innes Severn Council Youth Strategy 2021-2025 reaffirms Council's commitment with the community to provide young people with the supports they require as they transition along the sometimes-difficult path to adulthood. The Strategy provides a vision for young people to grow up in a safe, happy, and healthy community which is supportive of changing needs, encourages resilience by promoting self-esteem, and provides opportunities to advance their life skills whilst making safe, sensible decisions for themselves.

**“Indeed, it is young people who will determine the future prosperity of the Glen Innes Severn area.”**

## How this Strategy was developed

The Glen Innes Severn Council Youth Strategy 2021-2025 was developed by reviewing relevant Glen Innes Severn Council Strategies and Plans along with relevant International, Federal, and State policy and plans (see reference list). Census, Remplan and Population Projection data were also reviewed.

Consultation was undertaken to gain the opinions of those aged between 12 and 24 years on what they consider important elements of their lives, what they contribute to the community and what actions they would like to see Council implement.

Consultation was undertaken with parents, carers, teachers, Elders, and employers to get their thoughts on what they felt young people contributed to the community and what can be done to better assist young people.

Service Providers were consulted to undertake a service analysis to gain a solid understanding of the current met and unmet needs and to obtain knowledge from their point of view and to incorporate that into relevant actions.

Eight face to face consultation sessions were held in November 2020 with a total of 58 people attending.

236 online surveys were completed, 189 of those were by young people aged 12-24, this being 16% of the population.

While consultation was targeted to ensure as many people as possible could have their say. The survey was also available online through Council's website and Social Media accounts, promoted through school newsletter and social media accounts.

Actions have been developed for Council to implement over the coming four (4) years. These actions were developed based on the information gathered through both the community and service provider consultation in conjunction with various Council departments. Actions will require partnerships with young people, local service providers and the wider community to get the best possible results out of each action.

## Purpose of this Strategy

The Glen Innes Youth Strategy 2021-2025 provides clear strategic direction and actions that meet the identified needs and wants of young people living in the LGA.

The Youth Strategic Plan seeks to:

- Provide Council with actions they can implement between 2021-2025 based on the input from young people and the wider community as well as research on best practice ideals.
- Provide the community with relevant information that helps to guide programs, events, employment opportunities, that engage young people.
- Aid in advocating for best-practice support and services to be delivered to young people in Glen Innes Severn LGA.
- Ensure that young people are actively engaged, that they are empowered to participate in community life and that the community is responsive to their needs.
- Provide evidence for relevant grant applications made by both Council and the wider Community.







## About Glen Innes

Glen Innes Highlands is located on Ngoorabul land and is comprised of the township of Glen Innes, the villages of Glencoe, Red Range, Deepwater and Emmaville and the hamlets of Wellingrove, Wyaliba, Dundee and Glen Elgin.

Glen Innes and surrounding areas are located within the New England Area, surrounded by natural beauty. Young people said that the things they liked best about Glen Innes Severn was its small-town size, the quiet, peaceful nature of the area as well as the people and the community vibe.

The people of Glen Innes have had a difficult two (2) years (2019/2020) experiencing devastating drought, bushfires, floods, and Covid-19. The recovery effort from the fires are continuing and there is a community focus on resilience. There is however, a powerful hope for the future and a strong sense of community that was evident in the consultation.

## Ngoorabul

The Ngoorabul people are the traditional owners of the Glen Innes Highlands area. The Ngoorabul people are a proud nation, they know that young people are the future and play an important role in learning and promoting their culture. Through connections to their Land and Culture young Indigenous people can increase their confidence, feel empowered to demand change and to be positive leaders within their community.



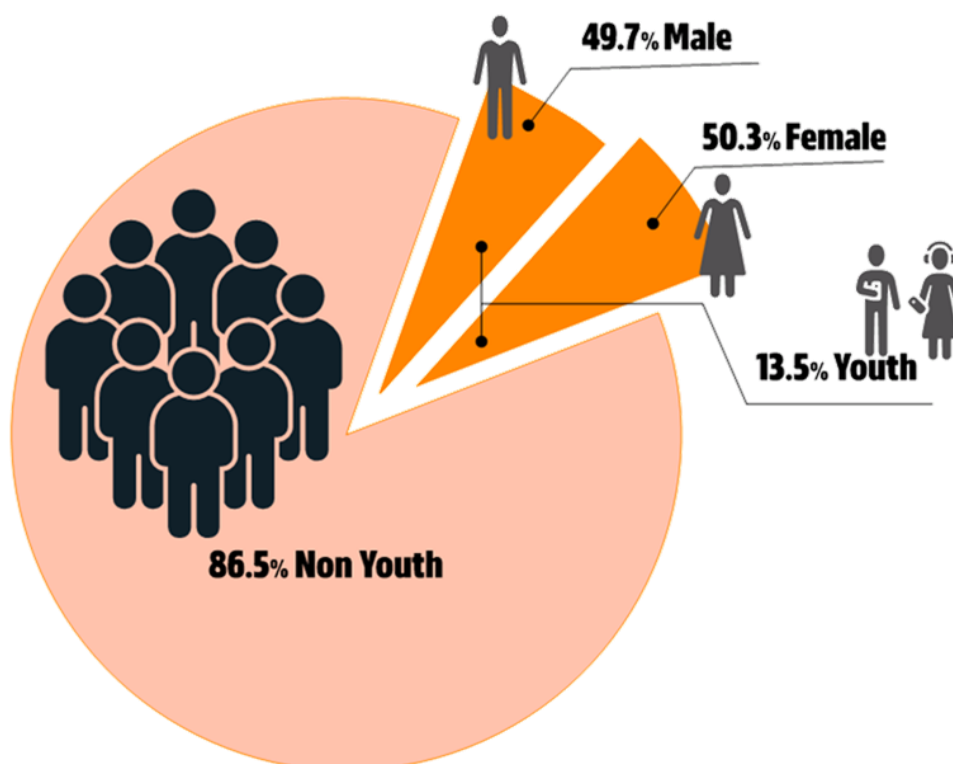
## Glen Innes Severn Council

Glen Innes Severn Council's vision is to have a vibrant, confident, and inclusive community supported by a sustainable and prosperous economy underpinned by a well-maintained road network. Glen Innes Severn Council acknowledges that young people are innovative, creative, energetic, capable agents of change – no matter what their background and play an essential part in ensuring Glen Innes is a vibrant, confident, and inclusive community. As such Council has set out to develop this Strategy to ensure its resources are directed at the facilities and services that young people and the community have asked for.

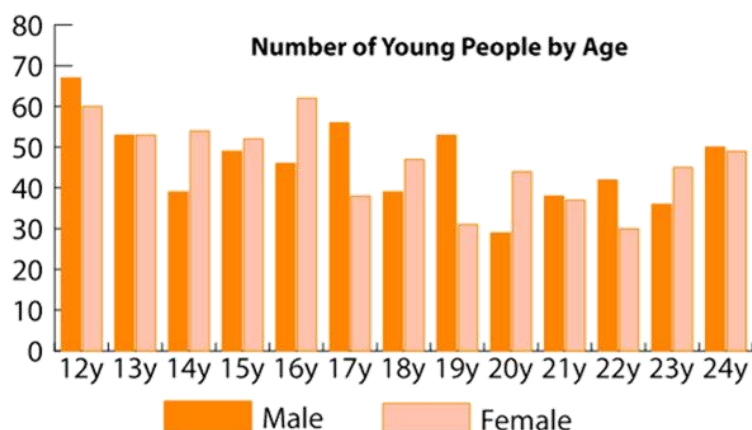
The Glen Innes Youth Strategy 2021-2025 will feed into the Glen Innes Community Strategic Plan and flow through to the Delivery Program and annual Operational Plan and Budget.

## Youth Demographics

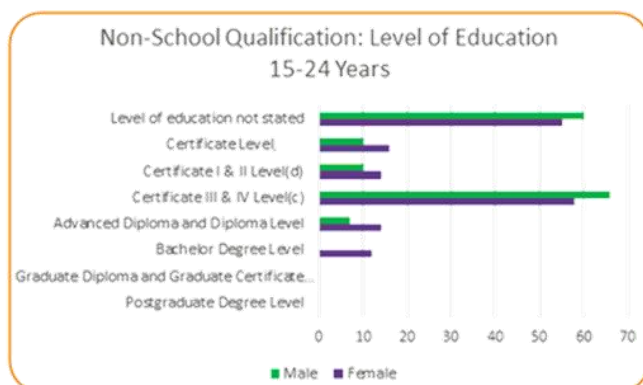
The population of Glen Innes was 8,849 people on the 2016 census night. Of that number, 1,199 were aged between 12 and 24 years. Which means that 13.5% of the total population is deemed as 'Youth'. Of that percentage, 51% are female and 49% are male.







**25% of the Aboriginal Population of Glen Innes are aged 10–24 years.**



**Of the people employed in Glen Innes, 13% are aged between 15 and 24 years. Females are primarily in sales and Community and Personal Services; and males are employed as technicians, tradies or labourers.**



## Consultation

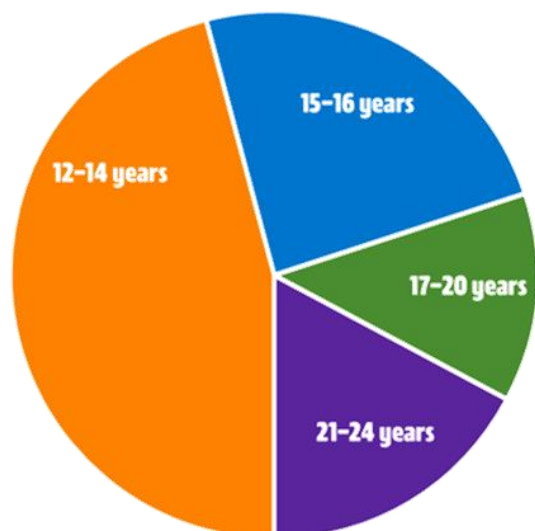
Almost 300 people participated in the consultation process. Consultation took place via a number of methods including face-to-face interviews, surveys, email and phone consultation. Face-to-face consultation was held in both Glen Innes and Emmaville. Three (3) surveys were developed; the first was aimed at young people aged 12-24 years, the second was aimed at parents, carers, teachers, elders and employers of young people. The third was aimed at service providers. The service provider survey allowed us to look at the current needs that are being met; identify any gaps in service; and to identify any potential partnership actions.

A snapshot of the consultation data is below. For more details refer to Appendix 1.

## Youth Survey

### Who completed the Youth Survey

Number of Responses by Age

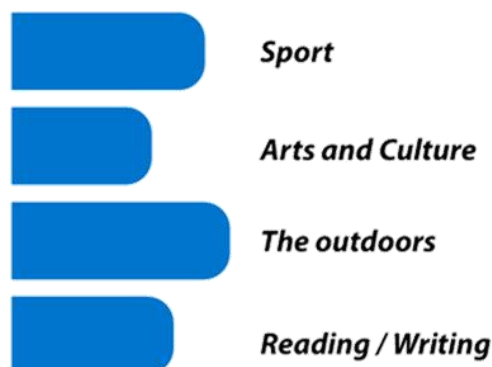


**26 respondents identified as Aboriginal or Torres Strait Islander**

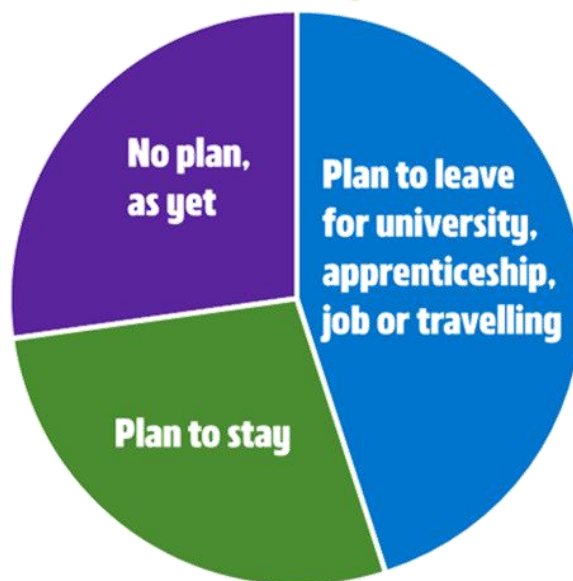
**21 respondents identified as LGBTQ+**

**7 respondents identified as having a disability**

### What Young People Enjoy!



### What's their plan?





## Mental Health

**29 respondents said their mental health was not good, but they kept it to themselves**

**19 respondents said they had a diagnosed mental health condition**

**100 young people said they had good mental health**

**When asked how big a problem mental health was for young people, they replied ...**

**52% of respondents said it's a really big problem and we need more help and support**

**7% of respondents said it's not a problem at all**



## Technology

**71% of respondents have their own mobile phone**

**90% of respondents have access to the internet and a relevant device at home**

**32 respondents know that using technology is affecting their mental health**

**33 respondents have been bullied online**

**28 respondents have accessed content online their parents wouldn't approve of**

**23 respondents have been asked for, or have received without asking for, inappropriate pictures of themselves or others**

## **Sport and Culture Participation**

**82 respondents play sport**

**24 respondents participate in cultural activities**

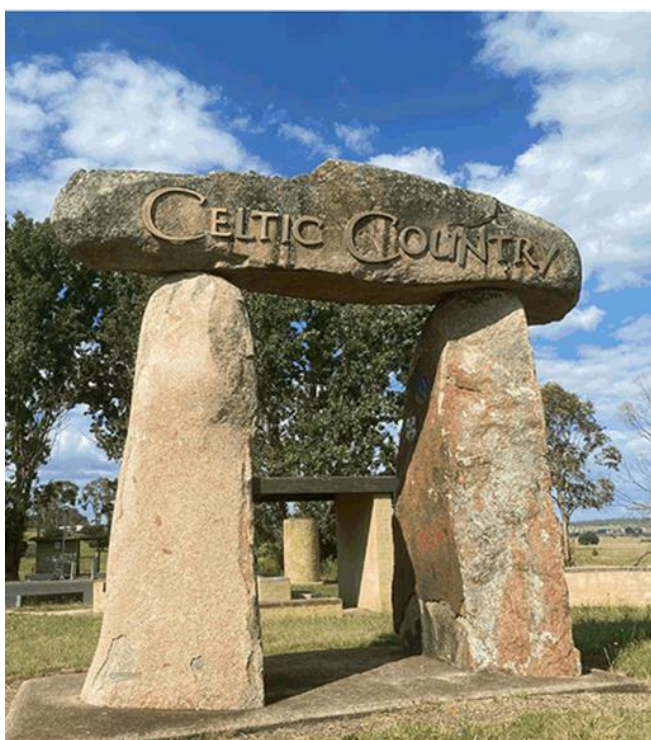


### **Best thing about being young ...**

**30 respondents said having less stress and responsibilities, especially around finances**

**15 respondents said having good physical health and the ability to play sport (without 'creaky bones!')**

**14 respondents said their freedom and independence**



### **Best thing about Glen Innes ...**

**30 respondents said being a small town with good people**

**15 respondents said their family and friends**

## Priority Areas for Council from the Youth Survey

Respondants to the Youth Survey were asked to identify three (3) priority areas for Council to focus on. Collated results are shown below:

Priority Area	Respondants
Mental health	67
Better employment options	44
Better sporting facilities	43
Education support	34
Recreation opportunities	28
Fitness and sporting opportunities	27
Driver education	25
Domestic violence support	21
Reducing bullying	21
Drug and alcohol education	20
Life skill programs	20
Valuing young people	20
Transport	16
Arts and cultural activities and events	15
Youth Booth	15
Other	6

When asked what, specifically, they would like Council to focus on, in their own words they replied:

**25 respondents said a BMX/  
Mountain bike track**

**9 respondents said upgrades to the  
skatepark**

**10 respondents said various forms  
of motorsport facilities**

**11 respondents mentioned various  
recreation options including laser  
tag, paintball, trampoline park or  
bowling**







## Community Survey

The Community Survey was aimed at parents, carers, family members, elders, teachers, coaches and employers.

32 people completed the survey; of those six (6) identified themselves as Aboriginal.

### What we were told

Young people's greatest contribution to the community is their creative ideas and their energy.

Twelve people felt there were enough sport and cultural activities, while 18 think there is a need for more sport and cultural activities, especially cultural.

82% of respondents feel there are not enough employment opportunities for young people.

Other key points were:

- 97% think Mental Health is an issue for young people
- 42% think the most positive thing about technology is the ability to stay connected
- 29% see bullying as the biggest negative to technology followed by 20% overuse, 18% social media.

The top three (3) areas of focus for Council:

1. Mental Health;
2. Life Skills Programs; and
3. Employment Opportunities.

## Key Themes

### Mental Health

Mental Health was identified as a significant issue for young people (93% of people consulted). Research shows over 75% of mental health issues occur before the age of 25, while suicide continues to cause the largest loss of life of young people in Australia (Beyond Blue).

The Australian Government, through its National Mental Health Strategy - Mental Health of Young People in Australia report, found only one out of every four young persons with mental health problems receives professional help. We also know from the survey that 29 of the young people surveyed said they suffer from mental health issues but keep it to themselves.

A holistic approach is needed to combat mental health issues in young people encompassing both access to mental health services as well as non-medical assistance, including but not limited to:

- Ensuring young people and their families know the value of being active and playing sport, eating healthy food, getting enough sleep.
- Helping young people to become more resilient by teaching problem-solving and interpersonal skills, managing emotions and education on coping mechanisms they can turn to when things get a bit tough.
- Providing supportive environments in the family, at school and in the wider community.

Mental health issues are also more likely to occur in young people who have experienced any of the following:

- Poverty
- Abuse or violence
- Sexual identity that is different from those around them
- Bullying (verbal, physical and cyberbullying)
- Sexual abuse
- Young people who have chronic illness, autism spectrum disorder, an intellectual disability or other neurological condition.

Putting actions in place that either reduce exposure to these areas or help young people navigate through them with respect and support, will assist in reducing the level of mental health issues facing young people in Glen Innes.

## Employment

Employment opportunities in Glen Innes are limited compared to other areas of NSW. 17% of young people looking for work are unemployed, for Aboriginal young people its 20% compared to 11.7% for NSW. For those young people employed in Glen Innes 48% are employed full time (Census 2016). The feedback received through the consultation is that there just are not enough opportunities for young people to not only get into the workforce, but to have career opportunities that would see them stay in the area.

Added to that, the current median weekly personal income in Glen Innes is \$481 compared to \$664 in NSW and \$662 in Australia thus reducing the incentive further to stay in Glen Innes after finalising their education.

For Glen Innes Severn Council the population growth predictor has the Glen Innes population reducing by 2,350 people between 2016 and 2041. The number of working aged population (aged 15-64) is estimated to decrease from 5,100 people in 2016 to 3,200 people in 2041 – a change of 1,900 people (Glen Innes Severn Council 2019 NSW Population Projections). However, it has been reported by Council that the 'Fit for the Future' analysis has demonstrated that Glen Innes Severn LGA has a stable population and so the reduction in population may not be as drastic as the projections suggest. With that in mind, it is always best to aim for population growth to expand business and industry opportunities.

As such, working with local business, industry and young people to improve and expand upon

opportunities will be a key priority area for Council in order to meet, not only the needs of young people, but that of the wider community. The Glen Innes Economic Strategy, PLACE Strategy 2020-2040 and the PLACE Action Plan 2020-25 will provide actions and funding to provide those opportunities.

A key element of action, as identified in both the Glen Innes Economic Strategy, PLACE Strategy 2020-2040 and the PLACE Action Plan 2020-25, are employment opportunities and growth through creating a community that young people will want to return to, once they have left Glen Innes for further study or carer advancement. Creating a town whereby new businesses are encouraged, where working remotely allows you to get the 'best of both worlds' and where other social elements create a town people wish to return to, to raise families or settle down, create employment opportunities and population growth in the long term.

## Technology

Technology is a wonderful resource for young people.

It provides assistance with education, ability to look up general knowledge, apply for jobs, learn new things, stay connected with friends and family, aid in forming their identity, linking in with diverse communities they may not have access to locally and entertainment. Young people did acknowledge that there are some negative impacts on using technology including cyberbullying, trolling, isolation, accessing inappropriate material, inappropriate relationships and overuse.

Research shows that the things that help young people have a positive experience online are:

- having a good understanding of the internet and how online media work (including things like privacy settings)
- having the skills to critically understand, analyses and create content that adds value for themselves and others.

If young people understand what it means to be a good 'digital citizen', then trust should be given to them to manage their own internet use, just as trust is given to act responsibly when they are at school and out with friends.

(<https://parents.au.reachout.com/skills-to-build/wellbeing/technology-and-teenagers>)





### Safe Place

Having a safe place for young people was identified across all three (3) target groups. A safe place was considered as somewhere young people could go for recreation in a safe environment. However, both young people and the wider community identified that they wanted a safe place for young people who may wish to delay going home, due to a less than ideal family situation. Having a place where young people can relax, feel welcome and valued with the opportunity to learn new things was a priority based on the community consultation.

### Life Skills

Life skills was another priority area from the perspective of young people and the wider community. Young people identified that there was a gap between formal education and the skills they will need once they finish school. Life skills such as driver education, resume writing, cooking skills and vehicle maintenance were noted throughout the consultation process.

### Sport and Recreation

Young people identified that they would like access to either improved sport and recreation facilities or new facilities. The two (2) key recreation activities identified were a new BMX track; and improvements to the Skatepark.

Others wanted Council to encourage new businesses to set up in the area to provide recreation and sporting opportunities in the areas

of motorsport, laser tag, paintball, and a trampoline park. They also identified outdoor activities such as camping, hiking, and fishing that they would like to participate in.

For young people access to sport and recreation can be difficult if barriers such as access to transport or the cost involved in equipment/travel etc are an issue. As such, just providing more may not be the answer if there are other barriers in place.

For young people aged 18-24, it was identified that the key recreation/social space is the pubs. Providing predominately social space where alcohol is the key activity is not ideal. As such working with young people aged over 18 to provide recreational activities to meet their needs would be a positive step in providing a variety of recreation options and potentially reducing the use of drugs and alcohol and any associated violence that may occur as well as drink driving.

The actions on the following pages will address the key themes from the Consultation as well as other relevant identified actions, that were raised to meet identified needs through the consultation and research elements of the strategy.

