

Glen Innes Severn Council Meeting

23 SEPTEMBER 2022

Annexures

ANNEXURES

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28/05/2020	7.18	Dumaresq Street Industrial Estate	Moved Cr C Price	Seconded Cr A Parsons	31/10/2022	Reid, Adam
						Item 1 completed and with GM for signing and final lodgement.
That Council:						Target date changed by Price, Graham from 11 June 2020 to 28 August 2020
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.						Item 1 completed and DA lodged.
2. On completion of the subdivision, appoints Liston Legal to undertake a contract of sale with Mr DeLong subject to vendor mortgage as outlined in this report.						MED requested to promote the land as per Council resolution on the 14/7/2020. Following promotion carried out; 1. Added to Glen Innes Highlands site - https://gleninneshighlands.com/existing-assets.html , 2. Posted onto Glen Innes Highlands Facebook page, 3. Shared to GISC Facebook page, 4. Shared to 'Glen Innes Business Support' Facebook group.
3. 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.						Promotion has been carried out through the VIC. Subdivision DA has been lodged and is pending approval.
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.						Item 2 is the only remaining item to be actioned and this cannot be completed until such time as the DA is approved and a Subdivision Certificate issued allowing registration to occur with the Land Titles Office.
5. Requests applicants expressing interest to purchase land to demonstrate the following criteria:						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.
☐ The capacity of the future development to create local employment;						The Development consent has been approved which will now allow the pursuing of the Subdivision certificate.
☐ 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						
☐ The demonstrated ability of the individual, organisation or company to deliver a development on the site in a timely manner.						

	A division was called for, voting on which was as follows:	
For	Against	Surveyor to be engaged to finalise the survey.
Cr C Sparks Cr D Newman Cr G Frendon Cr A Parsons Cr C Price Cr J Smith Cr S Toms		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. Pending a quotation from Surveyor Jim Noad to finalise the linen plan. 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. Works including sealing of road and K&G scheduled for March 2021. Negotiations underway with Surveyor to undertake the required land survey. Survey to be completed by 28 February 2021. Preliminary site work has commenced and road works and kerb & gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb & gutter and placement of survey markers. Survey expected to be completed by the end of April. Target date changed by Price, Graham from 31 March 2021 to 28 May 2021 - Surveyor wants to have survey marks completed in kerb & gutter prior to undertaking survey work. K&G to be completed by the end of March.
The division was declared CARRIED by 7 votes to 0.		

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						<p>Surveyors "New England Surveying & Engineering" have been selected to survey the land. On first inspection, surveyor recommended changes as to how to subdivide the area more thoroughly. Changes being reviewed by Director of Infrastructure Services and Senior Design Officer</p> <p>Discussions held between New England Surveying and Engineering, Director of Infrastructure Services, and Senior Design Officer about proposed changes to subdivision plan held. Changes have been made to the plan.</p> <p>New England Surveying and Engineering provided Draft Subdivision Plan. DDPRS to finalise the outstanding Conditions of Consent before submitting for authorisation.</p>
27/05/2021	7.11	Information update - Proposed Partnership with the Youth Insearch Organisation	Moved Cr A Parsons	Seconded Cr G Frendon	30/09/2022	Williams, Anthony
						<p>THAT:</p> <ol style="list-style-type: none"> 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. 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.
						<p>This report will now become the current document related to the Partnership with Youth Insearch. The MCS will liaise with the CEO Youth Insearch to seek funding as identified within this report. The MCS will provide a further report to the October Meeting of Council.</p> <p>Target date changed by Williams, Anthony from 10 June 2021 to 30 September 2021</p> <p>Target date changed by Watt, Anna from 30 September 2021 to 29 October 2021 - This report will now become the current document related to the Partnership with Youth Insearch. Council's MCS will liaise with the CEO of Youth Insearch to seek funding as identified within this report. The MCS will provide a further report to Council's Ordinary Meeting in October.</p>

A division was called for, voting on which was as follows:		
For	Against	The MCS has arranged a meeting for Thursday 29 July between Councils Youth staff, Youth Insearch Regional Coordinator and Youth Insearch CEO to discuss progress.
Cr C Sparks	Nil	
Cr G Frendon		
Cr A Parsons		Youth Insearch have submitted an application to the Safer Communities Program. The Mayor provided a letter of support for this application. It is proposed to submit an application to the Black Summer Bushfires Recovery Grant program which closes on 2 September. The application will provide for a full time Youth Insearch Community Based Worker position at Glen Innes for two years.
Cr C Price		
Cr S Toms		
The division was declared carried by 5 votes to 0.		
		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.
		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 writers to polish the application.
		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.

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	<p>No additional update available at this time. The MCS remains in regular contact with Youth Insearch with Grant applications submitted. We are also jointly seeking other grant opportunities as they arise.</p> <p>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>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> <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>Black Summer Bushfires Grant Application lodged. Continual investigation and application for other Grant opportunities is explored by the partnership.</p> <p>Ongoing commitment wit Youth Insearch. MCS to contact Youth Insearch for an update on progress.</p> <p>No additional information available at time of update. Grant applications are still in the process.</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.
		There has not yet been a determination on existing grant applications. We continue to seek additional opportunities for funding.
		The Black Summer Bushfire Grant application was unsuccessful. MCS to discuss actions moving forwards with Youth Insearch and provide an update.
		Meeting between MCS and Youth Insearch scheduled for 7 April 2022.
		Meeting between MCS and Youth Insearch delayed at their request until Monday 11 April 2022.
		Meeting was held with Youth Insearch Regional Coordinator (YIRC) however there were no substantive information arising from the discussions related to the Partnership with Council. The Youth Insearch CEO has a pending update for his staff the (YIRC) will keep the MCS informed. Introductions were made between the YIRC and Council's YW and a commitment was made from the YIRC to have an increased presence with Council's Youth Team.
		MCS has planned discussion with Youth Insearch Tuesday 31 May to discuss partnership arrangements and actions moving forwards. MCS will provide additional information post meeting.

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	<p>Target date changed by Williams, Anthony from 31 May 2022 to 30 June 2022 - Target revised pending MCS meeting with Youth Insearch and MCS unplanned leave.</p> <p>Email received from Youth Insearch 23 June they have been successful receiving funding from the Safer Communities funding application. (The MCS is awaiting further communication from Youth Insearch to ascertain how this funding may assist young people from our LGA.</p> <p>Target date changed by Williams, Anthony from 30 June 2022 to 31 July 2022 - Meeting with Youth Insearch pending post their having a successful Regional funding application.</p> <p>MCS has discussed with Youth Insearch their successful Grant application for Safer Communities. The funding will be rolled out with a presence in several local communities including Tamworth, Inverell, Armidale and Glen Innes, Acting CEO of Youth Insearch James South advised the MCS that the Community Based Worker for Glen Innes will be factored in. The funding is for two (2) years. Youth Insearch Regional Coordinator - Meg Hanlon advised the plan is to have a presence one (1) day per week at various Children's Court sittings and other target areas remain in the planning. Youth Insearch made a commitment to remain in contact with Council regarding the rollout of their services.</p> <p>Target date changed by Williams, Anthony from 31 July 2022 to 31 July 2022 - Please refer note 19 July 2022.</p> <p>Target date changed by Williams, Anthony from 31 July 2022 to 30 September 2022 - MCS has discussed with Youth Insearch their successful Grant application for Safer Communities. The funding will be rolled out with a presence in several local</p>

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Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 15 September 2022 4:18:27 PM
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						A report is being prepared for the September Meeting. The report will only relate to the trial and not cover any future proposed trials.	
						Revised report has been presented to 13 September MANEX with a view to being presented to the 23 September Council Meeting.	
28/10/2021	7.28	West Furracabad Road Minor Closure	Moved Cr A Parsons	Seconded Cr G Frendon	30/09/2022	Reid, Adam	
						Have started notifying authorities of the road closure with supporting evidence.	
						Target date changed by James, Sari from 11 November 2021 to 30 December 2021	
						Target date changed by James, Sari from 30 December 2021 to 31 March 2022	
						Property Officer is still notifying authorities and getting it to be advertised in the coming week.	
						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.	
						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.	

		The advertising period has finished for the road closure, there was no formal complaints to the proposed road closure.
		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.
		The deposited plan has been sent to Council's external surveyor for review, before sending for signature to Crown lands.
		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.
		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.
		Target date changed by James, Sari from 31 March 2022 to 30 April 2022
		Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role.
		Property Administration Officer met with Crown Land Management in Armidale on 20/04/2022. Discussed procedures to gazette land. Awaiting further consultation in the next two weeks to identify a solution.

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						Property Administration Officer awaiting outcome of Land Environment court appeal period. Progress to sale will begin after this period.
						Target date changed by Appleby, Keith from 31 August 2022 to 30 September 2022 - Documents are pending settlement.
24/02/2022	7.28	Proposed Sale of 23 Bourke Street Deepwater	Moved Cr A Parsons	Seconded Cr J Parry	31/12/2022	Reid, Adam
						Property Officer is Gathering more information before commencing the Expression of Interest.
						23 Bourke Street is to be surveyed this week by a contracted surveyor.
						Target date changed by James, Sari from 10 March 2022 to 30 April 2022
						Surveyor to survey the area when the weather has cleared.
						Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role
						Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: Thursday, 15 September 2022 4:18:27 PM
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28/04/2022	7.16	Review and Repeal of Aboriginal Employment Strategy	Moved Cr T Arandale	Seconded Cr L Gresham	31/10/2022	Sayers, Peter
			Target date changed by Sayers, Peter from 12 May 2022 to 30 June 2022 - Target date has been moved out to allow sufficient time to complete all actions, particularly those relating to the review of the EEO Plan.			
			Target date changed by Sayers, Peter from 30 June 2022 to 31 August 2022 - The Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been delayed, meaning that action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of August 2022.			
			Target date changed by Sayers, Peter from 31 August 2022 to 31 October 2022 - The Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been substantially delayed due primarily to the MAHR being Acting DCCS for three weeks during the period that the EEO MP would have been reviewed, meaning that action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of October 2022.			
			As highlighted in the last note, the Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been substantially delayed due primarily to the MAHR being Acting DCCS for three weeks during the period that the EEO MP would have been reviewed, meaning that action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of October 2022.			
			THAT Council:			
			1. Repeals the Aboriginal Employment Strategy;			
			2. Approves the transfer of relevant actions from the current Aboriginal Employment Strategy to the Equal Employment Opportunity (EEO) Management Plan as part of the review of the latter document later this year; and			
			3. Approves a trigger point being added to the Workforce Management Strategy to develop a new Aboriginal Employment Strategy if Aboriginal employment decreases below Council's target for two (2) consecutive years as reported in Council's Annual Report.			
			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			
			The division was declared carried by 5 votes to 2.			

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As highlighted in the last note, the Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been substantially delayed due to other work demands. This means that Action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of October 2022.					
26/05/2022	7.7	Quarterly Budget Review - March 2022	Moved Cr J Parry	Seconded Cr T Alt	16/12/2022 Watt, Anna
			revised date to allow for work on jigsaw to be completed		
			That Council notes and adopts the information contained in this report with the estimated annual Operational Surplus (excluding Capital Grants and Contributions) of \$1M being the result of the March 2022 Quarterly Budget Review.		
			Target date changed by Newsome, Ann from 09 June 2022 to 14 June 2022 - time constraints due to Project Jigsaw		
			A division was called for, voting on which was as follows:		
			allocated to Brett should be completed by 20/6/2022		
			For	Against	
			Cr R Banham	Nil	Target date changed by Newsome, Ann from 14 June 2022 to 21 June 2022 - Allocated to Brett should be completed by 20/6/2022
			Cr T Arandale		
			Cr T Alt		
			Cr L Gresham		
			Cr J Parry		Target date changed by Newsome, Ann from 21 June 2022 to 27 June 2022 - date post council meeting
			Cr A Parsons		
			Cr C Sparks		
			The division was declared carried by 7 votes to 0.		
			Target date changed by Watt, Anna from 27 June 2022 to 22 July 2022		
			Target date changed by Watt, Anna from 22 July 2022 to 29 July 2022 - CFO out of the office this week.		
			As part of the preparation of financial statements practical will be updated		

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Action reassigned to Wilkins, Kimberley by Mephram, Danielle - CFO resignation.							
Action reassigned to Watt, Anna by Mephram, Danielle - CFO resignation.							
Target date changed by Watt, Anna from 30 September 2022 to 28 February 2023							
This action has not yet been progressed due to the focus on Project Jigsaw. Our , Auditors and TCorp have been advised.							
26/05/2022	7.10	Correction of Boundary Realignment request between Glen Innes Severn Council and Tenterfield Shire Council	Moved Cr T Alt	Seconded Cr T Arandale	30/12/2022	Davidson, Andrea	<p>Target date changed by Davidson, Andrea from 09 June 2022 to 30 December 2022 - Tenterfield Council will submit a new application with the revised resolution wording and Council await the response</p> <p>Council has forwarded the resolution from the May meeting to Tenterfield Council. Tenterfield Council will the submit the application with the amended resolution wording</p> <p>All information has been forward to the Tenterfield Shire Council for submission</p> <p>Currently awaiting determination of the boundary realignment submission from OLG, No further information available until this determination is received.</p>
			<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Receives and notes this report as an amendment. 2. Agrees that Tenterfield Shire Council make an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and the Shire of Tenterfield Local Government areas by transferring part Lot 140 DP751487, having an area of 40.47ha, and lots 21, 22, 59 and 60 DP753289, having a combined area of 32.38ha, from the Glen Innes Severn Council Local Government area to the Shire of Tenterfield Local Government area. 3. Recommends to Tenterfield Shire Council that they obtain a prior commitment from the ratepayers involved, and that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Tenterfield Shire Council. 				

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<p>A division was called for, voting on which was as follows:</p> <table><tr><td>For</td><td>Against</td><td rowspan="8">Still awaiting determination of the boundary realignment submission from OLG, No further information available until this determination is received.</td></tr><tr><td>Cr R Banham</td><td>Nil</td></tr><tr><td>Cr T Arandale</td><td></td></tr><tr><td>Cr T Alt</td><td></td></tr><tr><td>Cr L Gresham</td><td></td></tr><tr><td>Cr J Parry</td><td></td></tr><tr><td>Cr A Parsons</td><td></td></tr><tr><td>Cr C Sparks</td><td></td></tr></table> <p>The division was declared carried by 7 votes to 0.</p>							For	Against	Still awaiting determination of the boundary realignment submission from OLG, No further information available until this determination is received.	Cr R Banham	Nil	Cr T Arandale		Cr T Alt		Cr L Gresham		Cr J Parry		Cr A Parsons		Cr C Sparks	
For	Against	Still awaiting determination of the boundary realignment submission from OLG, No further information available until this determination is received.																					
Cr R Banham	Nil																						
Cr T Arandale																							
Cr T Alt																							
Cr L Gresham																							
Cr J Parry																							
Cr A Parsons																							
Cr C Sparks																							
23/06/2022	7.11	Review of the Bank Account Overdraft Facility Policy	Moved Cr T Arandale	Seconded Cr J Parry	14/10/2022	Watt, Anna																	
						Target date changed by Watt, Anna from 07 July 2022 to 29 July 2022 - CFO out of the office this week.																	
That Council adopts the revised Bank Account Overdraft Facility Policy.																							
<p>A division was called for, voting on which was as follows:</p> <table><tr><td>For</td><td>Against</td><td rowspan="8">Target date changed by Newsome, Ann from 29 July 2022 to 31 August 2022 - wait on signatures</td></tr><tr><td>Cr R Banham</td><td>Nil</td></tr><tr><td>Cr T Arandale</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></td><td></td></tr><tr><td></td><td></td></tr></table> <p>The division was declared carried by 5 votes to 0.</p>						For	Against	Target date changed by Newsome, Ann from 29 July 2022 to 31 August 2022 - wait on signatures	Cr R Banham	Nil	Cr T Arandale		Cr L Gresham		Cr J Parry		Cr A Parsons						
For	Against	Target date changed by Newsome, Ann from 29 July 2022 to 31 August 2022 - wait on signatures																					
Cr R Banham	Nil																						
Cr T Arandale																							
Cr L Gresham																							
Cr J Parry																							
Cr A Parsons																							
						Progressed - waiting of signatures and distribution to staff																	
						Action reassigned to Watt, Anna by Mephram, Danielle - CFO resignation.																	
						CFO did not have time to action prior to her departure, I shall organise that this action is completed going forward.																	
						Target date changed by Watt, Anna from 31 August 2022 to 14 October 2022																	

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23/06/2022	7.14	Review of the Glen Innes Aggregates Trading Terms Policy	Moved Cr J Parry	Seconded Cr L Gresham	14/10/2022	Watt, Anna
			That Council adopts the revised Glen Innes Aggregates Trading Terms Policy.		Target date changed by Watt, Anna from 07 July 2022 to 29 July 2022 - CFO out of the office this week.	
			A division was called for, voting on which was as follows:		Target date changed by Newsome, Ann from 29 July 2022 to 31 August 2022 - Progressed - waiting of signatures and distribution to staff	
			For	Against		
			Cr R Banham	Nil	Progressed - waiting of signatures and distribution to staff	
			Cr T Arandale			
			Cr L Gresham			
			Cr J Parry		Action reassigned to Watt, Anna by Mephram, Danielle - CFO resignation.	
			Cr A Parsons			
			The division was declared carried by 5 votes to 0.		CFO did not have time to action prior to her departure, I shall organise that this action is completed going forward.	
					Target date changed by Watt, Anna from 31 August 2022 to 14 October 2022	
23/06/2022	7.15	Review of the Investment Policy	Moved Cr A Parsons	Seconded Cr J Parry	14/10/2022	Watt, Anna
			That Council adopts the revised Investment Policy.		Target date changed by Watt, Anna from 07 July 2022 to 29 July 2022 - CFO out of the office this week.	
					Target date changed by Newsome, Ann from 29 July 2022 to 31 August 2022 - Progressed - waiting of signatures and distribution to staff	
					Progressed - waiting of signatures and distribution to staff	

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For	Against	Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation.																					
Cr R Banham	Nil																						
Cr T Arandale																							
Cr L Gresham																							
Cr J Parry																							
Cr A Parsons																							
23/06/2022	7.17	Review of the Sale of Other Assets (Asset Disposal) Policy	Moved Cr T Arandale	Seconded Cr A Parsons	14/10/2022 Watt, Anna																		
<p>That Council adopts the revised Sale of Other Assets (Asset Disposal) Policy.</p> <p>A division was called for, voting on which was as follows:</p> <table><tr><td>For</td><td>Against</td><td>Target date changed by Watt, Anna from 07 July 2022 to 29 July 2022 - CFO out of the office this week.</td></tr><tr><td>Cr R Banham</td><td>Nil</td><td></td></tr><tr><td>Cr T Arandale</td><td></td><td></td></tr><tr><td>Cr L Gresham</td><td></td><td></td></tr><tr><td>Cr J Parry</td><td></td><td></td></tr><tr><td>Cr A Parsons</td><td></td><td></td></tr></table> <p>The division was declared carried by 5 votes to 0.</p> <p>Target date changed by Newsome, Ann from 29 July 2022 to 31 August 2022 - Progressed - waiting of signatures and distribution to staff</p> <p>Progressed - waiting of signatures and distribution to staff</p> <p>Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation.</p> <p>CFO did not have time to action prior to her departure, I shall organise that this action is completed going forward.</p> <p>Target date changed by Watt, Anna from 31 August 2022 to 14 October 2022</p>						For	Against	Target date changed by Watt, Anna from 07 July 2022 to 29 July 2022 - CFO out of the office this week.	Cr R Banham	Nil		Cr T Arandale			Cr L Gresham			Cr J Parry			Cr A Parsons		
For	Against	Target date changed by Watt, Anna from 07 July 2022 to 29 July 2022 - CFO out of the office this week.																					
Cr R Banham	Nil																						
Cr T Arandale																							
Cr L Gresham																							
Cr J Parry																							
Cr A Parsons																							

Action Sheets Report	Division:		Date From:	
	Committee:	Council	Date To:	
	Officer:		Printed: Thursday, 15 September 2022 4:18:27 PM	

23/06/2022	7.18	Review of the Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy	Moved Cr J Parry	Seconded Cr L Gresham	14/10/2022	Watt, Anna
			That Council adopts the revised Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy.			Target date changed by Watt, Anna from 07 July 2022 to 29 July 2022 - CFO out of the office this week.
			A division was called for, voting on which was as follows:			Target date changed by Newsome, Ann from 29 July 2022 to 31 August 2022 - Progressed - waiting of signatures and distribution to staff
			For	Against		Progressed - waiting of signatures and distribution to staff
			Cr R Banham	Nil		Action reassigned to Watt, Anna by Mephram, Danielle - CFO resignation.
			Cr T Arandale			CFO did not have time to action prior to her departure, I shall organise that this action is completed going forward.
			Cr L Gresham			Target date changed by Watt, Anna from 31 August 2022 to 14 October 2022
			Cr J Parry			
			Cr A Parsons			
			The division was declared carried by 5 votes to 0.			
23/06/2022	7.29	Recommendations from the Roads Consultative Committee	Moved Cr A Parsons	Seconded Cr J Parry	30/09/2022	Wilkins, Kimberley
			THAT Council:			This item will be actioned when the new administration assistant to the MID is recruited, as the communication arrangements for road related customer service enquiries will change at that point. Recruitment is currently underway.
			1.	Undertakes public communication activities to raise awareness for landowners to be mindful of vegetation on their private land that obstructs vision on public roads.		Target date changed by Appleby, Keith from 07 July 2022 to 30 August 2022 - Pending recruitment of the new administrative assistant position.
			2.	Undertakes public communication activities to make the community aware of the avenues available to them to report safety issues on the road network.		