## Action Plan

Mental Health	Time (year to start)	Responsibility	Funding
Establish a Youth Services 'Interagency' to promote collaboration, networking opportunities and awareness of assistance organisations/programs available for youth Mental Health.	2021	Coordinator Children, Youth and Family Services (CCYFS)	Not Applicable (NA)
Promote the Youth Booth partnership with the Hunter New England Health Primary Health Network. Maintain and expand the level of current mental health activities delivered at the Youth Booth.	Annually	Youth Worker (YW)	NA
Work proactively with Youth Insearch to facilitate the placement of the Youth Insearch Community Based Worker for the Glen Innes Severn LGA.	Annually	Manager of Community Services (MCS)	NA
Work proactively with the Southern Cross School of Distance Education (SCSoDE) to build on the MOU between SCSoDE and GISC. Participate in joint mental health and educational activities for at risk youth.	Annually	MCS	NA
Develop partnerships with organisations and groups (such as Headspace and ramhp (Rural Adversity Mental Health Program) to develop resilience programs for youth within the LGA.	Annually	CCYFS	NA
Maintain an availability of pamphlets and contact information for mental health emergencies and assistance at the Youth Booth.	Annually	YW	NA

Employment	Time (year to start)	Responsibility	Funding
Promote community volunteer and work experience opportunities across Council Departments and at the Youth Booth. Work with local businesses, schools and Council to provide work experience opportunities	Annually	YW	NA
Advertise Council traineeship and/or apprenticeship programs for young people as they become available.	Annually	YW	OP Budget
Consider the promotion of staff profiles in newsletters and social media with a focus on young people ATSI and those with specific/interesting skills. To increase awareness of the types of opportunities in employment and that Council celebrates diversity.	2021	MCS	NA
Coordinate a Local Government Careers Expo for local High School students and youth.	Annually	MCS	OP Budget

## Action Plan (cont)

Technology	Time (year to start)	Responsibility	Funding
Identify the most effective ways for Council to communicate and connect with young people, their families, schools, and adapt Council's communication channels and methods accordingly.	Annually	YW	OP Budget
Through consultation with relevant stakeholders, implement a Youth Booth program that teaches "Being a good Digital Citizen". With the aim being to improve online security, understanding of rights and responsibilities when online and reducing cyber bullying.	2022	YW	OP Budget Grant Funding
Create a Social Media Strategy with a focus on interacting with young people.	2022	CCYS	OP Budget

Safe Place	Time (year to start)	Responsibility	Funding
Promote public awareness of domestic violence including where to go for assistance and access to a safe place.	Annually	MCS	NA
Promote the Youth Booth as a safe place for young people to attend.	Annually	YW	NA
Promote safe and inclusive activities and programs for all youth demographics including LGBTQ.	Annually	CCYFS	NA
Work with local Community Drug Action Team (CDAT) to implement a program around 'Safe Partying' that addresses: <ul style="list-style-type: none"> <li>■ Drink-spiking</li> <li>■ Violence</li> <li>■ Safe sex</li> <li>■ Drug and alcohol overdoses</li> <li>■ Safe operation of a motor vehicle – including being a responsible passenger</li> </ul>	2022	MCS	OP Budget Grant Funding

## Action Plan (cont)

Life Skills	Time (year to start)	Responsibility	Funding
Through consultation with relevant stakeholders investigate programs that help learner drivers to get the required number of driving hours to progress to their P1 licence. Investigate opportunities via Grant Funding to provide driving lessons from a suitably qualified driving instructor.	2022	YW	Grant Funding
Encourage young people to take the initiative in waste reduction, potentially using ideas from Clean Up Australia.	2022	YW	Grant Funding
Establish a regular program of activities to engage young people both at the Youth Booth and within the community. Programs to include life skills such as resume writing, applying for a tax file number, basic vehicle maintenance, cooking and recreational activities.	Annually	CCYFS	Grant Funding
Encourage young people to get involved in Family Fun Day events. Utilise Family Fun Day events to have elements of youth focus such as displaying youth artwork, young aboriginal dance groups, musicians etc.	Annually	CCYFS	OP Budget
Investigate the demand for establishing a support group for young carers. If community demand is identified - advocate for the establishment of a young carers group within the community.	2022	CCYFS	

Sport and Recreation	Time (year to start)	Responsibility	Funding
Write a letter to local recreation and sporting groups such as Fishing Clubs and the Motor Sport Club, to advocate for the promotion and expansion of recreation opportunities for young people within the LGA.	2021	CCYFS	NA
Partner with local sporting groups to promote youth access to indoor sporting facilities.	2021	CCYFS	NA
Advocate for grant funding to facilitate additional elements to the skate park involving interested young people in the design.	2022	CCYFS	Grant Funding
Advocate for the development of a BMX track involving interested young people in the design.	2022	MCS	NA



## Action Plan (cont)

Other	Time (year to start)	Responsibility	Funding
Advocate for a Young Volunteer Award at Australia Day Award Ceremonies.	2021	MCS	NA
Reference the consultation data, collected as part of the development of the Youth Strategy for future Council strategic plans.	2021/22	MCS	NA
Where possible, provide transport options to surrounding villages for youth events and programs.	Annually	YW	Grant funding OP Budget
Consult outlying communities to facilitate improved access to programs and activities for their youth population.	Annually	YW	OP Budget
Investigate establishing financial assistance programs (potentially in partnership with service organisations) that help young people who may need access to additional equipment such as uniforms, shoes and transport costs to increase their participation in physical activities.	2022	YW	Grant Funding
Consult with relevant community groups to engage young aboriginal people and a local aboriginal artist to complete a painting at the Youth Booth.	2022	YW	OP Budget
Utilise the quarterly resident newsletter where applicable to promote the Youth Booth and change the stereotype of what happens there.	Annually	MCS	OP Budget



## References

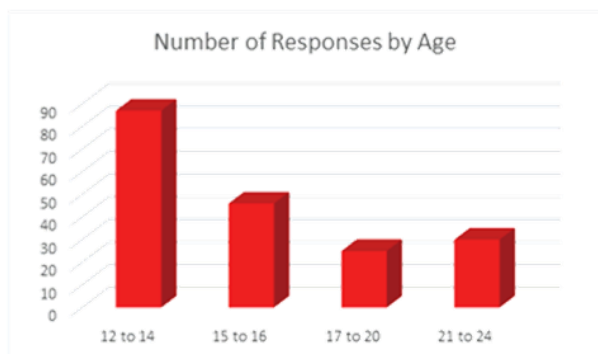
Australian Bureau of Statistics – 2016 Census Community Profile Glen Innes LGA  
Beyond Blue - [www.beyondblue.org.au](http://www.beyondblue.org.au)  
Black Dog Institute - [www.blackdoginstitute.org.au](http://www.blackdoginstitute.org.au)  
Clean Up Australia - [www.cleanupaustraliaday.org.au](http://www.cleanupaustraliaday.org.au)  
Glen Innes Severn Community Strategic Plan 2017-2027  
Glen Innes Severn Council Disability Inclusion Action Plan 2017/2021  
Glen Innes Severn Cultural Plan 2017 - 2021  
Glen Innes Severn Delivery Plan 2017-2021  
Glen Innes Severn Engagement Strategy  
Glen Innes Severn Operational Plan and Budget 2020-2021  
Glen Innes Sporting Facilities Review and Master Plans June 2018  
National Mental Health Strategy -Mental Health of Young People in Australia- October 2020  
NSW Government - Get Healthy NSW - [www.gethealthynsw.com.au](http://www.gethealthynsw.com.au)  
NSW Government - Glen Innes Severn Council 2019 NSW Population Projections  
NSW Government – Youth NSW- <https://www.youth.nsw.gov.au>  
Reach Out - <https://parents.au.reachout.com/skills-to-build/wellbeing/technology-and-teenagers>  
Reach Out – Safe Partying – [www.tuneinnotout.com](http://www.tuneinnotout.com)  
Remplan – Glen Innes Highlands  
World Health Organisation - Mental Health Action Plan 2013-2020  
World Health Organisation - [www.who.int/news-room/fact-sheets/detail/adolescent-mental-health](http://www.who.int/news-room/fact-sheets/detail/adolescent-mental-health)

## Appendix 1 – Detailed Data from Consultation

### Survey 1 – Youth Consultation

#### Who completed the youth survey

189 young people completed the youth survey.



Age	Responses
12-14 years	87
15-16 years	46
17-18 years	21
19-20 years	5
21-22 years	11
23-24 years	19

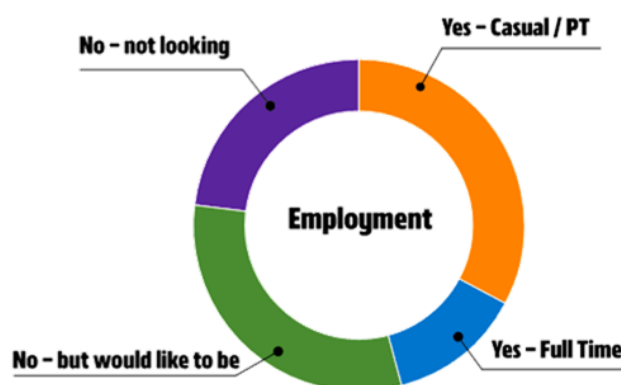
- 26 identified as Aboriginal or Torres Strait Islander
- 21 identified as LGBTQ+
- 7 identified as having a Disability
- 7 Young people said they are religious

#### What young people enjoy

- 93 sport
- 58 art and culture
- 133 the outdoors
- 62 reading/writing

#### Employment

- 82 are employed. Of those 59 are employed casually/part-time and 23 are employed full time.
- 57 are looking for employment
- 42 are not looking for employment at the moment.



## Appendix 1 – Detailed Data from Consultation

### Survey 1 – Youth Consultation

#### What's the Plan?

- 44 plan to leave Glen Innes for University/ Apprenticeship
- 22 plan to stay in Glen Innes for University/ Apprenticeship/Traineeship etc.
- 31 plan to leave Glen Innes and get a job
- 36 plan to stay in Glen Innes and get a job
- 18 plan to leave Glen Innes and go traveling
- 57 have no idea what then plan is, yet.

#### Mental Health

Ask about their own mental health:

- 19 said they had a diagnosed mental health condition
- 8 said they had mental health issues, but they did talk to people
- 29 said their mental health was not good but they kept it to themselves.
- 49 said their mental health was ok, that they have some bad days but overall, their mental health is pretty good
- 51 said their mental health was good, that they have really good mental health and cope well with most things.

When asked how big a problem Mental Health was for young people:

- 82 said it's a really big problem and we need more help and Support
- 35 said it's a big problem, but we do have support and help now
- 27 said it's a problem but there are bigger challenges facing Young People
- 11 said it's not a problem at all

When asked if they have someone (or people) they trust and can talk to about anything? Young People identified:

- 104 - Parents / Carers
- 28 - Aunty/Uncles

- 47- Siblings
- 29 - Grandparents
- 23 -Teacher
- 9 - Coach
- 109 - Friend
- 9 - Elder
- 28 - Counsellor / Doctor/ Youth Worker
- 10 said Other including, partner, colleagues, people online and 2 said they had no one.

#### Technology

When asked about technology use, we learnt:

- 139 said they have access to the internet and a relevant device at home
- 94 said they have a device (laptop/ iPad/ tablet etc) in order to do school or University/TAFE work?
- 7 said they need (and don't currently have) a device in order to be able to complete there school or University/TAFE work
- 79 said they spend more than two hours a day on a device for fun (gaming, watching YouTube/Netflix/Disney Plus etc. Using apps, communicating with friends)
- 33 said they have been bullied online
- 28 said they have accessed content online they know their parents wouldn't approve of
- 23 said they have been asked for, or have received without asking for, inappropriate pictures of themselves or others.
- 110 said they have their own mobile phone
- 23 said they feel uncomfortable/ lost/ anxious without their phone or digital device?
- 35 said they find themselves talking to people online more than face-to-face
- 41 said they ask search engines like google questions rather than asking their parents or carers

## Appendix 1 – Detailed Data from Consultation

### Survey 1 – Youth Consultation

- 32 said they know using technology is affecting their mental health (either from overuse or from bullying)
- 95 said they have their own social media account
- 18 said they value opinions of social influencers online

#### **Sport and Culture Participation**

82 responders play sport.

The type of sports young people noted as playing included:

- Footy
- Running
- Motor sports
- Dance
- Netball
- Volleyball
- Bikes
- Basketball
- Swimming
- Cricket
- Soccer
- Rugby league
- Golf
- Touch football
- AFL

24 responders participate in cultural activities.

The types of cultural activities young people said they were involved in included:

- Guitar
- Dancing
- Singing
- Acting
- Art

#### **Best thing about being young**

30 young people said the best thing about being young was having less stress and responsibilities especially around finances.

15 young people thought their physical good health and ability to play sport ('without creaky bones!') was the best thing about being young

14 think their freedom and independence is the best thing about being young.

Other areas noted included:

- Ability to do more things
- Friends
- Opportunities given to them
- Ability to learn new things
- Ability to have fun
- Energy

#### **What they like best about Glen Innes**

41 said that Glen Innes being a small town with good people was what they liked best; while 15 said the next best is their family and friends.

Other areas noted included:

- Sport
- Recreation opportunities
- Nature and natural beauty
- Peaceful
- Weather
- Quiet
- Safe
- Nothing

#### **Priority Areas for Council to Focus on**

Young people were asked what three areas they would like Council to focus on. They said:

- 67 mental health
- 44 better employment options
- 43 better sporting facilities



## Appendix 1 – Detailed Data from Consultation

### Survey 1 – Youth Consultation

- 34 education support
- 28 recreation opportunities
- 27 fitness and sporting opportunities
- 25 driver education
- 21 reducing bullying
- 21 domestic violence support
- 20 drug and alcohol education
- 20 valuing young people
- 20 life skill programs
- 16 transport
- 15 Youth Booth
- 15 arts and cultural activities and Events
- 6 Other- Including LGBTQ+ support, sex education, retail options



When asked exactly what they would like Council to focus on in their own words:

- 25 said BMX/Mountain bike track
- 9 said upgrades to the skatepark
- 10 mentioned various forms of motorsport facilities
- 11 mentioned various recreation options including laser tag, paintball, trampoline park or bowling.

Other comments included:

- Upgrades to various sporting and recreation facilities
- Employment opportunities
- Mental health programs and services
- Getting new shops and a Subway.
- Upgrades to the pool and an indoor pool
- Life skill programs
- Youth centre and safe place
- Driver education
- Running track





## Appendix 1 – Detailed Data from Consultation

### Survey 2 – Community Consultation

#### Who completed the Youth survey

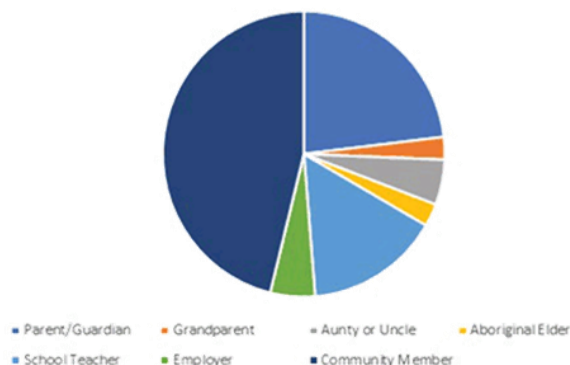
The Community Survey was aimed at parents/ carers, family members, elders, teacher, coaches, and employers.

32 people completed the survey 6 of whom identified as Aboriginal.

The responders identified as:

- 9 Parent/Guardian
- 1 Grandparent
- 2 Aunty or Uncle
- 1 Aboriginal Elder
- 6 School Teacher
- 2 Employer
- 18 Community Member

Responders to Community Youth Survey



#### What we were told

Young people's greatest contribution to the community is their great and creative ideas and their energy.

12 people felt there were enough sport and cultural activities while 18 think there is a need for more sport and cultural activities, especially cultural.

82% of respondents feel there are not enough employment opportunities for young people.

97% think mental health is an issue for young people

42% think the most positive thing about technology is the ability to stay connected

29% see bullying as the biggest negative to technology followed by 20% overuse 18% social media.

#### Council Focus

The community where asked what three areas they would like Council to focus on. They said:

- 18 mental health
- 17 life skills Programs
- 15 employment opportunities
- 9 driver education
- 7 arts and cultural activities and events
- 6 fitness and sporting opportunities
- 6 drug and alcohol education
- 5 valuing young people
- 4 recreation opportunities
- 4 developing the Youth Booth
- 3 reducing bullying
- 3 domestic violence support
- 3 education support
- 2 better sporting facilities
- 2 transport
- 2 technology support and education
- 1 improving access to technology

## Appendix 1 – Detailed Data from Consultation

### Face-to-Face Consultation

Eight face-to-face consultations were held in November 2020 with 58 people attending.

The following points are the key points that were raised during multiple consultation sessions.

- Young people want a BMX track or Mountain bike track; they are trying to find their own space to do that and then Police come along and tell them they can't ride there.
- Need an extension on the Skatepark, it's well-used.
- Community would like a park, like those located in regional centres like Armidale and Tamworth.
- GP2U is a potential online service people in Glen Innes can access.
- Need to promote and provide safe recreation, especially for after school.
- For people aged over 18 the only recreation provided in Glen Innes is pubs. As such we are essentially sending them to alcohol and drugs for their entertainment.
- Drinking is big in regional areas and Glen Innes is no exception.
- Need to increase mental health awareness for kids, parents, and carers
- Overall, we find young people are less and less resilient
- Young people need a safe place, not all young people have access to a 'safe' home. Where can they go outside of school hours?
- The pool has the potential to be a 'social hub of Emmaville' in the summer months. Need to look at the cost as this could be a barrier.
- Consider having a free pool party once a month in Emmaville with transport provided to surrounding villages. Promote it as a family event eg, first Saturday of the month.
- Stop expecting young people to travel into Glen Innes for every event, even if transport is provided it still takes a long time to and from. Instead spend some time visiting and providing opportunities in Emmaville.
- In saying that, for events that can't happen in Emmaville, having and promoting transport in advance is still a good option.
- Council could look at subsidising sport programs, even with the Government contribution that normally only covers registration it does not cover equipment, uniforms and even fuel.
- Local kids love fishing and going to the Blue.
- Council could work with Emmaville young people/school on Youth Week activities.
- Disadvantaged kids need people that care and a place they can feel safe.
- Centralised community centre
- Employment for Aboriginal kids
- Kids can feel rejected, they know that they are considered just too hard. So, they need that continual support, someone they can turn to, that they know will always be there, rather than going from person to person, service to service. Stop the 'tick a box' mentality and service provision, but rather look long term.
- Drug and alcohol issues in the ATSI community, with a lack of services, and no Aboriginal services for young people. The issue is both young people using and being around use in the family. Issues with alcohol, marijuana, ice.
- Young Aboriginal people need to see Aboriginal people employed so that they can see it as just the norm and that they can be employed anywhere. Suggest that Council develops an Aboriginal Employment Strategy.
- Not a lot of knowledge of the Youth Booth
- There is no safe place for young people escaping home environment or if they are already homeless.
- Need somewhere disengaged kids can go that refuse to go to school, potentially this could be something that happens at the Youth Booth.
- Educational Support for young people, there's no place to get help with homework/tutoring.
- Give Youth a voice



## Appendix 1 – Detailed Data from Consultation

### Face-to-Face Consultation

- Council could put on school-based traineeships and encourage other industries in Glen Innes to do the same.

#### ***Young people were asked what they would like?***

- Life skills for young people
- Gaming room at the Youth Booth
- Aboriginal colours used in the Youth Booth, even just one wall.
- Getting a bowling alley
- Laser Tag
- Outdoor obstacle course
- Cultural activities
- Pool open year round
- Trampoline park
- Hungry Jacks!





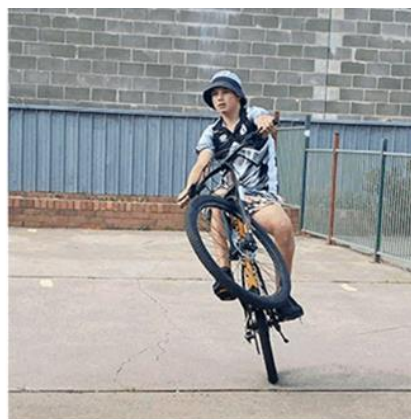


**“The strategy provides a vision for our young people to grow up in a safe, happy, and healthy community which is supportive of their changing needs, encourages resilience by promoting self-esteem, and provides opportunities to advance their life skills whilst making safe, sensible decisions for themselves.”**

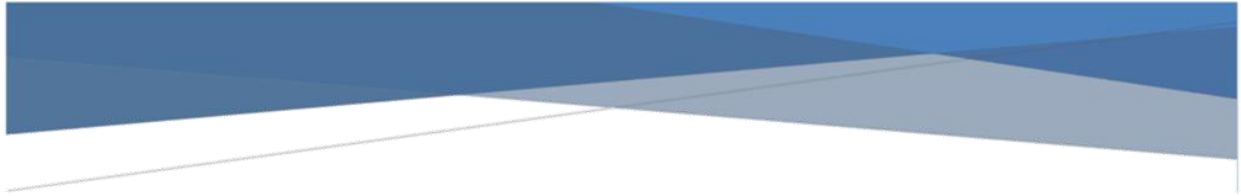




Annexure B  
Item 7.15







# **Draft** **Home Library Service** **Policy**

**Item 7.15**

**Annexure A**

## DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF LIBRARY AND LEARNING CENTRE			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		March 2025			
VERSION NUMBER:		6			
DOCUMENT NUMBER:		N/A			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
6	24/03/2022	TBC	<p>Amendments were made:</p> <ol style="list-style-type: none"> <li>1. To the contact numbers on the sample forms associated with the Home Library Service (HLS) Guidelines 2022-2025, p.7.</li> <li>2. Public Libraries NSW (PLNSW) – Metropolitan, Home Library Services Working Group – Policy Guidelines for NSW Home Library Services has replaced the NSW Home Library Service Statewide Working Group – Strategic Plan 2012 – 2015, as it has been updated by PLNSW.</li> <li>3. To add a definition for the HLS to be consistent with the new template.</li> <li>4. To add the NSW Government – NSW Legislation – Library Regulation 2018.</li> <li>5. To add the Library Act 1939, Section 10.</li> </ol>	Manager of Library and Learning Centre	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 ensure that safety strategies and standards comply with Work, Health and Safety (WHS) Act 2011, for clients and delivery staff;
- To ensure that the Policy conforms to Section 10, *Library Act 1939*;
- To ensure that the Policy conforms to the NSW Government – NSW Legislation – *Library Regulation 2018*;
- To ensure the Policy and Guidelines conform to the *Library (Amendments) Act 1992*;
- To ensure the Council's HLS Guidelines conform to the *Public Libraries NSW – Metropolitan, Home Library Services Working Group – Policy Guidelines for NSW Home Library Services NSW Home Library Service Statewide Working Group – Strategic Plan 2012 – 2015*;
- To ensure staff and volunteers are aware of reporting of incidents and injury requirements to comply with the Glen Innes Severn Council's Workplace Injury and Incident Reporting Guidelines;
- To ensure the Policy and Guidelines conform to the Privacy and Personal Information Protection Act 1998; and
- To ensure the Policy and Guidelines conform to Council's Volunteer Policy and Manual.

## APPLICABILITY

This policy applies to all Council staff and Council volunteers who are involved in the coordination and delivery of **Home Library Services (HLS)** to eligible enrolled HLS members.

## OUTCOMES

The HLS provides an alternative service for those unable to access their local library due special circumstances. All members of the community are entitled to equal access to library information, resources, and a quality standard of service. This should be provided to the customer free of charge as per the *Library Act 1939*.

The HLS contributes to the mental health and wellbeing of housebound people and nursing home residents in the community while enhancing and preserving their intellectual life through the stimulation of library materials and providing opportunities for engagement and social inclusion with the wider community.

## ROLES AND RESPONSIBILITIES

Glen Innes Severn Council and Library Services staff have the obligation to provide equal access and quality standard of services to people who are frail, aged and have a disability. These people may be a resident of the nursing home or are living semi or fully independent in their homes.

Council volunteers are used to assist Council Library staff to deliver HLS to nursing homes and residents in Glen Innes and Library staff deliver to HLS members in the villages of Deepwater and Emmaville on their designated days at the villages.

## DEFINITIONS

**Home Library Services** are a key aspect of free library services outlined in the Library Act 1939, Section 10 which specifies that:

The below service shall apply to and for local authorities which have adopted this Act.

Requirements as to services to be provided by local libraries:

- (1) A local authority must comply with and observe the following requirements in relation to any local library that is provided, controlled, or managed by the local authority (either directly or under an agreement or other arrangement to which it is a party):

- (a) Residents and ratepayers entitled to free membership.

Any person who is a resident of the area of the local authority or a ratepayer of the local authority is entitled to membership of the library free of charge.

- (b) Free access to certain materials on library premises.

Any person (whether or not, a member of the library) is entitled free of charge to access any library material of the library and any information forming part of the information service of the library (other than information excepted from free access by guidelines issued by the Council) for use on the library premises.

- (c) Free loans of certain library material to members.

Any person who is a member of the library is entitled to borrow free of charge from the library for use away from the library premises any library material of the library which has been classified by the librarian of the library as being of literary, informative, or educational value or as being fiction.

**(d) Free delivery to sick or disabled members.**

No charge is to be made for the delivery to a member of the library of any library material or information that the member is entitled to borrow free of charge if the member for reasons of ill health or disability cannot reasonably be expected to attend the library in person.

**(e) Free basic reference services to members.**

Any person who is a member of the library is entitled to be provided free of charge with basic reference services (being any service classified by guidelines issued by the Council as a basic reference service), including assistance in locating information and sources of information.

**POLICY STATEMENT**

Glen Innes Severn Council has the legal responsibility under the *Work, Health and Safety (WHS) Act 2011* to provide a safe work environment and safe systems of work for all employees, volunteers, contractors, and visitors to its workplace.

The *Library Act 1939* states 'that no charge is made for the delivery to a member of the library of any book or information that the member is entitled to borrow free of charge if the member for reasons of ill-health or disability cannot reasonably be expected to attend the library in person' (*Section 10, Library Act 1939*).

Library staff will be conducting an initial interview with the ~~Home Library Service~~ HLS members where personal details will be collected and recorded. This information will be secured in a safe and confidential manner as required under the *Privacy and Personal Information Protection Act 1998*.

Council staff and volunteers have been consulted in the development of the Home Library Service Policy to obtain their feedback on the services and external research has been conducted to ensure this Policy conforms to the *WHS Act 2011*; *Library (Amendment) Act 1992*; ~~Public Libraries NSW – Metropolitan, Home Library Service Working Group – Policy Guidelines for NSW Home Library Services NSW Home Library Services Guidelines developed by the NSW Home Library Service Statewide Working Group – Strategic Plan 2012 – 2015~~; Council's Workplace Injury Incident Reporting Guidelines, and Council's Volunteer Policy and Manual.

**LEGISLATION AND SUPPORTING DOCUMENTS**

**Relevant Legislation, Regulations and Industry Standards include:**

- *Work, Health and Safety (WHS) Act 2011*;
- *Library Act 1939*;
- *NSW Government – NSW Legislation – Library Regulation 2018*;
- *Library (Amendment) Act 1992*;



- Public Libraries NSW – Metropolitan, Home Library Services Working Group – Policy Guidelines for NSW Home Library Services; and
- ~~NSW Home Library Service Statewide Working Group – Strategic Plan 2012-2015, and~~
- *Privacy and Personal Information Protection Act 1998.*

**Relevant Council Policies and Procedures include:**

- Glen Innes Severn Council's Workplace Injury and Incident Reporting Guidelines; and
- Glen Innes Severn Council's Volunteer Policy and Manual.

DRAFT

## Appendix A

## Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	24/04/2019	13.04/19	The Policy was reviewed to ensure that relevant Policies and Acts were up to date and no changes were needed.	Manager of Library and Learning Centre	Council
4	25/02/2016	23.02/16	Amendments made to the Policy were: P.4, Point 3.1 The Interview – annual risk assessments are conducted for members. P.6, Point 4.5 Requirements under <i>The National Standards For Volunteer Involvements</i> and background checks.	Manager of Library and Learning Centre	Council
3	27/02/2014	17.02/14	The Policy was reviewed, and amendments made to ensure it conforms to the <i>NSW Home Library Service State-wide Working Group -Strategic Plan 2012-2015</i> , the <i>Privacy and Personal Information Protection Act 1998</i> and the <i>Work, Health and Safety Act 2011</i> legislation introduced in New South Wales on 1 January 2012.	Manager of Library and Learning Centre	Council
2	16/12/2010	12.12/10	Amendments were made ensure the policy conforms to the current and updated <i>NSW Home Library Service Guidelines 2008</i> . Additions were made to the Policy to conforms to the <i>Privacy and Personal Information Protection Act 1998</i> .	Manager of Library and Learning Centre	Council
1	23/08/2007	17.08/07	A Quality Service Review of Home Library Services included a survey of our current clients, research into Home Delivery Services offered at other NSW Public Libraries, Occupational, Health and Safety (OHS) requirements under the OHS Act 2000 and safety issues for staff and clients resulted in:		

			<ul style="list-style-type: none"><li>• the adoption of safety strategies and standards, to comply with the <i>Occupational Health and Safety Act 2000</i>, for clients and delivery staff;</li><li>• procedure guideline changes to conform to the NSW Home Library Service Guidelines which were prepared by the Metropolitan Public Library Association; and</li><li>• changes to the policy and procedures to conform to the <i>Library Amendment Act 1992</i>.</li></ul>		
--	--	--	---	--	--

DRAFT

## **GLEN INNES SEVERN COUNCIL**



**Draft**  
**Library Services**  
**Home Library Services**  
**Guidelines**

**2022 - 2025**

Library Services Home Library Services Guidelines 2022 – 2025

2

**Table of Contents**

1.	<b>Introduction.....</b>	<b>3</b>
2.	<b>Home Library Service Eligibility.....</b>	<b>3</b>
	2.1 Eligibility criteria.....	3
	2.2 No age restrictions.....	3
	2.3 Withdrawal of service.....	3
3.	<b>The Interview and Member Profile.....</b>	<b>4</b>
	3.1 The Interview .....	4
4.	<b>Security and Work Health and Safety.....</b>	<b>4</b>
	4.1 WHS and Security Strategy.....	4-5
	4.2 Breach of WHS and staff and/or volunteer safety .....	5
	4.3 Staff and/or Volunteers.....	5
	4.4 Accident Reporting.....	5
	4.4.1 Members.....	6
	4.5 Requirement under The National Standard For Volunteer Involvement and <i>Vulnerable People (Background Checking)</i> <i>Act 2011</i> .....	6
5.	<b>Member Home Death.....</b>	<b>6</b>
6.	<b>Right of Appeal.....</b>	<b>6</b>
7.	<b>Appendices.....</b>	<b>7</b>
	7.1 Home Library Service Interview form.....	7-10



## 1. Introduction

The Home Library Service exists as an alternative service for people unable to access their local library due to special circumstances such as limited mobility, disability, or illness. Library staff selects resources as specified by the member's interests and needs, then delivers these resources on a weekly, fortnightly or monthly basis.

This policy conforms to the standard of service required under the Work, Health and Safety (WHS) Act 2011, the Library Amendment Act of 1992, Privacy and Personal Information Protection Act 1998 and the NSW Home Library Service State-wide Working Group.

A wide range of library materials, in a variety of formats, are available for loan and include:

1. Standard print fiction and non-fiction books;
2. Large print fiction and non-fiction books;
3. Books on compact disc – Talking Books;
4. Magazines;
5. Music on compact disc;
6. Inter Library Loan resources;
7. DVDs;
8. Playaways – E-audio Books; and
9. E-books on E-readers.

## 2. Home Library Service Eligibility

### 2.1 The Home Library Service provides:

- A personalised service to individuals who are unable to access the library because of illness, frailty or disability;
- Bulk loans to residential facilities; such as hostels, nursing homes and hospitals;
- Service to residents who provide full-time care; and
- A temporary service for residents convalescing.

### 2.2 No age restrictions apply.

### 2.3 The Home Library Service will be withdrawn if a member no longer meets the above eligibility criteria.

### 3. The Interview and Member Profile

Library staff will conduct the initial interview process at the Library or at the member's home.

#### 3.1 The Interview

Library staff will obtain personal details and individual requirements on:

- The type of resources required;
- The quantity of resources needed;
- Preferred genres, subjects and authors;
- Access for delivery;
- Relevant medical conditions; and
- Contact person(s) in case of an emergency.

A WHS Risk Assessment will be conducted at the initial interview with the Home Library Service client as a requirement under the Work, Health and Safety Act 2011. Annual (12 months) risk assessments are conducted for members.

A signed authorisation for library staff and/or volunteers to enter the member's place of residence/room or an alternative delivery point can be organised.

The member's information will be recorded and stored to allow library staff to accurately select member's reading selection.

All member information will be strictly confidential and stored in a secured location as per the Privacy and Personal Information Protection Act 1998.

### 4. Security and Work, Health and Safety (WHS)

Under the Work Health and Safety Act 2011, employers must ensure a safe work environment for their employees.

#### 4.1 WHS and Security Strategy

To help avoid potentially threatening situations when staff and/or volunteers are away from library premises the following precautions will be undertaken:

- A WHS Risk Assessment will be conducted at the initial member interview;

- A permission to enter clause will be signed at the initial interview or an alternative delivery arrangement organized, which may be subject to a separate risk assessment;
- Staff and volunteers will carry a mobile phone which is turned on at all times; and
- Staff and volunteers will wear an identification tag.

#### 4.2 Breach of WHS, and staff and/or volunteer safety

The Glen Innes Severn Public and TAFE Library reserve the right to withdraw the Home Library Service if a breach of safety or WHS occurs.

An example of a WHS / safety breach can be defined as but not limited to:

- Threatening pets;
- Harassment by home library service member or member of the household;
- Trip hazards or unsafe home environment;
- Abusive behaviour; and
- Inappropriate behaviour

Abusive behaviour can be defined as any behaviour that causes a person to be concerned about the actual or potential risk of violence associated with the comments or conduct of another person or persons.

#### 4.3 Staff and Volunteers

In the event of abusive behaviour:

- Stay Calm;
- Remove yourself and others from immediate conflict;
- Notify the Library Manager;
- Complete an Incident Report as soon as possible; and
- Give the Library Manager the incident report as soon as possible.

Staff and/or volunteers must report all incidents of WHS or safety breaches by completing an Incident Report as per the Glen Innes Severn Council's Workplace Injury and Incident Reporting Guidelines.

#### 4.4 Accident Reporting

Staff and volunteers need to report any accidents and injuries to the Library Manager and follow the Glen Innes Severn Council's Workplace Injury and Incident Reporting Guidelines to document the incident.

#### 4.4.1 Members

Where staff and volunteers observe an accident to a member during Home Library Service:

- Apply first aid if appropriate and qualified to do so;
- Contact the ambulance if required;
- Notify the member's emergency contact if needed or requested;
- Advise the Library Manager of the incident as soon as possible;
- Clearly document the incident in an Incident / Injury form; and
- Complete or revise the WHS checklist if appropriate.

#### 4.5 Requirement under The National Standards For Volunteer Involvement 2015 and *Vulnerable People (Background Checking) Act 2011*.

Staff and volunteers providing HLS service and deliveries will require a Police Certificate with no convicted offence, charged offence or pending criminal charge. This certificate will be checked every three years to enable continued participation in the service.

Permission will be gained from the potential volunteer and Council staff are required to undergo a Police Check on commencement of employment.

Information in regard to these checks will be confidentially stored in a secured location as per the requirements under the Privacy and Personal Information Protection Act 1998.

### 5. Member Home Death

When staff and volunteers discovers a member who has passed away in their place of residence:

- Call the police and ambulance immediately;
- Inform the Library Manager immediately;
- Try not to disturb the area or body in case of forensics; and
- Follow all police instructions.

When any traumatic incident occurs, staff and volunteers are encouraged to participate in Employees Assistance Program (EAP) counselling service debriefing.

### 6. Right of Appeal

A member has the right to appeal the withdrawal of Home Library Services by addressing a letter to the General Manager.

## 7 Appendices

### 7.1 Home Library Service Interview Form.



Glen Innes Severn Public & TAFE Library  
71 Grey Street Glen Innes NSW 2370  
Ph. 02 6730 2600  
Email: library@gisc.nsw.gov.au



## Home Library Service

### Section 1 – Home Library Member's Personal Details

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Nursing Home: \_\_\_\_\_

Gender ☐ Female ☐ Male DOB \_\_\_\_\_

Second Contact details in case of emergency – Friend/Family member

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

General Information as to why they are house bound.

☐ Hearing-impaired ☐ Visually impaired ☐ Illness

☐ Disability ☐ Other

Details \_\_\_\_\_

Do you require the Home Library service on a temporary or permanent basis?

☐ Temporary ☐ Permanent



Library Services Home Library Services Guidelines 2022 – 2025

8

## Section 2 – Home Library Member's Profile

### Delivery Schedule

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Other

Notes: \_\_\_\_\_

### Materials available for loan (Please tick items required)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Standard print</b>     | <input type="checkbox"/> Fiction   | <input type="checkbox"/> Non-Fiction                                  |
| <input type="checkbox"/> <b>Large print</b>        | <input type="checkbox"/> Fiction   | <input type="checkbox"/> Non-Fiction                                  |
| <input type="checkbox"/> <b>Talking books</b>      | <input type="checkbox"/> Compact Disc<br><input type="checkbox"/> Fiction  | <input type="checkbox"/> Non-Fiction                                  |
| <input type="checkbox"/> <b>Playaways</b>          | <input type="checkbox"/> Fiction   | <input type="checkbox"/> Non-Fiction                                  |
| <input type="checkbox"/> <b>Music</b>              | <input type="checkbox"/> Compact Disc  |   |
| <input type="checkbox"/> <b>Magazines</b>          |  |   |
| <input type="checkbox"/> <b>Ebooks on Ereaders</b> | <input type="checkbox"/> Current Best Sellers<br><input type="checkbox"/> Science Fiction/Fantasy<br><input type="checkbox"/> Paranormal Romance | <input type="checkbox"/> Mystery<br><input type="checkbox"/> Classics |
| <input type="checkbox"/> <b>DVDs</b>               | <input type="checkbox"/> TV Series<br><input type="checkbox"/> Documentary   | <input type="checkbox"/> Movies                                       |

Number of resources required \_\_\_\_\_

Home Library Member's Likes and Dislikes, Authors and Genre required.

---



---

Do you require the library staff or volunteers to enter your residence/room to deliver your requested items?

☐ Yes ☐ No

Or do you require the library staff or volunteers to deliver to your front door?

☐ Yes ☐ No

Authorisation for Library staff or volunteers to enter the home library member's place of residence/room.

I \_\_\_\_\_, the owner and /or occupier of \_\_\_\_\_, give permission for any duly authorised

Library representative to enter the premises named for the purpose of delivering library services.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Section 3 - Risk Assessment**

**Parking**    ☐    Main Street    ☐    Quiet Street    ☐    Parking Lot

**Residence/Yard/Nursing Home Room**

**Animals**                      ☐    Dog                      ☐    Cat                      ☐    Other

**Physical description**    ☐    One Storey    ☐    Two Storey    ☐    Steps

☐    Residence    ☐    Nursing home

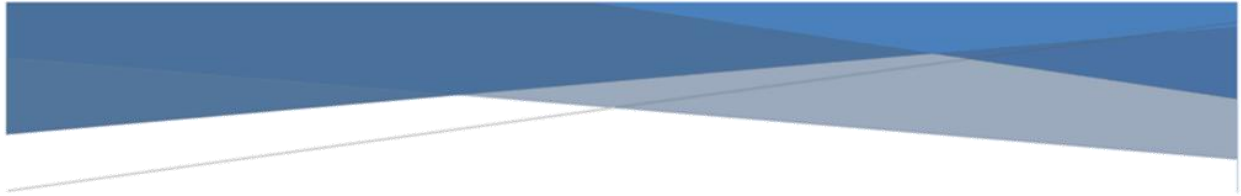
**Inside Residence**    ☐    Trip hazards    ☐    Other

**General notes****Withdrawal of Service**

The Glen Innes Severn Public and TAFE Library reserve the right to withdraw the service if a breach of staff and/or volunteer safety occurs.

Discussions should be entered into with both parties to find an alternative.

If no alternative can be found then the library may withdraw from the home library service if there is an ongoing risk to staff and/or volunteer safety.



# **Draft** Records Management Policy

Item 7.16

Annexure A

## DOCUMENT AUTHORISATION

<b>RESPONSIBLE OFFICER:</b>		RECORDS SUPERVISOR			
<b>REVIEWED BY:</b>		MANEX			
<b>REVIEW DUE DATE:</b>		March 2025			
<b>VERSION NUMBER:</b>		7			
<b>DOCUMENT NUMBER:</b>					
<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>APPROVED / ADOPTED BY:</b>
7	24/03/2022	TBC	Adjustments to fit Council's updated Policy Template. Update to Legislation requirements and other relevant documentation.	Records Supervisor	Council
6	28/03/2019	29.03/19	Update to Legislation requirements. Minor formatting updates.	Records Supervisor	Council
5	26/05/2016	14.05/16	Inclusion of requirements for Managers and Contractors, External Service Providers and Outsourced functions.	Records Supervisor	Council

**Note:** Document Control continued at Appendix A

.....  
General Manager

.....  
Date



## ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul 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

~~An organisation's Records are its corporate memory, providing evidence of actions and decisions and representing a vital asset in the support of daily functions and operations.~~

~~Sound Records Management~~ The purpose of this policy is to support ~~policy formation and~~ managerial decision-making, protect the interests of Government, and the rights of employees, customers and ~~the community. ratepayers. It also helps organisations to make good use of precedents and organisational experience.~~

Records Management supports consistency, continuity, efficiency and productivity in program delivery, management and administration.

~~Glen Innes Severn Council (Council) is committed to meeting its responsibilities under the State Records Act 1998 by implementing best practice in its Records Management Practices and Systems. All practices and procedures concerning Records Management within Council are to be in accordance with this Policy and the Glen Innes Severn Council Records Management Information and Procedures Manual.~~

## APPLICABILITY

~~This policy applies to all Council staff, Councillors, contractors and volunteers for records in all formats, including electronic records.~~

## OUTCOMES

- Ensure the creation and maintenance of Records with appropriate evidential characteristics by establishing a framework and accountabilities for Records Management;
- Ensure that Council's Records Management Program provides timely and comprehensive information to meet operational business needs and community expectations; and
- Ensure the preservation of Council's 'corporate memory' through sound record keeping practices and the accurate capture of information to meet legal, evidential and accountability requirements.

## ROLES AND RESPONSIBILITIES

Council is responsible for the protection, safe custody and return of all State Records under its control, ensuring accessibility to all equipment or technology dependent records.

This Policy will be communicated to all new employees that are affected by it as part of their induction. ~~It is issued under the authority of the General Manager and will be reviewed and amended as required in consultation with Directors, Managers and Staff of Council.~~

~~As Records Management is identified as a corporate role of Council, the Records Management Program is organisationally located under the directorate of Corporate and Community Services. This ensures that the Records Management Program achieves an organisation wide focus, as the Director of Corporate and Community Services is a key member of Council's MANEX team.~~

#### **General Manager**

The General Manager is responsible for ensuring that Glen Innes Severn Council complies with the regulations and requirements of the *State Records Act 1998*. ~~external record keeping standards and is also responsible for internal practices the regulations and requirements of the Act~~

#### **Director of Corporate and Community Services**

The Director of Corporate and Community Services ~~has corporate responsibility for the oversight of records and information management. is responsible for the implementation of this Policy.~~

#### **Managers**

Managers are responsible for:

- Ensuring staff comply with the Records Management Policy and Procedures;
- Ensuring staff are trained in the Corporate Document Management System (ECM);
- Ensuring staff are aware of their recordkeeping responsibilities;
- Ensuring staff are aware that Council records and information are to be used only for business purposes;
- Informing the Records Supervisor of any staff changes so that security and access controls for the system can be maintained;
- Ensuring that contracts with service providers contain records management clauses; and
- Demonstrating that they have considered that there are records and information management requirements when they move to a new service environment, develop new work processes, systems or services or improve on existing work processes, systems or services. ~~During this process~~ Managers ~~should must~~ consult with the Records Supervisor to ensure that sufficient records and metadata will be captured.

#### **Records Supervisor / Records Staff**

The Records Supervisor is operationally responsible for:

- Establishing Records Management Policies and Procedures for the organisation as a whole;
- Establishing Corporate Standards for Records Management;

- The efficient day to day management of Council's Records (physical and electronic);
- Implementing sound record keeping principles and Records Management best practice guidelines;
- Effective management and system administration of Council's primary record keeping system – ECM;
- Assisting other staff members to fulfill their Record keeping responsibilities through advice and training;
- Keeping track of legislative changes relating to Record keeping and reporting such changes to the Director of Corporate and Community Services;
- Implementing this Policy and all other record keeping plans, procedures and strategies; and
- Monitoring and reviewing the implementation process of all Records Management Policies and Programs.

#### All Staff

~~As public sector employees, all~~ All staff are to be made aware of Record keeping requirements that affect the performance of their duties. Staff are responsible for:

- Making Records to support the conduct of their business activities;
- Capturing Records in any format, including electronic documents and electronic messages, into Council's record keeping systems;
- Following authorised procedures for Records Management functions;
- Learning how and where Records are kept within Council;
- Not alienating, relinquishing control over, or destroying Records of Council without proper authority to do so;
- Handling hard copies of Records with care and respect and in a sensible manner, to avoid damaging them with a view to prolonging their life span;
- Being aware of Records Management Procedures; and
- Not eating or drinking near records or in Records storage areas.

Staff members also have several obligations addressed in the Glen Innes Severn Council Code of Conduct for Council Staff concerning records:

- **Part 8** - Access to Information and Council Resources.

#### CONTRACTORS, EXTERNAL SERVICE PROVIDERS AND OUTSOURCED FUNCTIONS

All records created by contractors performing work on behalf of Council belong to Council and are covered under the *State Records Act 1998*. This includes the records of contract staff working on the premises as well as external service providers.

Contracts will clearly state that ownership of records resides with Council, and instructions regarding creation, management, and access to the records created.

Where Council is contracted or part of a joint venture with State or Federal Departments, Council will comply with the relevant disposal schedules applicable to those jurisdictions.

## POLICY STATEMENT

The *State Records Act 1998* requires public officers to 'make and keep full and accurate records' of their business activities. Council is committed to meeting its responsibilities under the Act by implementing best practice in its records management.

Glen Innes Severn Council recognises that records are a vital asset to:

- Facilitate information accessibility, and enhance business by supporting service delivery, management and administration;
- Deliver customer services in an efficient, fair and equitable manner;
- Provide evidence of actions and precedents for future decision making; and
- Protect the rights and interests of Council, its staff and the community.

## LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *State Records Act 1998* (NSW) – including standards and retention and disposal authorities issued under the Act;
- *Government Information (Public Access) Act 2009*;
- *Privacy and Personal Information Protection Act 1998*;
- *Health Records and Information Privacy Act 2002*;
- *Public Interest Disclosures Act 1994 (PID Act)*;
- *Environmental Planning and Assessment Act 1979*;
- *State Records GA39: General Retention and Disposal Authority Local Government Records*;
- *State Records GA45: General Retention and Disposal Authority Original or Source records that have been copies*;
- *State Archives and Records NSW Standard on Records Management 2015*;
- *State Archives and Records NSW Standard on the Physical Storage of State Records*;
- *Evidence Act 1995* (NSW); and
- ~~*Public Finance and Audit Act 1983 and Treasurer's Directions*~~;
- *Local Government Act 1993*;
  - s412 *Accounting Records*;
  - s664 *Disclosure and misuse of information*;
  - s665 *False and misleading information*; and



*s666 Wilful destruction of documents.*

• ~~Australian Standards –~~

~~–AS ISO 15489.1– 2017 Records Management – Part 1: General; Other relevant legislation.~~

**Relevant Council Policies and Procedures include:**

- Code of Conduct for Council Staff;
- Privacy Management Plan; and
- Records Management Information and Procedures Manual

**VARIATION AND REVIEW**

The Records Management Policy will be reviewed every 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:
4	27/02/2014	14.02/14		Records Supervisor	Council
3	22/09/2011	14.09/11		Records Supervisor	Council
2	24/09/2009	14.09/09		Records Supervisor	Council
1	22/03/2007	8.03/07		Records Supervisor	Council

DRAFT

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020								
PROJECT	WORKS	STATUS AS AT 28 February 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
<b>SRV PROGRAM</b>	<b>Budget:</b>		<b>\$160,000</b>	<b>\$310,000</b>	<b>\$308,027</b>			
Local Sealed Road	Dumaresq Street Extension	Project complete.	\$160,000	\$310,000	\$308,027	100.00%		15/12/2021
<b>GENERAL FUND PROJECT(GENERAL WORKS)</b>	<b>Budget:</b>		<b>\$280,000</b>	<b>\$280,000</b>	<b>\$280,000</b>			
Quarry New Building and Weighbridge		Works funded in this financial year are complete.	\$280,000	\$280,000	\$280,000	100.00%		30/07/2021
<b>GENERAL FUND Project (OTHER GRANTS &amp; CONTRIBUTIONS)</b>	<b>Budget:</b>		<b>\$2,549,929</b>	<b>\$6,925,438</b>	<b>\$3,963,768</b>			
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 May 2022. December (QRB) submitted for additional works undertaken on Sports Stadium.	\$1,889,254	\$6,264,763	\$3,335,387	50.00%	30/06/2022	
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. Overspend is currently being investigated.	\$90,000	\$90,000	\$117,021	90.00%	30/06/2022	
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	\$63,330	5.00%	30/6/2022	
SCC: Upgrade Mead Park	Fully Funded	Amenities completed. Levelling, top dressing and seeding of new playing fields is in progress. Delays due to wet weather, extended to April.	\$470,675	\$470,675	\$448,030	95.00%	30/04/2022	
<b>SUB TOTAL 2019-2020</b>			<b>\$2,989,929</b>	<b>\$7,515,438</b>	<b>\$4,551,795</b>			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
PROJECT	WORKS	STATUS AS AT 28 February 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
<b>BRIDGE RENEWAL PROGRAM GRANT AND SECTION 94 CONTRIBUTIONS</b>	<b>Budget:</b>		<b>\$3,700,000</b>	<b>\$3,700,000</b>	<b>\$2,021,778</b>			
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%	30/06/2022	
	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. Delays continue to be experienced due to wet weather and contractors being diverted to other emergency repairs.	\$2,300,000	\$2,300,000	\$1,679,684	80.00%	30/05/2022	
<b>GLEN INNES AGGREGATES SURPLUS PROJECTS</b>	<b>Budget:</b>		<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>			
Kerb & Gutter Renewal		Project at Karinya complete.	\$40,000	\$40,000	\$40,000	100.00%		30/07/2021
<b>SEWER FUND RENEWALS</b>	<b>Budget:</b>		<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>			
Sewer Mains Renewal – Sewer Funds	Sewer Mains Renewal	This project commenced in April, the second round of relining has started, however has been delayed due to Covid-19 and contractor being located in Queensland. Contractor plans on being onsite to commence cleaning and CCTV of sewer lines in preparation for relining by early April.	\$320,000	\$320,000	\$320,000	85.00%	30/06/2022	
<b>WATER FUND RENEWALS</b>	<b>Budget:</b>		<b>\$161,000</b>	<b>\$161,000</b>	<b>\$161,000</b>			
	Installation of Automated W/M Reading	Contractor has been procured. Project underway. Budget to be used from 2020/2021 first. Data migration is underway. Project team scheduled to be onsite in early April to start installation works.	\$161,000	\$161,000	\$161,000	10.00%	30/05/2022	
<b>WASTE RESERVE PROJECTS</b>	<b>Budget:</b>		<b>\$284,065</b>	<b>\$284,065</b>	<b>\$71,075</b>			
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 2021/2022 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 2022. A quotation has been received for the extension of the landfill.	\$284,065	\$284,065	\$71,075	70.00%	30/06/2022	
<b>PLANT &amp; EQUIPMENT ACQUISITION</b>	<b>Budget:</b>		<b>\$138,700</b>	<b>\$138,700</b>	<b>\$105,936</b>			
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 28 February 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
<b>GENERAL FUND Project (GENERAL WORKS)</b>	<b>Budget:</b>		<b>\$690,000</b>	<b>\$683,381</b>	<b>\$546,797</b>			
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	\$247,257	40.00%	16/12/2022	
Parks & Gardens - Solar Lighting Emmaville Caravan Park and Pool area		Lights on-site pending installation by Electrician. There will be five (5) lights along the street and a further three (3) installed within the Caravan Park by December 2021. The completion date has now been moved forward to start of November 2021. All works Completed. Quarterly Budget Review to be completed 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, Quarterly Budget Review to be completed in March to cover for overspend at Emmaville Pool.	\$30,000	\$23,190	\$21,369	100.00%		31/12/2021
Parks & Gardens - Shelter, Tank and BBQ Emmaville Pool		Project 95% completed. BBQ to be installed and \$4,000 contribution has been invoiced to the Emmaville Swimming Club for contribution to the over Project of the project. Shelter, tank and table have been installed. BBQ to be fully installed by the start of November 2021. Quarterly Budget Review to be completed in March to cover for overspend.	\$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%	31/01/2022	
Cemetery Upgrade		The two (2) beams have now been poured and backfilled and are being used. Roadworks complete. Construction of the new toilet has commenced with works to be completed by the end of November 2021. Building installed awaiting finalised plumbing and access ramp to be completed.	\$200,000	\$200,000	\$143,638	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 commenced and is on target for completion prior to 30 November 2021. A September QBR has been completed for the over expenditure.	\$50,000	\$53,381	\$53,381	100.00%	31/01/2022	
<b>GENERAL FUND Project (OTHER GRANTS &amp; CONTRIBUTIONS)</b>	<b>Budget:</b>		<b>\$855,000</b>	<b>\$855,000</b>	<b>\$609,578</b>			
Drought Communities Grant	Grey Street Upgrade	Project complete. Budget will be adjusted in March QBR.	\$175,000	\$175,000	\$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 February with works now commenced 1 March.	\$380,000	\$380,000	\$146,005	10.00%	30/06/2022	
Covid-19 Transport Grant (Local Roads and Community Infrastructure)	Polhill Road Rehabilitation as per Council resolution 35 09/20	Project complete. Budget will be adjusted in December QBR.	\$300,000	\$300,000	\$296,857	100.00%		30/7/2021
<b>SUB TOTAL 2020-2021</b>			<b>\$6,188,765</b>	<b>\$6,182,146</b>	<b>\$3,876,164</b>			