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			3.	Adopts the revised Terms of Reference of the Roads Consultative Committee as tabled at the 19 May 2022 Meeting.			Target date changed by Appleby, Keith from 20 August 2022 to 30 September 2022 - This item will be completed once the new Admin Assistant role is in place and the customer service workflow is revised.
			A division was called for, voting on which was as follows:				
			For	Against			
			Cr R Banham	Nil			
			Cr T Arandale				
			Cr L Gresham				
			Cr J Parry				
			Cr A Parsons				
			The division was declared carried by 5 votes to 0.				
28/07/2022	7.3	Glen innes Powerhouse Museum Project - Purchase Offer	Amendment Moved Cr T Arandale	Seconded Cr T Alt	30/09/2022	Davis, Margot	Target date changed by Davis, Margot from 11 August 2022 to 30 September 2022 - No capacity to complete this as yet.
			THAT Council:				
			1. Instructs the Manager Economic Development to inform all relevant stakeholders and community groups on the cessation of the project continuing.				
			2. Authorises the General Manager to enter negotiations with Essential Energy to purchase the property at 148 Church Street as an investment property for Council.				

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A division was called for, voting on which was as follows:					
For		Against			
Cr R Banham		Nil			
Cr T Arandale					
Cr T Alt					
Cr J Parry					
Cr A Parsons					
Cr C Sparks					
The division was declared CARRIED by 6 votes to 0.					
28/07/2022	7.16	Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025	Moved Cr A Parsons	Seconded Cr C Sparks	07/10/2022 Byrne, Kerry
			Target date changed by Byrne, Kerry from 11 August 2022 to 09 September 2022		
			Target date changed by Byrne, Kerry from 09 September 2022 to 23 September 2022		
			Target date changed by Watt, Anna from 23 September 2022 to 07 October 2022 - Currently with the Interim General Manager for final signature.		
THAT Council:					
1. Approves for the revised Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 to be placed on public exhibition for 28 days from Thursday, 4 August 2022 until Wednesday, 31 August 2022.					
2. Displays the revised Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 on Council's website, and that it be made available for viewing at the following locations:					
☑ Council's Town Hall Office;					
☑ Council's Church Street Office; and					
☑ The Village Post Offices at Deepwater, Emmaville and Glencoe.					
3. Requests the Manager of Library and Learning Centre to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025; otherwise, that the Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 be adopted by Council.					

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Cr R Banham	Nil																				
Cr T Arandale																					
Cr T Alt																					
Cr J Parry																					
Cr A Parsons																					
Cr C Sparks																					
25/08/2022	7.5	Australian Celtic Festival Format, Fees and Charges 2023	Moved Cr J Parry	Seconded Cr C Sparks	30/09/2022	Bombell, Rhonda	Target date changed by Duffell, Debbie from 08 September 2022 to 30 September 2022 - The fees and charges are currently on public exhibition.														
<p>THAT Council:</p> <ol style="list-style-type: none">Endorses the full schedule of events at the Australian Celtic Festival in accordance with any applicable Public Health Orders (COVID-19 Restrictions on Gathering and Movement).Authorises Council staff in consultation with the ACF Working Group to adjust/postpone/cancel any elements of the schedule of events due to any applicable Public Health Orders (COVID-19 Restrictions on Gathering and Movement) changes.Advertises the following Australian Celtic Festival 2023 Fees and Charges for public exhibition from Thursday, 1 September 2022 until 4pm on Wednesday 28 September 2022 and seeks public submissions on the proposed fees and charges:<ol style="list-style-type: none">Trader Sites:<ol style="list-style-type: none">Unpowered Stalls: \$12 per square metre;Powered Stalls: 15amp - \$15 per square metre;Powered Stalls: 30amp - \$16 per square metre;																					

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<p>iv. Corner Site: Additional \$50 per site; and v. Free Standing Site: Additional \$100 per site.</p> <p>b. Adult Tickets – Two (2) Day General:</p> <p>i. Standard - \$72 (includes booking fee); ii. Commercial Coach/Tour Company: \$58 (includes booking fee); and iii. Local Promotion Offer: \$44 (includes booking fee).</p> <p>c. Adult Tickets – Two (2) Day (Early Bird Promotional Pass)</p> <p>i. Standard - \$61.50 (includes booking fee).</p> <p>d. Adult Tickets – One (1) Day General – Saturday or Sunday</p> <p>i. \$42 (includes booking fee); ii. Commercial Coach/Tour Company: \$34 (includes booking fee); and iii. Local Promotion Offer: \$26 (includes booking fee)</p> <p>e. Adult Tickets – One (1) Day (Early Bird promotional Pass)</p> <p>i. Standard - \$36 (includes booking fee).</p> <p>4. Displays the proposed fees on Council's website, and that they be made available for viewing at the following locations:</p> <p>☐ Council's Town Hall Office; ☐ Council's Church Street Office; and ☐ The Village Post Offices at Deepwater, Emmaville and Glencoe.</p> <p>5. Requests the Tourism and Events Officer to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions objecting to the proposed amendments to the fees and charges for the 2023 Australian Celtic Festival, otherwise, that the draft fees and charges for the 2023 Australian Celtic Festival be adopted by Council.</p>

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			Printed: Thursday, 15 September 2022 4:18:27 PM

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Cr A Parsons																							
Cr C Sparks																							
25/08/2022	7.6	Memorandum of Understanding - Glen Innes Business Chamber	Moved Cr T Arandale	Seconded Cr T Alt	30/09/2022	Davis, Margot	Target date changed by Davis, Margot from 08 September 2022 to 30 September 2022 - GIBC has some amendments to be considered.																
<p>THAT Council:</p> <ol style="list-style-type: none">Reviews the Draft Memorandum of Understanding between Council's Highlands Hub and the Glen Innes Business Chamber.Authorises for the Mayor and General Manager to sign the Memorandum of Understanding. <p>A division was called for, voting on which was as follows:</p> <table><tr><td>For</td><td>Against</td></tr><tr><td>Cr R Banham</td><td>Cr C Sparks</td></tr><tr><td>Cr T Arandale</td><td></td></tr><tr><td>Cr T Alt</td><td></td></tr><tr><td>Cr L Gresham</td><td></td></tr><tr><td>Cr J Parry</td><td></td></tr><tr><td>Cr A Parsons</td><td></td></tr></table> <p>The division was declared carried by 6 votes to 1.</p>								For	Against	Cr R Banham	Cr C Sparks	Cr T Arandale		Cr T Alt		Cr L Gresham		Cr J Parry		Cr A Parsons			
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25/08/2022	7.8	Restricted and Unrestricted Cash Policy	Moved Cr T Arandale	Seconded Cr T Alt	14/10/2022	Watt, Anna
			That Council adopts the Restricted and Unrestricted Cash Policy.		Action reassigned to Watt, Anna by Mepham, Danielle - CFO resignation.	
			A division was called for, voting on which was as follows:		CFO did not have time to action prior to her departure, I shall organise that this action is completed going forward.	
			For	Against		
			Cr R Banham	Nil	Target date changed by Watt, Anna from 08 September 2022 to 14 October 2022	
			Cr T Arandale			
			Cr T Alt			
			Cr L Gresham			
			Cr J Parry			
			Cr A Parsons			
			Cr C Sparks			
			The division was declared carried by 7 votes to 0.			
25/08/2022	7.10	Youth Centre Building 152 Wentworth Street Glen Innes	Moved Cr A Parsons	Seconded Cr J Parry	31/12/2022	Williams, Anthony
			THAT Council:		The MCS and DCCS will discuss the revised resolution in particular the Councillor Workshop and plan accordingly.	
			1. Continues to dedicate the building at 152 Wentworth Street, Glen Innes for use as a Youth Centre.		Target date changed by Williams, Anthony from 08 September 2022 to 31 December 2022 - Councillor Workshop to be completed within 2022 calendar year.	
			2. Holds a Councillor Workshop to establish a set of success criteria for The Youth Booth, and invites the Executive of the Glen Innes Business Chamber and representatives from BackTrack to attend the Workshop.			
			3. Actively pursues the Police and Community Youth Club (PCYC) to come to Glen Innes.			

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Cr C Sparks																							
25/08/2022	7.13	Review of Community Engagement Strategy	Moved Cr T Arandale	Seconded Cr C Sparks	07/10/2022	McIntyre, Dennis	Target date changed by McIntyre, Dennis from 08 September 2022 to 07 October 2022 - The Strategy has gone on Public Exhibition and Council awaits submissions.																
<p>THAT Council:</p> <ol style="list-style-type: none">Approves for the draft Community Engagement Strategy to be placed on public exhibition for 28 days from Thursday, 1 September 2022 until Wednesday, 28 September 2022.Displays the draft Community Engagement Strategy on Council's website, and that it be made publicly available for viewing at the following locations:<ul style="list-style-type: none">☑ Council's Town Hall Office;☑ Council's Church Street Office; and☑ The village Post Offices at Deepwater, Emmaville and Glencoe.Requests the Acting General Manager to prepare a further report to Council after the public exhibition period in the event of Council receiving any significant submissions regarding the draft Community Engagement Strategy; otherwise, that the draft Community Engagement Strategy be adopted by Council.																							

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25/08/2022	7.25	Operation of the Glen Innes Aquatic Centre	Moved Cr T Alt	Seconded Cr T Arandale	31/10/2022	Archibald, Graham	<p>Letter of Offer written and signed off by the Contractor at Emmaville Aquatic Centre to extend the Lease for a further one (1) year after current lease runs out at the end of the current season 2022-2023. This now extends the lease to the end of the 2023-2024 Season. Signed letter has been entered into ECM.</p> <p>Target date changed by Archibald, Graham from 08 September 2022 to 31 October 2022 - The date has been extended so as to allow the research for monies and to communicate with the GM to see how Council wants to proceed with the Service review.</p>																
<p>THAT Council:</p> <ol style="list-style-type: none">1. Instructs the General Manager to consider a full-service review of the Glen Innes and Emmaville Aquatic Centres in the 2022-2023 Operational Plan and Budget;2. Seeks Expressions of Interest to lease the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre commencing in the 2023-2024 Financial Year; and3. Endorses the continuation of a further one (1) year for the current lease agreement for the Emmaville Aquatic Centre.																							

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25/08/2022	7.27	Boundary Realignment request between Glen Innes Severn Council and Inverell Shire Council	Moved Cr A Parsons	Seconded Cr T Alt	30/06/2023	Reid, Adam																
			THAT Council:		Target date changed by Reid, Adam from 08 September 2022 to 31 December 2022 - Letter to Inverell Shire Council not yet approved.																	
			1. Accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas by transferring part of Crown Land Road Corridor between Lot 107 DP753292 and Lot 2 DP1187044 having an area of approximately 700m ² from the Inverell Shire Council Local Government Area to the Glen Innes Severn Council Local Government Area;		Target date changed by Reid, Adam from 31 December 2022 to 30 June 2023 - After investigation into past Boundary Realignments, time frame extended.																	
			2. Makes an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and Inverell Shire Council; and																			
			3. Obtains a prior commitment from the requesting party that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Glen Innes Severn Council.																			

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25/08/2022	12.1	Tender T22-02 Centennial Parklands Skywalk	Moved Cr A Parsons	Seconded Cr J Parry	31/12/2022	Appleby, Keith	Target date changed by Appleby, Keith from 08 September 2022 to 31 December 2022 - The tenderer has been advised that tender was unsuccessful. The project manager has been requested to review options and provide a proposal for alternate delivery. Pending this advice an application to extend grant deadline may be required.																
<p>THAT Council:</p> <ol style="list-style-type: none">Does not accept the single tender received from Daracon Group under T22-02 Centennial Parklands Skywalk.Explores other options for delivery of the project and requests a further extension of time for completion under the grant deed.																							

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			A division was called for, voting on which was as follows:			
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			Cr A Parsons			
			Cr C Sparks			
			The division was declared carried by 7 votes to 0.			
25/08/2022	6.1	Request for Financial Support	Moved Cr R Banham	29/09/2022	Mcintyre, Dennis	Target date changed by McIntyre, Dennis from 08 September 2022 to 29 September 2022 - Attract, Connect, Stay have been contacted to provide details of the managing agent so this matter may be progressed to fruition.
			That Council sets aside \$3,360 to be used to assist with bringing a new doctor and his family to Glen Innes.			
			A division was called for, voting on which was as follows:			
			For	Against		
			Cr R Banham	Nil		
			Cr T Arandale			
			Cr T Alt			
			Cr L Gresham			
			Cr J Parry			
			Cr A Parsons			
			Cr C Sparks			
			The division was declared carried by 7 votes to 0.			

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12/09/2022	4.1	Reconnecting Regional NSW - Community Events Program - CEO0115 - Funding Agreement	Moved Cr A Parsons	Seconded Cr J Parry	26/09/2022	Quinn, Richard	As per Council Resolution, signed and sealed deed agreement submitted by Richard Quinn to NSW Government Regional NSW. Awaiting counter-signing and execution.												
<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Reconnecting Regional NSW Community Events Program Deed Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW, in relation to the following event: <ul style="list-style-type: none"> ☒ Vegetable Creek (Emmaville) MPS Auxiliary – Vegetable Creek MPS (Hospital) 20 Year Anniversary and Emmaville Village 150 Year Anniversary Celebrations. 2. Authorises for the Deputy Mayor and the interim General Manager to execute all documents relating to the Reconnecting Regional NSW Community Events Program Deed Agreement Deed Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW. <p>A division was called for, voting on which was as follows:</p> <table border="0"> <tr> <td>For</td> <td>Against</td> </tr> <tr> <td>Cr T Arandale</td> <td>Nil</td> </tr> <tr> <td>Cr T Alt</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 5 votes to 0.</p>								For	Against	Cr T Arandale	Nil	Cr T Alt		Cr J Parry		Cr A Parsons		Cr C Sparks	
For	Against																		
Cr T Arandale	Nil																		
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Cr C Sparks																			

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2. Authorises for the Deputy Mayor and the interim General Manager to execute all documents relating to the Reconnecting Regional NSW Community Events Program Deed Agreement Deed Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.

[illegible]

Department of Regional NSW

nsw.gov.au/SCCFr5

Stronger Country Communities Fund

Round 5

Program Guidelines



Contents

Cover image: A teen enjoys skating at the Bernie Goodwin skate Park, Morisset.
Photo credit: Lake Macquarie City Council.

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Annexure A
Item 7.5



From top: Bernie Goodwin skate park and playground. Photo credit: Lake Macquarie
Children enjoy training at their local Rugby Union Club, in Grenfell.

Message from the Deputy Premier



The NSW Government is committed to making regional NSW the best place to live. That is why I am so pleased to announce Round 5 of the popular Stronger Country Communities Fund with up to \$160 million available to support our regional communities big and small.

Having faced the worst floods, drought and bushfires on record alongside the impacts of COVID-19, it has been a challenging time for people living and working in our regions. This continued investment in regional NSW aims to restore and strengthen our regional economies.

Over the past four rounds of the Fund, we have provided more than \$500 million to over 2,000 local grassroots projects aimed at reinvigorating rural communities in every single regional Local Government Area across the state.

Now in its fifth round, the Stronger Country Communities Fund will continue to deliver vital community infrastructure such as bike paths, sports fields, main street upgrades, playgrounds, community centres and much more.

I am proud to say this Fund helps bring to life our vision for growing local economies and making everyday life better for everyone who lives, visits or does business in regional NSW.

I hope you take the time to submit a funding application and I look forward to seeing the final projects supported through this Fund.

The Hon. Paul Toole MP
Deputy Premier
Minister for Regional NSW, and Minister for Police

Overview

The Stronger Country Communities Fund was established in 2017 by the NSW Government to deliver local projects that enhance the lives of people living in regional communities.

Round 5 of the Stronger Country Communities Fund will see a further \$160 million made available for community projects that increase the wellbeing of regional NSW communities, including up to \$50 million dollars for projects delivered by Eligible Community Applicants.

The Stronger Country Communities Fund is administered by the Department of Regional NSW.

\$500m

Round 1-4

\$160m

Round 5

\$660m

Stronger Country
Communities Fund total

Program objective

The objective of the Stronger Country Communities Fund is to boost the wellbeing of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support.



A young child enjoys playing in Grenfell.

Key dates

Applications open:

5 August 2022

Applications close:

23 September 2022 at 5pm AEST

Notification/Project announcement:

Successful Applicants will be notified confidentially from November 2022 or as soon as possible after a grant is approved, at the NSW Government's discretion.

Public announcement by the NSW Government may occur at any time after an Applicant has been notified of a successful outcome.

Contracting:

From November 2022

Contracting will commence once an Applicant has signed and returned their letter of offer and confidentiality agreement.

Project completion:

Projects must commence within 6 months of a funding announcement and be completed within 3 years from executing a funding deed.

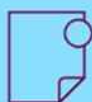
In extenuating circumstances, late applications may be accepted at the sole discretion of the Department of Regional NSW.

Program funding

There is a total of \$160 million available in Round 5 of the Stronger Country Communities Fund, including up to \$50 million for projects delivered by Eligible Community Applicants.



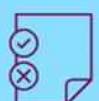
The funding is available for project types including local community and sporting infrastructure, street beautification, projects that improve accessibility and inclusion for people with disability, projects that improve outcomes for Aboriginal people, community programs and local events.



Eligible Applicants may contact the Department of Regional NSW for the available funding for their Local Government Area.



If an Eligible Council Applicant submits an application seeking funding above their nominated funding allocation for the Local Government Area, the Eligible Council Applicant is asked to rank projects, including joint projects (if applicable), in their order of local priority.



Where a Local Government Area's funding allocation is not fully exhausted, the option to utilise these funds in future will be assessed on a case-by-case basis at the sole discretion of the Department of Regional NSW.



From top: Youths play basketball at a local park in Narrandera. Kyle Lionheart and James Bennett play for an audience in Lake Macquarie.
Photo credit: Lake Macquarie City Council.

Grant amounts






Project type	Minimum grant funding	Maximum funding
Infrastructure	\$100,000	Local Government Area allocation. For requests over \$2 million, a financial co-contribution of 25 per cent is required.
Program	\$100,000	

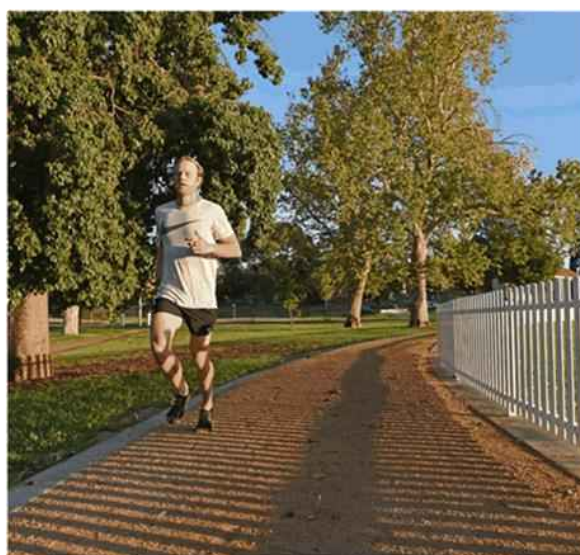
Applicants requesting over \$2 million in grant funding for a sports project must obtain a letter of support from the relevant NSW peak sporting organisation.

Eligible Applicants can contact the Department of Regional NSW for the maximum funding allocation for their Local Government Area.

Co-contributions

- 
 - Applicants requesting \$2 million or more in grant funding for an individual project are required to make at least a 25 per cent financial co-contribution to that project. This is a mandatory eligibility requirement. Co-contributions could include leveraging Applicant funds as well as funding from other sources including other NSW or Australian Government programs.
- 
 - The financial co-contribution source may be from the Applicant or other funding sources but must be confirmed as part of the application process through the provision of supporting evidence.
- 
 - Project delivery or viability should not be dependent on co-contributions that have not been secured.

Annexure A Item 7.5



From top: Locals workout on outdoor gym equipment in Grenfell. New library facilities, Lake Macquarie. Photo credit: Lake Macquarie City Council. A young man enjoys a run on a local pathway, Narrandera.

Eligibility Criteria

All applications submitted under Round 5 of the Stronger Country Communities Fund will need to meet the Fund's Eligibility Criteria and will be assessed against the Assessment Criteria.

Eligible Applicants

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN), be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or incorporated under an Australian federal, state or territory Act of Parliament. Unincorporated organisations, individuals and for profit and commercial organisations are ineligible to apply.

Eligible Council Applicants	Eligible Community Applicants
<ul style="list-style-type: none"> • NSW regional councils, excluding Greater Sydney, Wollongong & Newcastle • NSW regional joint organisations of councils • Section 355 committees of council* 	<ul style="list-style-type: none"> • Community organisations registered as incorporated associations • Not-for-profit community organisations registered as public companies • Local Aboriginal Land Councils • Lord Howe Island Board • Unincorporated Far West groups

*Section 355 committees of council must apply via the relevant council.

Eligible Council Applicants are encouraged to work with community groups to identify priority projects and should consider project partnerships where the Eligible Council Applicant is the landowner. The Eligible Council Applicant will be solely responsible for the project's delivery and reporting through a funding deed.

Eligible Applicants are encouraged to work with key local stakeholders including their local Members of Parliament, local council, peak sporting or cultural organisations to identify priority projects in their Local Government Area to ensure projects with high community support are submitted. Letters of support are encouraged from all local stakeholders to strengthen applications.

Eligible Applicants must have or be able and willing to purchase at least \$20 million public liability insurance.

Project locations

Projects must be located in one of the 93 regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Projects located across Local Government Areas are not eligible. If an Applicant wishes to apply for a project across more than one Local Government Area, the project should be split into multiple projects and submitted for the relevant Local Government Area.

Flood impacted Local Government Areas

The flood impacted Local Government Areas of Clarence Valley, Richmond Valley, Kyogle, Lismore, Ballina, Byron and Tweed will be provided additional support during the application and project delivery process.