CAPITAL WORKS PROGRAM 2021/2022								
PROJECT	WORKS	STATUS AS AT 28 February 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
<b>ROADS TO RECOVERY (RTR)</b>			<b>\$878,768</b>	<b>\$858,768</b>	<b>\$233,604</b>			
Unsealed Roads Re-sheeting	Rangers Valley Road	Project completed. A December QBR has been submitted to divert unexpended budget to other projects	\$285,622	\$265,622	\$233,604	100.00%		30/9/2021
	Illparran Road	Project not yet commenced. Planned to source material from Wattle Vale quarry in April-June.	\$132,992	\$132,992	\$0	0.00%	30/6/2022	
	Jenkins Road	Project not yet commenced. Planned to source material from Wattle Vale quarry in April-June.	\$75,154	\$75,154	\$0	0.00%	30/6/2022	
	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%	30/6/2022	
<b>REGIONAL ROADS</b>			<b>\$620,000</b>	<b>\$620,000</b>	<b>\$82,899</b>			
Regional Roads Block Grant	Emmaville Road segment 180	Design is complete. Project is underway.	\$312,000	\$312,000	\$78,384	25.00%	30/04/2022	
Regional Road Bitumen Resealing Program		Reseal program has been identified. Works will be timed to coincide with sealing of Emmaville Road construction project.	\$100,000	\$100,000	\$0	0.00%	30/04/2022	
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	5.00%	30/3/2022	
Traffic Facilities		Signage has been installed on Waterloo Bridge and corner on Waterloo Road. Quotations have been called for guardrail renewal on Rangers Valley Road.	\$70,000	\$70,000	\$4,515	5.00%	30/6/2022	
<b>BRIDGE RENEWAL PROGRAM GRANT AND SECTION 94 CONTRIBUTIONS</b>			<b>\$2,395,000</b>	<b>\$2,395,000</b>	<b>\$137,605</b>			
Local Bridges - Bridge Renewal Program	5310 Ten Mile Road, Rockadooie Creek	Project complete. Budget will be reduced to match expenditure in the December QBR.	\$50,000	\$50,000	\$46,524	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	\$46,434	5.00%	30/6/2022	
	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	\$44,647	5.00%	30/6/2022	
<b>GLEN INNES AGGREGATES SURPLUS PROJECTS</b>			<b>\$300,000</b>	<b>\$300,000</b>	<b>\$209,967</b>			
Quarry Development	Quarry Office Relocation	The weighbridge is built and the office near complete. A microwave link has been installed to provide communication with Council facilities. The next step is to install access pipe culverts with widening to Shannonvale Road and this work is underway. Additional funds will be transferred from the Wattle Vale establishment budget in the March QBR.	\$100,000	\$200,000	\$209,967	75.00%	31/4/2022	
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	\$100,000	\$0	0.00%	30/06/2022	
<b>STORMWATER/DRAINAGE</b>			<b>\$145,000</b>	<b>\$145,000</b>	<b>\$20,708</b>			
Renew Drainage – Drainage Charge Reserve	Stormwater Renewals - Glen Innes	Works are planned to be undertaken in Grafton Street as soon as weather permits by the bridge team. Procurement of materials is underway.	\$145,000	\$145,000	\$20,708	0.00%	31/04/2022	
<b>SEWER FUND RENEWALS</b>			<b>\$546,972</b>	<b>\$556,972</b>	<b>\$229,086</b>			



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 contractor availability. Contractor plans on being onsite to commence cleaning and CCTV of sewer lines in preparation for relining by early April.	\$536,972	\$546,972	\$224,355	0.00%	30/6/2022	
	Sewer - New Mains (Private Works)	Minor work carried out.	\$8,000	\$8,000	\$2,886	25.00%	30/6/2022	
	Sewer - New Services (Private Works)	Minor work carried out.	\$2,000	\$2,000	\$1,844	90.00%	30/6/2022	
<b>WATER FUND RENEWALS</b>			<b>\$1,360,000</b>	<b>\$1,332,000</b>	<b>\$765,271</b>			
Water Mains Renewal	Water - Capital Renewal	Components have been purchased for the Oliver Street Main upgrade, and work is underway. Water main upgrade works at the northern end of Church Street have been completed.	\$651,532	\$651,532	\$142,294	20.00%	30/6/2022	
	Water - Capital New assets	Budget has been increased through December QBR process. New mains added at Blue Hills tank to address pressure issues.	\$3,468	\$40,000	\$31,044	75.00%	30/6/2022	
	Water - New Services	Budget has been transferred to Capital New Assets in QBR process. Costs will be journalled to this number.	\$5,000	\$0	\$195	0.00%	30/6/2022	
	Water - New Water Reservoir Design	This budget has been adjusted with the latest QBRs and will be reassessed after the IWCM plan is complete.	\$100,000	\$40,468	\$0	0.00%	30/6/2022	
	Water - Automated Water Meter Reading	Contractor has been procured. Project underway. Budget to be used from 2020/2021 first. Data migration is underway. Project team scheduled to be onsite in early April to start installation works.	\$600,000	\$600,000	\$591,738	5.00%	30/6/2022	
<b>PLANT &amp; EQUIPMENT ACQUISITION</b>			<b>\$644,814</b>	<b>\$645,742</b>	<b>\$583,080</b>			
Heavy Plant Replacement Program	4 x 4 Light Rigid Truck	Plant Number - 1121, Trade Value - \$22,727, Purchase price - \$130,000 - Initial investigations commenced.	\$107,273	\$107,273	\$0	0.00%	1/03/2022	
	Tag Trailer for New Skid Steer	Completed. Budget will be reduced to match expenditure in the December QBR.	\$30,000	\$30,000	\$18,091	100.00%		1/10/2021
	LCSS - Light Vehicle	Plant Number - 1504, Trade Value - \$3,733, Purchase price - \$36,000 - Order has been placed.	\$32,227	\$32,227	\$30,444	5.00%	30/03/2022	
	4 x 4 Crewcab with canopy	Plant Number - 1532, Trade Value - \$6,545, Purchase price \$43,000 - Procurement is underway. Vehicle has been ordered.	\$36,455	\$36,455	\$37,631	5.00%	30/03/2022	
	Leaseback Category 2 Vehicle	Plant Number - 1534, Trade Value - \$6,773, Purchase price - \$50,000 - Vehicle has been ordered.	\$43,227	\$43,227	\$45,482	0.00%	1/03/2022	
	Leaseback Category 3 Vehicle	Plant Number - 1552, Trade Value - \$36,227, Purchase price - \$40,000 - Project not yet commenced.	\$3,773	\$3,773	\$0	0.00%	1/03/2022	
	Leaseback Category 1 Vehicle	Completed. Budget will be reduced to match expenditure in the December QBR.	\$22,682	\$22,682	\$16,605	100.00%		8/09/2021
	Leaseback Category 3 Vehicle	Plant Number - 1572, Trade Value - \$36,227, Purchase price - \$40,000 - Vehicle ordered. Budget increase has been requested in December QBR.	\$3,773	\$3,773	\$33,866	0.00%	1/03/2022	
	LCSS - Light Vehicle	Plant Number - 1579, Trade Value - \$2,318, Purchase price - \$36,000 - Vehicle has been ordered.	\$33,682	\$33,682	\$36,815	0.00%	1/03/2022	
	LCSS - Light Vehicle	Plant Number - 1580, Trade Value - \$4,545, Purchase price - \$36,000 - Vehicle has been ordered.	\$31,455	\$31,455	\$30,443	0.00%	1/03/2022	
	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	Plant Number - 2504, Trade Value - \$36,227, Purchase price - \$40,000 - Project not yet commenced.	\$3,773	\$3,773	\$0	0.00%	1/03/2022	
	4 x 4 Crewcab Chassis	Plant Number - 2508, Trade Value - \$7,046, Purchase price - \$41,000 - Procurement is underway. Vehicle has been ordered.	\$33,954	\$33,954	\$36,986	90.00%	30/11/2021	

	4 x 4 Crewcab Chassis	Plant Number - 2510, Trade Value - \$6,364, Purchase price - \$41,000 - Procurement is underway. Vehicle has been ordered.	\$34,636	\$34,636	\$36,986	90.00%	30/11/2021	
	LCSS - Maintenance 4 x 4 Space Cab	Plant Number - 2513, Trade Value - \$6,346, Purchase price - \$40,000 - Procurement is underway. Vehicle has been ordered.	\$33,634	\$33,634	\$36,029	0.00%	1/03/2022	
	4 x 4 Crewcab Chassis	Plant Number - 2516, Trade Value - \$14,545, Purchase price - \$41,000 - Procurement is underway. Vehicle has been ordered.	\$26,455	\$26,455	\$36,986	90.00%	30/03/2022	
	Leaseback Category 3 Vehicle	Completed.	\$3,773	\$7,701	\$7,700	100.00%		30/09/2021
	LCSS - Light Vehicle	Plant Number - 2547, Trade Value - \$18,227, Purchase price - \$36,000 - Vehicle has been ordered.	\$17,773	\$17,773	\$30,443	90.00%	30/03/2022	
	4 x 4 Single C/C	Plant Number - 2548, Trade Value - \$9,545, Purchase price - \$37,000 - Vehicle has been ordered.	\$27,455	\$27,455	\$37,313	90.00%	30/03/2022	
	LCSS - Light Vehicle	Plant Number - 2572, Trade Value - \$5,545, Purchase price - \$36,000 - Vehicle has been ordered.	\$30,455	\$30,455	\$36,815	90.00%	30/03/2022	
New Plant Program	New Electric Vehicle	Complete Budget will be reduced to match expenditure in the December QBR.	\$48,359	\$48,359	\$37,446	100.00%		30/11/2021
<b>GENERAL FUND PROJECT (GENERAL WORKS)</b>			<b>\$857,480</b>	<b>\$821,099</b>	<b>\$31,612</b>			
Finance: Project Jigsaw Open Office Implementation		Planning and Data Migration in progress. Stage 1 Go Live is expected in June 2022.	\$476,825	\$476,825	\$0	20.00%	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	\$0	\$0	0.00%	0/01/1900	
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		December QBR has been approved. Setting has been ordered, expected delivery in March.	\$2,000	\$4,000	\$0	50.00%	30/04/2022	
LCSS: Air conditioner Units x 2		Installation completed and accounts paid, savings adjusted in December QBR.	\$5,000	\$3,000	\$4,379	100.00%		17/12/2021
LCSS: Skillion Carport		Staff are seeking quotations with a view to purchase and erect prior to year end.	\$12,763	\$12,763	\$0	10.00%	30/06/2022	
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		Quotations currently being obtained for new covered seating.	\$76,000	\$84,619	\$0	0.00%	31/01/2022	
CBD Roundabout Landscaping		Preliminary design work underway.	\$60,000	\$60,000	\$0	0.00%	30/03/2022	
Upgrade Signage		Project not yet commenced.	\$30,000	\$30,000	\$12,981	0.00%	30/03/2022	
Upgrade Electricity Dumaresq Street Industrial Estate		Not commenced - Pending completion of roadworks.	\$85,000	\$85,000	\$3,325	0.00%	30/06/2022	
Community Notice Board - Glencoe		Project not yet commenced.	\$5,000	\$5,000	\$0	0.00%	31/12/2021	
<b>GENERAL FUND PROJECT (INFRASTRUCTURE PROJECTS)</b>			<b>\$1,768,639</b>	<b>\$1,718,639</b>	<b>\$375,750</b>			
Heavy Patching Program		Works completed on Maybole Road, Red Range Road, Rangers Valley Road. Works underway on Blue Hills Road.	\$993,639	\$993,639	\$290,030	30.00%	30/06/2022	

Roads of Strategic Importance Council Contribution	Bald Nob Upgrade Stage 2	Grant funding arrangement has now been received and the milestones for delivery under the agreement are being finalised. Project will be delivered in a staged manner over the next two financial years.	\$560,000	\$560,000	\$0	0.00%	30/06/2024	
New Cycleways/Shared Path		Project has been removed via September QBR.	\$50,000	\$0	\$0	0.00%	30/06/2022	
Kerb & Gutter Renewal		Works completed in Grey Street near Kannya.	\$40,000	\$40,000	\$31,755	100.00%		19/08/2021
Causeway Renewal		Works completed on renewal of causeway at Confectioners Creek on Shaws Road.	\$100,000	\$100,000	\$53,965	50.00%	30/03/2022	
Footpath Renewal		Works scoped for upgrades associated with requests from Access Committee. Works planned to be completed by May 30.	\$25,000	\$25,000	\$0	0.00%	30/05/2022	
<b>GENERAL FUND PROJECT (OTHER GRANTS &amp; CONTRIBUTIONS)</b>			<b>\$7,947,778</b>	<b>\$7,947,778</b>	<b>\$787,485</b>			
Safer Roads Grant	Bald Nob Segment 20	Project commenced with prior year budget to be used first.	\$586,500	\$586,500	\$0	0.00%	30/06/2022	
Roads of Strategic Importance	Bald Nob Upgrade Seg 25	Documentation for the creation of the funding deed has been submitted.	\$1,240,000	\$1,240,000	\$815	0.00%	30/06/2023	
Roads of Strategic Importance	Bald Nob Upgrade Seg 30	Documentation for the creation of the funding deed has been submitted.	\$1,240,000	\$1,240,000	\$0	0.00%	30/06/2023	
Local Roads and Community Infrastructure Grant	Mt Slow Gravel Resheeting	Minor works commenced.	\$296,000	\$296,000	\$1,565	0.00%	30/06/2022	
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%	30/06/2023	
Local Roads and Community Infrastructure Grant	Kangaroo Flat and Swamp Oak Roads	Project continuing but delayed by wet weather. Approximately 2km completed.	\$440,000	\$440,000	\$22,493	5.00%	30/03/2022	
Fixing Local Roads	Lang Street/Furracabad 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	\$96,202	1.00%	30/05/2022	
Fixing Local Roads	Round 2 New Bitumen Seals	Sealing of Maybole Road, Yarraford Roads and Mt Mitchell Road completed. West Furracabad Road completed first 2.5km. The program will resume in cooler months next winter.	\$3,019,278	\$3,019,278	\$666,410	0.00%	30/06/2022	
<b>SUB TOTAL 2021-2022</b>			<b>\$17,464,451</b>	<b>\$17,340,998</b>	<b>\$3,457,067</b>			

CAPITAL WORKS PROGRAM REVOTES								
PROJECT	WORKS	STATUS AS AT 28 Febuary 2022	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
<b>SRV PROGRAM</b>			<b>\$573,546</b>	<b>\$573,546</b>	<b>\$500,154</b>	<b>87.20%</b>		
Intersection Upgrade	Wattle Vale Quarry	Quotations have been obtained for full service contract to be supervised by Transport for NSW. The contractor has been engaged and is finalising project planning for expected delivery during March/April.	\$573,546	\$573,546	\$500,154	5.00%	30/6/2022	
<b>ROADS TO RECOVERY (RTR)</b>			<b>\$444,063</b>	<b>\$464,063</b>	<b>\$0</b>	<b>0.00%</b>		
Unsealed Roads Re-sheeting	Shannon Vale Road	Preliminary drainage repairs have progressed with 50% of pipes replaced under flood recovery funding. Weather permitting the project is planned to be undertaken during March/April.	\$444,063	\$464,063	\$0	0.00%	30/05/2022	
<b>FIXING COUNTRY BRIDGES</b>			<b>\$281,017</b>	<b>\$281,017</b>	<b>\$207,837</b>	<b>139.35%</b>		
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. Council has called unsuccessfully for tenders for the supply of precast bridge components and has resolved to call tenders a second time.	\$199,142	\$149,142	\$110,392	5.00%	30/6/2022	
	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. Design underway by external supplier SMEC. This project will require additional budget allocation in the March QBR.	\$81,875	\$131,875	\$97,444	5.00%	30/6/2022	
<b>SUB TOTAL 2021-2022</b>			<b>\$1,298,626</b>	<b>\$1,318,626</b>	<b>\$707,990</b>			

## **Minutes 2022 AGM**

### **Emmaville Mining Museum**

**17th February 2022**

**Present:** Ron Jillett, Margaret Haar, Rob Banham, Margaret Lynn, Mark Green, Heather Green, Bill Johnson, Adella Brown, Evan Brown

**Apologies:** Danny Andrews

**Previous Minutes:** Minutes of the 2021 AGM were read.

That the previous minutes be accepted as a true record: Moved: Margaret Haar,  
Seconded: Ron Jillett, Carried

**Business Arising:** Nil

**Correspondence:** Nil

**President's Report:** The President presented his annual report (copy attached)

That the Presidents report be accepted: Moved: Ron Jillett. Seconded: Bill Johnson. Carried.

**Election of Office Bearers:** The President thanked all Committee members for their hard work throughout the year, and declared all positions vacant. Rob Banham was appointed returning officer, and Ron vacated the chair.

**President:** Nominee: Ron Jillett, nominated: Margaret Haar, seconded: Bill Johnson. Ron indicated his willingness to accept the position. As there were no other nominees, Ron was elected unopposed.

**Vice President:** Nominee: Bill Johnson, nominated: Margaret Haar, seconded: Ron Jillett. Bill indicated his willingness to accept the position. As there were no other nominees, Bill was elected unopposed.

**Secretary:** Evan Brown, nominated: Dell Brown, seconded: Margaret Lynn. Evan indicated his willingness to accept the position. As there were no other nominees, Evan was elected unopposed.

**Treasurer:** Nominee: Evan Brown, nominated: Margaret Lynn, seconded, Dell Brown. Evan indicated his willingness to accept the position. As there were no other nominees, Evan was elected unopposed.



**Publicity Officer:** Nominee: Rhonda Bombell, nominated: Evan Brown, Seconded: Dell Brown. Rhonda was not present at the meeting, but had previously indicated her willingness to accept the position. As there were no other nominees, Rhonda was elected unopposed.

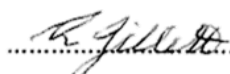
**Committee:** The following applicants make up the balance of the Committee: Margaret Lynn, Adella Brown, Danny Andrews, Margaret Haar, Angela Judge, Heather Green, Mark Green

Following the election of Committee members, the President, Ron Jillett, resumed the chair. He thanked all Committee members for re nominating, and thanked the Council representatives for their attendance and input.

**General Business:** 1) Banking signatories for 2022 to be Ron Jillett (President), Evan Brown (Secretary / Treasurer) and Bill Johnson (Vice President) Moved: Margaret Haar, seconded, Margaret Lynn, carried.

2) Next AGM to be held February 16th 2023.

There being no further business the meeting was declared closed at 4.15 pm.

.....

(President)

.....

(Secretary)

**ANNUAL GENERAL MEETING**  
**Glen Innes Saleyards Advisory Committee**  
**9 February 2022**

**Meeting commenced 4:20 pm**

**PRESENT:**

Councillor Carol Sparks (Chair), Mayor Robert Banham, Craig Bennett (General Manager), Kane Duke (Acting Director of Development, Planning and Regulatory Services), Aaron Campbell (Saleyards Manager), Shad Bailey (Colin Say & Co), Chris Alt (Elders), Terry te Velde (Newberry te Velde Carriage) Nick Lehman (Stocktrans), Peter Trow and Kimberley Wilkins (minutes).

**APOLOGIES:**

Mr Lyle Perkins

**WELCOME**

Councillor Carol Sparks welcomed everyone to the AGM of the Glen Innes Saleyards Advisory Committee.

**ELECTION OF COMMITTEE:**

The Committee shall comprise the following membership:

- Three (3) Councillor representatives;
- Three (3) landholder representatives;
- One (1) Transport / carrier representatives;
- One (1) representative from each of the four selling agents located in Glen Innes, who use the Saleyards; and
- Council staff including Saleyards Manager, Director of Development, Planning & Regulatory Services and a minute secretary.

**NOMINATIONS**

Nominations for the Saleyard Committee were received as follows:-

**Councillor Representatives**

The two (2) Councillor Representatives; Councillor Carol Sparks & Mayor Rob Banham have been nominated by Council at the Ordinary meeting held on 11 January 2022.

**Landholder Representatives**

One (1) landholder representative nomination from Peter Trow.

A landholder vacancy exists and will be expected to be filled before the next meeting.

**MOTION:** That the nominations for the one (1) landholder representative be accepted.

**Moved:** Chris Alt

**Seconded:** Nick Lehman

**Carried**

**Transport Representative**

Transport / carrier representatives nomination received from Nick Lehman (Stocktrans)

**MOTION:** That the nominations for one (1) Transport representative be accepted.

**Moved:** Chris Alt

**Seconded:** Nick Lehman

**Carried**

---

.....  
**Chairperson**

.....  
**Date**

# **Agent Representative**

One (1) representative from each of the four (4) selling agents located in Glen Innes, who use the Saleyards form part of the Committee. This includes a representative from Colin Say & Co, Nutrien (previously known as Landmark), Elders & Newberry te Velde Cariage.

One (1) nomination received from Shad Bailey (Colin Say & Co).

One (1) nomination received from Chris Alt (Elders Glen Innes)

One (1) nomination received from Terry te Velde (Newberry Cariage te Velde)

**ACTION:** Correspondence be sent to Nutrien to encourage a nomination for the saleyard Committee given they are regular users of the facility.

**MOTION:** That the Agent representative nomination forms from Shad Bailey (Say and Co) and Chris Alt (Elders) and Terry te Velde \*Newberry te Velde Cariage) be accepted.

**Moved:** Chris Alt

**Seconded:** Nick Lehman

**Carried**

## **ELECTION OF CHAIRPERSON**

Carol Sparks declared the position of chairperson vacant.

Carol Sparks self-nominated for the position of Chairperson. No other nominations received.

**MOTION:** That the nomination from Carol Sparks as Chairperson of the Saleyard Committee for 2022 be accepted.

**Moved:** Mayor Robert Banham

**Seconded:** Shad Bailey

**Carried**

## **AGM BUSINESS ARISING:**

Nil

## **AGM GENERAL BUSINESS:**

Members will receive a copy of the Manual for Community Committees of Council for their information and review.

Confirmation to be provided to the members of the Committee the maximum number of members for the Saleyard Committee.

## **RECOMMENDATIONS TO COUNCIL:**

No recommendations to Council.

**Meeting Closed:** 4:41 pm

**Next AGM:** TBA

**Next Ordinary Meeting:** Wednesday 6 April 2021, 3pm. William Gardner Room, Glen Innes Severn Library & Learning Centre, Grey Street, Glen Innes.

.....  
**Chairperson**

.....  
**Date**

**Minutes of the Glen Innes Severn Council Cemetery Trust Committee**  
**Annual General Meeting held on 17 February 2022**

**Present:** Cr Troy Arandale, Acting Director of Development, Planning and Regulatory Services Kane Duke, Manager of Recreation and Open Spaces Graham Archibald, Bob Thomas, Jenny Thomas, Raelene Watson (4:55pm) and Kimberley Wilkins (minutes)

**Apologies:** Marie Wharton, Louise Brown, Tammy McLennan

---

Meeting opened at 4:47pm.

**Minutes** Minutes from the previous AGM dated 18 February 2021 were moved as true and correct with no business arising.

**MOVED:** Jenny Thomas                      **SECONDED:** Bob Thomas                      **CARRIED**

**ELECTION OF OFFICE BEARERS**

Cr Troy Arandale thanked all the Committee members for their efforts over the past year and some for the past years. Cr Troy Arandale then declared all positions vacant.

It was reported that four (4) nominations were received for the Committee, from Jenny Thomas, Robert Thomas, Raelene Watson, and Tammy McLennan.

**MOVED:** Jenny Thomas                      **SECONDED:** Bob Thomas                      **CARRIED**

Conversation was then held amongst the attending members on the position of chair and with no other nominations received Cr Troy Arandale elected himself with no objections.

Chair Cr Troy Arandale welcomed the new Committee for 2022 and hoped that it would have a productive year.

Committee meetings were agreed to being held on proposed dates as listed below:

- Thursday, 19 May 2022 - Ordinary Meeting
- Thursday, 18 August 2022 - Ordinary Meeting
- Thursday, 17 November 2022 - Ordinary Meeting
- Thursday, 16 February 2023 - Ordinary Meeting and AGM

Meetings to be held in the Church Street Meeting room at 5.30pm. They were held in the Library conference room this time to meet COVID-19 safe distancing guidelines.

**Annual General Meeting Closed:**                      5:05 pm

.....  
Chairman

.....  
Date

Page 1

**Minutes of the Library Committee  
Annual General Meeting  
18 February 2022  
Glen Innes Severn Learning Centre  
Conference Room**

Meeting opened at 10.05am

Present: Kerry Muir, Kerry Byrne, Donna Green (Tele-conference),  
Jenny Sloman, Lindy Stevenson, Anna Watt, Marina Gerlofsma

Apologies: Rob Banham

**Declaration of Interest:** none

**Minutes of the previous AGM accepted as true and accurate:**

Emailed to members before the meeting

Moved: Marina Gerlofsma

Second: Lindy Stevenson

**Chair's Report:**

2021 was again a challenging and rewarding year. Congratulations again to Kerry and her staff for adapting to and surviving all the changes. The library is slowly recovering its number of visitors and events are happening.

**Librarian's reply:**

Thank you to the Committee for their continuing support on this Committee and as our community Ambassadors. The Library does not function without a dedicated team. My gratitude goes to my staff for rising to the challenges again this year and for the ongoing community support.

**Nominations/Elections:**

Returning Officer Anna Watt declared all positions open

**Nominations were called for:**

**Chair**

**Kerry Muir**

Nominated by Lindy Stevenson

Seconded by Marina Gerlofsma

Kerry accepted

**Vice Chair**

**Jenny Sloman**

Nominated by Kerry Muir

Seconded by Lindy Stevenson

Jenny accepted



**Minute Secretary**

Nominated by Lindy Stevenson  
Seconded by Kerry Muir  
Marina accepted

**Marina Gerlofsma**

**Treasurer**

Nominated by Kerry Muir  
Seconded by Marina Gerlofsma  
Lindy accepted

**Lindy Stevenson**

**Committee Members**

**Kerry Byrne** (Council Librarian,  
non-voting)  
**Donna Green** (TAFE Librarian,  
non-voting)  
**Rob Banham** (Council Representative,  
voting)  
**Anna Watt** (Council Representative,  
non-voting)

Meeting closed at 10.17am

**Next AGM: 17 February 2023**

**09.00am**

**Glen Innes Severn Learning Centre  
Conference Room**

**Signed**

**Date**



**GLENCOE HALL COMMITTEE**  
**MINUTES OF ANNUAL GENERAL MEETING**  
**HELD ON: 9 March 2022**

**MEETING OPENED:** Councillor Parry opened the meeting at 1.33pm

**PRESENT:** Councillor Jack Parry, Anna Watt (Director of Corporate and Community Services), Ceinwen Grose, Robin Kanfers, Christine Shattuck, Allan Shattuck, Diana Hounsell, Victor Tracey, Andrew Irwin, Chris Irwin, Jason Irwin, Rob Irwin, Ken Hounsell, Ian Gould, Julie Wright, Helen Gunther and Danielle Mephram (Personal Assistant (Director of Corporate and Community Services) – Minutes).

**APOLOGIES:** Matt Scullon, Sharon Packwood,

**MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:**

As the previous committee had all resigned the previous AGM minutes were not rectified.

Item No.	Item	Action
5	<b>REPORT FROM THE CHAIRPERSON / PRESIDENT:</b>	
	N/A – committee ceased in October 2021.	
6	<b>TREASURER REPORT</b>	
	N/A – committee ceased in October 2021.	
7	<b>NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:</b>	
	Diana Hounsell, Victor Tracey, Ken Hounsell, Cainwen Grose, Ian Gould, Matt Scullon, Sharon Packwood, Rob Irwin, Julie Wright, Helen Gunther, Christine Shattuck.	
8	<b>VOTING:</b>	
	N/A as under 12 nominations were received.	
9	<b>ELECTION OF OFFICE BEARERS:</b>	
	Chairperson - Ian Gould self-nominated seconded by Diana Hounsell – Carried.  Secretary – Cainwen mentioned she was happy to be an assistant secretary but due to health would be unable to do the full role. Helen Gunther self nominated seconded by Andrew Irwin – Carried.  Treasurer – Julie Wright self nominated seconded by Ken Hounsell – Carried.	Copy of the updated manual to be provided to the committee – Danielle

Item No.	Item	Action
10	<b>SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:</b>	
	It was agreed that meetings would be held quarterly on the first Saturday at 11am. Meetings for the next 12 months will be: <ul style="list-style-type: none"> <li>• 7 May 2022</li> <li>• 6 August 2022</li> <li>• 5 November 2022</li> <li>• 4 February 2023 (AGM)</li> </ul>	
11.	<b>BANK ACCOUNT</b>	
	It was agreed that Treasurer Julie Wright and Secretary Helen Gunther will be the signatories on the Bank Account.	<b>Julie and Helen to arrange for their names to be added as signatories on the bank account and investigate electronic banking options.</b>

Discussion occurred around the need for a mower and whipper snipper with Anna suggestion the White Rock Wind Farm Grants in April may be worth investigating. Due to the applications closing before the next committee meeting it was suggested that a Grant be submitted for a mower and whipper snipper to be submitted by Julie Wright.

**MEETING CLOSED:** 2.00pm

**NEXT MEETING:** 7 May 2022 at 11am at the Glencoe Hall.

.....  
Chairman

.....  
Date

**Minutes of the Open Spaces Committee**  
**Annual General Meeting held on 16 February 2022**

**Present:** Councillor Carol Sparks (Chairperson), Mayor Robert Banham, Councillor Troy Arandale, Acting Director of Development, Planning and Regulatory Services Kane Duke, Open Spaces Team Leader Mark Howell, Desmond Fitzgerald, Penelope Glennan, Richard Moon and Kimberley Wilkins (minutes)

**Apologies:** Graham Archibald (Manager of Recreation and Open Spaces), Michael McNamara, Julie McNamara, Cassie Taylor, Anais Hatch, Mahri Koch, Wendy Mather and Peter Croft.

---

Meeting opened at 3.04 pm

**WELCOME**

Chairperson Cr Carol Sparks opened the meeting by welcoming new and returning members, and congratulating Cr Rob Banham on his appointment as Mayor. She thanked the past members for their contribution and ideas presented to this Committee the past year despite the COVID-19 interruptions and acknowledged the efforts of Council staff during the difficult weather periods to continue to strive to keep the open spaces in the Local Government area beautiful.

**MOTION:** That the minutes of the Annual General Meeting held on 31 March 2021 be accepted as true and correct.

**MOVED:** Richard Moon                      **SECONDED:** Penelope Glennan  
**CARRIED**

Councillor Carol Sparks declared all positions vacant.

**ELECTION OF OFFICE BEARERS**

Kimberley Wilkins reported that five (5) nominations were received for the Committee, being:

1. Dr Mahri Koch – the Glenrac representative;
2. Desmond Fitzgerald;
3. Richard Moon;
4. Wendy Mather;
5. Penelope Glennan;

.....  
Chairman

.....  
Date

Page 1

# APPOINTMENT OF CHAIRPERSON

Cr Carol Sparks advised that the Committee need to elect a Chairperson for the meetings. This can be any member of the group or the Mayor.

Cr Carol Sparks nominated Mayor Robert Bahnam      Nomination declined.

Cr Troy Arandale self nominated      No Objection.

**MOTION:**      Cr Troy Arandale is elected to the position of Committee Chair and that all five committee nominations for the Open Spaces Committee for the 2022 year be accepted.

**MOVED:**      Cr Carol Sparks      **SECONDED:** Mayor Rob Banham      **CARRIED**

It was advised that the Committee can nominate a member secretary to undertake all meeting minutes and associated duties or they can continue with the secretarial assistance provided by a Council staff member. The committee agreed that the role of secretary continue and be provided by a Council staff member.

The Committee discussed future meeting dates. It was agreed that the future meeting dates for the Open Spaces Committee would be as follows for the 2022 year:

- Wednesday 20 April 2022;
- Wednesday 22 June 2022
- Wednesday 17 August 2022
- Wednesday 18 October 2022
- Wednesday 21 December 2022.

Venues for the meeting would be set to be held at the Library Conference Room.

Cr Troy Arandale commented that there is a Terms of Reference document that needs revision and updating of position names and titles. He requested that this document be distributed with the minutes for members to provide feedback on at the next ordinary meeting set for April.

All members will receive the Code of Conduct for Members and the Manual for Community Committee of Council with the minutes of this AGM.

Annual General Meeting Closed:      3.19 pm.

.....  
Chairman

.....  
Date

Page 2





## **GLEN INNES SEVERN COUNCIL Roads Consultative Committee**

Minutes of the Annual General Meeting held on **Thursday, 17 February 2022** in the William Gardner Conference Room, Glen Innes Severn Council Library & Learning Centre.

### **PRESENT**

Andrew Hancock (Chair), Rob Banham, Troy Arandale, Tim Alt, Mike Norton, James Gresham, Maurice Velcich, Keith Appleby, Jacob Davis and Jai Brummell (minutes).

---

### **1. OPEN & WELCOME**

The meeting opened at 1:30 pm.

The Chair welcomed everyone and thanked all the Committee members for their contribution over the past year, then declared all positions vacant.

### **2. APOLOGIES**

Brian Winter, Tom Faithfull.

### **3. DECLARATION OF CONFLICTS OF INTEREST**

Nil

### **4. ACCEPTANCE OF PREVIOUS MINUTES**

As per Item 3.4 of the Manual for Community Committees of Council, the minutes of the previous AGM held on Thursday, 18 February 2021 were deemed endorsed by consensus of the Committee as no requests for amendment were received within the specified five (5) days of distribution.

### **5. NOMINATIONS FOR MEMBERSHIP**

The Chair called for and tabled the written nominations for the Committee.

These nominations were from;

- Brian Winter;
- Jeff Smith;
- James Gresham;
- Tom Faithfull;
- Andrew Hancock;
- Michael Norton;
- Maurice Velcich;
- Daniel McAlary.

.....  
Chair

.....  
Date

Page 1

6. **VOTING FOR MEMBERS**

As nine (9) or less community representatives were nominated, there was no need to cast a vote.

7. **WELCOMING COMMUNITY REPRESENTATIVE MEMBERS**

The Chair recommended to the Committee that the nominations are noted as received and accepted; these nominations would now go to Council in March 2022 for endorsement.

**Action**

Jai to contact the Section 355 Committee Secretary to advise community representative members to the Roads Consultative Committee for 2022/23 for endorsement by Council.

8. **SETTING DATES FOR FUTURE MEETINGS**

The proposed meeting dates for the coming period as outlined below, were agreed upon.

- 10:00am Thursday, 19 May 2022 - Ordinary Meeting
- 10:00am Thursday, 18 August 2022 - Ordinary Meeting
- 10:00am Thursday, 17 November 2022 - Ordinary Meeting
- 10:00am Thursday, 16 February 2023 - Ordinary Meeting and AGM

9. **CLOSE**

There being no further business, the meeting closed at 1:35pm

.....  
Chair

.....  
Date

Page 2

## Minutes of Roads Consultative Committee Meeting

### 17 February 2022

**PRESENT:** Andrew Hancock (Chair), Rob Banham, Troy Arandale, Tim Alt, James Gresham, Maurice Velcich, Michael Norton, Keith Appleby (Director of Infrastructure Services), Jacob Davis (Acting Manager of Infrastructure Delivery) and Jai Brummell (Minutes)

**1. OPEN AND WELCOME:**

Andrew Hancock (Chair) opened the meeting at 12.05pm.

**2. APOLOGIES:**

Brian Winter, Tom Faithfull.

**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 18 November 2021 were deemed endorsed by consensus of the Committee including the following amendments which were submitted within the specified five (5) days of distribution.

Change to Members Present: *Brian Winter was not in attendance.*

Change to Item 10, wording of paragraph five (5): *"Tom noted that some roads have top drains that do not carry water and stormwater only runs in the lower table drain. Tom suggested the top drain be eradicated to form a wider table drain, where possible, as the Drainage Team does their work."*

**4. BUSINESS ARISING:**

**4.1 Conversion of the deteriorated sealed sections of Cherry Tree Road from bitumen to gravel.**

At the 27 January 2022 meeting, Council resolved to prioritise the conversion of the deteriorated sealed sections of Cherry Tree Road between the intersection with West Furracabad Road through to the intersection with Hillside Road from bitumen to gravel for inclusion in the Capital Works Program for 2021/22 via the December quarterly budget review process.

**Action:**

Nil

**4.2 Dedication of Bridge Over Mann River on Shannon Vale Road.**

At the 27 January 2022 meeting, Council resolved to name the bridge being constructed over the Mann River on Shannon Vale Road "Dowling Bridge".

**Action:**

Nil

Chair

Date

Page 1

**Minutes of Roads Consultative Committee Meeting**  
17 February 2022

---

**4.3 Naming of the new Bridge over the Mann River on Old Grafton Road.**

At the 27 January 2022 meeting, Council resolved to name the new bridge over the Mann River on Old Grafton Road "Wytaliba Bridge".

**Action:**

Nil

**5. CORRESPONDENCE**

**5.1 Correspondence**

Jai tabled the correspondence circulated to the RCC between 18 November 2021 and 16 February 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**.

Jai asked that the Committee notes two (2) items of correspondence in particular;

- A letter from resident Mr Ken Michell regarding the condition of Bourke Street, Glen Innes (included in General Business – Item 11.4); and
- A letter from Anna Watt, Director of Corporate and Community Services, advising allocated representatives to this Committee until 22 September 2022. These representatives are;
  - Cr Rob Banham;
  - Cr Troy Arandale;
  - Cr Tim Alt;
  - Director Infrastructure Services, Keith Appleby; and
  - Manager of Infrastructure Delivery, Jacob Davis.

**Action:**

Nil

**STANDING ITEMS**

**6 Maintenance Program Update**

Jake provided a maintenance program update to the Committee and the following key points were noted;

- Information about where each of the teams are currently working was provided.

---

Chair

Date

Page 2

### Minutes of Roads Consultative Committee Meeting 17 February 2022

- Heavy Patch Team are working in town and are currently on Blue Hills Road.
- Reseal program to commence in early April.

Mike asked about the soft spots on Mt Mitchell Road. Jacob noted that it is being monitored and some areas will be repaired under the Natural Disaster funding.

Mike asked about Heron Street, either side of the New England Highway. Jacob noted that this area has been highlighted as a capital project and will be rehabilitated as funding is allocated.

Tim asked about drainage on Grafton Street as he had received representations on this. Jacob noted that the Bridge Team is undertaking drainage works on Grafton Street, commencing next week.

James noted that on Ten Mile Road the teams have been digging material out of a bank on the roadside to use on the road and he is concerned that some of this material is very sandy. Jacob noted that this material is not dissimilar to the material already on the road and the idea is to regain some material from the roadsides following flooding.

Maurice asked about the Loosemores Road Polycom application and its success, it was agreed that while it did not take initially, it was successful after a few rain events.

Troy asked about Golf Links Road at the Gwydir Highway end. Keith advised that we would rip this damaged section and make it safe in the short term. Rob suggested that residents be advised that this area will be resealed at a later date.

Keith advised that the next stage of Bald Nob Road ROSI funding has been officially announced, with sign off from federal minister received yesterday. Bald Nob Road has been earmarked as a Regional Road and will receive yearly maintenance funding from Transport for NSW (TfNSW).

#### Action:

Jacob to investigate options for Golf Links Road failed section and communicate any urgent works to the public.

#### 7 Construction Program Update

Jacob provided a construction program update to the Committee and the following key points were noted;

- The rehabilitation of segment 180 on Emmaville Road is underway.
- Bald Nob Road Upgrades to commence next week.
- Grafton Street drainage upgrades to commence this week including the installation of pipes under the existing driveways. There will be challenges, as the whole area is very flat.
- Drainage upgrades on Furracabad Road west from Dumaresq Street are complete. Approximately 3km will be rehabilitated by contractors under round one of the Fixing Local Roads Program.

Chair

Date

Page 3



## Minutes of Roads Consultative Committee Meeting 17 February 2022

- Taylors Civil Construction will soon be undertaking gravel resheeting on Kangaroo Flat Road, Swamp Oak Road, Ten Mile Road (10-12km from New England Highway end) and Shannon Vale Road.
- Otta seals to recommence in April, pending availability of aggregates. Ten Mile Road, Tent Hill Road, Pinkett Road, Strathbogie Road, West Furracabad Road, and part of Cherry Tree Road to be sealed. Resheeting will be needed on West Furracabad Road and Tent Hill Road prior to Otta seal application.
- Aggregate supply is an issue. Crushing contractor pulled out in November 2021 and Taylors have agreed to take over but need to acquire additional machinery prior to commencing.
- The Wattle Vale Quarry intersection upgrade on the Gwydir Highway is a detailed process and involves entering into a deed with TfNSW and the further review of detailed design plans. A contractor has been engaged to do the work and they are working through their accreditation process prior to commencing work. There are some availability issues for concrete pipes with a 32 week lead time. Other challenges include gravel availability.

Tim suggested that some grader operators are not cleaning out the drains very well in some areas. Jacob noted that a quality assurance checklist is being developed and implemented, and when standards are not being met, further training and feedback will be provided to staff.

### **Action:**

Jacob to review quality control of maintenance grading activities.

## **8 Changes to Plant and Equipment**

Keith provided a plant and fleet program update to the Committee and the following key points were noted;

- MG Electric Vehicle (EV) has been assigned as the primary pool car for the Church Street office and it is being charged using the solar power on the building. Range is approx. 250km. It will be used as a test for potential introduction of more EVs to the fleet.

### **Action:**

Nil

## **9 Event Road Closures**

Jai noted that there is a proposed cycle event in Glen Innes on 9-10 April 2022. It is called 'Goodness Gravel' and the draft Traffic Management Plan does not propose any road closures.

### **Action:**

Nil

## **10 Members Suggestions for Improved Practices**

Chair

Date

Page 4

**Minutes of Roads Consultative Committee Meeting**

17 February 2022

James noted that a TSR on Linwood Road has three (3) grids in poor condition. James wondered where responsibility lies. Keith noted that Council will inspect upon request and investigate.

Andrew suggested that for future meetings, members could provide an area update for their respective areas.

It was suggested that the bus parking area at the front of Coles be hatched as cars are often parking in there at the allocated bus zone time on a Thursday. It was suggested that some media via Council's Facebook page may help to increase awareness of this issue.

**Action:**

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 via the appropriate channels.

Keith to assess grids on Linwood Road and follow up re maintenance.

**11 GENERAL BUSINESS****11.1 Natural Disaster Update (Jacob Davis)**

Jacob advised that Glen Innes Severn is officially the most claimed LGA in NSW for numbers of disaster events.

Claims include 2019 Bushfires - Wyaliba Bridge Replacement, February 2021 Flooding, March 2021 Flooding, July 2021 Flooding, November 2021 Flooding. We are working our way through the remaining flood damage repairs. Jacob noted that we are only allowed three (3) months to do immediate recovery work. An extension has been applied for under the November event and work will be undertaken as the grading teams arrive.

**Action:**

Nil

Troy declared Non-Significant Non-Pecuniary Conflict of Interest regarding Item 11.2 "Bridges Renewal Program", as he has family members involved in the construction industry, however he does not believe the issue is significant enough to remove himself from the meeting. Troy advised that he would excuse himself should the awarding of contracts come up in conversation.

**11.2 Bridges Renewal Program (Keith Appleby)**

Keith highlighted issues with excess of funding being awarded and shortage of materials and contractors. The result is a delay for delivery of services and materials, and significant price increases.

Keith advised that we have five (5) full concrete bridge renewals funded being Shannon Vale Road over the Mann River, Mount Mitchell Road over the Mann

Chair

Date

Page 5

## Minutes of Roads Consultative Committee Meeting 17 February 2022

River, Mount Mitchell Road over the Yarrow Creek, Wentworth Street over the Rocky Ponds Creek and Furracabad Road over the Furracabad Creek.

To mitigate demand issue, the funding administrators have grouped Councils together to deliver a package of bridges under round two (2) of the funding and we are delivering the Wentworth Street and Furracabad Road bridges in partnership with Armidale and Inverell councils under a Memorandum of Understanding. Design is underway for these two (2) bridges.

**Action:**

Nil

### 11.3 Integrated Planning Process - Review of Integrated Asset Management Strategy (Keith Appleby)

Keith advised that with a new Council term commencing, Council has to review its strategic documents including the overarching Community Strategic Plan. A draft will go out for community consultation soon. Keith advised that as part of this process, he has reviewed the Asset Management Strategy document, including a review of road condition. Keith noted that we engage contractors to undertake yearly laser scans on our sealed roads to assess condition, roughness, cracking etc.

Keith advised that the results are not good, as expected, but we now have a plan of treatment for each section of sealed road. Costings have been determined, and where possible, a funding stream has been allocated for the work. Once known funding is exhausted, we still have a list of road that need to be fixed and cannot be funded. However, if additional funding becomes available, we have priority roads identified in this plan.

Mike asked what the solution is to get the unfunded work done. Keith suggested that the specific guidelines of the grant funding are limiting, and urban road upgrades come with so many more challenges than rural roads, with the condition and location of underlying utilities being a major consideration.

James asked if the road network is going forward or backwards, and Keith said that he feels it is going slightly backwards, primarily due to a very wet 2021.

Tim asked for an update on the Rangers Valley Road alignment issue. It was noted that new signage has been installed at the recommendation of the Glen Innes Severn Local Traffic Committee (LTC). Realignment was investigated and costs would exceed \$250k.

**Action:**

Keith to distribute sealed road rehabilitation plans to the committee via email, prior to feedback to the Draft Operational Plan closing.

### 11.4 Bourke Street and Hunter Street Road Condition (Ken Michell)

Chair

Date

Page 6

**Minutes of Roads Consultative Committee Meeting**  
17 February 2022

A letter from Mr Ken Michell was tabled. His concerns are around the condition of Bourke Street.

Keith noted that 3 sections of Bourke Street have been identified as being in desperate need of rehabilitation, and this is in line with what Mr Michell has highlighted in his letter.

There is a significant drainage issue on Hunter Street, and this is causing ongoing damage to the road pavement. It was agreed that the solution is kerb and gutter.

Troy declared a Significant Pecuniary Conflict of Interest as discussions moved to allocations of funding for capital kerb and guttering works, as he has family members involved in the industry, and left the room at 1:19pm.

Moved Member J Gresham Seconded Member T Alt

*That the Roads Consultative Committee recommends that Council considers allocating funding as part of the 2022-23 Capital Budget to install kerb and gutter on the eastern side of Hunter Street for the residential properties south of Bourke Street, prior to the equestrian centre to mitigate significant drainage issues.*

**Action:**

Keith to write a letter of response to Mr Michell advising plans for future upgrade works on Bourke Street and Hunter Street, including notification of the resolution to council to allocate funding for kerb and gutter on Hunter Street.