What types of projects are eligible?

Projects must be for infrastructure or community programs that boost the wellbeing of regional areas through improved amenity and positive social outcomes.

Projects must be for:



construction of new, or upgrades to existing, local community infrastructure



construction of new, or upgrades to existing, local sporting infrastructure



capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community



delivering programs that benefit the local community and provide public benefit



infrastructure to assist the delivery of general community programs



infrastructure or community projects or programs which improve and promote accessibility and inclusion

Projects must deliver public benefit and outcomes that contribute to the program objective (see page 6). Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

Projects can demonstrate public benefit by showing how the project will benefit the public generally, or a sufficient section of the public. Similarly, while projects can be located on private land they must not be solely for private benefit. The Applicant will need to show how the facility will be open to the community.

See page 14 for examples of Eligible Project Costs.

Inclusion and accessibility

The NSW Government is seeking to support regional communities to future-proof infrastructure and programs by funding universally designed projects. These projects should move beyond current day compliance standards and provide dignified and equitable inclusion to social and community programs for people with disability.

Funding will support projects that improve community participation, livable communities and accessibility and inclusion outcomes. These will assist people with disability and accessibility requirements to participate independently with equity and dignity.

Applicants must demonstrate consideration of accessibility and inclusion measures in their application. Projects which demonstrate the provision of fit-for-purpose, accessible and safe facilities, and increased participation opportunities by increasing accessibility and inclusion/universal design are encouraged.

This applies to both infrastructure projects and community or social programs aiming to improve existing accessibility and inclusion to encourage greater participation.

Improved outcomes for Aboriginal people

The NSW Government is committed to supporting Aboriginal people and communities to drive local and place-based initiatives and solutions through funded projects. It acknowledges regional communities are unique and therefore initiatives and solutions need to be bespoke, tailored and determined by the local community.

Projects that seek to improve outcomes for Aboriginal people must align with the skills, aspirations and experiences of local Aboriginal communities. Projects must address a demonstrated community issue and deliver positive impact on social outcomes for Aboriginal people and communities in regional NSW.



From top: Urunga Boardwalk on the Coffs Coast. Women enjoying a visit to the Yaamaganu Gallery in Moree. Photo credit: Destination NSW

What are Eligible Project Costs?

Eligible Project Costs may include those associated with:



building new or upgrading existing local community amenity and community service infrastructure



delivering community programs and events

Applicants may include up to 25 per cent of the total project cost for contingency and up to 10 per cent of the total project cost for project management and administration. Design, including regulatory applications and approvals costs, must be listed as administration costs.



Families and children enjoy the park and playground in Forbes.

Examples of Eligible Project Costs:

Community programs and events

- Community events
- Aboriginal and Torres Strait Islander community cultural education programs
- Multicultural festivals
- Intergenerational activities – sharing knowledge through activity-based experience
- Environmental education and working bees
- Short-term disability and/or carer support programs
- Workshops to identify accessibility and inclusion needs in the community
- Cultural and/or disability awareness training sessions
- Community, sporting and recreational programs which seek to remove barriers to participation through promoting accessibility and inclusion
- Community wellbeing programs.

Community amenity and community service infrastructure

- Community centres and halls
- Libraries
- Community amenities and barbecue/picnic areas
- Recreation facilities
- Club houses, change rooms, canteens
- Murals or community art instalments
- Memorials or statues
- Emergency services infrastructure (e.g. aerodrome water refilling)
- Surf Life Saving Club infrastructure
- Aquatic facilities and pools
- Amenities for participants and spectators
- Playgrounds, parks, shared paths and fixed fitness stations
- Seating, planting boxes, landscaping and paving
- Street lighting to improve safety
- Street/footpath reconfigurations in commercial and recreational areas. Footpaths in a residential area are only eligible where there is a clear transport link to facilities
- Shade cloth, awnings and pergolas
- Public toilets
- Infrastructure for health and community services facilities (e.g. domestic violence centres for women)
- Homeless shelters
- Men's sheds
- Provision of a sensory room
- Community aged care facilities
- Infrastructure upgrade to local community radio station facilities
- Infrastructure to support and improve accessibility to community facilities
- Town and tourism signage
- Main street beautification projects
- Non-fixed assets that enhance accessibility and inclusion. Examples include beach access mats, pool hoists, portable changing places amenities and adaptive sporting equipment such as court-based wheelchairs.

*Please note that the examples provided above are suggestions only and other projects that meet the program objective are welcomed.

Ineligible Projects

Projects are not eligible for funding if they are:

- located outside an eligible regional Local Government Area
- not submitted by an eligible entity
- located across multiple Local Government Areas boundaries
- exclusively for planning activities (e.g. master planning or heritage studies)
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Australian Government
- seeking retrospective funding to cover any project component that is already complete before Applicants are informed of the funding decision outcome or funding is announced
- seeking grant funding for ongoing staff or operational costs beyond 3 years from project announcement for programs, or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location (e.g. 'upgrading lighting at sports ovals' without identifying the work required, number of sites or the locations)
- exclusively for marketing, branding, advertising or product promotion including tourism marketing
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objective of the Stronger Country Communities Fund
- the recipient of duplicate grant funding from another NSW or Australian Government grant program for the same project
- solely for the maintenance of any infrastructure i.e. painting or beautification repairs without upgrading the functionality of the infrastructure.

What are Ineligible Project Costs?

Ineligible Project Costs include:

- costs related to buying or upgrading non-fixed equipment or supplies, unless considered essential to program delivery and are incidental costs to the overall project budget
- costs relating to the purchase of vehicles, buses, boats, trailers, motorhomes, or other modes of transportation
- purchase of land or buildings
- financing, including debt financing or rental costs
- costs relating to depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- ongoing/recurrent funding that is required beyond the stated timeframe of the project
- for infrastructure projects, funding for any ongoing staff or operational costs
- for community programs, funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project
- projects that seek to solely subsidise memberships for existing services
- project management or contingency costs that exceed the eligibility requirements (see page 13).



From top: Children enjoying a game at the local Grenfell Soccer Club.
Holland Park Swimming Centre, West Wyalong

Assessment Criteria



All applications that meet the Eligibility Criteria must also meet the relevant Assessment Criteria to receive funding. Eligible applications will be assessed against the following criteria:

1. Viability
2. Community support
3. Alignment with Stronger Country Communities Fund objective

1. Viability

A project will be considered viable if it:

- has in the Department of Regional NSW's view, a realistic budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- is cost-effective and represents value for money
- can be delivered in stages
- can be delivered within 3 years from the project funding announcement
- has estimated costs for combined project management and administration that do not exceed 10 per cent of the total project cost
- has estimated costs for contingencies that do not exceed a maximum of 25 per cent of the total project cost
- demonstrates access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government
- demonstrates how it will be operated and/or maintained when the project is completed (where applicable).

The Department of Regional NSW may seek information from relevant NSW Government departments to verify the viability of a project and retains the discretion to disclose information to these agencies where relevant.

2. Community support

- The project must have demonstrated community support.
- Consultation is an important part of the process to ensure that projects are supported by the community and help to make regional communities even better places to live.
- Applicants will be required to provide evidence of consultation and support for the projects they submit, such as:
 - engagement through council's Community Strategic Plan, online surveys, letters of support from Members of Parliament, councils, peak sporting and cultural organisations, or other documents demonstrating community support for the projects.

3. Alignment with Stronger Country Communities Fund objective

The project clearly demonstrates that anticipated community benefits will directly contribute to the objective of the Fund (see page 6).

Alignment with the relevant Disability Inclusion Action Plan for projects that seek to enhance accessibility and inclusion for people with disability.

Evidence that the project aligns with the aspirations and experiences of local Aboriginal communities for projects that seek to improve outcomes for Aboriginal people.

The Department of Regional NSW may request additional information or clarification from Applicants to assist in the assessment.



The Tocumwal Water Playground.

Application process



Round 5 of the Stronger Country Communities Fund will be a single stage application process.

Eligible Council Applicants will be required to submit all of their projects (up to a maximum of 10 projects) in the one application form.

All Applicants are required to submit the application documents into the Fund's online portal.

Applications cannot be reopened or amended once the closing date has passed.

How to apply

Visit <https://regionaldevelopment.smartygrants.com.au/SCCF5> to submit an application to the Stronger Country Communities Fund Round 5.

What needs to be included in an application?

All applications need to include:

- a clear project scope
- a project plan
- a project budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- landowner consent if the land is not owned by the Applicant
- proof of incorporation for community groups
- evidence of \$20 million Public Liability Insurance in the name of the Applicant
- evidence of project co-contribution for projects requesting \$2 million or more in funding (if applicable)
- a letter of support from the relevant NSW sporting organisation if a sports-related project is seeking over \$2 million in grant funding (if applicable)
- evidence of community consultation and strong community support for the project

For council applications these will need to be provided for each project included in the application.

Templates can be found at nsw.gov.au/SCCFr5

Assessment process



Decision making

Following receipt of applications, the Department of Regional NSW will review projects against the Eligibility Criteria and then arrange for the assessment of projects against the Assessment Criteria.

Through the assessment process, the Department may request additional information from the Applicant. The Department may also seek advice from other NSW Government agencies or other third-party providers (such as probity advisors) to assist with the assessment of projects. The Stronger Country Communities Fund assessment panel will review project eligibility and assessment outcomes and form a list of projects that are deemed suitable/not suitable for government consideration.

The assessment panel may recommend part-funding projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding. This may include part-funding projects under the minimum grant threshold of \$100,000.

Broader factors that may be considered when assessing the overall package of projects suitable for funding include:

- amount of funding available
- suitability of projects for other government funding opportunities
- other factors deemed relevant and important in a local or whole-of-NSW context.

The Department can take other factors into account that may make an application ineligible for funding, such as any person, business or organisation that could cause reputational or other risk to the NSW Government.

The assessment panel may at their discretion recommend a project conditionally on the basis that an external, professional project management service be engaged for the project to ensure appropriate affordability and deliverability. Where appropriate, projects may be referred to other funding programs in the NSW or Australian Government for consideration.

The assessment panel's advice and recommendations will be provided to the Deputy Premier for consideration and final approval.

Probity advice

Independent probity advisors will provide guidance to the Department on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment, and decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

Can Ineligible Projects be referred to a more appropriate funding program?

Yes. Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full Assessment Criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.

Successful Applicants



Notification

Successful Applicants will be notified by email and/or letter. Applicants must keep the grant confidential for a period if an announcement is likely to be made by the NSW Government.

What happens if the project is successful?

Funding Deed

- Successful Applicants will be required to enter into a funding deed with the NSW Government. A sample funding deed can be viewed at nsw.gov.au/SCCFr5
- Successful Applicants will be required to provide all supporting documentation and approvals before the Department of Regional NSW can enter into a funding deed. This includes \$20 million Public Liability Insurance, Development Approval (if applicable) and approval from the Department of Education (DoE) Asset Management Unit for projects being undertaken on DoE land.
- The NSW Government makes no binding funding commitment to an Applicant unless and until both parties sign a funding deed.
- Successful Applicants must not make financial commitments for funded activities until funding deeds have been executed by both parties.
- Grants will be paid via milestone payments set out in the funding deed. Timing and requirements will vary at NSW Government's discretion.
- Successful Applicants may be required to submit progress reports to the NSW Government as outlined in the funding deed.

Important terms and conditions

- All projects must demonstrate they can commence within 6 months of the announcement of funding and be completed within 3 years as outlined in the project plan.

- Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- All awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended Applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.
- Successful Applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful Applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the Fund. The evaluation will require Applicants to provide evidence of how projects have resulted in a measurable change to the lives of local residents that is consistent with the objective of the Fund.
- Any information submitted by an Applicant may be used for promotional material prepared by the NSW Government.
- The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines.
- The Department reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.
- Applicants must advise the Department of any changes to their legal status or of changes or delays to their project.

Unsuccessful Applicants

Applicants will be notified in writing of the outcome of each application and will be offered a feedback information session for any unsuccessful application.

Available support

For help preparing applications, information and resources including relevant application templates are available from nsw.gov.au/SCCFr5.

A webinar will be held during the application open period. Information about the webinar will be available on the Fund's webpage when details are confirmed.

The Department of Regional NSW can assist Applicants to develop strong applications. Please contact sccf.enquiries@regional.nsw.gov.au or call 1300 679 673 for a referral.



From top: Queanbeyan 2021 Taskforce meeting.
Sport and Rec Camp at Borambola.

Complaints

Any concerns about the Fund or individual applications should be submitted in writing to business@regional.nsw.gov.au. If you do not agree with the way the Department of Regional NSW handled the issue, you may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

Government Information (Public Access) Act 2009 (NSW)

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

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The Department recommends that users exercise care and use their own skill and judgment in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

The guidelines are subject to change at any time at the sole discretion of the Department.



Kids enjoy a sunny day at the local pool, in Warren. Photo credit: Warren Shire Council

Department of Regional NSW

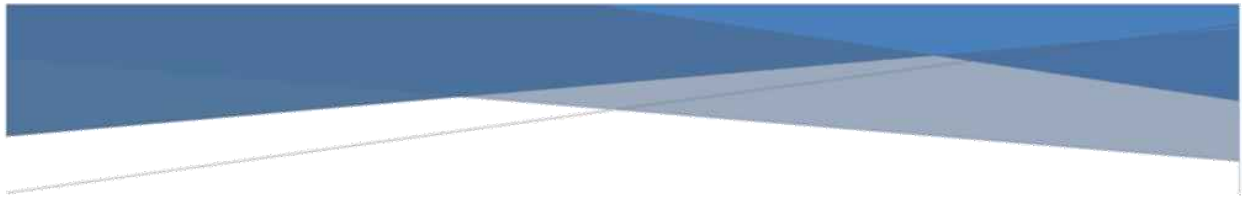
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Draft

**Fixing of Date and Time of
Ordinary Council Meetings
Policy**

Item 7.6

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		GENERAL MANAGER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		September 2022 ²³			
VERSION NUMBER:		4412			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
12	22/09/2023	TBA	No amendments. Policy reviewed in line with Clause 3.1 of the Code of Meeting Practice.	General Manager	Council
11	24/02/2022	6.02/22	Policy updated to reflect the new commencement time of meetings.	General Manager	Council
10	23/09/2021	9.09/21	Policy updated to be in line with the new policy template.	General Manager	Council
9	24/09/2020	6.09/20		General Manager	Council
8	27/09/2018	7.09/18		General Manager	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

PURPOSE

The purpose of this policy is to provide for 11 Ordinary Council Meetings to be held annually from January to December.

Clause 3.1 of Council's Code of Meeting Practice states: "The Council shall, by annual resolution in September, set the frequency, time, date and place of its Ordinary Meetings."

APPLICABILITY

This policy applies to:

- Councillors; and
- Staff who attend Ordinary Council Meetings.

OUTCOMES

It is important for Council to set the dates and times for the Ordinary Council Meetings well in advance, to assist with the booking of venues, organising of refreshments and advertising of meetings for the public.

ROLES AND RESPONSIBILITIES

The Executive Assistant (Mayor and General Manager) will inform Councillors and staff of this Policy and arrange for the dates and times of the Ordinary Council Meetings to be advertised on Council's website and in the *Our Council* column in the Glen Innes Examiner.

POLICY STATEMENT

Council sets the dates for Ordinary Council Meetings as the fourth (4th) Thursday of each month, excluding the month of December. During this month, the Ordinary Council Meeting is to be held on the third (3rd) Thursday of the month, due to timing of the Christmas break (which normally falls within the fourth (4th) week in December). The starting time of the Ordinary Council Meetings is 9.00am, with provision for a 15-minute Community Consultation Session to be held immediately before the commencement of the Meeting.

Council does not usually conduct any Ordinary Council Meetings in the month of January, due to the festive season and holidays being taken by Councillors and staff at this time.

In the event of ANZAC Day falling on the fourth (4th) Thursday of April in any year, Council sets the date for the Ordinary Council Meeting for that particular month as the Wednesday prior to the fourth (4th) Thursday.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Local Government Act 1993.*

Relevant Council Policies and Procedures include:

- Council's Code of Meeting Practice.

VARIATION AND REVIEW

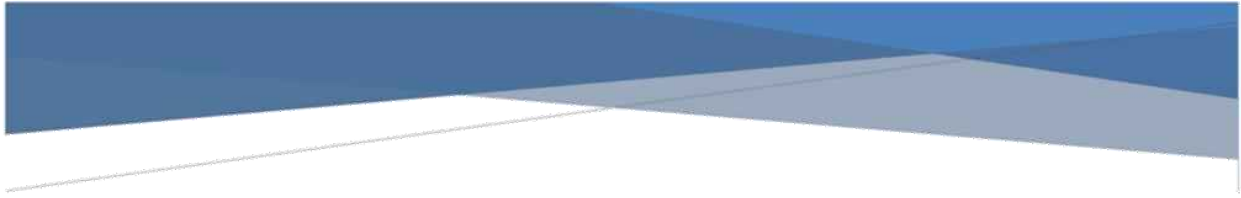
The Fixing of Date and Time of Ordinary Council Meetings Policy will be reviewed every September, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

DRAFT

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
7	22/09/2016	7.09/16		General Manager	Council
6	24/09/2015	6.09/15		General Manager	Council
5	25/09/2014	6.09/14		General Manager	Council
4	26/09/2013	7.09/13		General Manager	Council
3	25/10/2012	2.10/12		General Manager	Council
2	21/09/2006	6.09/06		General Manager	Council
1	15/12/2005	9.12/05		General Manager	Council



Draft Mayoral Luncheon Fundraiser Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		EXECUTIVE ASSISTANT (MAYOR AND GENERAL MANAGER)			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		November 2023			
VERSION NUMBER:		3			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
3	22/09/2022	TBA	Update to new policy format and broaden the scope of the event.	Executive Assistant (Mayor and General Manager)	Council
2	27/09/2018	9.09/18		Executive Assistant (Mayor and General Manager)	Council
1	27/07/2017	5.07/17		Executive Assistant (Mayor and General Manager)	Council

.....
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

~~That Council holds a Mayoral Luncheon / Dinner in November 2016, and then annually during the week following the September Ordinary Meeting of Council, based on the pretext that it is done as a fundraiser and invitees/attendees pay for their own tickets to attend this function – with profits being directed to Council's donations fund and apportioned back to the community.~~

The purpose of this policy is to make provision for an annual Mayoral fundraising event.

APPLICABILITY

This policy applies to:

- The Mayor; and
- The Councillors.

~~This policy relates to Council's Community Strategic Plan goals, Council Sustainability, Transparency and Communication (STC) 1 "Continue to improve Council communication with the community, including celebrating successes and achievements", and STC 1.1 "Consistently communicate the role of Council to the Community (i.e. what Council does and does not do)".~~

OUTCOMES

Holding a Mayoral Luncheon Fundraiser following the September Council Meeting each year provides a good opportunity to highlight the achievements of Council, and communicate other important information, and formally introduce the newly elected Mayor to the community. Directing profits from the Mayoral Luncheon Fundraiser back to worthy community organisations provides further good will within the community.

ROLES AND RESPONSIBILITIES

The Executive Assistant (~~Mayor and General Manager~~) will liaise with the Mayor on an annual basis in relation to preparations for the Mayoral ~~Luncheon~~ Fundraiser.

DEFINITIONS

Nil.

POLICY STATEMENT

In September 2016, Council resolved to hold a Mayoral Luncheon / Dinner in November 2016, and then annually during the week following the September Ordinary Meeting of Council, based on the pretext that it is done as a fundraiser and invitees/attendees pay for their own tickets to attend this function – with annual profits being directed back to worthy community organisations through delegated authority to the Mayor.

The Mayoral ~~Luncheon~~ Fundraiser is to be held ~~on or near the Wednesday of the week following the September Ordinary Meeting of Council~~ annually as a fundraiser and invitees/attendees are to pay for their own tickets to attend this function – with annual profits being directed back to worthy community organisations by the Mayor.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- Nil.

Relevant Council Policies and Procedures include:

- Nil.

VARIATION AND REVIEW

The Mayoral ~~Luncheon~~ Fundraiser Policy will be reviewed ~~in September every two (2) years in conjunction with the Mayoral elections~~ in November every two (2) years following the Mayoral Election, 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.

The background image of the report cover is a landscape photograph showing a bright sun low on the horizon, creating a warm, golden glow. Silhouettes of trees and foliage are visible in the foreground and middle ground.

GLEN INNES SEVERN LIVEABILITY ASSESSMENT WORKSHOP SUMMARY REPORT

AUGUST 2022

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BACKGROUND

ABOUT THE REPORT

The Glen Innes Shire Council (Council) engaged the Regional Australia Institute (RAI) to undertake a Liveability Assessment Workshop, as a part of the Council's Grow Glen Innes ThinkTank series. The purpose of the workshop was to facilitate the development of a range of actions to improve the liveability of Glen Innes and attract and retain the town's population.

This report provides:

- An overview of key demographic and workforce data
- An assessment of Glen Innes' liveability strengths and gaps, based on a review of the Council's strategies and plans, and
- A summary of the workshop outcomes.

THE LIVEABILITY TOOLKIT

The RAI's *Strengthening Liveability: A Toolkit for Rural and Regional Communities Looking to Grow* (the Liveability Toolkit) was developed in response to the growing need in regional communities to attract and retain populations. It draws together insights from the RAI's work to create a practical guide for regional leaders who are seeking to attract and retain populations in their town.