**MEETING CLOSED:** 1.23pm

**NEXT MEETING:** 10.00am Thursday, 19 May 2022

**VENUE:** William Gardner Conference Room, Glen Innes Severn Library Learning Centre, 71 Grey Street, Glen Innes






Chair

Date

Page 7



## ANNEXURE A

   	From	Subject	Received	Size	Categories	Mention	
Tuesday							
	Jai Brummell	General Manager GISC: Attention Roads Consultative Committee	Tue 15/02/2022 8...	1 MB			
Hi Guys Ken Michell has asked that this be tabled at the Roads Committee meeting. I will print a copy for each member and raise as correspondence for discussion as a general business item. The							
Last Week							
	Jai Brummell	Not for Profit Advisory Group and Survey	Thu 10/02/2022 2...	69 KB			
Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards							
	Jai Brummell	Funding Opportunities GISC February Newsletter	Wed 9/02/2022 1...	81 KB			
Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards							
Two Weeks Ago							
	Jai Brummell	Australian Celtic Festival Volunteer Drive - We need your help	Fri 4/02/2022 10...	71 KB			
Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards							
	Jai Brummell	MINUTES SUMMARY 27 January 2022	Wed 2/02/2022 2...	845 KB			
Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards							
Three Weeks Ago							
	Jai Brummell	Letter Advice of Council Representatives - Roads Consultative Committee	Fri 28/01/2022 3...	315 KB			
Attention: Roads Consultative Committee Members Kindly note the information attached regarding Council Representatives to the committee This will be tabled as correspondence at the February							
Last Month							
	Jai Brummell	Recommendations on suggested section 355 Community Committee training	Thu 20/01/2022 9...	86 KB			
Attention: Roads Consultative Committee Members							
	Jai Brummell	MINUTES SUMMARY 11 January 2022	Thu 13/01/2022 4...	849 KB			
Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards							
	Jai Brummell	Updated COVID information	Tue 4/01/2022 2...	89 KB			
Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards							
Older							
	Jai Brummell	Revised Manual for Community Committees of Council	Mon 6/12/2021 1...	311 KB			
Attention: Roads Consultative Committee Members Kindly note the information below. Kind regards							

Jai Brummell

1

17/02/2022 2:34 PM

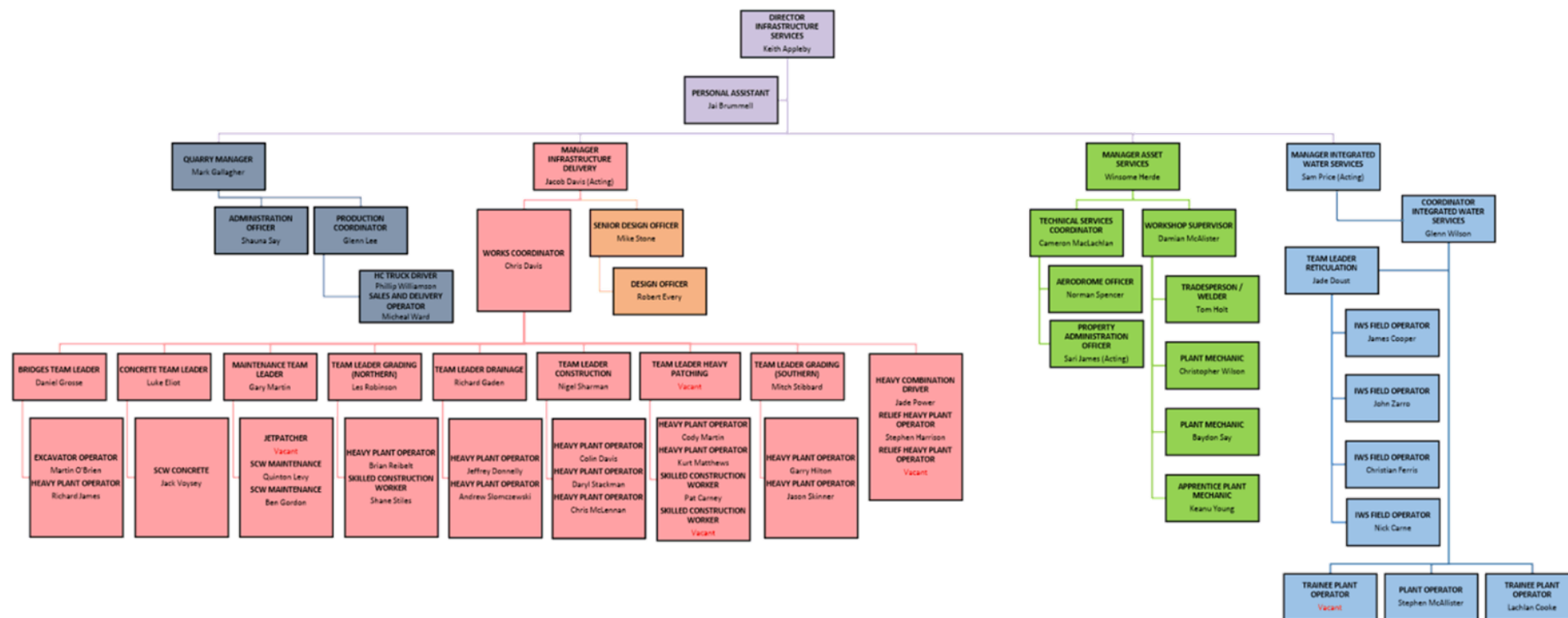
Jai Brummell

1

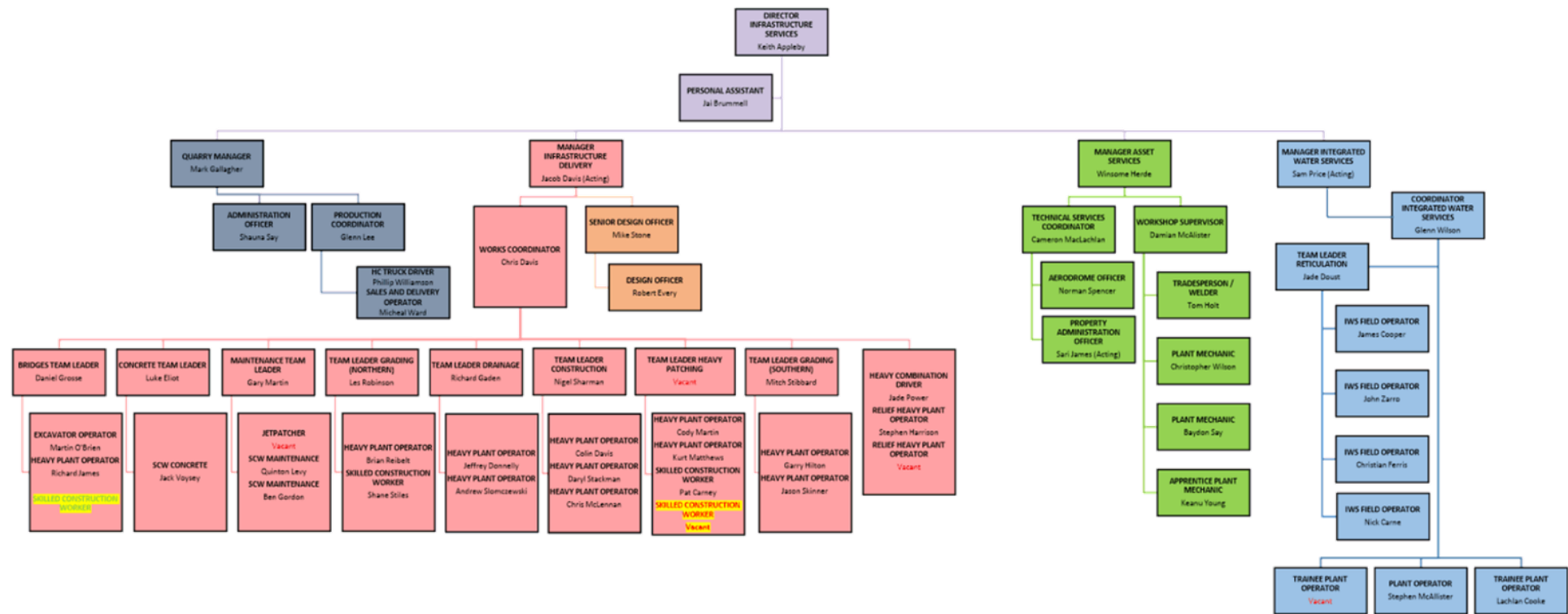
17/02/2022 2:34 PM



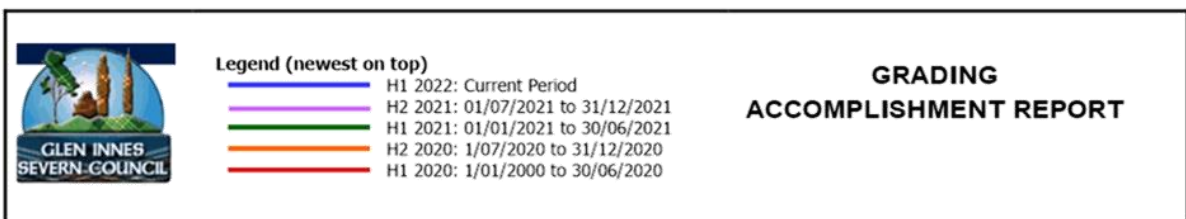
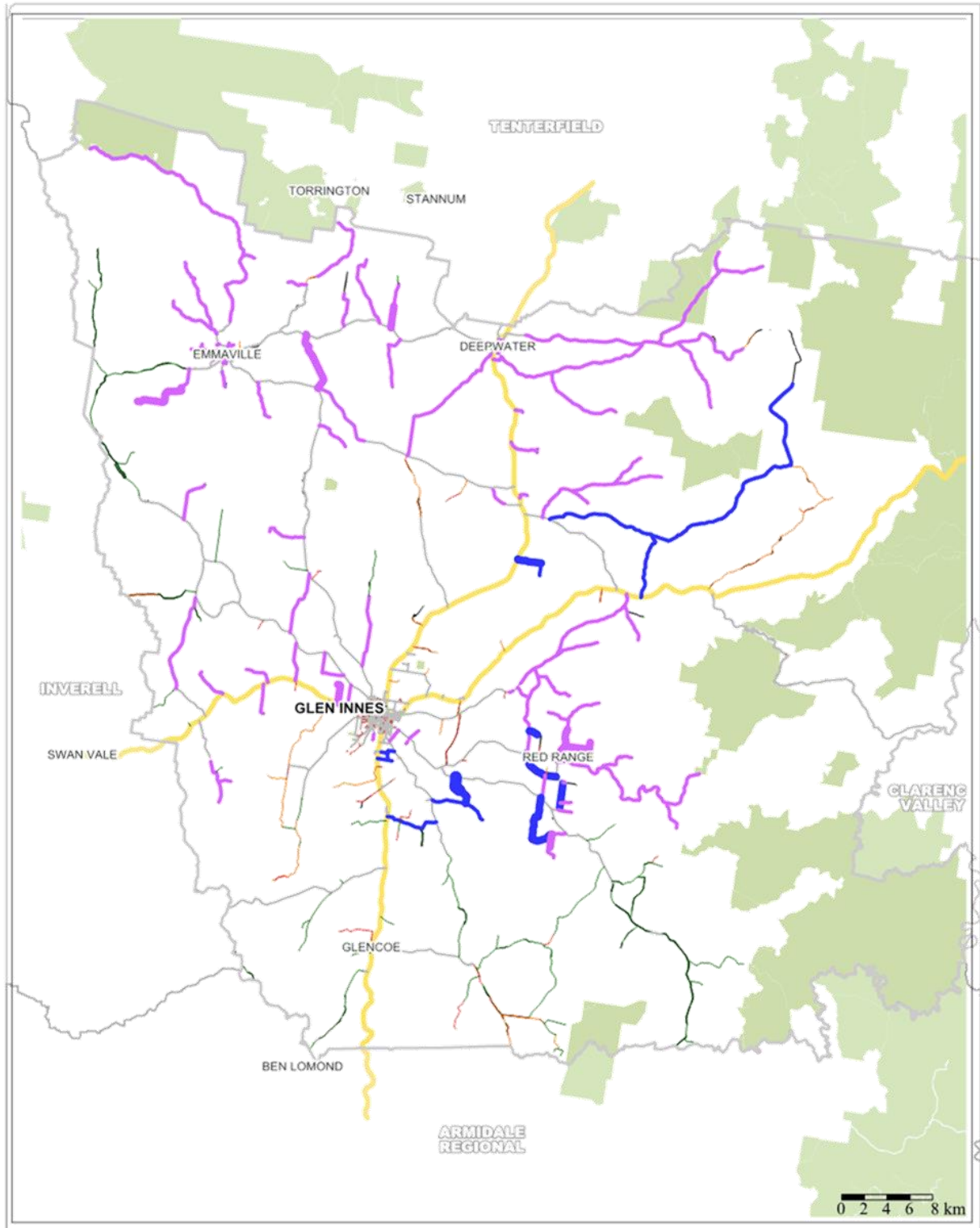
## Infrastructure Services Directorate



Infrastructure Services Directorate



Annexure A Item 7.34



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:	01-02-2022 - 28-02-2022
Source:	All		
Sample Site:	All		

Sample Count: 6

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	2	0	0.02	0.02	100.00
	Antimony	0.0030	mg/L	0.0001	0.0001	0.0000	0.00005	0.0001	2	0	0.0001	0.00005	100.00
	Arsenic	0.0100	mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	2	0	0.0005	0.0005	100.00
	Barium	2.0000	mg/L	0.0081	0.0081	0.0002	0.0079	0.0082	2	0	0.0082	0.0079	100.00
	Boron	4.0000	mg/L	0.0048	0.0048	0.0008	0.0042	0.0054	2	0	0.0054	0.0042	100.00
	Cadmium	0.0020	mg/L	0.0001	0.0001	0.0000	0.00005	0.00005	2	0	0.00005	0.00005	100.00
	Calcium	10000.0000	mg/L	25.6000	25.6000	1.6971	24.4	26.8	2	0	26.8	24.4	100.00
	Chloride	250.0000	mg/L	13.0000	13.0000	0.0000	13	13	2	0	13	13	100.00
	Chromium	0.0500	mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	2	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	0.0055	0.0055	0.0064	0.001	0.01	2	0	0.01	0.001	100.00
	Fluoride	1.5000	mg/L	0.0500	0.0500	0.0000	0.05	0.05	2	0	0.05	0.05	100.00
	Iodine	0.5000	mg/L	0.0100	0.0100	0.0000	0.01	0.01	2	0	0.01	0.01	100.00
	Iron	0.3000	mg/L	0.0175	0.0175	0.0177	0.005	0.03	2	0	0.03	0.005	100.00
	Lead	0.0100	mg/L	0.0003	0.0003	0.0003	0.0001	0.0005	2	0	0.0005	0.0001	100.00
	Magnesium	10000.0000	mg/L	14.5500	14.5500	0.3677	14.29	14.81	2	0	14.81	14.29	100.00
	Manganese	0.5000	mg/L	0.0038	0.0038	0.0019	0.0024	0.0051	2	0	0.0051	0.0024	100.00
	Mercury	0.0010	mg/L	0.0004	0.0004	0.0000	0.0004	0.0004	2	0	0.0004	0.0004	100.00
	Molybdenum	0.0500	mg/L	0.0005	0.0005	0.0000	0.0005	0.0005	2	0	0.0005	0.0005	100.00
	Nickel	0.0200	mg/L	0.0011	0.0011	0.0001	0.001	0.0012	2	0	0.0012	0.001	100.00
	Nitrate	50.0000	mg/L	0.7500	0.7500	0.3536	0.5	1	2	0	1	0.5	100.00
	Nitrite	3.0000	mg/L	0.0500	0.0500	0.0000	0.05	0.05	2	0	0.05	0.05	100.00
	pH	6.5 - 8.5		8.0500	8.0500	0.0707	8	8.1	2	0	8.1	8	100.00
	Selenium	0.0100	mg/L	0.0035	0.0035	0.0000	0.0035	0.0035	2	0	0.0035	0.0035	100.00
	Silver	0.1000	mg/L	0.0001	0.0001	0.0000	0.0001	0.0001	2	0	0.0001	0.0001	100.00
	Sodium	180.0000	mg/L	37.5000	37.5000	0.7071	37	38	2	0	38	37	100.00
	Sulfate	500.0000	mg/L	60.5000	60.5000	0.7071	60	61	2	0	61	60	100.00
	Total Dissolved Solids (TDS)	10000.0000	mg/L	185.0000	185.0000	1.4142	184	186	2	0	186	184	100.00
	Total Hardness as CaCO3	10000.0000	mg/L	123.8500	123.8500	2.7577	121.9	125.8	2	0	125.8	121.9	100.00
	True Colour	15.0000	Hazen Units (HU)	0.7500	0.7500	0.3536	0.5	1	2	0	1	0.5	100.00
	Turbidity	5.0000	NTU	0.5000	0.5000	0.4243	0.2	0.8	2	0	0.8	0.2	100.00
	Uranium	0.0170	mg/L	0.0001	0.0001	0.0000	0.00005	0.00005	2	0	0.00005	0.00005	100.00
	Zinc	3.0000	mg/L	0.0400	0.0400	0.0424	0.01	0.07	2	0	0.07	0.01	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		8.0375	8.1050	0.1793	7.78	8.16	4	0	8.16	7.78	100.00
	Temperature	30.0000	C	22.7500	22.8000	1.1902	21.3	24.1	4	0	24.1	21.3	100.00
	Total Chlorine	5.0000	mg/L	1.2850	1.4100	0.3155	0.82	1.5	4	0	1.5	0.82	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	1.3595	0.5870	1.7973	0.234	4.03	4	0	4.03	0.234	100.00

**Australia Day S355 Community Committee of Glen Innes Severn Council****MINUTES OF ORDINARY MEETING****HELD ON: 2 February 2022****MEETING OPENED: 19:00 (7.00pm)**

**PRESENT:** Jan Lemon, Peter Haselwood, Richard Edkins, Bob Arthur, Bev Edkins, Kerrie Sturtridge, Lyn Schumacher, Mahri Koch, Kerry Strong, Cr Parry.

**APOLOGIES:** NIL

Minutes of January 2022 meeting: Moved Kerrie Sturtridge seconded Bev Edkins as correct. CARRIED.

**DECLARATIONS OF CONFLICT OF INTEREST:** NIL.

Item No.	Item	Action
1	<b>BUSINESS ARISING:</b>	
1.1	Chair welcomed Cr Parry to his first committee meeting with us.	
2	<b>EXECUTIVE REPORT - Budget</b>	
2.1	Balance of Australia day Grant: \$8,728.09 ; Balance of Council grant \$2,327.18.  We must get a quote, take the quote to Danielle who will allocate an order number for Invoice from provider when we purchase.	
3	<b>CORRESPONDENCE:</b>	
3.1	<b>OUT</b> – Invoice for smoko, FB posts for Ceremony. <b>IN</b> – Corres with Jim Barker, Chair, Roseneath re photos and video, letter from Mary Hollingworth, John Lee's FB post of thanks to the committee for the event. <b>Jan:</b> Feedback forms, etc, from Australia Day organisation NSW.	
4	<b>GENERAL BUSINESS</b>	
4.1	DEBRIEF	

Item No.	Item	Action
4.2	<ul style="list-style-type: none"> <li>* More lights are needed on the stage over the Chair person's podium to enable easy reading of notes and addresses by all.</li> <li>* We need to ensure coffee and tea are available at every breakfast venue.</li> <li>* Music volume needs to be lowered in future so that conversations can continue.</li> <li>* Tables in front of the bar was good for morning tea and for ceremony.</li> </ul> <p>Motion proposed by Kerrie Sturtridge: We hold the 2023 Australia Day Awards ceremony in the auditorium – Glen Innes and District Services Club." Seconded Lyn Schumacher.</p> <p>CARRIED</p>	<p>Next year's breakfast venue is Wellingrove.</p> <p>Mahri to write to the Club to request 2023 venue for use.</p>
4.3	<ul style="list-style-type: none"> <li>* There was insufficient advertising / information in newspapers for those elderly in our community who do not have social media.</li> <li>* Nominees' names need to be released to the community a lot earlier than they have in the past.</li> <li>* Menu for breakfast 2023 will include bacon and eggs with only a few sausages as most sausages were not eaten this year.</li> <li>* Cr Parry noted that the committee's work – and the work of other community groups – needs to be acknowledged at the Australia Day evening final dinner with Councillors and Ambassador (who was exception again this year!).</li> <li>* A visitor to town commented to a committee member that there should be more Australian flags erected around town.</li> <li>* It was agreed by members to donate to the Church of England \$200 for the use of the hall for 26/1/ dinner.</li> </ul>	<p>A letterbox delivery of program leaflet through Australia Post will be put together for 2023 by committee members, with GLENRAC's assistance.</p> <p>Nominees to be released before January via enews, Facebook, newspapers.</p> <p>Jan to purchase more flags from the grant funding for future events.</p> <p>Jan to make the appropriate payments.</p>

# Annexure A

## Item 9.2

Item No.	Item	Action
	<p>* It was agreed by members to donate \$200 to the Pipe Band for their work on the day.</p> <p>* The Live streaming of the event worked so well. Kerrie Sturtridge suggested we approach the Club to assist in 2023 with the cost of funding live streaming at that Day. Members agreed.</p> <p>* Richard Edkins noted that his driving / providing a bus for the disabled community members must continue next year – and every year. Members agreed.</p> <p>* Lyn Schumacher suggested that during the year, community groups, service clubs, and schools, etc, need to be approached to involve our Young Citizen and Citizen of the Year awardees.</p> <p>* Jan Lemon noted that as a committee we need to start cultivating people to step up into the Chair position and ceremony MC going forward.</p> <p>* Mary Hollingworth's letter to the committee post Australia Day was read out and discussed by the committee. Mary requested many more categories be created for youth awards.</p> <p>*Lyn Schumacher suggested we create a proforma for Nominations going forward to ensure that we receive the needed – and adequate – information to be able to make a decision on all nominations received. To date, many nominations do not contain enough information to be able to assess confidently the nominee.</p> <p><b>Members agreed, and everyone will consider what needs to be written as an example in a proforma between now and our meeting later this year.</b></p>	<p>It was agreed the committee would talk with John Lynn this year to start working out how these awardees can be involved in community events and projects during each year.</p> <p>Mahri to assemble a letter of response to Mary Hollingsworth noting the committee's decision that the Australia Day Council NSW sets the award categories and we are obliged as a committee to comply.</p> <p>Mahri to write letters of thanks to the following:</p> <ul style="list-style-type: none"> <li>• Glen Innes Lions Club</li> <li>• GLENRAC</li> <li>• Glen Innes Pipe Band (include donation amount)</li> <li>• Leos club</li> <li>• Highland Lionness Lions Club</li> <li>• Jim and Adi Ritchie</li> <li>• RSL</li> <li>• Christine Davis (singer)</li> <li>• Joshua Williams (Aboriginal musician)</li> <li>• Carmen Elvins / Agricultural Research and Advisory Station</li> </ul>

Item No.	Item	Action
		<ul style="list-style-type: none"> <li>• “Live Better” Tenterfield for use of their bus</li> <li>• Woolworths (breakfast donation of food)</li> </ul>
4.4	<b>DATE for 2022 AGM requested by GISC</b>	<p>2022 AGM will be 02/ 03/2022.</p> <p>Mahri to send out Nominee forms for the AGM to all members.</p> <p>New Australian flag required for 2023 – approach politicians.</p>

**MEETING CLOSED:** 20:30 (8:30 PM).

**NEXT MEETING:** 02/03 /2022



**Australian Standing Stones Management Board****Community Committee of GISC****Monthly Meeting agenda**Wednesday 19<sup>th</sup> January 5.00pm

On site at Centennial Parklands

**Present at walk around:** Colin Price, Raelene Watson, George Robertson-Dryden, Des Bowlay, Judi Toms (chair), Ronnie Bombell, John Rhys Jones, Doug Fowler, John Mathew, Lara Gresham, guest Robert O'Brien

**Present at meeting in Croft:** as above plus Storm Black and Pamela O'Neill (Robert O'Brien and Lara Gresham left before the beginning)

**Apologies:** Rob Banham (Mayor) Peter Grimes

**Moved:** Raelene seconded John Rhys Jones carried

**Minutes of the previous meeting:**

Moved Raelene seconded John Rhys Jones carried.