The Liveability Toolkit includes seven key steps for undertaking a Liveability Assessment and developing the associated Action Plan:

1. **Gather your local champions** – Identify and gather your local champions – who needs to be involved to design, develop, and implement a Liveability Action Plan?
2. **Know your neighbours** – Identify whether you should be coordinating more widely. Ask whether your town is interdependent with a neighbouring town or towns, are you stronger together?
3. **Map out mobility** – Understanding the way population moves into and out of your region is an important first step in identifying who you may need to attract to stay strong into the future.
4. **Predict jobs and skills needs** – Understanding how the regional workforce is changing and build populations will help fill current as well as future workforce needs.
5. **Know your target market** – Consider what your target market is looking for in terms of lifestyle. Different demographic groups value different aspects of liveability.
6. **Assess local liveability** – Candidly take stock of the liveability factors in your town and community, assess areas of strength, and identify gaps.
7. **Activate** – Development and implement a targeted, place-based Liveability Action Plan for your town to improve aspects of liveability.

The definition of *liveability* can differ, however there are key indicators of liveability that are common to most people. The importance of these indicators varies across different demographic groups: families, millennials (under 35 years old), professionals and boomers (over 65 years old). Each age group tends to place different value on the various aspects of liveability. There is also variation between individuals. What makes a place liveable for one person might not exactly match what makes it liveable for another. And even for one individual, liveability values tend to vary across their life stages.



Figure 1 Liveability Indicators



Source 1 Houghton & Vohra, 2021, *Strengthening Liveability: A toolkit for Rural and Regional Communities Looking to Grow*.

THE WORKSHOP

The workshop was attended by 10 participants, including local Councillors, Council staff and members of the Glen Innes Community. The workshop was structured so that the RAI presented with data and information about Glen Innes that workshop participants could then validate, add to and question in a group setting. Using this information, participants were then asked to work in groups to develop liveability actions in line with the six liveability themes.

Table 1 Liveability Workshop Agenda

Activity
1. What we know about your population and workforce needs
2. Plenary 1: Have we got your population and workforce needs right?
3. Plenary 2: What makes Glen Innes uniquely Glen Innes?
4. About Liveability in your region – what we know already
5. Plenary 3: Have we got your liveability strengths and weaknesses right?
6. Completing the Liveability Action Plan Guide
7. Small Group 1: Health, Education, Cost of Living
8. Small Group 2: Amenity, Connection to Community, Lifestyle and Opportunity

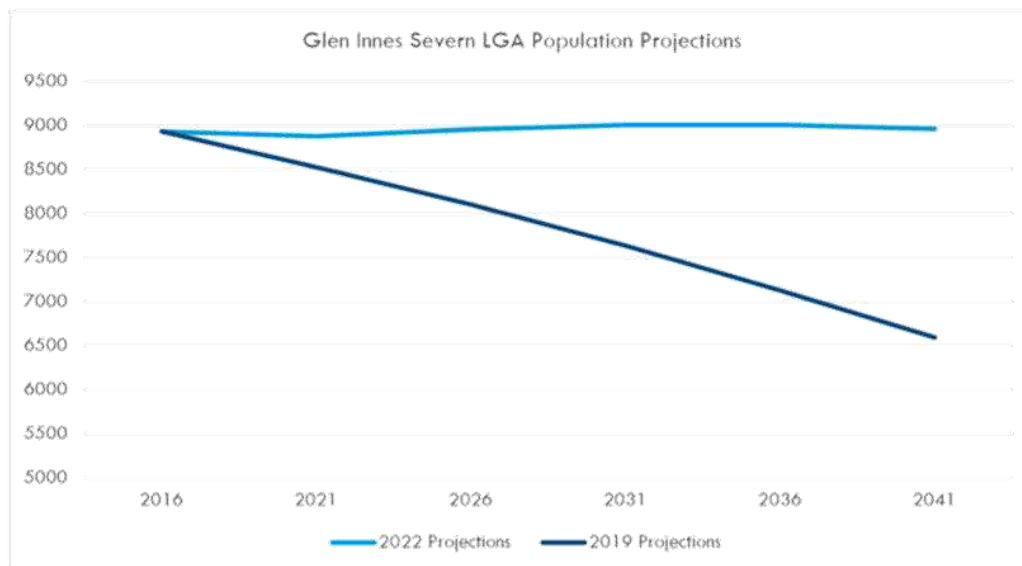
WORKSHOP FINDINGS

SESSION 1: POPULATION AND WORKFORCE

POPULATION AND WORKFORCE DATA

Population

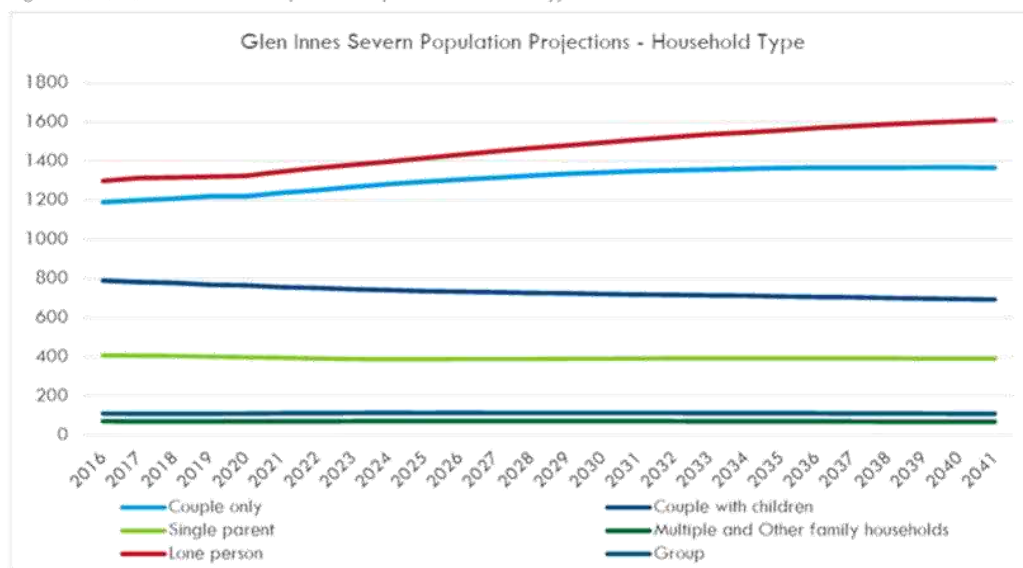
Figure 2 2022 Glen Innes Severn LGA Population Projections



Source 2 Department of Planning and Environment, 2022, 2022 NSW Population, Housing and Implied Dwelling Projections

According to the 2021 Census, the population of Glen Innes is 8,931. Estimates of the residential population and projects of population growth are undertaken by the New South Wales (NSW) Government. These are important to consider as the data will have an impact on planning for a place. The 2019 estimates of population growth for the Glen Innes Severn LGA projected a steep 26% decline in population from 2016 to 2041. However, updated estimates released in 2022 now project the Glen Innes population to grow slightly from 8,880 in 2021 to 8,963 in 2041 (see Figure 2). This is a significant change in the future of Glen Innes – it is seen by the NSW Government as no longer a town in decline. These new estimates predict that this new stability in the Glen Innes population will come from increased migration, rather than natural change (births minus deaths). The NSW Population Estimates also provide projections for the different households that make up a population (see Figure 3). This data indicates that couple only and single person households will experience some growth over the next 20 years, however all other households will remain stable or decline. In particular, the projections anticipate a declining number of households with children. This indicates that the Glen Innes Severn LGA needs to focus on attracting these types of households, to not only grow its population through migration, but to see some growth through natural change.

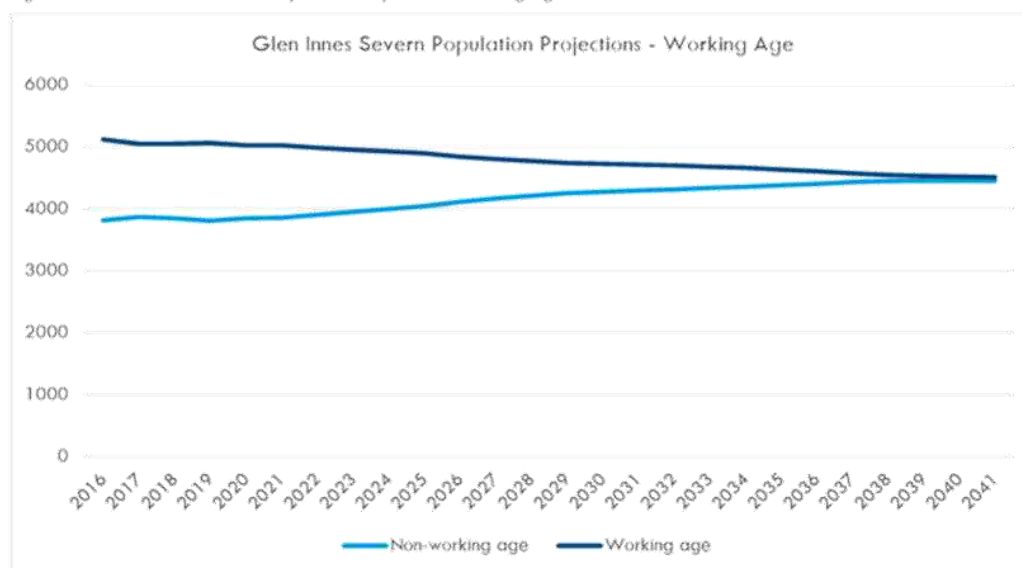
Figure 4 2022 Glen Innes Severn Population Projections - Household Type



Source 3 Department of Planning and Environment, 2022, 2022 NSW Population, Housing and Implied Dwelling Projections

The new estimates also provide projections age groups in the Glen Innes Severn LGA which anticipate a declining working age population (see Figure 4). According to these projections, the non-working age population (0 to 15 years and 65 plus years) will increase over the next 20 years, and this increase will be driven by the 65 plus years age group, rather than by a growth in the number of young people. At the same time the working age population will decline. Again, this emphasises the need to focus attraction and retention strategies on younger, working age groups, with children.

Figure 3 2022 Glen Innes Severn Population Projections - Working Age



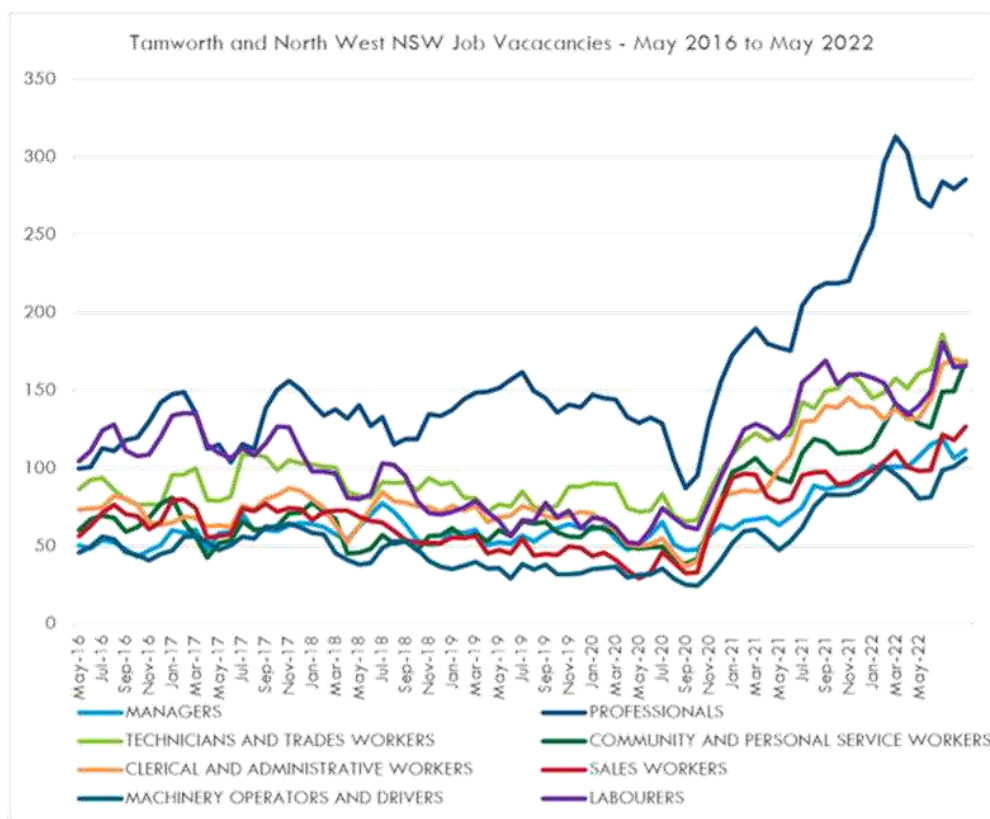
Source 4 Department of Planning and Environment, 2022, 2022 NSW Population, Housing and Implied Dwelling Projections



Workforce

Workforce data for the region around Glen Innes indicates increasing demand for workers. There has been significant growth in job vacancies in the Tamworth and North West Region since the start of the COVID-19 pandemic, with growth most prominent in Professionals, Labourers and Technicians and Trades, although all occupations groups have seen a similar spike (see Figure 5).

Figure 5 Tamworth and North West Region Internet Vacancy Index Job Vacancies 2016 to 2022



Source 5 National Skills Commission, 2022, Internet Vacancy Index

Employment data from 2015 to 2019 indicates the largest growth in employment has been in:

- Administrative and support services
- Electricity, gas water and waste services
- Arts and recreation services

While, the largest decreases have been in:

- Wholesale trade
- Manufacturing
- Mining
- Transport, postal and warehousing



Table 2 Industry of Employment - Percentage change 2015-2019

Industry of employment	% Change 2015 - 19
Administrative and support services	103%
Electricity, gas water and waste services	59%
Arts and recreation services	44%
Information media and telecommunications	40%
Professional, scientific and technical services	33%
Finance and insurance services	25%
Rental, hiring and real estate services	23%
Construction	18%
Public administration and safety	15%
Accommodation and food services	15%
Agriculture, forestry and fishing	15%
Health care and social assistance	9%
Other services	5%
Retail trade	4%
Education and training	3%
Wholesale trade	-6%
Manufacturing	-15%
Mining	-18%
Transport, postal and warehousing	-28%

Source 6 Australian Bureau of Statistics, 2022, Region summary: Glen Innes Severn (A)

PLENARY 1

In the first whole-of-group plenary session we provided an overview of the key demographic and workforce data for Glen Innes. The group were then asked whether we had assessed their population and workforce needs correctly.

The group highlighted that from the previous research on the future jobs and skills gaps in the region that they would need people to fill occupations in Professional Services, Education, Health Care, Child Care, and Professional Trades. However, businesses also need other occupations as well. They noted 330 full time positions vacant in Glen Innes, and but also possibly more.

A participant in the workshop highlighted that health workforce data indicates the Glen Innes contributes more doctors from its population than it gets back, and therefore questioned how Glen Innes can encourage them to return home. It was noted that doctors have better opportunities in Queensland than in New South Wales which could be contributing to health workforce challenges.

Another participant highlighted the need to focus not only on the doctors but also their spouses and children, and what they need to get from a move to Glen Innes. Glen Innes needs to sell its lifestyle to the partners of professionals.

Two participants in the workshop had recently moved to Glen Innes and provided some feedback on their experiences. One of them noted that they had applied for approximately 30 jobs, receiving only



five responses. For them flexible working arrangements were important. The couple also noted that Glen Innes is a place people want to retire to.

The town's information pack needs to be updated to include content to encourage that will encourage people to live in, not just visit the region.

The discussion regarding recruitment noted that some advertised jobs have no applicants, and that subsequently job descriptions need to be simplified in order to highlight transferable skills. Other issues regarding training include needing specific qualifications such as licenses; the cost and ability to access training; and staff turnover.

It was noted that there need to be better connections between employers and high school students. The Highlands Hub will seek to address this, acting as a core component of the local learning system and providing people with training resources, and a learning and employment pathway for students. This may also contribute to younger people remaining in the region. It will also create a supportive community.

The group also highlighted that Glen Innes has many community activities organised by local committees, this is a form of social community and young people need social networks.

SESSION 2: UNIQUELY GLEN INNES

PLENARY 2

In this session, we asked the workshop group to identify what it is about Glen Innes that makes it 'Uniquely Glen Innes'. How do they feel about their place and what do they want other people to feel about their place?

The workshop group highlighted that Glen Innes has a unique community where people can bring up their children well, have a good home and job, and good education. You can have animals, and children can roam free and have a grounded start in life. The town is also affordable.

They feel that Glen Innes is an oasis, and you can be as much or as little a part of community as you would like. You can have your quiet space in your environment or get involved with community groups. The group highlighted that 'you have time for things...slow and simple living...'. There was a sense of nostalgia – '...coming to Glen Innes was like growing up in the sixties'.

The location of Glen Innes is both unique and strategic, it is at the junction of two major highways and connects both ways to Queensland and New South Wales. Glen Innes is up in the highlands on a plateau, the weather forms up there and it is spectacular. The town experiences all four seasons.

The group noted that there isn't a lot of international tourism. But local attractions in the region include the Australian Standing Stones and natural parks. The town has nice streetscapes and heritage buildings – retail shops are transitioning to modern businesses in these buildings.

SESSION 3: LIVEABILITY STRENGTHS AND GAPS

LIVEABILITY ASSESSMENT

In the final group session the RAI provided the following overview of the liveability strengths and gaps of Glen Innes. These were drawn from the following documents, which include Council strategies and plans, regional plans, and outputs from previous Grow Glen Innes ThinkTanks.

- Grow Glen Innes Think Tank: 2100 Vision (Draft)
- Delivery Program 2022-2025
- Draft Community Strategic Plan 2022-2032
- Draft Cultural Plan 2022-2025
- Glen Innes Highlands Destination Management Plan Summary 2021-2026



- Draft Glen Innes Housing Strategy 2022-2041
- Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025
- Glen Innes Severn Council: Future Jobs Growth and Local Skills and Gap Research project 2021
- Highlands Hub
- Horizons International Engagement Strategy – Margot Davis - GeoToursim
- Glen Innes Severn Draft Asset Management Strategy, Policy and Plan

Liveability Indicator	Strengths	Gaps
Health	Noting the ageing population in Glen Innes, a range of actions in the strategy documents focus on building both its aged and health workforces, providing a diversity of aged care models, and developing health facilities. This includes the new upgrade to the Glen Innes Hospital. The strategy document also notes the Council's intention to engage with organisations such as the NSW Rural Doctors Network and to develop specific housing to support the attraction of health care professionals to Glen Innes.	Noting the declining number of young families in Glen Innes, there is an opportunity to focus health actions on this group. This may include the development of obstetric and paediatric services and clinics. There is also no specific mention of the development of mental services in the region. The Council could also focus on further developing lifestyle activities and non-tertiary healthcare options, such as activities like Park Run.
Education	The strategies and plans highlight a focus on increasing apprenticeship and training options in the region, specifically to support industry. The Council are also developing the Highlands Hub which will be a multi-use space for businesses and students to network, and engage in training and education. In time, this may include access to services such as a Country University Centre, which would help local students to study university courses in their region.	With the need to focus on migration to grow Glen Innes' population, the Council could focus education actions on activities such as English language classes and English conversation groups. This would provide support for new overseas migrants and also assist in community connection building. Focusing on young people in the region further, there is also a need to increase engagement of young people with local businesses and employment opportunities. This should be supported by comprehensive careers counselling.
Cost of Living	In terms of managing the cost of living, Glen Innes has focused on housing. This includes: <ul style="list-style-type: none"> • Increasing accommodation for key workers • Short term accommodation support for growth industries • Improving the quality of housing • More residential development 	Based on research by the University of Melbourne ² , Glen Innes is considered a childcare 'desert', that is between 2.58 and 6.76 children compete for each available childcare place. Other general cost of living gaps include the cost of food and utilities.

² Source



Liveability Indicator	Strengths	Gaps
	This is important as the vacancy rate of rental properties in the LGA is currently 2.3% (below the desired 3%), while the median rental price has increased to \$270 per week and the median sales price to \$272,500 ¹ .	
Amenity	The Glen Innes Shire Council has placed significant emphasis on developing the region's local amenity in its asset management plan. It is also developing a range of attractions such as the Centennial Parklands Skywalk and facilities, an outdoor event area, and rail trail. These are aimed at both locals and tourists.	The 2100 Vision report in particular noted that people in Glen Innes would like to see greater retail options, in terms of both types of stores and services and increased trading hours. There was also a desire to have more produce market options.
Community Connectedness	The Council have focused many of their actions on developing connections between the community, businesses, and newcomers to Glen Innes. The Highlands Hub, while a significant education opportunity, is also aimed at developing business and employment networks. The Grow Glen Innes ThinkTanks have been implemented and bring together different stakeholder and resident groups to work together on issues important to the region. Finally, the Council are also looking at redeveloping their 'Welcome to Glen Innes' pack for new residents.	The 2100 Vision report noted a particular connection issue between the towns and villages in the Glen Innes Severn LGA. While the region has focused on developing community connection <u>in</u> Glen Innes, there is also the need to focus on connection from Glen Innes to other villages, and regions.
Lifestyle and Opportunity	The strategies and documents highlight a focus on the development of attractions and events, and offering continued support to the region's arts industry. This includes development of the New England Rail Trail, development of the UNESCO GeoPark, a range of local events and continued support for Arts North West.	Again the 2100 Vision highlighted the need for greater food and entertainment offerings in Glen Innes. While the region focuses strongly on outdoor activities and attractions, there is limited focus on developing other offerings.

¹ Source



PLENARY 3

In this final plenary session, the workshop group was asked to validate, challenge, and add to the above strengths and gaps in Glen Innes' liveability.

Workshop participants highlighted that while they can attract a range of groups it is important to focus on families, and specifically on what their children can do in Glen Innes. This includes both outdoor and indoor activities. While there are lots of sporting opportunities in the region and a skate park is being developed, there does not seem to be much in the way of indoor activities (only one movie per week, and this is not always appropriate for young people), and that it is necessary to engage young people early. Suggestions included an indoor pool (noting the high cost associated with this) and developing a sporting complex. The group also noted that there is no place for mums to catch up and spend their time. They noted that any new facilities should tick multiple boxes – creating multiple activities for different members of the family simultaneously, creating employment, and improving the economy.

The group noted the opportunities of flights from Sydney to Armidale (the nearest domestic airport) and the opportunity for remote work – people could live in Sydney and work in Glen Innes. However, it was also noted that this does drain money out of the region. It was important to the group that they raise the socioeconomic position of the region.

A key point made by one of the participants was identifying for people considering a move to Glen Innes their 'Zumba' factor. This related to an example of a lady who wouldn't consider a move with her husband until she realised there was a local Zumba class and tried it out. It was the factor that convinced her to make the move.

The group noted the need to encourage people to visit two or three times to decide if they want to live in the region. They highlighted that people like to stay for three months, then leave and then come back. An example given by a participant that made them decide to move to the region, was leaving the house they had been staying in and feeling like they had left something behind.

The conversation in the group touched on the availability of services and shopping, including the availability of appointments (beauty services) and retail opening hours. It was noted that these facilities need to support people to '...get things done...' by offering extra opening hours and extra-curricular activities for children.

Finally, the group discussed the availability of skills and capability in the region – with the example that you can't find marketing skills in the region and that professional development (in conjunction with good internet connectivity) is badly needed to support business capability.



LIVEABILITY ACTIONS

The workshop group developed the following actions, using a simplified version of the template provided in the Liveability Toolkit. Workshop groups were split into three groups and worked on actions for one liveability indicator at a time. The seven actions developed by the workshop participants, while not addressing every area of liveability for Glen Innes, identify the areas of priority for the community, and can form the basis of a liveability action plan for the Glen Innes Severn LGA.

Actions have been provided below as they were drafted in the workshop. In particular the *Liveability Strengths and Opportunities* section of the template was interpreted as what strengths and opportunities the action would create, however when drafting a liveability action plan, it is also important to consider what existing local strengths and opportunities could be leveraged to support the action. Also important to consider is that while each group worked on an action for each liveability indicator, that each action could address more than one area of liveability.

ACTION 1: COST OF LIVING

Action 1:	Cost of Living
Long term outcomes	Create an abundant food bowl where healthy living is accessible and affordable.
Short term outcomes	<ol style="list-style-type: none"> 1. Promoting ethical food production 2. Attracting more locally grown food 3. Leverage local markets and encourage expansion to more organic food production.
Outputs	<ol style="list-style-type: none"> 1. More farm to plate opportunities 2. Agri-Innovation Action Plan 3. Opportunity for clean living and better health
Activities	<ol style="list-style-type: none"> 1. Develop Agri-innovation Action Plan 2. Incubate a community garden project 3. Market climatic benefits of food production
Inputs and resources	<ol style="list-style-type: none"> 1. Glenrac 2. Local producers and networks 3. Food industry experts
Liveability strengths and opportunities	<ol style="list-style-type: none"> 1. Health and education and connection 2. Amenity 3. Greater food opportunities and businesses
Liveability action	A diverse and abundant supply of local, organic and affordable food for everyday life.

ACTION 2: COST OF LIVING

Action 2:	Cost of Living
Long term outcomes	A sustainable and climatic aware way of life to reduce overall cost of living
Short term outcomes	<ol style="list-style-type: none"> 1. Leverage technologies to implement renewable solutions 2. Create a renewable energy founded way of life
Outputs	<ol style="list-style-type: none"> 1. Attract studies, proof of concept 2. Pilot projects in relevant industries <ol style="list-style-type: none"> a. Housing b. Energy c. Food production
Activities	<ol style="list-style-type: none"> 1. Seek grant applications and funding 2. [Identify options to] bring energy efficient alternatives to reality



Action 2:	Cost of Living
	3. Leverage the REZ projects to support and fund community wealthy building opportunities
Inputs and resources	<ol style="list-style-type: none"> 1. Climate change industry experts 2. Housing architects to design energy efficient housing 3. Proof of concept to upscale use
Liveability strengths and opportunities	<ol style="list-style-type: none"> 1. Lower energy costs 2. Create a local industry diversification and opportunities 3. Capital growth outcomes and source prospects
Liveability action	Develop a sustainable plan for living clearly and in mindfulness of our environment and way of life in protection of generations to come.

ACTION 3: EDUCATION

Action 3:	Education (Private Agricultural and Equestrian College)
Long term outcomes	<ul style="list-style-type: none"> • Attract families from outside the region • Provide local opportunities • Modernising the [agriculture] industry • Attract agricultural opportunities
Short term outcomes	<ul style="list-style-type: none"> • Increase local business activities • Create new businesses • Employment opportunities
Outputs	<ul style="list-style-type: none"> • Building the facility • Event space • Racing partnership
Activities	<ul style="list-style-type: none"> • Funding applications
Inputs and resources	<ul style="list-style-type: none"> • Campus • Skills and qualifications • Skills gap funding • Land • Feedlot • [Engagement with] DPI
Liveability strengths and opportunities	<ul style="list-style-type: none"> • Location • Agricultural station • Equestrian • Fly in and out
Liveability action	<ul style="list-style-type: none"> • Bringing families, professionals and industry [to Glen Innes through the development of a Private Agricultural and Equestrian College].

ACTION 4: LIFESTYLE AND OPPORTUNITY

Action 4:	Lifestyle and Opportunity
Long term outcomes	A connected, intergenerational community
Short term outcomes	<ol style="list-style-type: none"> 1. Create opportunities to physically [integrate] 2. Encourage community groups to attract more members 3. Define identity for Glen Innes people
Outputs	<ol style="list-style-type: none"> 1. Physical spaces activated with community events 2. Spaces that are child and adult friendly 3. Top 10 draw cards that can create connection



Action 4:	Lifestyle and Opportunity
Activities	<ol style="list-style-type: none"> 1. Review disused space to create a business opportunity 2. Evening 'day care' at venues 3. Parent swap/sleepovers/supervised movie nights 4. Bendy Waters activities/morning and evening trips
Inputs and resources	<ol style="list-style-type: none"> 1. Childcare centres and networks 2. Review available local capacity
Liveability strengths and opportunities	<ol style="list-style-type: none"> 1. Parents have a 'life' outside of children 2. Social/connection and building resilience
Liveability action	There is always something to do that makes me feel connected to my community.

ACTION 5: COMMUNITY CONNECTEDNESS

Action 5:	Community Connectedness
Long term outcomes	<ul style="list-style-type: none"> • Farming community -integration for all • Breaking barriers for new and old residents • [Building connection between town and country villages] • Being of the community – different from being in the community
Short term outcomes	<ul style="list-style-type: none"> • Building social capital • Providing opportunities for interaction • Deliberately creating opportunities for connections – community markets, community connector person
Outputs	<ul style="list-style-type: none"> • Welcome newcomers expo/morning tea • Wine and watercolour events • Winter festivals • International Women's Day at the Library
Activities	<ul style="list-style-type: none"> • Events in parks – parks are our beach • Birthdays in parks • Stones Attraction – Skywalk • Belly [dancing] and other groups • Farm stays • Music Events – [for] young people • Parkruns • More accommodation – short and long term stay – AV homes and tiny homes.
Inputs and resources	N/A
Liveability strengths and opportunities	N/A
Liveability action	N/A

ACTION 6: AMENITY

Action 6:	Amenity (Retail and Recreation Space)
Long term outcomes	<ul style="list-style-type: none"> • Community building • Healthy environment • Opportunity



Action 6:	Amenity (Retail and Recreation Space)
	<ul style="list-style-type: none"> Family strengthening Business community growth Sports and leisure growth Luxury experience
Short term outcomes	<ul style="list-style-type: none"> Health facilities Employment opportunities Community engagement Business development
Outputs	<ul style="list-style-type: none"> Create precinct plans Adventure Park Retail Spaces Skate park Experiential pop-ups, arts and culture Water park Events
Activities	<ul style="list-style-type: none"> Secure funding Seek investment from privates Design and build Key partnerships – community engagement [with] businesses and organisations
Inputs and resources	<ul style="list-style-type: none"> Parklands Water Collaborations Local sporting centre Markets Close to CBD
Liveability strengths and opportunities	<ul style="list-style-type: none"> Providing experience and lifestyle Attracting visitors – neighbouring towns and from outside the regions Providing employment opportunities Youth engagement
Liveability action	<ul style="list-style-type: none"> Engage and interact Community strengthening Create a thriving community

ACTION 7: HEALTH

Action 7:	Health
Long term outcomes	<ul style="list-style-type: none"> Strengthening community engagement and bonds Joined up healthcare which provides a safe environment for the whole community Healthy and well educated in preventative medicine Increased business development and adequate workforce Adequate supply of relevant healthcare professionals and providers Lifts the socioeconomic levels of the community Extend lifespan Better health outcomes for the community
Short term outcomes	<ul style="list-style-type: none"> Attracting appropriate and relevant health providers and professionals Staffing for hospital Parking Staffing for healthcare in the community Good facilities – state of the art as appropriate Housing for personnel



Action 7:	Health
Outputs	<ul style="list-style-type: none"> • 10 FTE GP service – community • 8 FTE hospital medical staff • 6 FTE specialised output • 6 [FTE] allied health services • 30 nursing staff
Activities	<ul style="list-style-type: none"> • Attracting staff – experienced/part-time workers • FIFO workers – sessional • Attract immigrant workers • Contracted for five years • Approach the Rural Doctor's Association • Community contribution to the upfront fee for training • Affordable and good quality food produce improves health
Inputs and resources	<ul style="list-style-type: none"> • Attract, Connect, Stay • Rural Doctor's Association • AHPRA – write a story for the newsletter • Politics – local members • Approach [Australian Medical Association] for funding • Offer country experience • Nursing agencies and services • Subsidised rent • Moving costs • Appropriate schooling • Approach locum businesses
Liveability strengths and opportunities	<ul style="list-style-type: none"> • Attract, Connect, Stay • Hospital upgrade • Ambulance [station upgrade] • Five paramedic support service • Good allied [health] services • Ability to utilise hospital services • Affordability, lifestyle, community
Liveability action	<ul style="list-style-type: none"> • Culture • Community • Groups • Climate • Climate safety – no flooding, no cyclones.

CONCLUSION

This workshop provided an opportunity for the Glen Innes community to define their liveability priorities and develop actions to support them. The workshop highlighted the need for Glen Innes to focus its attraction strategies most prominently on attracting families to the region, as well as a range of skilled professionals. However, feedback during the plenary sessions also highlighted the need to ensure that Glen Innes' current community have a liveable town as well, and feel that they can stay and have a good life and career there. As such the actions developed in the workshop focus both on attracting new people to the region, developing the liveability and opportunities for current residents, and integrating these two groups.

Improving local lifestyle and amenity and building opportunities for community connection were particularly important to this group, who identified the need to focus actions on recreational opportunities for families. However, it is also important that this is done within the context of improving the local economy and providing education and employment opportunities in the region. As such the actions developed by the workshop participants included actions that focused on large scale industry development with economic and liveability benefits, as well as smaller, community led initiatives that



improve community connectedness and local lifestyle.

The actions focused a number of core strengths and opportunities in Glen Innes, and broader New England region. These included:

1. The local and regional agricultural and equestrian industries
2. The New England's designation as a Renewable Energy Zone
3. Local parks and green spaces, and
4. Recent upgrades to local health services.

In order to activate these liveability actions, there are a number of things for Glen Innes to consider. A liveability action plan should not be a wish list of ideas, but rather a target list of actions that can be resourced and implemented in a relevant timeframe. As such some of the larger-scale actions, in particular Actions 2, 3 and 7, may need further refinement and possibly to be broken into sub-actions or phases, to ensure implementation. Noting the scale of these actions and governance and funding arrangements for the health, education, and energy industries, it will be important for the Council to consider what its role can be in the resourcing and implementation of the actions, and importantly who it will need to work with. Glen Innes should consider its relationships with other places, both internal and external of the LGA, as well as other levels of government, and how they can 'team up'. The Council should also consider further opportunities for community consultation, particularly with its target groups: families and young people.

Actions 1, 4, 5 and 6 are smaller in scale and include some overlap in terms of scope, outcomes, and activities. Therefore, it may be worthwhile combining or prioritising these actions to support one long term outcome (that, if needed, can cover multiple liveability indicators). This would consolidate and focus the activities for Council. There may also be an opportunity to create a timeline of actions, whereby implementation of Action 4 for example will subsequently support implementation of Action 6. This would also simplify the development of the evaluation and monitoring framework for the liveability actions.

It should also be noted that the actions developed in the workshops are not the only way to improve liveability in Glen Innes. Workshop participants noted a range of opportunities in the earlier plenary sessions, that could be built on in a liveability action plan. These included:

- **Health:** Focusing on regional returners to develop the health workforce – it was identified in the workshop that Glen Innes contributes more people to the health workforce than it gets back. As such, there is an opportunity to develop an action that specifically concentrates on drawing health professional 'home'.
- **Lifestyle and opportunity:** Connecting with young people – it was highlighted that outside of weekend sport, there are limited recreational opportunities for young people and particularly indoor, cold weather options. The group noted the need to engage young people early, both in recreational activities and education and training. As such there is an opportunity to not only develop actions that develop these activities, but also to engage young people in improving the liveability of their town, through targeted consultation or a youth Grow Glen Innes Think Tank.
- **Amenity:** Retail options and availability – the workshop group highlighted the sometimes limited availability of retail hours, as well as retail capability. As such there is an opportunity to develop an action that supports local retailers and small businesses around how they can better meet the needs of the local community.



REFERENCE LIST

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- Department of Planning and Environment. (2022). *NSW Population Projections | Planning Portal - Department of Planning and Environment*. <https://pp.planningportal.nsw.gov.au/populations>
- Houghton, K., & Vohra, S. (2021). *Strengthening Liveability: A Toolkit for Rural and Regional Communities Looking to Grow*. www.regionalaustralia.org.au
- National Skills Commission. (2022). *Internet Vacancy Index*.
<https://www.nationalskillscommission.gov.au/topics/internet-vacancy-index>

Grants and Funding FY 2022/2023 Summary – Up to 30 August 2022

Category	No.	Grant Fund	Name of Grant/Project	Value of Grants Excl GST
Unsuccessful applications	1	Regional Connectivity Program Round Two (2)	Deepwater Fibre to the Premises upgrade. Joint application with NBN Co.	\$2,779,958
			Total unsuccessful applications	\$2,779,958
Applications pending decision	4	Building Better Regions Fund Round Six (6)	Highlands Business & Community Hub – Electrical upgrade and air conditioning installation	\$505,340
		Regional NSW Business Case and Strategy Development Fund Round One (1)	Indoor Equine and Livestock Centre	\$106,250
		Regional NSW Business Case and Strategy Development Fund Round One (1)	New England Rail Trail - Operation & Activation Plans	\$478,111
		Reconnecting Regional NSW - Community Events Program	Glen Innes Severn Community Cohesion and Business Assistance Events Program – 11 Events.	\$301,708
			Total pending applications	\$1,391,409
Acquittal/ reporting/ variations	7	Various grant streams		Not applicable
Approved applications	0	Not applicable	Not applicable	\$0
			Total approved applications	\$0



NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A830268
YOUR REFERENCE:
CONTACT: Helen Pearce
(02) 4428 4131
helen.pearce@olg.nsw.gov.au

Mr Dennis McIntyre
Glen Innes Severn Council

By email: council@gisc.nsw.gov.au
Cc: dmcintyre@gisc.nsw.gov.au

16 August 2022

Dear Mr McIntyre

In accordance with the NSW Local Government Grants Commission's (Commission) policy of providing information to councils about the way the Commission calculates financial assistance grants (FAGs), please find attached a summary of Council's 2022-23 estimated FAGs entitlement (**Appendix A**).

The national FAGs estimated entitlement for 2022-23 is \$2.817 billion and is made up of \$1.951 billion for the general purpose component and \$0.866 billion for the local roads component. The national estimated entitlement for 2021-22 increased by \$86 million to account for final adjustments to the CPI and population shares for the year.

The Commonwealth Treasury's estimate of the Consumer Price Index (CPI) for 2021-22 was adjusted up in July 2022. When compared to the 2021-22 final adjusted amount, the total national estimated FAGs for 2022-23 increased by 2.7%. Accordingly, the State's FAGs allocation for 2022-23 is slightly higher than last year, however the ongoing economic impact of the pandemic remains difficult to predict.

The national general purpose component was distributed across the states and territories on a population basis. NSW received 30.85% or \$617.9 million in the general purpose component, which represents a 3.3% increase on last year's final figure. The local roads component is based on an historical formula. NSW's share of the total road funding is a fixed 29% share, or \$251.2 million, which represents a 2.7% increase. The total 2022-23 FAGs estimated entitlement for NSW is \$869.1 million.

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(follow the "Commissions & Tribunals" links)



Annual Grant Entitlements	National % Change	NSW % Change
2012-13 Final and 2013-14 Estimated	4.22	3.64
2013-14 Final and 2014-15 Estimated no CPI	-.001	-.145
2014-15 Final and 2015-16 Estimated no CPI	-.004	-.114
2015-16 Final and 2016-17 Estimated no CPI	.005	.069
2016-17 Final and 2017-18 Estimated	3.41	3.51
2017-18 Final and 2018-19 Estimated	3.80	3.66
2018-19 Final and 2019-20 Estimated	4.49	3.97
2019-20 Final and 2020-21 Estimated GED	1.13	0.98
2020-21 Final and 2021-22 Estimated Covid	2.15	1.87
2021-22 Final and 2022-23 Estimated Covid	2.69	3.15

Following the impacts of the global economic downturn (GED), and Covid-19 Pandemic, during the last three years the Commission been faced with the challenge of a substantially reduced CPI estimate. In 2022-23, the CPI has begun to trend towards the average levels of previous years (about 3.5%-4%) but further fluctuations cannot be ruled out.

Council's 2022-23 FAGs estimated entitlement, compared to the 2021-22 final entitlement is as follows:

Glen Innes Severn Council				
Year	General Purpose \$	Local Roads \$	Total \$	
2021-22 final	3,153,694	1,532,971	4,686,665	Change
2022-23 est.	3,352,357	1,551,493	4,903,850	4.6%

To assist councils with budgets and bank reconciliations, a breakdown of the 2022-23 quarterly instalments is attached (**Appendix A**). The NSW Statement of Payments is also attached (**Appendix B**).

The Commonwealth Government decided to make an early payment of the 2022-23 estimated FAG entitlement to help manage the cumulative impacts of the floods and the Covid-19 Pandemic. The advance, which was paid to all councils in mid-April 2022, was for approximately 75% of the estimated entitlement. Generally, the advance payments have been based on approximately 50%. This has resulted in the quarterly instalments that follow being significantly less than in recent years. The remainder of the grant entitlements will be paid in quarterly instalments in August 2022, November 2022, February 2023 and May 2023.

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants. The map contained in **Appendix D** identifies the rate of population change in NSW from 2006 to 2020. The legislated minimum grant requirement impedes the ability of the Commission to direct funds to the communities with the greatest relative need.

Appendix D lists the revised expenditure categories, disability factors, data sources used in calculating the expenditure allowance and the relative disability allowance.

CONSIDERATIONS FOR 2023-24 GRANTS

Councils should be mindful that, given the current economic environment, the CPI may not increase going forward. Should that occur, the Commission will likely need to restore the negative floor to ensure the integrity and legislative compliance of the FAGs allocation system is maintained. Such a decision will result in some councils receiving less in the 2023-24 GPC than they will in 2022-23.

THE TRANSITION

The Commission has been investigating ways to direct funds to councils with greatest relative need. Information about the methodology review and subsequent transition has been provided to councils, including about the recommendations for model refinements. The Commission is currently considering options to a pathway out of transition and resuming the negative floor. Based on the grant calculations for 2022-23, nine councils are currently protected from reducing grants by the Commission's transition policy of a 0% floor. Further information about the transition and general information about the FAGs can be found on the Commission's webpage at <https://www.olg.nsw.gov.au/commissions-and-tribunals/#ggc>.

SPECIAL SUBMISSIONS RELATING TO 2023-24 GRANTS

Special submissions from councils for 2023-24 will be considered by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disabilities beyond councils' control that are not generally recognised in the current methodology. Please refer to the expenditure functions and Council's disability factors listed in **Appendix A**. This process allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

Appendix C, titled *Guidelines for Special Submissions*, contains guidelines for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at olg@olg.nsw.gov.au by **30 November 2022**.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact me on (02) 4428 4131.