**Declaration of Conflicts of Interest:** to be noted for all meetings – J. Toms and J. Rhys Jones are casual employees at GISC – Pamela O'Neill and Storm Black (discussion on catering for 30<sup>th</sup> anniversary)

	Business Arising Item	Action by:
1	No update on labyrinth as yet	
2	Update on Excalibur to be picked up on Thursday	Raelene
3	Lute update – discussion on sponsoring the box made by Peter Grimes for Brandubh game \$200 plus plaque, Raelene will meet with Sandra on Thursday	Raelene
4	Stage for 30 <sup>th</sup> anniversary- Phil Ratliffe making on behalf of Australia Day committee and we can borrow it	Ronnie
5	CCTV no update	
6	St Andrew's Day dinner a success, thanks to Pamela for change of venue due to weather	Judi
7	Tiles – Abbie Sparks has moved but Ronnie will take to the potter club AGM on 27 <sup>th</sup> January	JRJ RB
8	Outdoor activities update, labyrinth	Judi
9	Blue Plaques Project no further update	JRJ
10	Strategic Plan – Item 4, we need to keep an eye on this It may come up in March – Ronnie will check and confirm Upgrades to cottage need to go in especially the thatch, it is urgent as is the toilets Gravel needs to be laid in the walkways of the rock wall along car park, it floods very easily and also the driveway in front of cottage as previous meetings it has been discussed – Ronnie will take photos to send to Graeme Archibald ACF volunteer drive – Chapel Theatre movie on 23 <sup>rd</sup> January	
11	Celtic Cooking Section in show has been submitted and printed	Judi

12	Doug enquired about volunteer drive through the Anglican Church and will pursue this in accordance with Ronnie	Doug
----	--	------

**Correspondence**

**In** – GISC council's delegate, letter from Tregurtha's re 30<sup>th</sup> anniversary, rsvps for anniversary, information for GISC regarding proposals of future training, GISC fees and charges

**Out** – invitations and reminders of 30<sup>th</sup> anniversary, letter of thanks to council re: Phill Ratliffe, Mark Abrahams for work,

**Moved:** Raelene seconded Des Bowlay carried

**Treasurer's Report: (attached electronically)**

**Expenses:**

**Moved:** John Rhys Jones seconded Des carried

**Payments to be ratified:**

Peter Grimes \$200 for brandubh box

**Moved** John Rhys Jones seconded Des carried

**General Business:**

	Item	Action by:
1	Judi brought in the Australian tartan rug by Betty Johnstone <b>Motion: Australian Tartan Rug supplied by designer Betty Johnstone of Canberra at cost (\$100) to be purchased and raffled at the 30<sup>th</sup> Anniversary on February 1<sup>st</sup> \$5 per ticket and drawn on the night</b> Moved Raelene seconded Colin carried <b>Motion: that another Australian Tartan rug be purchased for raffling at the Australian Celtic Festival</b> Moved Raelene seconded John Rhys Jones Judi has other items left from Tartan Day that can be included in the raffle Ronnie will also donate prizes from VIC	
2	<b>Motion: That we approve \$200 for refreshments from The Croft prior to 30th anniversary function</b> Moved: George seconded Des Pamela and Storm declared Conflict of Interest for conversation and voting, they chose to stay within the meeting Discussion ensued and the decision was made to order refreshments for those who have RSVP which at this point was 40 people <b>Motion voted on and lost</b> <b>Motion: that we approve \$400 for the refreshments on 1<sup>st</sup> February by The Cottage (gourmet sandwiches and punch)</b> Moved Raelene seconded Doug carried Pamela and Storm resumed in the meeting	Judi
3	ACF update: volunteer drive on Sunday at 10.30am at Chapel Theatre Two tiers of volunteers, ambassadors (in charge) and volunteers Dance floor – in business arising	

# Annexure B

## Item 9.2

	<p>Raelene will contact Steve Woods regarding ambassador of jousters  Clan applications have gone out – Code of Conduct forms need to be done  Judi has booked our site  Risk assessments have been done  Traffic management plan goes before council in February  Parking needs to be reserved for employees of The Croft, VIPs</p> <p>30<sup>th</sup> Anniversary  Do we need parking and traffic flow people? Ronnie to check with Graeme  We need marquees and chairs brought up – wet weather plan – more marquees  Stage can be in weather but is dangerous for dancers, so it will need to be covered  Jobs for council  Clean toilets  Mowing, whipper snipping  Publicity – Examiner on Thursday?  Flag poles to come up  John RJ asked about collecting of gear at the end  Robert O’Brien has offered to bring his covered, lockable trailer which will be helpful  Fred to grab VIC marquee after event  List of jobs to be done before dinner  Raelene-Guardians robes</p> <p>Merchandise  John RJ will need a float, table  There are 250 postcards and 100 pens  To be sold in a pack  <b>Motion: that we sell the packs of pen and card for \$10</b>  Moved Pamela seconded Storm carried  Monday 31<sup>st</sup> flagpoles to be up and flags flying – George  Celtic Council flag to be flown at The Croft – to be raised by Suzanne and Pamela  Judi has rubber stamp of Inauguration and envelopes  John RJ has donated a Welsh dragon for raffle</p> <p>Judi, Raelene and John M met with Jennifer Ingall from ABC radio on Tuesday morning for interviews regarding the 30<sup>th</sup> that will be broadcasted prior to 1<sup>st</sup>. She also took drone footage and photos for their Facebook and other media</p> <p>Rob Banham the mayor is ill so not sure if he will attend, but Troy Arandale (deputy) should be in attendance</p>	
4	Lara is the GISC delegate	
5	George – haggis presentation at the Motor Lodge for police conference very successful	

6	Des is willing to be unofficial ambassador for ACF on his journeys – Ronnie will provide him with some DL flyers He is also happy to stand in for Rev Charles Abel on the 1 <sup>st</sup> if required	
7	Colin – supports the Strategic plan and questioned the naming of the stages at the ACF – more Celtic names? It will stay as is for now but can be changed in future before pursuing sponsorships - Ronnie	
8	Pamela has not heard from Irish Consul regarding attendance at 30 <sup>th</sup> anniversary but she will chase up	
9	Global Greening – nothing has happened, Richard is chasing	
10	Now Lara is GISC rep, can we put in another body? It is possible to fill the position.	Colin
11	Judi is working with Motor Lodge re menu for 30 <sup>th</sup> as some items have been difficult to source for the menu due to covid, suggestions of birthday cake for dessert, 'whisky tasting' has been approved (John RJ)	

**Recommendations to Council:****Maintenance of Centennial parklands prior to 1<sup>st</sup> February****Chairs, marquees and flagpoles to be brought up**

meeting closed 7.05pm

Next meeting: General meeting @ 5.30pm Wednesday 16<sup>th</sup> Services Club Board Room**Calendar dates – Anniversaries and Ceremonies**

<b>1 February</b>	<b>The Australian Standing Stones</b>	<b>Opening - 1992</b>
1 March	St. David's Day (Wales)	Flag lowering
5 March	St Piran's Day (Cornwall)	Flag lowering
<b>17 March</b>	<b>St Patrick's Day (Ireland)</b>	<b>Flag lowering</b>
<b>21 March</b>	<b>Autumn equinox</b>	<b>Solar noon shadow</b>
19 May	St Yves' Day (Brittany)	Flag lowering
<b>21 June</b>	<b>Winter solstice</b>	<b>Solar noon shadow</b>
<b>1 July</b>	<b>Tartan Day</b>	<b>Fundraiser dinner</b>
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
<b>21 September</b>	<b>Spring equinox</b>	<b>Solar noon shadow</b>
<b>30 November</b>	<b>St Andrew's Day (Scotland)</b>	<b>Flag lowering</b>
<b>21 December</b>	<b>Summer solstice</b>	<b>Solar noon shadow</b>

## Australian Standing Stones Management Board

### Community Committee of GISC

#### Monthly Meeting minutes

Wednesday 16<sup>th</sup> February 5.30pm

Board Room, Glen Innes Services Club

**Present:** Raelene Watson, Cr. Rob Banham (Mayor), Des Bowlay, Councillor Lara Gresham, George Robertson-Dryden, Pamela O'Neill, Colin Price, Judi Toms (chair), John Rhys Jones,

**Apologies:** Peter Grimes, Storm Black, Ronnie Bombell, Doug Fowler

**Moved:** Raelene seconded George carried

#### Minutes of the previous meeting:

Moved Raelene seconded Des carried.

**Declaration of Conflicts of Interest:** to be noted for all meetings – J. Toms casual and J. Rhys Jones are permanent employees at GISC

	Item	Action by:
1	Lute update – yes they will sponsor the Brandubh chest and we will work with the Lute's for the wording on the plaque	Raelene
2	CCTV not sure at this time	Ronnie
3	Tiles – John attended the pottery club AGM, no one attended so it was not discussed, John will attend the next meeting – they will be making tiles to go on the Celtic Family Wall as a decoration – would there be a donation from the Board? Opportunity shop donation? We could have a plaque acknowledging their donation	JRJ
4	Outdoor activities update, labyrinth – Graham Price was going to take to the stonemason at Guyra to see which one of the designs would work better with the stones – their preferred option was the round design – Ronnie is following up with Acting Director to see where the process is up to. Playground suggestions – climbing wall, Loch Ness monster climb/tunnel Rob – the old playground needs to come down as it is not supposed to be operational but people are using it Rob mentioned it came up in Open Spaces meeting today – dangerous for children to go over to toilet which has been discussed numerous times	Ronnie  Ronnie - priority
5	Blue Plaques Project John asked Adam Marshall about it – 90 applications from Northern Tablelands so we will need to wait Graham Wilson, GISC heritage advisor attended the 30 <sup>th</sup> anniversary celebrations on 1 <sup>st</sup> February and indicated that he'd like to follow up with some heritage advice. This may be the Blue Plaques project but Judi will follow up.	JRJ  Judi
6	Pamela – Brandubh box needs to be placed on the concrete asap in the area of the barbeque as it is sitting on grass and may rot	Judi/Ronnie



**Correspondence**

**In** – treasurer's report , GISC email – reconciliation of financial records, acknowledgement of Council representatives - amendment

**Out** – thank you to GI Pipe Band, Jacaranda Highland Dancers, The Croft, GISC confirmation of Fees and Charges,

To do: Raelene to send a thank you to the Motor Lodge – Belinda Stanton – Lisa and Mark Howell GISC for the grounds

**Moved:** Raelene seconded Colin carried

**Treasurer's Report: (attached electronically)****Expenses:**

**Moved:** seconded carried

**Payments to be ratified:****Income:**

Ticket payments for 30<sup>th</sup> anniversary Doug Fowler and Adam Marshall (they were apologies)

**Moved** John Rhys Jones seconded Des carried

Sets of pens/postcard – 74 left to be sold at ACF

The Croft – has poetry booklets – that were invoiced – should we receive them back and just issue on commission as it was a trial, for sales – none sold at the moment. Pamela indicated that she would keep them for a bit longer to see if any sell. Issue of invoice noted with payment to be determined after any sales.

John has indicated he has created a form for counting of monies before and after an event so it can be double checked for accountability. He would like help with some functions with monies. 2 people must be present when money is being counted.

**General Business:**

	Item	Action by:
1	<b>Committee Items</b> Des – asked about The Croft break in (not a new one, just reference to the one that occurred last year) John RJ – would like two people for sales and use cash forms before and end of event – including flag lowerings Eftpos – we will have a stall at ACF with raffle and odd things for sale, suggestions of purchasing a Square reader to use credit cards, you need a mobile phone and it comes with an app that will keep track of payments The cost of the Square is \$60 1.6% tap insert or 1.9% to manually add in information John has his partner's old mobile that could be used for payments. A kind offer, however, to ensure complete transparency, the ASSMB would need to purchase a basic phone to be specifically attached to the Square.	Des  JRJ

# Annexure C

## Item 9.2

	<p>\$0 fee plan – possibly we could purchase a phone</p> <p>Judi thought if we organised a Square from Storm (as she has one) there is a period free of the percentage charge for both the referred person and referee</p> <p>We could purchase a pre paid \$10 card before each event</p> <p><b>Motion: That we ask the treasurer to pursue the specific details and costs and bring the recommendation to the next meeting</b></p> <p><b>Moved Pamela seconded Des carried.</b></p>	
2	<p><b>Flag Lowerings</b></p> <p>St David's Day (1 March)</p> <p>Raelene will make Welsh cakes and John RJ will organise St David's Day</p> <p>We had decided previously that those celebratory dates at the end of minutes/agenda that are not highlighted need to be discussed prior to the date to determine if anything will be done.</p> <p>St Piran's Day (5 March) Pamela will organise</p> <p>St Patrick's Day (17 March) – The Croft has an evening function</p> <p>Judi will organise the flag lowering</p> <p>We have not heard about 'The Greening' grant</p> <p>Autumn equinox? Piper and drummer perhaps watching the Solar noon project and an explanation, the sun dial could be incorporated as well</p> <p>Lunch available at The Croft</p> <p>Judi will ask Storm about posters</p>	<p>JRJ/Raelene</p> <p>Pamela</p> <p>Judi</p> <p>Lara</p>
3	<p>10 year GISC strategic plan –</p> <p>Consultations will occur March 2022, possibly before our next general meeting</p> <p>Public exhibition May 2022</p> <p>And GISC will adopt in June 2022 general meeting</p> <p>One of our main issues – maintenance of Crofters Cottage – needs thatching and some other work</p> <p>Concrete apron on east of Crofters could be extended</p> <p>And the drive-way at the cottage needs attention</p> <p>Playground demolishing the old and building the new</p> <p>Toilet block</p> <p>Thanks to the council for the beautification of the grounds for the 30<sup>th</sup> anniversary</p>	
4	<p>Ronnie – electronic report from the January minutes (included below)</p> <p>Gravel issues – site meeting regarding ACF – top of Tregurtha Way has had erosion at the concrete and it is slipping down the walkway and making it slippery</p> <p>Northern end entry at the stones – boom gate on western side for the Sapphire stage and there is a big dip and wash out that needs attention</p> <p>Going into the compound area for disabled parking is washed out</p> <p>Congratulations for the 30<sup>th</sup> celebrations</p>	<p>Ronnie</p> <p>Judi</p>

	<p>Part of the ACF will be a Cornish pastie competition and golden pastie trophy</p> <p>Judi read out ACF update – Raelene will attach it to the minutes to go out</p> <p>Excalibur – Nigel Brown suggested that they will have a King and Queen at the Long table banquet on the Friday night – could we maybe use the sword in a made up stone so the king can pull it out</p> <p>It will need some holes drilled into it to make it more stable in the concrete</p> <p>Doug – email wanting to know the jobs etc and Judi will follow up with Ronnie and give to Doug for the church</p>	Doug/Judi/Ronnie
5	<p>Grant funding has been received for the toilet complex</p> <p>Not realistic to have it started or completed before the festival – but it could be ready to start immediately after the festival</p> <p>There are significant communication cables around that area to the Telstra towers</p> <p>There will need to be a mobile toilet block while it is being built</p>	Margot/Judi
6	<p>Volunteer event records – Judi will scan and send to Raelene to be sent to Danielle</p> <p>Judi completed the risk assessment for the 30<sup>th</sup> Anniversary and Application for event on council land</p>	Judi
7	<p>We must have a fire permit to have the fire cauldron – remember this for future activities – Judi will follow up for ACF cauldron</p>	Judi
8	<p>Pamela asked do we need to have risk assessments and applications for events for each flag lowering? Judi will follow that up and see if she can do one for the whole year</p>	Judi
9	<p>We should make a donation to the GI Pipe Band for the 30<sup>th</sup> Anniversary and the Jacaranda Highland Dancers \$100</p> <p>Lara and John RJ indicated Conflict of Interest and did not vote</p> <p>Colin suggested \$250</p> <p><b>Motion: that the Board make a donation to the GI Pipe Band of \$250 and the Jacaranda Highland Dancers \$100 for their participation in the 30<sup>th</sup> Anniversary</b></p> <p>Moved Colin seconded George carried</p>	Judi
10	<p>Glen Innes Show</p> <p>Judi received a thank you from Mary Hollingworth for the sponsorship of the Celtic Cooking Section in the Glen Innes Show, but we are unsure of how many entries there were, maybe we could check on this. We may have 'credit' for prizemoney</p> <p>We should review how much sponsorship money for the next show, and is it worth our while</p> <p>Perhaps we could provide some decorations to have it a separate event</p> <p>Discussion for next meeting</p> <p>Doug Reynolds local woodworking man created a tartan patterned chopping board, it is not veneered and he won champion craft</p>	
11	<p>Australian Tartan Rug – Betty Johnstone has sent a folder with examples of all the tartans she has created over many years</p>	Judi

	The new rug has arrived for ACF raffle as well Fred and Marie Lawson (brother and sister), Spring Ridge Crofters Weaving Mill – has sent sample tartans of what they make at their mill, to be posted back after the ACF Liverpool Plains tartan Outlandish Southern Gathering Australian Heavy Horse tartan St Brigid's School Quirindi Brand new Koala Tartan Samples of tartans were tabled for inspection That we can use for Kirking of the Tartan	
12	John RJ – some people ordering Medieval costumes for ACF	
13	Email just come in - Cornish special guest, Phillip Peyton Professor at Flinders University Adelaide is now unable to attend the ACF due to medical reasons	Rob

**Recommendations to Council:**

meeting closed 6.53pm

next meeting: General meeting @ 5.30pm Wednesday 16<sup>th</sup> March Services Club Board Room**Calendar dates – Anniversaries and Ceremonies**

<b>1 February</b>	<b>The Australian Standing Stones</b>	<b>Opening - 1992</b>
1 March	St. David's Day (Wales)	Flag lowering
5 March	St Piran's Day (Cornwall)	Flag lowering
<b>17 March</b>	<b>St Patrick's Day (Ireland)</b>	<b>Flag lowering</b>
<b>21 March</b>	<b>Autumn equinox</b>	<b>Solar noon shadow</b>
19 May	St Yves' Day (Brittany)	Flag lowering
<b>21 June</b>	<b>Winter solstice</b>	<b>Solar noon shadow</b>
<b>1 July</b>	<b>Tartan Day</b>	<b>Fundraiser dinner</b>
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
<b>21 September</b>	<b>Spring equinox</b>	<b>Solar noon shadow</b>
<b>30 November</b>	<b>St Andrew's Day (Scotland)</b>	<b>Flag lowering</b>
<b>21 December</b>	<b>Summer solstice</b>	<b>Solar noon shadow</b>

## **Emmaville War Memorial Hall**

Minutes of Ordinary Meeting

9th December, 2021.

**Opened:** 5:05pm

**Apologies:** Nil

**Present:** R.Banham, L.Schumacher, D.Wooder, D.Say, K.Byrne.

**Declarations of Conflict of Interest:** Nil

**Minutes of Previous Meeting:** Moved R. Banham, Seconded D.Wooder

**Business Arising:**

\*Westpac- Daphne to sign signature form.

### **Treasurer's Report**

\* Cash Reserve A/C Balance as per statement 30/11/21      \$5439.03

\* Cheque A/C Balance as per statement 30/11/21              \$6640.94

Moved R.Banham, Seconded D. Say

### **Correspondence**

#### **IN**

\* Bank statements/ Cheque book

\* Essential Energy - Power Outage 5/12/21

\* Pre-School - Rental Agreement

- Update on Swing

\* Council - Australia Day Awards - close Dec 14

- Community Grant ( Saluting Their Service)

- Life Membership

- Hall Fees and Charges

#### **OUT**

\* Pre-School - Invoice for Term 3 and 4



Moved L. Schumacher, Seconded R. Banham

**General Bussiness**

- \* Certificates of long standing dedication to Daphne and Gordon Say

Moved R. Banham, Seconded L. Schumacher

- \* Internal Doors between main hall and supper room - quotes to come.
- \* Supper room floor to be sanded/polished by NE Sanding in January

Moved R. Banham, Seconded D. Wooder

- \* Awning over kitchen window removed.
- \* Drainage still a concern
- \* Pre-School Agreement - Motion that we accept agreement.

Moved L. Schumacher, Seconded D.Say

- \* Pre-School Swing - Motion that we pay half the installation cost coming to \$3000

Moved R. Banham, Seconded D.Say

- \* Library Manager- Kerry Byrne Report

Free movie at hall January, 21st 2022/ Posters up, Tin Town Tales-school.

Promotion for Glen Innes Library

High Country Writer's Festival

Zoom events due to covid - Sydney Bad Writer's Crime Festival

- NSW Public Libraries Association.

- \* Chairman R. Banham informed the meeting that 2022 is the 150 year anniversary of the establishment of Emmaville. Celebrations ??

Meeting closed 5:50pm

Next meeting : Wednesday 16March, 2022 at 5pm will be our AGM.

**Glen Severn Learning Centre Management Committee  
Friday, 3 December 2021  
11 am – Learning Centre's Conference Room**

**MINUTES**

Attendance: Carol Sparks (Chair – Glen Innes Severn Mayor), Anna Watt (GISC - Director Corporate & Community Services), Kerry Muir (Chair – Glen Innes Library Committee), Jackie Hunter (Chair – Glen Innes Art Gallery Incorp.), Donna Green (TAFE NSW – Manager, Learning Resource Centres), Lynn Stahlhut (UNE - Centre Coordinator, Tamworth Study Centre)

Apologies – No apologies.

Minutes of Previous Meeting – Friday, 16 April 2021

Moved: Carol Sparks  
Seconded: Jackie Hunter

**Business Arising from Minutes**

- Maintenance – Change air dryers to paper towels for the Learning Centre Toilets.

Air dryers are available in store and been placed on maintenance listing.

- Circulate the request for survey question for Learning Centre stakeholders

An email was sent to the stakeholders requesting three (3) to four (4) questions for the survey and all stakeholders replied with question suggestions. The survey is currently circulating online and as a hard copy.

- Updated Eligible Listing for UNE Study Centre – Lynn Stahlhut UNE Study Centre.

Kerry Byrne will send a copy of the current UNE Study Centre members who have been issued a Learning Centre access fob to Lynn to confirm that they are eligible members of UNE and are currently using the UNE Study Centre.

- The cleaning budget has increased from \$34,000 to \$50,000 which will need further investigation with the Manager of Recreation and Open Spaces on future developments in the cleaning budget.

This item will be addressed in the Agenda.

### Correspondence

- Email sent – 25 May 2021 – Circulation of Committee Minutes to members.
- Email sent – 16 July 2021 – Learning Centre's stakeholders requesting their contribution to the GIS Learning Centre Annual Report 20-21.
- Email received – 19 July 2021 – Donna Green TAFE NSW – TAFE's contribution to the Learning Centre Annual Report 20-21.
- Email received – 26 July 2021 – GI Art Gallery - Gallery's contribution to the Learning Centre Annual Report 2021.
- Email sent – 23 September 2021 – Contact details for the local Celtic Informer.
- Email received – 23 September 2021 – Changes to email contact details for the Celtic Informer.
- Email received – 8 October 2021 – Lynn Stahlhut (UNE) – Arrangement regarding new Government Health requirements begin on Monday 11 October mandate that all students entering our Campus and Study Centres be fully vaccinated.
- Email sent – 5 November 2021 – Requesting a rescheduling of the 19 November 2021 meeting to 3 December 2021.
- Email received – 5 November 2021 – Sue-Ellen Hogan (UNE) advising that her delegate Lynn Stahlhut will be attending this meeting on behalf of UNE. A Team connection setup required for Lynn.
- Email received – 8 November 2021 – Donna Green TAFE NSW – advising happy to change the meeting date to 3 December and requesting a Team's connection.
- Email sent 12 November 2021 – Requesting survey questions for community survey.
- Email received 15 November 2021 – Lynn Stahlhut (UNE) advising content for survey.
- Email received 16 November 2021 – Donna Green (TAFENSW) advising content for survey.
- Email received 18 November 2021 – Jackie Hunter (GIAG) advising content for survey.

Moved: Kerry Byrne  
Seconded: Anna Watt

### AGENDA

#### Workplace, Health and Safety

The Reopening NSW Plan from the NSW Department of Health, current as of 8 November till 15 December 2021 was discussed at the meeting and will result in the following changes as of Wednesday, 15 December 2022:

- Masks will only be required on public transport and planes, at airports, and for indoors front-of-house hospitality staff who are not fully vaccinated. Masks will be strongly encouraged in settings where you cannot socially distance.
- COVID-19 Safe check-ins only required for hospitals, aged and disability care facilities, gyms, places of worship, funerals or memorial services, personal services (including sex services), pubs, small bars and registered clubs, nightclubs, strip clubs, sex on premises and indoor music festivals with over 1,000 people.
- Singing and dancing indoors permitted by all.
- No person limit for information and education facilities (including art galleries, museums, and libraries).
- COVID safety plans will be optional for businesses.

#### **GISLC Annual Report 2020 – 2021**

Highlights of the GISLC Annual Report was discussed at the meeting and it was noted that:

- It has been a challenging year for all GIS Learning Centre stakeholders.
- The Glen Innes Art Gallery held one of their Art Exhibition online for the first time during a lockdown and delivered a further nine (9) face to face exhibitions.
- Several large events held by the Library helped to bring people back into the Learning Centre with a ten (10) percent increase on visitation numbers compared to the previous year.
- The Library celebrated its 66<sup>th</sup> Anniversary with a COVID safe event and a Community Open Day which showcased the 'Claytime' Art Exhibition and Bill Rendell's historical magazine collection display.

#### **Reconciled Actuals against Estimate Costs 2020 - 2021**

The Committee members examined the estimate and actual for 2020-2021 which indicated that there was savings of \$3,578.34 for the financial year.