Yours sincerely



Helen Pearce
Executive Officer

APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION 2022-23 FINANCIAL ASSISTANCE GRANTS

Glen Innes Severn Council

General Purpose Component

Expenditure Allowance

Expenditure Functions	State ave cost per capita
Recreation and cultural	\$229.47
Admin and governance	\$272.47
Education and community	\$66.18
Roads, bridges, footpaths and aerodromes	\$210.73
Public order, safety, health and other	\$172.31
Housing amenity	\$75.59

Recreation and cultural			Pop <SS = relative disadvantage Pop >SS = 0 ATSI <SS = 0 ATSI >SS = relative disadvantage
Disability Measure	LGA measure	State Std (SS)	Weighted DF%
Population	8,816	63,967	27.2%
Aboriginal & Torres Strait Islander	6.0%	2.9%	9.2%

Admin and governance			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	8,816	63,967	85.2%

Education and community			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	8,816	63,967	80.8%

Roads, bridges, footpaths and aerodromes			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	8,816	63,967	157.1%
Road Length	1,083	1,155	0.0%

Public order, safety, health and other			RTD <SS = 0 RTD >SS = relative disadvantage Env <SS = 0 Env >SS = relative disadvantage
Disability Measure	LGA measure	State Std	Weighted DF%
Population	8,816	63,967	60.3%
Rainfall, topography and drainage index	182%	161%	7.8%
Environment (Ha of environmental lands)	122,196	55,494	3.0%

Housing amenity			
Disability Measure	LGA Std	State Std	Weighted DF%
Population	8,816	63,967	15.3%

Isolation Allowance

Outside the Greater Statistical Area	Yes
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APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION 2022-23 FINANCIAL ASSISTANCE GRANTS

Pensioner Rebate Allowance

PR <SS = relative disadvantage (+ allowance)	
PR >SS = relative advantage (- allowance)	
LGA % Pensioner Rebates (PR) Res Props:	32.2%
State Standard (SS) % PR	14.8%

Revenue Allowance

Revenue Allowance	
CV <SS = relative disadvantage (+ allowance)	
CV >SS = relative advantage (- allowance)	
No. of Urban Properties:	4,176
Standard Value Per Property:	\$483,497
Council Value (CV):	\$58,510
No. of Non-urban Properties:	1,018
Standard Value Per Property:	\$887,956
Council Value (CV):	\$901,788

Relative Disadvantage Allowance

Unsealed roads; Isolation; Population Decline	\$40,978
Special Submission	-
Total General Purpose Grant	\$3,352,357

Local Roads Component

Population:	8,816
Local Road Length (km):	1,083
Length of Bridges on Local Roads (m):	2,185
Road/Population Allowance:	\$1,351,886
Bridge Length Allowance:	\$199,607
Local Roads Total:	\$1,551,493
Total Grant	\$4,903,850

Quarterly Instalments Payable in 2022-23 for 2022-23 FAGs

	August 2022	
GPC	\$237,466.00	
LRC	\$103,284.00	\$340,750.00
	November 2022	
GPC	\$237,466.00	
LRC	\$103,284.00	\$340,750.00
	February 2023	
GPC	\$237,466.00	
LRC	\$103,284.00	\$340,750.00
	May 2023	
GPC	\$237,466.00	
LRC	\$103,284.00	\$340,750.00
	TOTAL	
GPC	\$949,864.00	
LRC	\$413,136.00	\$1,363,000.00

Schedule of Payments Rounded													
Councils	Population 30/6/2021	2022-23 Recommended General Purpose Entitlement	2022-23 Recommended Local Roads Entitlement	2022-23 Recommended Total Entitlement	2021-22 General Purpose CPI/Pop Adjustment	2021-22 Local Roads CPI/Pop Adjustment	2021-22 Total CPI/Pop Adjustment	2022-23 General Purpose Advance Payment	2022-23 Local Roads Advance Payment	2022-23 Total Advance Payment	2022-23 General Purpose Payments	2022-23 Local Roads Payments	2022-23 Total Payments
Albury (C)	55,754	5,350,891	1,660,340	7,019,231	115,365	50,404	165,769	4,101,217	1,230,424	5,331,641	1,373,039	480,320	1,853,359
Armidale Regional	29,484	4,858,933	2,633,562	7,492,495	101,161	80,613	181,774	3,588,664	1,870,678	5,459,342	1,371,430	843,497	2,214,927
Ballina (S)	45,773	3,522,719	1,655,146	5,177,865	74,004	50,060	124,064	2,646,008	1,227,740	3,873,748	950,715	477,466	1,428,181
Balranald (S)	2,276	3,514,902	1,506,604	5,021,506	72,326	45,952	118,278	2,610,685	1,126,828	3,737,513	976,543	425,728	1,402,271
Bathurst Regional	44,540	4,751,172	2,328,891	7,080,063	101,920	69,438	171,358	3,627,959	1,699,605	5,327,564	1,225,133	698,724	1,923,857
Bayside	182,369	4,128,680	1,331,323	5,460,003	87,290	40,604	127,894	2,990,478	955,857	3,946,335	1,225,492	416,070	1,641,562
Bega Valley (S)	35,046	5,784,520	2,310,079	8,094,599	122,030	69,905	191,935	4,352,774	1,789,139	6,141,913	1,553,776	590,845	2,144,621
Bellingen (S)	13,248	3,393,899	1,075,194	4,469,093	70,112	31,896	102,008	2,530,792	788,816	3,319,608	933,219	318,274	1,251,493
Berrigan (S)	8,810	3,945,255	1,596,762	5,542,017	81,997	48,682	130,679	2,927,458	1,186,448	4,113,906	1,099,794	458,996	1,558,790
Blacktown (C)	387,104	13,909,934	4,035,661	17,945,595	304,641	121,976	426,617	10,520,603	2,956,995	13,477,598	3,693,972	1,200,642	4,894,614
Bland (S)	5,923	5,471,983	3,433,833	8,905,816	114,836	114,836	229,672	2,642,903	2,642,903	5,285,806	1,483,110	895,656	2,378,766
Blayney (S)	7,408	2,185,396	975,547	3,160,943	45,226	29,911	75,137	1,642,758	721,211	2,363,969	587,864	284,247	872,111
Blue Mountains (C)	78,740	7,988,602	1,511,077	9,499,679	172,064	46,452	218,516	6,117,895	1,140,043	7,257,938	2,042,771	417,486	2,460,257
Bogan (S)	2,481	3,434,853	1,645,953	5,080,806	70,394	50,262	120,656	2,529,927	1,237,335	3,767,262	975,320	458,880	1,434,200
Bourke (S)	2,596	5,187,387	2,191,468	7,378,855	106,321	66,243	172,564	3,870,871	1,625,042	5,495,913	1,432,837	632,669	2,065,506
Brewarrina (S)	1,520	3,888,147	1,487,540	5,375,687	77,864	45,541	123,405	2,883,973	1,126,046	4,010,019	1,082,038	407,035	1,489,073
Broken Hill (C)	17,230	5,283,229	544,844	5,828,073	108,070	16,715	124,785	3,861,944	420,106	4,282,050	1,529,355	141,453	1,670,808
Burwood	40,686	975,938	308,128	1,284,066	20,356	9,268	29,624	714,829	128,678	843,507	933,507	281,465	380,183
Byron (S)	36,217	2,348,557	1,383,374	3,731,931	48,726	42,048	90,774	1,756,062	1,032,949	2,789,011	641,221	392,473	1,033,694
Calonne	13,759	3,408,548	2,336,603	5,745,151	70,622	71,264	141,886	2,533,139	1,751,422	4,284,561	946,031	656,445	1,602,476
Camden	114,516	2,592,546	1,891,929	4,484,475	55,206	55,224	110,430	1,940,952	1,388,900	3,329,852	706,800	558,253	1,265,053
Campbelltown (C)	175,687	8,527,900	2,076,416	10,604,316	186,769	63,437	250,206	6,566,706	1,588,667	8,155,372	2,147,964	551,186	2,699,150
Canada Bay (C)	95,919	2,171,525	715,321	2,886,846	46,442	22,000	68,442	1,607,613	528,004	2,135,617	610,354	209,317	819,671
Canterbury-Bankstown	378,425	8,567,221	2,978,707	11,545,928	186,721	91,534	278,255	6,564,772	2,233,093	8,797,865	2,189,170	837,148	3,026,318
Carrahoof (S)	2,789	4,534,865	2,652,695	7,187,560	93,706	80,817	174,523	3,394,927	1,984,408	5,379,335	1,233,644	749,104	1,982,748
Central Coast	347,158	22,887,541	4,983,641	27,871,182	492,974	152,063	645,037	17,527,840	3,748,750	21,276,590	5,852,675	1,386,954	7,239,629
Central Darling (S)	1,834	5,122,476	1,815,759	6,938,235	105,001	55,362	160,363	3,829,550	1,361,760	5,191,310	1,397,927	509,361	1,907,288
Cessnock (C)	63,020	5,944,080	2,021,831	7,965,911	127,909	61,403	189,312	4,546,449	1,568,281	6,114,730	1,525,540	514,953	2,040,493
Clarence Valley	52,993	8,272,250	3,709,950	11,982,200	177,771	113,378	291,149	6,315,536	2,822,444	9,137,980	2,134,485	1,000,884	3,135,369
Cobar (S)	4,365	4,901,439	1,959,469	6,860,908	102,152	59,785	161,937	3,660,971	1,468,674	5,129,645	1,342,620	550,580	1,893,200
Coffs Harbour (C)	78,093	5,677,493	2,538,530	8,216,023	122,224	77,328	199,552	4,345,117	1,878,009	6,223,126	1,454,600	737,849	2,192,449
Coolamon (S)	4,304	2,884,403	1,464,371	4,348,774	59,855	44,720	104,575	2,115,532	1,044,033	3,159,565	826,726	465,058	1,291,784
Coonamble (S)	3,854	3,294,358	1,678,640	4,972,998	67,295	51,250	118,545	2,366,942	1,258,815	3,625,757	994,711	471,083	1,465,794
Cootamundra-Gundagai Region	11,169	4,249,688	1,775,227	6,024,915	88,554	54,304	142,858	3,154,364	1,333,983	4,488,347	1,183,878	495,548	1,679,426
Cowra (S)	12,785	3,777,784	1,651,062	5,428,846	78,162	50,417	128,579	2,784,111	1,227,908	4,012,019	1,071,835	473,571	1,545,406
Cumberland	239,834	6,635,192	1,941,965	8,577,157	145,317	59,892	205,209	4,584,295	1,522,404	6,106,699	2,196,214	479,453	2,675,667
Dubbo Regional	54,195	8,689,561	3,861,721	12,551,282	186,805	117,895	304,700	6,647,886	2,798,830	9,446,716	2,228,480	1,180,786	3,409,266
Dungog (S)	9,784	2,051,730	1,050,190	3,101,920	42,473	22,092	64,565	1,554,564	794,826	2,349,390	539,639	287,456	827,095
Edward River	9,158	4,634,269	1,736,776	6,371,045	97,036	52,961	149,997	3,431,418	1,290,677	4,722,095	1,299,887	499,060	1,798,947
Eurobodalla (S)	39,362	5,923,938	1,891,401	7,815,339	125,801	57,515	183,316	4,503,033	1,405,870	5,908,903	1,546,706	543,046	2,089,752
Fairfield (C)	207,922	7,691,060	1,896,691	9,587,751	168,442	58,489	226,931	5,922,246	1,423,036	7,345,282	1,937,256	532,144	2,469,400
Federation	12,735	5,221,998	2,540,728	7,762,726	110,737	77,342	188,079	3,985,444	1,904,913	5,890,357	1,347,291	713,157	2,060,448
Forbes (S)	9,934	4,108,010	2,210,930	6,318,940	84,884	67,497	152,381	3,007,533	1,655,326	4,662,859	1,185,361	623,101	1,808,462
Georges River	159,266	3,605,647	1,246,269	4,851,916	77,093	38,309	115,402	2,649,678	963,872	3,613,550	1,033,062	320,706	1,353,768
Gilgandra (S)	4,205	3,113,265	1,525,985	4,639,250	64,155	46,599	110,754	2,267,203	1,094,051	3,361,254	910,217	478,533	1,388,750
Glen Innes Severn	8,816	3,352,357	1,551,493	4,903,850	69,069	48,049	117,118	2,471,562	1,186,405	3,657,967	949,864	413,137	1,363,001
Goulburn Mulwaree	31,796	3,872,575	2,049,651	5,922,226	80,697	62,427	143,124	2,889,678	1,559,140	4,448,818	1,063,594	552,938	1,616,532
Greater Hume (S)	11,020	3,830,221	2,382,085	6,212,306	79,206	72,534	151,740	2,811,041	1,768,329	4,579,370	1,098,386	686,290	1,784,676
Griffith (C)	27,173	4,607,210	1,838,276	6,445,486	95,202	57,122	152,324	3,398,309	1,397,773	4,796,082	1,304,103	497,625	1,801,728
Gunnedah (S)	12,713	3,516,035	1,825,114	5,341,149	72,698	55,735	128,433	2,607,814	1,374,761	3,982,575	980,919	506,088	1,487,007
Gwydir (S)	5,323	3,400,364	2,122,295	5,522,659	69,057	64,587	133,644	2,420,662	1,561,010	3,981,672	1,048,759	625,872	1,674,631
Hawkesbury (C)	68,009	2,806,925	1,916,182	4,723,107	61,456	58,912	120,368	2,160,155	1,431,545	3,591,700	708,226	543,549	1,251,775

Councils	Population 30/6/2021	2022-23 Recommended General Purpose Entitlement	2022-23 Recommended Local Roads Entitlement	2022-23 Recommended Total Entitlement	2021-22 General Purpose CPI/Pop Adjustment	2021-22 Local Roads CPI/Pop Adjustment	2021-22 Total CPI/Pop Adjustment	2022-23 General Purpose Advance Payment	2022-23 Local Roads Advance Payment	2022-23 Total Advance Payment	2022-23 General Purpose Payments	2022-23 Local Roads Payments	2022-23 Total Payments
Hay (S)	2,945	2,856,602	920,471	3,777,073	58,025	28,077	86,102	2,058,957	689,004	2,747,961	855,670	259,544	1,115,214
Hills (S)	188,557	4,268,787	2,329,108	6,597,895	88,406	70,069	158,475	3,197,195	1,816,680	5,013,875	1,159,998	582,497	1,742,495
Hilltops	18,553	5,994,711	3,192,270	9,186,981	125,806	97,603	223,409	4,443,696	2,392,890	6,836,586	1,676,821	896,983	2,573,804
Hornsby (S)	150,698	3,411,714	1,583,870	4,995,584	73,316	48,911	122,227	2,665,004	1,240,764	3,905,768	820,026	392,017	1,212,043
Hunters Hill (M)	14,861	378,875	141,019	519,894	7,903	4,337	12,240	290,283	117,020	407,303	96,495	28,336	124,831
Inner West	199,759	4,522,374	1,512,332	6,034,706	97,107	46,601	143,708	3,524,925	1,123,775	4,648,700	1,094,556	435,158	1,529,714
Inverell (S)	17,696	4,635,287	2,517,667	7,152,954	95,871	76,954	172,825	3,419,815	2,017,832	5,437,647	1,311,343	576,789	1,888,132
Junee (S)	6,738	2,313,526	1,060,836	3,374,362	47,893	32,352	80,245	1,729,359	781,359	2,510,718	632,060	311,829	943,889
Kempsey (S)	30,092	4,888,709	2,129,003	7,017,712	101,680	64,922	166,602	3,644,492	1,726,246	5,370,738	1,345,897	467,679	1,813,576
Kiama (M)	24,006	1,405,092	567,354	1,972,446	29,195	17,445	46,640	1,071,593	388,205	1,459,798	362,694	196,594	559,288
Ku-ring-gai	126,554	2,865,075	1,264,749	4,129,824	61,379	38,781	100,160	2,185,624	959,753	3,145,377	740,830	343,777	1,084,607
Kyogle	8,841	3,394,938	1,804,218	5,199,156	69,616	55,531	125,147	2,484,471	1,396,425	3,880,896	980,083	463,324	1,443,407
Lachlan (S)	6,025	6,843,918	3,852,904	10,696,822	143,465	117,542	261,007	5,133,441	2,891,834	8,025,275	1,853,942	1,078,612	2,932,554
Lake Macquarie (C)	210,031	14,458,267	3,144,299	17,602,566	311,400	95,886	407,286	11,072,018	2,330,325	13,402,343	3,697,649	909,860	4,607,509
Lane Cove (M)	40,336	964,956	320,942	1,285,898	20,127	9,861	29,988	723,946	236,609	960,555	261,137	94,194	355,331
Leeton (S)	11,242	3,986,350	1,186,865	5,173,215	81,968	36,298	118,266	2,922,748	896,648	3,819,396	1,145,570	326,518	1,472,088
Lismore (C)	43,790	4,784,314	2,214,467	6,998,781	101,684	67,712	169,396	3,629,273	1,677,150	5,306,423	1,256,725	605,029	1,861,754
Lithgow (C)	21,556	4,052,687	1,441,695	5,494,382	84,239	43,938	128,177	3,020,627	1,078,118	4,098,745	1,116,299	407,515	1,523,814
Liverpool (C)	234,917	6,754,917	2,662,931	9,417,848	147,939	80,559	228,498	5,201,336	1,960,138	7,161,474	1,701,520	783,352	2,484,872
Liverpool Plains (S)	7,848	2,894,192	1,563,847	4,458,039	59,616	47,763	107,379	2,129,872	1,170,230	3,300,102	828,936	441,380	1,269,316
Lockhart (S)	3,221	2,665,211	1,530,488	4,195,709	55,325	46,765	102,090	1,923,429	1,144,665	3,068,094	797,107	432,598	1,229,705
Lord Howe Island (Bd)	445	302,491	-	302,491	5,503	-	5,503	204,986	-	204,986	103,008	-	103,008
Martland (C)	90,449	6,039,717	1,624,665	7,664,380	130,069	48,982	179,051	4,624,574	1,191,173	5,815,747	1,545,212	482,472	2,027,684
Mid-Coast	95,209	13,599,695	6,156,132	19,755,827	291,026	187,085	478,111	10,337,624	4,589,696	14,927,320	3,553,097	1,753,521	5,306,618
Mid-Western Regional	25,563	4,790,305	2,797,848	7,588,153	99,202	84,534	183,736	3,545,619	2,069,550	5,615,169	1,343,888	812,832	2,156,720
Moree Plains (S)	12,988	5,759,621	3,278,663	9,038,284	120,674	100,421	221,095	4,169,477	2,455,967	6,625,444	1,710,818	923,117	2,633,935
Mosman (M)	30,122	782,251	260,742	1,042,993	16,316	8,075	24,391	599,340	200,175	799,515	199,227	68,642	267,869
Murray River	12,571	6,164,153	3,324,734	9,488,887	129,470	98,782	228,252	4,567,316	2,567,941	7,135,257	1,726,307	855,575	2,581,882
Murrumbidgee	3,871	3,476,012	1,861,349	5,337,361	71,896	56,802	128,698	2,534,232	1,424,538	3,958,770	1,013,676	493,613	1,507,289
Muswellbrook (S)	16,212	3,084,285	1,034,057	4,118,342	63,995	31,743	95,738	2,325,127	789,890	3,115,017	823,153	275,910	1,099,063
Nambucca Valley	19,911	3,284,951	1,384,993	4,669,944	68,205	42,373	110,578	2,484,244	1,036,009	3,520,253	868,912	391,357	1,260,269
Narrabri (S)	12,948	5,607,391	2,670,794	8,278,185	117,812	81,499	199,311	4,139,823	2,008,196	6,148,019	1,585,380	744,097	2,329,477
Narrandera (S)	5,834	3,785,601	1,801,979	5,587,580	79,047	55,008	134,055	2,776,287	1,348,260	4,124,547	1,088,361	508,727	1,597,088
Narrromine (S)	6,392	3,451,237	1,643,374	5,094,611	71,731	50,172	121,903	2,525,717	1,234,267	3,759,984	997,251	459,279	1,456,530
Newcastle (C)	168,880	11,108,788	2,006,723	13,115,511	243,277	61,881	305,158	8,789,944	1,624,079	10,414,023	2,562,121	444,525	3,006,646
North Sydney	73,712	1,668,777	534,924	2,203,701	36,121	16,561	52,682	1,303,825	409,232	1,713,057	401,073	142,253	543,326
Northern Beaches	272,184	6,162,026	2,462,834	8,624,860	131,818	75,756	207,574	4,698,755	1,832,234	6,530,989	1,595,089	706,356	2,301,445
Oberon	5,425	2,164,733	1,092,967	3,257,700	44,582	33,397	77,979	1,604,014	861,797	2,465,811	605,301	264,567	869,868
Orange (C)	42,809	3,921,802	1,347,047	5,268,849	81,977	41,130	123,107	2,953,501	1,023,432	3,976,933	1,050,278	364,745	1,415,023
Parkes (S)	14,623	4,895,044	2,420,684	7,315,728	101,817	73,794	175,611	3,628,743	1,773,908	5,402,651	1,368,118	720,570	2,088,688
Parramatta (C)	258,799	7,594,284	2,222,842	9,817,126	166,322	68,420	234,742	5,847,674	1,638,357	7,486,031	1,912,932	652,905	2,565,837
Penrith (C)	219,173	8,821,601	2,912,460	11,734,061	193,202	88,805	282,007	6,792,809	2,273,967	9,066,776	2,221,994	727,298	2,949,292
Port Macquarie-Hastings	87,560	6,818,937	3,399,326	10,218,263	146,806	103,392	250,198	5,218,637	2,511,574	7,730,211	1,747,106	991,144	2,738,250
Port Stephens	75,685	5,830,883	1,408,421	7,239,304	125,496	42,945	168,441	4,461,301	1,046,108	5,507,409	1,495,078	405,258	1,900,336
Queanbeyan-Palerang Regional	63,491	3,940,151	2,858,012	6,798,163	84,677	86,692	171,369	3,007,960	2,129,474	5,137,434	1,016,868	815,230	1,832,098
Randwick (C)	153,498	3,475,065	1,085,294	4,560,359	75,336	33,590	108,926	2,634,416	814,640	3,449,056	915,985	304,244	1,220,229
Richmond Valley	23,572	4,055,664	1,786,900	5,842,564	84,319	55,090	139,409	3,023,922	1,350,359	4,374,281	1,116,061	491,631	1,607,692
Ryde (C)	132,822	3,006,977	1,073,442	4,080,419	64,083	32,857	96,940	2,198,430	789,376	2,987,806	872,630	316,923	1,189,553
Shellharbour (C)	76,364	4,600,254	1,091,555	5,691,809	99,074	32,129	131,203	3,522,585	765,209	4,287,794	1,176,743	358,475	1,535,218
Shoalhaven (C)	108,892	9,569,985	4,023,811	13,593,796	206,098	120,064	326,162	7,327,382	2,918,290	10,245,672	2,448,701	1,225,585	3,674,286
Silverton (VC)	35	38,137	-	38,137	808	-	808	27,500	-	27,500	11,445	-	11,445
Singleton	23,573	2,877,778	1,507,564	4,384,842	59,826	46,105	105,931	2,182,319	1,119,871	3,302,190	754,785	433,798	1,188,583
Snowy Monaro Regional	21,207	7,577,242	3,121,085	10,698,327	160,490	95,136	255,626	5,698,815	2,311,114	8,009,929	2,038,917	905,107	2,944,024
Snowy Valleys	14,349	4,992,820	1,572,001	6,564,821	104,123	48,131	152,254	3,739,856	1,191,073	4,930,929	1,357,087	429,059	1,786,146

Councils	Population 30/6/2021	2022-23 Recommended General Purpose Entitlement	2022-23 Recommended Local Roads Entitlement	2022-23 Recommended Total Entitlement	2021-22 General Purpose CPI/Pop Adjustment	2021-22 Local Roads CPI/Pop Adjustment	2021-22 Total CPI/Pop Adjustment	2022-23 General Purpose Advance Payment	2022-23 Local Roads Advance Payment	2022-23 Total Advance Payment	2022-23 General Purpose Payments	2022-23 Local Roads Payments	2022-23 Total Payments
Strathfield (M)	47,705	1,125,943	340,903	1,466,846	23,485	10,452	33,937	815,197	249,084	1,064,281	334,231	102,271	436,502
Sutherland (S)	234,275	5,303,787	2,278,378	7,582,165	111,773	69,616	181,389	4,036,496	1,704,977	5,741,473	1,379,064	643,017	2,022,081
Sydney (C)	242,237	5,484,040	1,544,767	7,028,807	119,645	48,096	167,741	3,904,514	1,107,563	5,012,077	1,699,171	485,300	2,184,471
Tamworth Regional	62,782	6,823,856	4,837,000	11,660,856	145,231	147,808	293,039	5,159,154	3,621,907	8,781,061	1,809,933	1,362,901	3,172,834
Temora (S)	6,249	2,780,643	1,501,280	4,281,923	57,102	45,817	102,919	2,026,597	1,041,388	3,067,985	811,148	505,709	1,316,857
Tenterfield (S)	6,502	3,812,710	1,882,850	5,695,560	78,410	57,546	135,956	2,774,262	1,418,578	4,192,840	1,116,858	521,818	1,638,676
Tibooburra (VC)	95	85,641	-	85,641	1,815	-	1,815	64,485	-	64,485	22,971	-	22,971
Tweed (S)	99,480	8,368,711	3,323,068	11,691,779	180,067	101,503	281,570	6,400,817	2,503,176	8,903,993	2,147,961	921,395	3,069,356
Upper Hunter (S)	14,152	3,669,729	2,217,023	5,886,752	75,763	67,775	143,538	2,718,320	1,664,757	4,383,077	1,027,172	620,041	1,647,213
Upper Lachlan (S)	8,419	3,370,799	2,166,268	5,537,067	69,518	66,420	135,938	2,466,593	1,629,346	4,095,939	973,724	603,342	1,577,066
Uralla (S)	5,883	1,981,746	1,056,863	3,038,609	40,861	32,332	73,193	1,482,544	805,598	2,288,142	540,063	283,597	823,660
Wagga Wagga (C)	66,408	7,567,865	3,719,885	11,287,750	162,876	112,907	275,783	5,788,330	2,748,507	8,536,837	1,942,411	1,084,285	3,026,696
Walcha	3,103	1,860,928	1,074,238	2,935,166	37,370	32,827	70,197	1,343,462	805,613	2,149,075	554,836	301,452	856,288
Walgett (S)	5,785	5,382,349	2,226,344	7,608,693	112,080	87,986	180,066	3,950,826	1,672,294	5,623,120	1,543,603	622,036	2,165,639
Warren (S)	2,708	2,309,928	1,183,806	3,493,734	47,034	36,144	83,178	1,643,296	889,077	2,532,373	713,666	330,873	1,044,539
Warrumbungle (S)	9,118	5,418,430	2,790,481	8,208,911	113,541	85,221	198,762	3,994,386	2,084,069	6,078,455	1,537,585	791,633	2,329,218
Waverley	72,743	1,646,840	483,275	2,130,115	35,728	14,994	50,722	1,289,768	371,856	1,661,624	392,800	126,413	519,213
Weddin (S)	3,577	2,179,888	1,152,491	3,332,379	44,253	35,177	79,430	1,571,172	861,246	2,432,418	652,969	326,422	979,391
Wentworth (S)	7,142	4,755,742	1,988,875	6,744,617	100,977	70,658	171,635	3,567,839	1,734,029	5,301,868	1,288,880	325,504	1,614,384
Willoughby (C)	79,556	1,801,080	655,849	2,456,929	39,056	20,260	59,316	1,359,919	488,672	1,848,591	480,217	187,437	667,654
Wingecarribee (S)	52,309	3,480,875	2,201,314	5,682,189	74,672	66,994	141,666	2,652,024	1,644,472	4,296,496	903,523	623,836	1,527,359
Wollondilly (S)	54,772	2,574,197	1,548,966	4,123,163	55,439	47,106	102,545	1,970,950	1,135,054	3,106,004	658,686	461,018	1,119,704
Wollongong (C)	220,659	17,353,791	2,779,577	20,133,368	373,776	84,125	457,901	13,289,918	2,050,670	15,340,588	4,437,649	813,032	5,250,681
Woolahra (M)	58,480	1,323,938	478,776	1,802,714	28,587	14,799	43,386	1,033,504	363,770	1,397,274	319,021	129,805	448,826
Yass Valley	17,608	2,061,050	1,590,156	3,651,206	42,631	48,130	90,761	1,559,670	1,196,584	2,756,254	544,011	441,702	985,713
TOTAL	8,188,301	617,920,637	251,184,230	869,104,867	13,095,042	7,666,898	20,761,940	464,778,548	188,444,475	653,223,023	166,237,131	70,406,653	236,643,784

APPENDIX C**LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2023-24 GRANTS****1. GENERAL**

All submissions **must** be consistent with the principles which have been adopted by the NSW Local Government Grants Commission (Commission). The principles are attached in **Table 1**.

Information in the submissions must relate to the year ended 30 June 2022, in order to be compatible with the Commission's **Roads, Bridges and General Information Return** for that year (for the 2023-24 grant calculations).

Only operational costs should be included; **capital costs are to be excluded**.

Submissions should be based only on *inherent* disabilities and problems, which are outside a council's control. **Additional costs that result from deliberate policy decisions made by councils to provide a higher than average standard of service are not considered disabilities.**

Information provided on disabilities should be brief and the costing estimates of the disabilities should be as accurate as is practicable.

If you have further questions, then please contact Helen Pearce on (02) 4428 4131 or by email, helen.pearce@olg.nsw.gov.au.

Submissions should be emailed to the Commission at olg@olg.nsw.gov.au as soon as possible, by no later than **11 November 2022**.

2. EXPENDITURE DISABILITIES**(a) Content**

The details of the Commission's expenditure calculations for Council's area are enclosed (see **Appendix A**). This information should be used in assessing whether to make a submission on expenditure disabilities; that is, in assessing whether the particular disabilities of Council's area are **already recognised** in the formula. If council believes that disabilities **other than those currently identified by the formula** have an impact on the cost of providing services, then this should be substantiated in the submission.

Similarly, if council believes that the impact of any disability already identified by the Commission is greater than indicated, then the case should be argued in the submission. Please refer to **Table 2** for the basic format for a special submission. Details of the expenditure items considered, the council functions and disability measures can be found in **Appendix D**.

(b) Required Format

Table 2 shows the **REQUIRED FORMAT** for submissions on expenditure disabilities. Submissions should be **brief** and include:

- (1) the function affected (using the Commission's functional heading);
- (2) a **brief** description of the disability;
- (3) a **brief** account of the action taken to deal with that disability; and,
- (4) the **estimated additional cost** impact of that action.

APPENDIX C

LOCAL GOVERNMENT GRANTS COMMISSION GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2023-24 GRANTS

Where a disability factor affects costs across a number multiple council functions, separate details should be used showing the cost impact in each function area.

(c) Outcome

Where the Commission recognises an additional disability raised in a submission beyond the measures recognised, an adjustment will be made as an "other" category.

Where an additional disability is recognised which has an impact on a number of councils, the methodology will be adjusted, and *all councils* will be affected according to the extent of the relevant disability.

3. REVENUE DISABILITIES

While the approved principles generally bind the Commission's operation in this area, councils may wish to comment on the current methodology if it is considered that these unfairly disadvantage them.

It should be noted that non-rateable properties are taken into consideration in the Commission's calculation automatically. The loss of revenue from non-rateable properties does not need to be specified in the submission.

APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2023-24 GRANTS

TABLE 1

APPROVED PRINCIPLES

1. General purpose grants to local governing bodies will be allocated as far as practicable on a full equalisation basis as defined in the *Local Government (Financial Assistance) Act 1995*; that is a basis which attempts to compensate local governing bodies for differences in expenditure required in the performance of their functions and in their capacity to raise revenue.
2. The assessment of revenue and expenditure allowances of local governing bodies will, as far as is practicable, be independent of the policy or practices of those bodies in raising revenue and the provision of services.
3. Revenue raising capacity will primarily be determined on the basis of property values; positive and negative allowances relative to average standards may be calculated.
4. Revenue allowances may be discounted to achieve equilibrium with expenditure allowances.
5. Generally, for each expenditure function an allowance will be determined using operational cost; both positive and negative allowances relative to average standards may be calculated.
6. Expenditure allowances will be discounted to take account of specific purpose grants.
7. Additional costs associated with non-resident use of services and facilities will be recognised in determining expenditure allowances.

APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2023-24 GRANTS

TABLE 2

REQUIRED FORMAT FOR SUBMISSIONS ON EXPENDITURE DISABILITIES

Function:

Disability:

Description and Response:

Cost Impact:

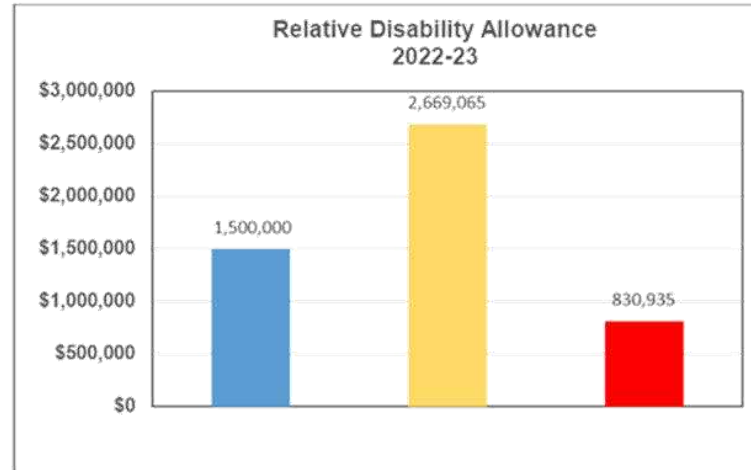
APPENDIX D**LOCAL GOVERNMENT GRANTS COMMISSION
2022-23 FINANCIAL ASSISTANCE GRANTS**

Expenditure Functions with Expenditure Items Listed Below (Expenditure Items Source – Financial Data Return/Net Cost of Services – 5 year average gross operational costs)					
Recreation & cultural	Administration & governance	Community amenity	Community services & education	Roads, bridges & footpaths	Public order, safety, health & other
Museums	Administration	Public Cemeteries	Admin & Education	Aerodromes	Animal Containment
Art Galleries	Governance	Public Toilets	Children's Services	Urban Roads Local	Fire Service Levy
Communities Centres & Halls		Town Planning	Aged and Disabled	Sealed Rural Roads Local	Noxious Plants & Insects
Performing Arts Venues		Street Lighting	Social Protection	Unsealed Rural Roads Local	Environment Protection
Other Sport & Recreation				Bridges on Urban Roads Local	Stormwater Management
Other Performing Arts				Bridges on Sealed Rural Roads Local	Urban Storm Drainage
Public Libraries				Bridges on Unsealed Rural Roads Local	Other
Swimming Pools				Footpaths	Health
Sporting Grounds				Parking Areas	Enforcement of Regulations
Parks and Gardens					Beach Control
					Building Control
					Street Cleaning

APPENDIX D
LOCAL GOVERNMENT GRANTS COMMISSION
2022-23 FINANCIAL ASSISTANCE GRANTS

Expenditure Disability Factors		
Disability Factor	Description	Data Source
Population Size	Number of people residing in local government area. The more people in a community, the cheaper it is to provide resources per person. This suggests compensation for councils with smaller populations	ABS Regional population 2020-21, Estimated Resident Population (released 29 March 2022).
ATSI	Proportion of residents identified as Aboriginal and Torres Strait Islander.	ABS 2075.0 Census of Population and Housing - Counts of Aboriginal and Torres Strait Islander Australians, 2016 (released 5 December 2018).
Local Road Length	Kilometres of road within a local government area being the responsibility of councils.	Data provided by OLG, based on data supplied by each local council for the 2020-21 financial year.
Environment	Hectares of environmental land (hectares of conservation and natural environment, water and inland water bodies).	ABS 1410.0 - LAND AND ENVIRONMENT, Local Government Area, 2015-2020 (released .8 April 2022).
Rainfall, topography and drainage index	An index that measures variation in the cost of construction and maintenance of stormwater drainage based on a number of considerations.	Data provided by OLG, Independent Consultants, 1987, Stormwater Drainage Return.

APPENDIX D
LOCAL GOVERNMENT GRANTS COMMISSION
2022-23 FINANCIAL ASSISTANCE GRANTS



Within the GPC, \$5.0 million of the \$20.0 million CPI increase was apportioned to councils with greatest relative disadvantage on the basis of unsealed local road lengths (reported by local councils), isolation (ABS population data, 5 years averaged isolation expenditure reported by local councils, distance from Sydney and the nearest major regional centre, Western Zone Allowance), and population decline (ABS Estimated Population 2006-2021) .

APPENDIX D
LOCAL GOVERNMENT GRANTS COMMISSION
2022-23 FINANCIAL ASSISTANCE GRANTS



Red indicates population decline in NSW from 2006-2020.

Schedule of Payments Rounded													
Councils	Population 30/6/2021	2022-23 Recommended General Purpose Entitlement	2022-23 Recommended Local Roads Entitlement	2022-23 Recommended Total Entitlement	2021-22 General Purpose CPI/Pop Adjustment	2021-22 Local Roads CPI/Pop Adjustment	2021-22 Total CPI/Pop Adjustment	2022-23 General Purpose Advance Payment	2022-23 Local Roads Advance Payment	2022-23 Total Advance Payment	2022-23 General Purpose Payments	2022-23 Local Roads Payments	2022-23 Total Payments
Albury (C)	55,754	5,350,891	1,660,340	7,019,231	115,365	50,404	165,769	4,101,217	1,230,424	5,331,641	1,373,039	480,320	1,853,359
Armidale Regional	29,484	4,858,933	2,633,562	7,492,495	101,161	80,613	181,774	3,588,664	1,870,678	5,459,342	1,371,430	843,497	2,214,927
Ballina (S)	45,773	3,522,719	1,655,146	5,177,865	74,004	50,060	124,064	2,646,008	1,227,740	3,873,748	950,715	477,466	1,428,181
Balranald (S)	2,276	3,514,902	1,506,604	5,021,506	72,326	45,952	118,278	2,610,685	1,126,828	3,737,513	976,543	425,728	1,402,271
Bathurst Regional	44,540	4,751,172	2,328,891	7,080,063	101,920	69,438	171,358	3,627,959	1,699,605	5,327,564	1,225,133	698,724	1,923,857
Bayside	182,369	4,128,680	1,331,323	5,460,003	87,290	40,604	127,894	2,990,478	955,857	3,946,335	1,225,492	416,070	1,641,562
Bega Valley (S)	35,046	5,784,520	2,310,079	8,094,599	122,030	69,905	191,935	4,352,774	1,789,139	6,141,913	1,553,776	590,845	2,144,621
Bellingen (S)	13,248	3,393,899	1,075,194	4,469,093	70,112	31,896	102,008	2,530,792	788,816	3,319,608	933,219	318,274	1,251,493
Berrigan (S)	8,810	3,945,255	1,596,762	5,542,017	81,997	48,682	130,679	2,927,458	1,186,448	4,113,906	1,099,794	458,996	1,558,790
Blacktown (C)	387,104	13,909,934	4,035,661	17,945,595	304,641	121,976	426,617	10,520,603	2,956,995	13,477,598	3,693,972	1,200,642	4,894,614
Bland (S)	5,923	5,471,983	3,433,833	8,905,816	114,836	114,836	229,672	4,103,709	2,642,903	6,746,612	1,483,110	895,656	2,378,766
Blayney (S)	7,408	2,185,396	975,547	3,160,943	45,226	29,911	75,137	1,642,758	721,211	2,363,969	587,864	284,247	872,111
Blue Mountains (C)	78,740	7,988,602	1,511,077	9,499,679	172,064	46,452	218,516	6,117,895	1,140,043	7,257,938	2,042,771	417,486	2,460,257
Bogan (S)	2,481	3,434,853	1,645,953	5,080,806	70,394	50,262	120,656	2,529,927	1,237,335	3,767,262	975,320	458,880	1,434,200
Bourke (S)	2,596	5,187,387	2,191,468	7,378,855	106,321	66,243	172,564	3,870,871	1,625,042	5,495,913	1,422,837	632,669	2,055,506
Brewarrina (S)	1,520	3,888,147	1,487,540	5,375,687	77,864	45,541	123,405	2,883,973	1,126,046	4,010,019	1,082,038	407,035	1,489,073
Broken Hill (C)	17,230	5,283,229	544,844	5,828,073	108,070	16,715	124,785	3,861,944	420,106	4,282,050	1,529,355	141,453	1,670,808
Burwood	40,686	975,938	308,128	1,284,066	20,356	9,268	29,624	714,829	218,678	933,507	281,465	98,718	380,183
Byron (S)	36,217	2,348,557	1,383,374	3,731,931	48,726	42,048	90,774	1,756,062	1,032,949	2,789,011	641,221	392,473	1,033,694
Cabonne	13,759	3,408,548	2,336,603	5,745,151	70,622	71,264	141,886	2,533,139	1,751,422	4,284,561	946,031	656,445	1,602,476
Camden	114,516	2,592,546	1,891,929	4,484,475	55,206	55,224	110,430	1,940,952	1,388,900	3,329,852	706,800	558,253	1,265,053
Campbelltown (C)	175,687	8,527,900	2,076,416	10,604,316	186,769	63,437	250,206	6,566,706	1,588,667	8,155,372	2,147,964	551,186	2,699,150
Canada Bay (C)	95,919	2,171,525	715,321	2,886,846	46,442	22,000	68,442	1,607,613	528,004	2,135,617	610,354	209,317	819,671
Canterbury-Bankstown	378,425	8,567,221	2,978,707	11,545,928	186,721	91,534	278,255	6,564,772	2,233,093	8,797,865	2,189,170	837,148	3,026,318
Carriathool (S)	2,789	4,534,865	2,652,695	7,187,560	93,706	80,817	174,523	3,394,927	1,984,408	5,379,335	1,233,644	749,104	1,982,748
Central Coast	347,158	22,887,541	4,983,641	27,871,182	492,974	152,063	645,037	17,527,840	3,748,750	21,276,590	5,852,675	1,386,954	7,239,629
Central Darling (S)	1,834	5,122,476	1,815,759	6,938,235	105,001	55,362	160,363	3,829,550	1,361,760	5,191,310	1,397,927	509,361	1,907,288
Cessnock (C)	63,020	5,944,080	2,021,831	7,965,911	127,909	61,403	189,312	4,546,449	1,568,281	6,114,730	1,525,540	514,953	2,040,493
Clarence Valley	52,993	8,272,250	3,709,950	11,982,200	113,378	113,378	226,756	6,315,536	2,822,444	9,137,980	2,134,485	1,000,884	3,135,369
Cobar (S)	4,365	4,901,439	1,959,469	6,860,908	102,152	59,785	161,937	3,660,971	1,468,674	5,129,645	1,342,620	550,580	1,893,200
Coffs Harbour (C)	78,093	5,677,493	2,538,530	8,216,023	122,224	77,328	199,552	4,345,117	1,878,009	6,223,126	1,454,600	737,849	2,192,449
Coolamon (S)	4,304	2,884,403	1,464,371	4,348,774	59,855	44,720	104,575	2,115,532	1,044,033	3,159,565	826,726	465,058	1,291,784
Coonamble (S)	3,854	3,294,358	1,678,640	4,972,998	67,295	51,250	118,545	2,366,942	1,258,815	3,625,757	994,711	471,083	1,465,794
Cootamundra-Gundagai Region	11,169	4,249,688	1,775,227	6,024,915	88,554	54,304	142,858	3,154,364	1,333,983	4,488,347	1,183,878	495,548	1,679,426
Cowra (S)	12,785	3,777,784	1,651,062	5,428,846	78,162	50,417	128,579	2,784,111	1,227,908	4,012,019	1,071,835	473,571	1,545,406
Cumberland	239,834	6,635,192	1,941,965	8,577,157	145,317	59,892	205,209	4,584,295	1,522,404	6,106,699	2,196,214	479,453	2,675,667
Dubbo Regional	54,195	8,689,561	3,861,721	12,551,282	186,805	117,895	304,700	6,647,886	2,798,830	9,446,716	2,228,480	1,180,786	3,409,266
Dungog (S)	9,784	2,051,730	1,050,190	3,101,920	42,473	32,092	74,565	1,554,564	794,826	2,349,390	539,639	287,456	827,095
Edward River	9,158	4,634,269	1,736,776	6,371,045	97,036	52,961	149,997	3,431,418	1,290,677	4,722,095	1,299,887	499,060	1,798,947
Eurobodalla (S)	39,362	5,923,938	1,891,401	7,815,339	125,801	57,515	183,316	4,503,033	1,405,870	5,908,903	1,546,706	543,046	2,089,752
Fairfield (C)	207,922	7,691,060	1,896,691	9,587,751	168,442	58,489	226,931	5,922,246	1,423,036	7,345,282	1,937,256	532,144	2,469,400
Federation	12,735	5,221,998	2,540,728	7,762,726	110,737	77,342	188,079	3,985,444	1,904,913	5,890,357	1,347,291	713,157	2,060,448
Forbes (S)	9,934	4,108,010	2,210,930	6,318,940	84,884	67,497	152,381	3,007,533	1,655,326	4,662,859	1,185,361	623,101	1,808,462
Georges River	159,266	3,605,647	1,246,269	4,851,916	77,093	38,309	115,402	2,649,678	963,872	3,613,550	1,033,062	320,706	1,353,768
Gilgandra (S)	4,205	3,113,265	1,525,985	4,639,250	64,155	46,599	110,754	2,267,203	1,094,051	3,361,254	910,217	478,533	1,388,750
Glen Innes Severn	8,816	3,352,357	1,551,493	4,903,850	69,069	48,049	117,118	2,471,562	1,186,405	3,657,967	949,864	413,137	1,363,001
Goulburn Mulwaree	31,796	3,872,575	2,049,651	5,922,226	80,697	62,427	143,124	2,889,678	1,559,140	4,448,818	1,063,594	552,938	1,616,532
Greater Hume (S)	11,020	3,830,221	2,382,085	6,212,306	79,206	72,534	151,740	2,811,041	1,768,329	4,579,370	1,098,386	686,290	1,784,676
Griffith (C)	27,173	4,607,210	1,838,276	6,445,486	95,202	57,122	152,324	3,398,309	1,397,773	4,796,082	1,304,103	497,625	1,801,728
Gunnedah (S)	12,713	3,516,035	1,825,114	5,341,149	72,698	55,735	128,433	2,607,814	1,374,761	3,982,575	980,919	506,088	1,487,007
Gwydir (S)	5,323	3,400,364	2,122,295	5,522,659	69,057	64,587	133,644	2,420,662	1,561,010	3,981,672	1,048,759	625,872	1,674,631
Hawkesbury (C)	68,009	2,806,925	1,916,182	4,723,107	61,456	58,912	120,368	2,160,155	1,431,545	3,591,700	708,226	543,549	1,251,775