The estimate for 2021 – 2022 was examined and due to the need to further investigate the cleaning budget estimate, a re-evaluation was conducted on the estimate in other budget areas as of 12 November 2021. This re-evaluation has resulted in an amended estimate of

operational costs for 2021 – 2022 which was examined by the Committee and the following was noted:

- Electricity & Heating reduced by \$2,500.00 as the previous years budget was higher due to inverter failure.
- Cleaning has been reduced by \$18,815.00.
- Security Monitoring (Telephone) reduced by \$3,000
- Circulation Software Maintenance increased by \$4,762 to a total \$24,000. This is due to expected increases in 2021-2022.

Action: Kerry Byrne to organize the TAFE NSW tax invoices for the estimate costs 2021-22 minus difference actual costs 2020-21.

Moved: Kerry Byrne  
Seconded: Donna Green

#### **Community Survey – Glen Innes Learning Centre Strategic Marketing**

All stakeholders have contributed to the survey

- The SurveyMonkey link has been posted on Facebook and bulk emailed to Library borrowers.
- Hardcopies are being circulated by Glen Innes and village libraries.
- Survey link and QR code has been shared with stakeholders for their individual distribution. Hardcopy has also been distributed to stakeholders.
- The statistics and feedback will be used to compile the Glen

#### **Maintenance**

- Roof repair in underway and the Ladies toilet ceiling will be replastered.
- Internal painting required to freshen up the toilet and cleaner room ceiling.
- Men's Toilet cistern has large cracks in the bowl and the cistern, and both are leaking. This will be replaced with a new cistern in 2022.

#### **General Business**

No General Business.

**Next Meeting** Friday, 8 April 2022.

**Glen Innes Severn Library Committee Meeting  
3 December 2021  
Glen Innes Severn Learning Centre.**

Meeting opened at 09.00am

Meeting was held in the Library as the Conference Room was booked

Present: Kerry Muir, Kerry Byrne, Donna Green (Tele-conference), Jenny Sloman, Carol Sparks, Marina Gerlofsma

Apologies: Lindy Stevenson, Anna Watt

**Declaration of Interest:** none

**Minutes of the October meeting accepted as true and accurate:**

Emailed to members before the meeting

Moved: Marina Gerlofsma

Second: Carol Sparks

**Business arising from minutes:** none

**Correspondence:** none

**Manager of Learning Resources TAFE Report:**

Emailed to members before the meeting

**Library Events**

- TAFE NSW Libraries across New England have been working through COVID-19 restrictions. We remain open for business with social distancing in place
- TAFE NSW Library staff working in the statewide LibChat roster, live chatting with TAFE NSW staff and students
- TAFE NSW Libraries are providing online technical support sessions, online orientations, online referencing sessions, to name a few
- The TAFE NSW Libraries are conducting their annual stocktake
- TAFE NSW Library staff in our region had an online end of year meeting to plan for 2022



- The New England library team are meeting in Bingara for an end of year meeting

#### **Manager of Library and Learning Centre Council Report:**

Emailed to members before the meeting

The library delivered a diverse community program during October, November and December which were family-orientated and culturally enriching. Local visitations and usage were impacted during August due to growing regional COVID-19 infections and shutdowns.

#### **August 2021**

The Glen Innes Public Library has become involved in the collaborative live streaming of author talks which are supported by the NSW Public Libraries Association and the BAD Sydney Crime Writers' Festival.

These events will be live streamed in the Glen Innes Library and the recorded author talks played at the Deepwater and Emmaville Branch Libraries after the event.

The Friends of the Library (FOL) have assisted the Library to purchase two (2) flat screen televisions and wall mounts so that recorded author talks can be screened at Deepwater and Emmaville Branch Libraries for Library members.

Due to four (4) weeks and six days of NSW State Government COVID Lockdowns commencing on Monday, 16 August 2021 through to Thursday, 23 September 2021, all Library facilities were closed to the public and all live events were cancelled, and recorded interviews were promoted and available on the Library's Facebook and webpage.

#### **Online Author Event – 5 August 2021 – Kyle Perry**

##### **BAD September Mini-Festival**

Kyle Perry is a drug and alcohol counsellor based in Hobart, Tasmania. He has grown up around the Tasmanian bush and seas, with the landscape a key feature of his writing and his spare time.

Kyle Perry released his second book 'The Deep', a Gothic Crime book which is based around the drug and abalone industry on the rugged coasts of Tasmania. He was interviewed by Catherine du Peloux Menagé, Artistic Director of the BAD Sydney Crime Writers Festival during a live streamed event.

Six (6) community participants enjoyed the live event in the Library, seated in comfortable lounge chairs with a cup of hot pumpkin soup.

#### **Online Author Event – 19 August 2021 – Larissa Behrendt**

**Supported by NSW Public Libraries Association**

Larissa Behrendt was interviewed by Kiesha Mealey-Haroa from City of Parramatta Libraries on Thursday, 19 August 2021. Larissa is an award-winning author, filmmaker and law professor who is a Eualeyai / Kamillaroi woman.

Larissa's latest book, 'After Story' is an extraordinary novel which is compassionate, feeds the brain, offers much-needed vicarious travel and leaves the reader with hope that fraught relationships can be mended.

**Online Author Event – 26 August 2021 – Carlie Donlea**

**BAD September Mini-Festival**

Charlie Donlea is a USA Today bestselling author who is a bold new writer in the world of suspense. His new book 'Twenty Years Later' was live streamed in conversation with Andy Muir and recorded for viewing via the link available on the Library's Facebook and webpage.

**September 2021**

**Online Author Event – 8 September 2021 - Paula Hawkins**

**Supported by NSW Public Libraries Association**

Paula Hawkins, a Zimbabwe-born British author was interviewed on her new novel 'A Slow Fire Burning' by Suzanne Leal. Paula writes suspenseful, psychological thrillers and this is her third novel. Library members were able to view this interview through the link post on the Glen Innes Library's Facebook page.

**Online Author Event – 9 September 2021 – Tom Keneally**

**Supported by NSW Public Libraries Association**

Tom Keneally, author of 'Corporal Hitler's Pistol' is interviewed by Christine Dearness from Willoughby City Libraries on Thursday 9 September at 12.30 pm. Library members were able to view this interview through the link post on the Glen Innes Library's Facebook page.

**Online Author Event – 15 September 2021 – Matt Murphy**

**Supported by NSW Public Libraries Association**

Matt Murphy's book on 'Rum: A Distilled History of Colonial Australia', is brimming with detailed research on the disastrous and absurd consequences of its consumption in colonial Australia. Matt was live streamed in conversation with Peter Murphy from Randwick City Library and the link was posted on the Glen Innes Library's Facebook and webpage for local viewing.

**Online Author Event – 19 September 2021 – Karin Slaughter****BAD September Mini-Festival**

Karin Slaughter is a USA series mystery and thriller author who was interviewed about her new book 'False Witness'. This interview was recorded and posted on the Library Facebook page.

**Online Author Event – 28/29 September 2021 – Ann Cleeves**

Ann Cleeves is a UK crime and mystery writer who based her stories around her varied life experiences, career, and country upbringing. Her latest book 'The Heron's Cry' is a masterfully woven, intricate murder mystery.

Ann Cleeves gave a spontaneous talk about her 'Two Rivers' series, the book characters and book plots while standing on Crows Point Beach at Devon in United Kingdom. Library members were able to view this interview through the link post on the Glen Innes Library's Facebook page and webpage.

**October 2021****Online Author Event – 27<sup>th</sup> October 2021 – 6.30 pm – 7.30 pm**

**Costa Georgiadis** was in conversation with Robyn Syphers from the Camden Libraries and supported by the NSW Public Libraries Association

**GLEN INNES ART GALLERY EXHIBITION**

The **Glen Archies Exhibition** was on display from Monday, 19 July until Friday, 13 August 2021 and is always a popular exhibition, however, this year the GALA Opening was held in the Glen Innes and District Service Club due to NSW State Government COVID restrictions. The exhibition judging and awards were presented at the GALA Opening and posted on the Art Gallery's Facebook page.

The **Cameron Art Group Exhibition** was on display from Monday, 30 August until Friday, 24 September 2021. Due to NSW State Government COVID restrictions which commenced on Saturday, 11 September 2021, this exhibition was closed early, and the artwork displayed online through the Art Gallery's Facebook page.

**LIBRARY QUARTERLY STATISTICS**

Due to four (4) weeks and six days of NSW State Government COVID Lockdowns commencing on Monday, 16 August 2021 through to Thursday, 23 September 2021, all Library facilities were closed to the public. These Lockdown have eroded community confidence, and this is reflected in the issues, visitation numbers and internet usage over the three (3) months.

### **General Business:**

#### **Work, Health & Safety**

Emailed to members before the meeting.

**Re-opening NSW: COVID Information** flyer from NSW Government handed out and discussed at the meeting.

#### **Online Live Streaming Author Events:**

- **Sydney BAD Crime Festival 2-5 December 2021**
  - **Jane Harper** 5.30pm – 6.30pm
  - **Fresh Blood – Michael Burge, Ruth McIver and Margaret Hickey** – online LIVE at the Library, 10.30am – 11.20 am
  - **Michael Robotham** - online LIVE at the Library 3.30pm – 4.30pm.

#### **High Country Writers Festival 11 December 2021**

##### **Trish Donald – Storytime, Writing and Publishing**

- 10 am - 10.45 am: Tissywoo and the Worry Monsters
- 11am - 12 pm: So, You Wanna Be an Author?  
(a moderated session discussing Trish's writing/publishing title for local writers)

#### **School Holiday Activities**

Emailed to members before the meeting.

Christmas Craft – 21 December 2021

Collaborative Outdoor Sand Art Session – 11 January 2022

OOSH Outdoor Sand Art Session – 12 January 2022

Movie Morning Glen Innes – 13 January 2022

Mini Lego Challenge – 18 January 2022

Movie Morning Deepwater – 19 January 2022

Movie Morning Glen Innes – 20 January 2022

Movie Morning Emmaville – 21 January 2022

Tie Dye Session – 25 January 2022

#### **GIS Learning Centre's Stakeholders Community Survey**

Emailed to members before the meeting.

This survey is circulating to community members through a link on Facebook (Library and Council), on the Library's website and through hardcopy hand out at all Glen Innes Severn Libraries. Links have been sent to UNE, TAFE and the Art Gallery Committee.

#### **Christmas Events**

Emailed to members before the meeting.

- Red Cross Christmas Tree Display
- Community Christmas Donation Tree
- All libraries will be dressed up for Christmas with an all-day tea/coffee party on the last day of opening for the year.

**Annual Staff Workshop 4-5 January 2022**

The two (2) day workshop which commences with risk assessments, a fire drill, finalising the Annual Activity Program, and a 3-hour workshop of Mental Toughness by Rebecca Jaeger to build on resilience and stress coping skills.

The second day includes a visit to the Armidale Library, the Armidale Folk History Museum, and the UNE Natural History Museum for staff professional development.

**2022 Scheduled Meetings**

Updated list will be emailed to members

Kerry Muir and Kerry Byrne:

Thanked all members for attending the meetings in 2021 and wishing everyone a good Christmas and Happy and Healthy 2022.

Meeting closed at 09.55am

**Next meeting: 18 February 2022**

**09.00 am**

**Glen Innes Learning Centre**

**Conference Room**

**This will also be our Annual General Meeting.**

**Signed**

**Dated**



## MINUTES

### Ordinary Meeting

### Minerama Committee

William Gardner Room, Glen Innes Public Library, 71 Grey St, Glen Innes

on Monday 13 December, 2021 at 5:30pm

**1. Meeting opened by Chairman Craig Daly at 5:35pm**

- **Present:** Craig Daly, Peter Batten, Trevor Haskins, Rhonda Bombell, Kathleen Batten.
- **Apologies:** Chris Wallbridge, Eric Pearce, Margot Davis

**2. Minutes of previous Meeting:**

- Minutes of ordinary meeting held 8 November 2021 presented and confirmed.

**Moved:** Peter Batten

**Seconded:** Trevor Haskins

**Carried**

**3. Correspondence:**

- 17-11-21: Quote from Tony Williams for Security Services at Minerama 2022 - \$2903.59 +GST. **TASK: Ronnie to contact Tony to see if we can get any reduction on this price.**
- 25-11-21: Email from Danielle Mephram re rules governing raffles.
- 30-11-21: Letter from Director of Corporate and Community Committees re Fees & Charges for the next financial year. **TASK: Ronnie to bring to the attention of the Director that the dates and list of current charges contained in this letter are incorrect.**
- 06-12-21: Email from Danielle Mephram re minor amendments to Manual for Community Committees.



- 09-12-21: Quote from A Better Way To Print for printing of corflute signs – total \$1879.44 **TASK: Craig / Kathleen to get quote from another supplier – Printing Jet in Parramatta.**
- 07-12-21: Email from Chris Wallbridge giving feedback on his tasks from previous meeting.

#### 4. Traders Update:

- To date, we have bookings for 52 inside tables (\$4160.00) with a capacity for 87. So far, 24 outside stalls have been booked (\$2725.00). Camps site revenue presently sits at \$1580.00. **TASK: Craig to advise total capacity for outside stalls.**

#### 5. Field Trips:

- In Eric's absence, Kathleen & Peter advised that at this stage there will be one trip to the **Oban** on Friday catering for 40 persons. This would be 4WD only with carpooling an option.
- 2 trips on Saturday – one to **Three Waters** catering for 50 (family/novice) and one to **Boolabinda** catering for 30 (experienced, 4WD).
- 1 trip on Sunday to **Wellingrove** catering for 40 - 50 (intermediate).
- Due to adverse weather conditions and his personal health issues, Eric has been unable to meet with the landowners to confirm and lock these trips in yet.

#### 6. Marketing / Media:

- Quote received from 2CBD for advertising spots during February and March \$321. **TASK: Ronnie to contact David to double the number of ads and revise the quote.**
- Sample artwork for street banners was presented. Two different ones selected by committee to be used in alternating positions if possible. **Task: Ronnie to liaise with Margot.**

#### 7. Workshop & Demonstrations:

- Chris has been in contact with Billabong Blue requesting material for Kids Fossicking and awaiting a reply. Eric has advised that he would also be able to obtain fossicking material if required.
- Chris advised that his efforts to acquire someone for silversmithing or wire wrapping classes have somewhat stalled. However, he is still working on a faceting and cabbing display.
- Still working on Metal Detecting options.

**8. Sponsors / Donations:**

- To date, no sponsors have been confirmed although sponsorship packages have been distributed. **TASK: All committee members have been instructed to personally approach as many businesses as possible to secure this much needed revenue.**
- Mega Raffle discussed again. Donations of prizes required. Craig advised that the proceeds of the raffle are to be donated to Glen Industries.

**9. Volunteers:**

- The Glencoe RFS have again offered their services to assist with set-up and dismantling, and gatekeeping if required. **TASK: A roster for volunteers needs to be drawn up, and the distribution of gate takings needs to be discussed at next meeting.**

**10. General Business:**

- These shortfalls need to be addressed urgently –
- People to conduct workshops/classes/demonstrations
- Follow up traders from previous years not yet booked in
- Sponsorships
- Donations for raffles
- Gate keepers nominated and rostered

**11. Next Meeting:** William Gardner Room, Glen Innes Public Library on Monday 10<sup>th</sup> January, 2022 at 5:30pm.

**12. Meeting closed at 6:40pm**

.....

Chairman

.....

Secretary

.....

Date



## MINUTES

### Ordinary Meeting

#### Minerama Committee

William Gardner Room, Glen Innes Public Library, 71 Grey St, Glen Innes

on Monday 10 January, 2022 at 5:30pm

1. **Meeting opened by Chairman Craig Daly at 5:35pm**
  - **Present:** Craig Daly, Chris Wallbridge, Kathleen Batten, Rhonda Bombell, Margot Davis.
  - **Apologies:** Eric Pearce, Peter Batten
  - It was noted that the meeting did not have a quorum as there were only three committee members present.
2. **Minutes of previous Meeting:**
  - Minutes of ordinary meeting held 8 November 2021 which had been distributed by email would be held over for confirmation at the next ordinary meeting.
3. **Correspondence:**
  - No correspondence was presented. Held over for next ordinary meeting.
4. **Traders Update:**
  - All 2021 traders who have not yet registered for 2022 have been contacted by phone. Most have verbally committed. Just waiting for the application forms to come in.
  - Council accounts department will start issuing invoices to registered traders next this week.

**5. Field Trips:**

- No update as Field Trip co-ordinators not present.  
**TASK: Kathleen to follow up with Eric and Peter as this needs to be locked in on the website and linked to I Wanna Ticket as soon as possible.**

**6. Workshop & Demonstrations:**

- Bev Stoesel has advised that she will not be attending Minerama 2022 and therefore not Viking Knitting classes.
- Richard Moon will be holding his silversmithing classes at The Makers Shed during Minerama weekend.
- Chris suggested that the Glen Innes Gem Club may be able to organise a silversmithing class to be held at Minerama.
- Eric Steadman will be happy to do onsite faceting demonstrations.

**7. Sponsors / Donations:**

- Sponsors are trickling in. To date we only have commitments for \$1250. Our budget requires at least \$4000.  
**TASK: All committee members to seek out sponsors – urgently.**

**8. Volunteers:**

- Chris confirmed that the Glencoe RFS would be happy to assist with set-up on Thursday and pack-up on Sunday, so long as clear instructions are given as to tasks required of them.  
**TASK: We still require a roster for volunteers to be drawn up, and the distribution of gate takings needs to be discussed at next meeting.**

**9. General Business:**

- Craig has approached the Glen Innes Motor Sports Club to conduct a “Show & Shine” day to be held on the arena on the Saturday. Meeting this week to fine-tune details.
- It was suggested that we could enlist the assistance of Life Choices to promote the Emmaville Museum tour among the community.
- It was discussed that Glen Innes Bus Services could be engaged to transport patrons to and from the Emmaville Mining Museum, and also provide shuttle service for the traders from the showgrounds to sponsors venues. Craig suggested that Adam Marshall could be approached to facilitate a grant to provide this service.  
**TASK: Margot will follow this up.**

- All traffic to enter the showgrounds via Bourke Street entrance only and exit via Torrington Street (one-way traffic).

**TASK: Craig to provide detailed traffic management plan.**

- Any casual camping (non-Minerama related) between Thursday 10<sup>th</sup> and Sunday 13<sup>th</sup> to be managed by Minerama, preferably booked via the I Wanna Ticket link.

**10. Next Meeting:** William Gardner Room, Glen Innes Public Library on Monday 7<sup>th</sup> February, 2022 at 5:30pm.

**11. Meeting closed at 6:50pm**

.....

Chairman

.....

Secretary

.....

Date



## MINUTES

### Ordinary Meeting

#### Minerama Committee

William Gardner Room, Glen Innes Public Library, 71 Grey St, Glen Innes

on Monday 7 February, 2022 at 5:30pm

**1. Meeting opened by Chairman Craig Daly at 5:35pm**

- **Present:** Craig Daly, Carol Sparks, Peter Batten, Chris Wallbridge, Eric Pearce, Kathleen Batten, Rhonda Bombell, Margot Davis, Brianna Fea.
- **Apologies:** Trevor Haskins

**2. Marketing and media update:**

- Brianna Fea reported on current marketing strategies, all doing well. Corflute signage artwork still to be finalised and orders placed. Sponsor acknowledgement and Trader introductions still to be organised.
- Chris advised that Prime 7 in Tamworth were advertising that community groups could obtain free promotion of their upcoming events via their daily afternoon community broadcast.

**TASK:** Craig to liaise with Brianna re corflute signs no later than 15<sup>th</sup> Feb.

**TASK:** Kath to provide assistance with the Sponsor and Trader social media posts.

**TASK:** Margot to contact Prime 7.

**3. Minutes of previous Meeting:**

- Minutes of ordinary meetings held 13 December 2021 and 10 January 2022 which had been distributed by email were presented and confirmed.

**Moved:** Kathleen Batten

**Seconded:** Craig Daly

**Carried**



**4. Correspondence:**

- 04-01-22: Email from Corporate & Community Services requesting AGM details.
- 05-01-22: Letter from Corporate & Community Services requesting submission of schedule of fees and charges for Minerama 2023 be submitted to Council by 1<sup>st</sup> March 2022.
- 11-01-22: Quote from Glen Innes Bus Services to provide shuttle bus service during Minerama - \$2,520.
- 13-01-22: Copy of letter from Council General Manager Craig Bennett to Member of Northern Tablelands Adam Marshall requesting financial support to provide bus services at Minerama 2022.
- 27-01-22: Copy of letter from Adam Marshall advising that he has made representations on our behalf to Deputy Premier and Minister for Regional NSW Paul Toole MP re funding request. Will advise in due course.
- 28-01-22: Letter from Corporate & Community Services advising of allocated council representatives to Minerama Committee for the period January to September 2022 being Mayor Robert Banham, Margot Davis, and Rhonda Bombell.  
**TASK: Margot to contact Anna Watt/Danielle Mepham regarding error in this advice. Council representative should be Carol Sparks.**
- 03-02-22: Letters from Minerama Chairman to Lions Club and Lionesses Club requesting their assistance in catering and gate attendance at Minerama 2022.
- 04-02-22: Email from Corporate & Community Services calling for volunteers to assist with Celtic Festival.
- 07-02-22: Email advising UNE is looking into our request for their participation at Minerama 2022 and will advise this week if they can facilitate "Ask an Expert" marquee.

**5. Business arising from correspondence:**

- AGM to be held Monday 9<sup>th</sup> May 2022 at 5:30pm in the William Gardner Room at the Glen Innes Library.
- Council's Minerama debrief to be presented at Committee Meeting to be held Monday 6<sup>th</sup> June 2022.
- Fees and charges for Minerama 2023 discussed resulting in the following to be submitted to Council –
 

Inside Traders (New Pavilion) per table	\$ 80
Inside Traders (Old Pavilion) per table	\$ 60
Outside Traders 6m x 3m powered site for festival period	\$100
Outside Traders 10m x 6m powered site for festival period	\$125
Outside Traders 12m x 10m powered site for festival period	\$150

Camping Fees per site per night	\$ 25
Onsite (showgrounds) Workshop Fees per person	\$ 65
Fossicking Field Trips per day per adult	\$ 30
Fossicking Field Trips per day per child under 16yrs	\$ 15
Fossicking Field Trips per day per child under 5yrs	FREE
Commission to Landholders for fossicking trips per adult	\$ 10
Commission to Landholders for fossicking trips per child under 16yrs	\$ 5
Festival Gate Entry per day per adult	\$ 5
Festival Gate Entry per day per child under 16yrs	FREE

**Moved:** Eric Pearce                      **Seconded:** Peter Batten                      **Carried**  
**TASK:** Kath to make this submission to Council.

#### 6. Treasurer's Report:

- Invoicing for Traders and Sponsors underway.
- Traders' fees presently stand at 86% of budgeted total.
- Sponsorships are in excess of budget.
- Operational expenditure is presently at 46% of budgeted total.
- Treasurer suggested that the committee make a submission to Council for an Annual Operating Budget Allocation of \$10,000.

**Moved:** Chris Wallbridge                      **Seconded:** Craig Daly                      **Carried**

#### 7. Field Trips:

- Two of the field trips have already sold out – the Reddestone Creek (Experienced) and the Oban River.
- Field Trip risk assessments will be carried out over the next couple of weeks.

#### 8. Traders Update:

- The new pavilion is booked to COVID-safe capacity (75 tables) and we have at least 12 tables booked in the old pavilion.
- 40 traders have booked outside sites.

#### 9. Sponsors Update:

- Craig has done well with the sponsorship drive. A total of 20 sponsors have pledged total of \$5,500 to date.

**10. Volunteers:**

- Thursday setup – Glencoe RFS, Bob Corfe, all available committee members.
- Gates – Lionesses, Glen Industries, Men's shed.
- Field trip check-in Friday – Ronnie & Carol
- Field trip check-in Saturday – Ronnie & Kath
- Field trip check-in Sunday – Kath & Carol
- First Aid showgrounds – Peter Chaffey & Carol
- First Aid field trips – Eric has made arrangements with an MD, Peter Willott.
- Information/Sponsors Tent – Ronnie and all available committee members.
- Sunday pack-up – Glencoe RFS, all available committee members.

**11. Workshop & Demonstrations:**

- Glen Innes Gem Club will operate a kid's fossicking area.
- Eric Steadman will do faceting demonstrations from 9am – 11am and 1pm – 3pm daily.
- New England and Glen Innes Gem Clubs will conduct "Is my stone cuttable?" consultation sessions from 5pm to 6pm daily in return for a gold coin donation.
- Richard Moon will be holding Silversmithing classes at The Makers Shed.
- UNE are a 70% certainty to provide a "Ask an Expert" service during the weekend.

**12. General Business:**

No further business discussed.

**13. Next Meeting:** William Gardner Room, Glen Innes Public Library on Monday 7<sup>th</sup> March, 2022 at 5:30pm.

**14. Meeting closed at 6:55pm**

.....

Chairman

.....

Secretary

.....

Date