Councils	Population 30/6/2021	2022-23 Recommended General Purpose Entitlement	2022-23 Recommended Local Roads Entitlement	2022-23 Recommended Total Entitlement	2021-22 General Purpose CPI/Pop Adjustment	2021-22 Local Roads CPI/Pop Adjustment	2021-22 Total CPI/Pop Adjustment	2022-23 General Purpose Advance Payment	2022-23 Local Roads Advance Payment	2022-23 Total Advance Payment	2022-23 General Purpose Payments	2022-23 Local Roads Payments	2022-23 Total Payments
Hay (S)	2,945	2,856,602	920,471	3,777,073	58,025	28,077	86,102	2,058,957	689,004	2,747,961	855,670	259,544	1,115,214
Hills (S)	188,557	4,268,787	2,329,108	6,597,895	88,406	70,069	158,475	3,197,195	1,816,680	5,013,875	1,159,998	582,497	1,742,495
Hilltops	18,553	5,994,711	3,192,270	9,186,981	125,806	97,603	223,409	4,443,696	2,392,890	6,836,586	1,676,821	896,983	2,573,804
Hornsby (S)	150,698	3,411,714	1,583,870	4,995,584	73,316	48,911	122,227	2,665,004	1,240,764	3,905,768	820,026	392,017	1,212,043
Hunters Hill (M)	14,861	378,875	141,019	519,894	7,903	4,337	12,240	290,283	117,020	407,303	96,495	28,336	124,831
Inner West	199,759	4,522,374	1,512,332	6,034,706	97,107	46,601	143,708	3,524,925	1,123,775	4,648,700	1,094,556	435,158	1,529,714
Inverell (S)	17,696	4,635,287	2,517,667	7,152,954	95,871	76,954	172,825	3,419,815	2,017,832	5,437,647	1,311,343	576,789	1,888,132
Junee (S)	6,738	2,313,526	1,060,836	3,374,362	47,893	32,352	80,245	1,729,359	781,359	2,510,718	632,060	311,829	943,889
Kempsey (S)	30,092	4,888,709	2,129,003	7,017,712	101,680	64,922	166,602	3,644,492	1,726,246	5,370,738	1,345,897	467,679	1,813,576
Kiama (M)	24,006	1,405,092	567,354	1,972,446	29,195	17,445	46,640	1,071,593	388,205	1,459,798	362,694	196,594	559,288
Ku-ring-gai	126,554	2,865,075	1,264,749	4,129,824	61,379	38,781	100,160	2,185,624	959,753	3,145,377	740,830	343,777	1,084,607
Kyogle	8,841	3,394,938	1,804,218	5,199,156	69,616	55,531	125,147	2,484,471	1,396,425	3,880,896	980,083	463,324	1,443,407
Lachlan (S)	6,025	6,843,918	3,852,904	10,696,822	143,465	117,542	261,007	2,891,834	8,025,275	1,853,942	1,078,612	2,932,554	2,932,554
Lake Macquarie (C)	210,031	14,458,267	3,144,299	17,602,566	311,400	95,886	407,286	11,072,018	2,330,325	13,402,343	3,697,649	909,860	4,607,509
Lane Cove (M)	40,316	964,956	320,942	1,285,898	20,127	9,861	29,988	723,946	236,609	960,555	261,137	94,194	355,331
Leeton (S)	11,242	3,986,350	1,186,865	5,173,215	81,968	36,298	118,266	2,922,748	896,648	3,819,396	1,145,570	326,518	1,472,088
Lismore (C)	43,790	4,784,314	2,214,467	6,998,781	101,684	67,712	169,396	3,629,273	1,677,150	5,306,423	1,256,725	605,029	1,861,754
Lithgow (C)	21,556	4,052,687	1,441,695	5,494,382	84,239	43,938	128,177	3,020,627	1,078,118	4,098,745	1,116,299	407,515	1,523,814
Liverpool (C)	234,917	6,754,917	2,662,931	9,417,848	147,939	80,559	228,498	5,201,336	1,960,138	7,161,474	1,701,520	783,352	2,484,872
Liverpool Plains (S)	7,848	2,894,192	1,563,847	4,458,039	59,616	47,763	107,379	2,129,872	1,170,230	3,300,102	823,936	441,380	1,265,316
Lockhart (S)	3,221	2,665,211	1,530,488	4,195,709	55,325	46,765	102,090	1,923,429	1,144,665	3,068,094	797,107	432,598	1,229,705
Lord Howe Island (Bd)	445	302,491	-	302,491	5,503	-	5,503	204,986	-	204,986	103,008	-	103,008
Maitland (C)	90,449	6,039,717	1,624,665	7,664,380	130,069	48,982	179,051	4,624,574	1,191,173	5,815,747	1,545,212	482,472	2,027,684
Mid-Coast	95,209	13,599,695	6,156,132	19,755,827	291,026	187,085	478,111	10,337,624	4,589,696	14,927,320	3,553,097	1,753,521	5,306,618
Mid-Western Regional	25,563	4,790,305	2,797,848	7,588,153	99,202	84,534	183,736	3,545,619	2,069,550	5,615,169	1,343,888	812,832	2,156,720
Moree Plains (S)	12,988	5,759,621	3,278,663	9,038,284	120,674	100,421	221,095	4,169,477	2,455,967	6,625,444	1,710,818	923,117	2,633,935
Mossman (M)	30,122	782,251	260,742	1,042,993	16,316	8,075	24,391	599,340	200,175	799,515	199,227	68,642	267,869
Murray River	12,571	6,164,153	3,324,734	9,488,887	129,470	98,782	228,252	4,567,316	2,567,941	7,135,257	1,726,307	855,575	2,581,882
Murrumbidgee	3,871	3,476,012	1,861,349	5,337,361	71,896	56,802	128,698	2,534,232	1,424,538	3,958,770	1,013,676	493,613	1,507,289
Muswellbrook (S)	16,212	3,084,285	1,034,057	4,118,342	63,995	31,743	95,738	2,325,127	789,890	3,115,017	823,153	275,910	1,099,063
Nambucca Valley	19,911	3,284,951	1,384,993	4,669,944	68,205	42,373	110,578	2,484,244	1,036,009	3,520,253	868,912	391,357	1,260,269
Narrabri (S)	12,948	5,607,391	2,670,794	8,278,185	117,812	81,499	199,311	4,139,823	2,008,196	6,148,019	1,585,380	744,097	2,329,477
Narrandera (S)	5,834	3,785,601	1,801,979	5,587,580	79,047	55,008	134,055	2,776,287	1,348,260	4,124,547	1,088,361	508,727	1,597,088
Narrromine (S)	6,392	3,451,237	1,643,374	5,094,611	71,731	50,172	121,903	2,525,717	1,234,267	3,759,984	997,251	459,279	1,456,530
Newcastle (C)	168,880	11,108,788	2,006,723	13,115,511	243,277	61,881	305,158	8,789,944	1,624,079	10,414,023	2,562,121	444,525	3,006,646
North Sydney	73,712	1,668,777	534,924	2,203,701	36,121	16,561	52,682	1,303,825	409,232	1,713,057	401,073	142,253	543,326
Northern Beaches	272,184	6,162,026	2,462,834	8,624,860	131,818	75,756	207,574	4,698,755	1,832,234	6,530,989	1,595,089	706,356	2,301,445
Oberon	5,425	2,164,733	1,092,967	3,257,700	44,582	33,397	77,979	1,604,014	861,797	2,465,811	605,301	264,567	869,868
Orange (C)	42,809	3,921,802	1,347,047	5,268,849	81,977	41,130	123,107	2,953,501	1,023,432	3,976,933	1,050,278	364,745	1,415,023
Parkes (S)	14,623	4,895,044	2,420,684	7,315,728	101,817	73,794	175,611	3,628,743	1,773,908	5,402,651	1,368,118	720,570	2,088,688
Parramatta (C)	258,799	7,594,284	2,222,842	9,817,126	166,322	68,420	234,742	5,847,674	1,638,357	7,486,031	1,912,932	652,905	2,565,837
Penrith (C)	219,173	8,821,601	2,912,460	11,734,061	193,202	88,805	282,007	6,792,809	2,273,967	9,066,776	2,221,994	727,298	2,949,292
Port Macquarie-Hastings	87,560	6,818,937	3,399,326	10,218,263	146,806	103,392	250,198	5,218,637	2,511,574	7,730,211	1,747,106	991,144	2,738,250
Port Stephens	75,685	5,830,883	1,408,421	7,239,304	125,496	42,945	168,441	4,461,301	1,046,108	5,507,409	1,495,078	405,258	1,900,336
Queanbeyan-Palerang Regional	63,491	3,940,151	2,858,012	6,798,163	84,677	86,692	171,369	3,007,960	2,129,474	5,137,434	1,016,868	815,230	1,832,098
Randwick (C)	153,498	3,475,065	1,085,294	4,560,359	75,336	33,590	108,926	2,634,416	814,640	3,449,056	915,985	304,244	1,220,229
Richmond Valley	23,572	4,055,664	1,786,900	5,842,564	84,319	55,090	139,409	3,023,922	1,350,359	4,374,281	1,116,061	491,631	1,607,692
Ryde (C)	132,822	3,006,977	1,073,442	4,080,419	64,083	32,857	96,940	2,198,430	789,376	2,987,806	872,630	316,923	1,189,553
Shellharbour (C)	76,364	4,600,254	1,091,555	5,691,809	99,074	32,129	131,203	3,522,585	765,209	4,287,794	1,176,743	358,475	1,535,218
Shoalhaven (C)	108,892	9,569,985	4,023,811	13,593,796	206,098	120,064	326,162	7,327,382	2,918,290	10,245,672	2,448,701	1,225,585	3,674,286
Silverton (VC)	35	38,137	-	38,137	808	-	808	27,500	-	27,500	11,445	-	11,445
Singleton	23,573	2,877,778	1,507,564	4,384,842	59,826	46,105	105,931	2,182,319	1,119,871	3,302,190	754,785	433,798	1,188,583
Snowy Monaro Regional	21,207	7,577,242	3,121,085	10,698,327	160,490	95,136	255,626	5,698,815	2,311,114	8,009,929	2,038,917	905,107	2,944,024
Snowy Valleys	14,349	4,992,820	1,572,001	6,564,821	104,123	48,131	152,254	3,739,856	1,191,073	4,930,929	1,357,087	429,059	1,786,146

Councils	Population 30/6/2021	2022-23 Recommended General Purpose Entitlement	2022-23 Recommended Local Roads Entitlement	2022-23 Recommended Total Entitlement	2021-22 General Purpose CPI/Pop Adjustment	2021-22 Local Roads CPI/Pop Adjustment	2021-22 Total CPI/Pop Adjustment	2022-23 General Purpose Advance Payment	2022-23 Local Roads Advance Payment	2022-23 Total Advance Payment	2022-23 General Purpose Payments	2022-23 Local Roads Payments	2022-23 Total Payments
Strathfield (M)	47,705	1,125,943	340,903	1,466,846	23,485	10,452	33,937	815,197	249,084	1,064,281	334,231	102,271	436,502
Sutherland (S)	234,275	5,303,787	2,278,378	7,582,165	111,773	69,616	181,389	4,036,496	1,704,977	5,741,473	1,379,064	643,017	2,022,081
Sydney (C)	242,237	5,484,040	1,544,767	7,028,807	119,645	48,096	167,741	3,904,514	1,107,563	5,012,077	1,699,171	485,300	2,184,471
Tamworth Regional	62,782	6,823,856	4,837,000	11,660,856	145,231	147,808	293,039	5,159,154	3,621,907	8,781,061	1,809,933	1,362,901	3,172,834
Temora (S)	6,249	2,780,643	1,501,280	4,281,923	57,102	45,817	102,919	2,026,597	1,041,388	3,067,985	811,148	505,709	1,316,857
Tenterfield (S)	6,502	3,812,710	1,882,850	5,695,560	78,410	57,546	135,956	2,774,262	1,418,578	4,192,840	1,116,858	521,818	1,638,676
Tibooburra (VC)	95	85,641	-	85,641	1,815	-	1,815	64,485	-	64,485	22,971	-	22,971
Tweed (S)	99,480	8,368,711	3,323,068	11,691,779	180,067	101,503	281,570	6,400,817	2,503,176	8,903,993	2,147,961	921,395	3,069,356
Upper Hunter (S)	14,152	3,669,729	2,217,023	5,886,752	75,763	67,775	143,538	2,718,320	1,664,757	4,383,077	1,027,172	620,041	1,647,213
Upper Lachlan (S)	8,419	3,370,799	2,166,268	5,537,067	69,518	66,420	135,938	2,466,593	1,629,346	4,095,939	973,724	603,342	1,577,066
Uralla (S)	5,883	1,981,746	1,056,863	3,038,609	40,861	32,332	73,193	1,482,544	805,598	2,288,142	540,063	283,597	823,660
Wagga Wagga (C)	66,408	7,567,865	3,719,885	11,287,750	162,876	112,907	275,783	5,788,330	2,748,507	8,536,837	1,942,411	1,084,285	3,026,696
Walcha	3,103	1,860,928	1,074,238	2,935,166	37,370	32,827	70,197	1,343,462	805,613	2,149,075	554,836	301,452	856,288
Walgett (S)	5,785	5,382,349	2,226,344	7,608,693	112,080	87,986	180,066	3,950,826	1,672,294	5,623,120	1,543,603	622,036	2,165,639
Warren (S)	2,708	2,309,928	1,183,806	3,493,734	47,034	36,144	83,178	1,643,296	889,077	2,532,373	713,666	330,873	1,044,539
Warumbungle (S)	9,118	5,418,430	2,790,481	8,208,911	113,541	85,221	198,762	3,994,386	2,084,069	6,078,455	1,537,585	791,633	2,329,218
Waverley	72,743	1,646,840	483,275	2,130,115	35,728	14,994	50,722	1,289,768	371,856	1,661,624	392,800	126,413	519,213
Weddin (S)	3,577	2,179,888	1,152,491	3,332,379	44,253	35,177	79,430	1,571,172	861,246	2,432,418	652,969	326,422	979,391
Wentworth (S)	7,142	4,755,742	1,988,875	6,744,617	100,977	70,658	171,635	3,567,839	1,734,029	5,301,868	1,288,880	325,504	1,614,384
Willoughby (C)	79,556	1,801,080	655,849	2,456,929	39,056	20,260	59,316	1,359,919	488,672	1,848,591	480,217	187,437	667,654
Wingecarribee (S)	52,309	3,480,875	2,201,314	5,682,189	74,672	66,994	141,666	2,652,024	1,644,472	4,296,496	903,523	623,836	1,527,359
Wollondilly (S)	54,772	2,574,197	1,548,966	4,123,163	55,439	47,106	102,545	1,970,950	1,135,054	3,106,004	658,686	461,018	1,119,704
Wollongong (C)	220,659	17,353,791	2,779,577	20,133,368	373,776	84,125	457,901	13,289,918	2,050,670	15,340,588	4,437,649	813,032	5,250,681
Woolahra (M)	58,480	1,323,938	478,776	1,802,714	28,587	14,799	43,386	1,033,504	363,770	1,397,274	319,021	129,805	448,826
Yass Valley	17,608	2,061,050	1,590,156	3,651,206	42,631	48,130	90,761	1,559,670	1,196,584	2,756,254	544,011	441,702	985,713
TOTAL	8,188,301	617,920,637	251,184,230	869,104,867	13,095,042	7,666,898	20,761,940	464,778,548	188,444,475	653,223,023	166,237,131	70,406,653	236,643,784

Sect 355 ()	Role	Name of Committee	Council Representatives 2020/2021-2022/2023	Strategic Priority	Strategic Objective
		Council exercises its functions through all means			
		By the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means			
a	Governance	Code of Conduct Review Committee	Monica Kelly, Kath Roach, Linda Pettersen, Emma Broomfield, Belinda Nolan, Shane White, Michael Symons, Alan Delaney, Andrew Hedges, Greg Wright.	H	2
		Councillor / Staff Committees of Council Committees			
b	Governance	Annual Donations Review Committee	Mayor, Deputy Mayor, Councillor on 24-month rotation, currently Cr Alt, DCCS. Meets in August each year.	H	7,8
b	Governance	General Manager's Appraisal Committee	Mayor, Deputy Mayor, Cr Parry, Cr Sparks. Facilitated by McArthur.	H	1-10
b	Asset Mgt	Glen Innes Severn Learning Centre Management Committee	Mayor, DCCS, MLLC.	H	8
b	Governance	Integrated Planning and Reporting Framework Committee	All Councillors, GM, all Directors and MGRCP.	H	1-10
b	Advisory	Local Economic Development Support Fund Committee (previously Business Incentive Fund Committee)	Mayor, Cr Arandale, GM, DPG, MED.	H	6-8
b	Advisory	Public Art Reference Group	Mayor, Cr Sparks, DPG, Council staff representatives as required and directed by the General Manager.	H	6,8,9
b	Governance	Significant Development Proposals Committee	Mayor, Deputy Mayor, GM, Acting DDPRS DPG, DIS, DCCS, MED.	H	6,8
		Community Committees of Council			
c	Advisory	Aboriginal Consultative Committee	Mayor, Cr Sparks, DCCS, MCS, Life Choices Support Services Administration and Quality Officer.	H	8,9
c	Event Mgt	Australia Day Committee	Cr Parsons, Cr Parry	H	8,9
c	Advisory	Australian Standing Stones Management Board	Cr Gresham, Cr Banham, DPG, TEQ.	M	8
c	Advisory	Community Access Committee	Mayor, Cr Sparks, DIS or delegate, MCS.	M	8,9
c	Asset Mgt	Emmaville Mining Museum Committee	Cr Banham, MED and/or TEQ.	M	9

Delegates to Committees 2021/2022 from 4 December 2021 2022/2023 from 28 September 2022

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Sect 355 ()	Role	Name of Committee	Council Representatives 2020/2021-2022/2023	Strategic Priority	Strategic Objective
c	Asset Mgt	Emmaville War Memorial Hall Committee	Cr Banham, MCS and/or MLLC.	L	9
c	Asset Mgt	Glencoe Hall Committee	Cr Parry, Cr Parsons.	L	9
c	Asset Mgt	Glen Elgin Federation Sports Committee (Looks after halls and sports grounds)	Cr Gresham.	L	9
c	Event Mgt	Glen Innes and District Sports Council	Cr Parsons, Cr Arandale, MROS.	M	9
c	Asset Mgt / Advisory	Glen Innes Saleyards Advisory Committee	Mayor, Cr Alt, Cr Sparks, GM, Acting-DDPRS DPG, Saleyard Manager.	H	7,8,9
c	Asset Mgt / Advisory	Glen Innes Severn Cemetery Committee (Incorporating the Glen Innes Cemetery Trust, Deepwater, Dundee, Emmaville and Glencoe Cemetery Committees)	Cr Arandale, MROS.	L	9
c	Asset Mgt	Glen Innes Severn Learning Centre Management Committee	Mayor, DCCS, MLLC.	H	8
c	Advisory	Library Committee (Managed under Section 11 of the Libraries Act)	Mayor, DCCS, MLLC.	H	8,9
c	Advisory	Local Economic Development Support Fund Committee (previously Business Incentive Fund Committee)	Mayor, Cr Arandale, GM, Acting-DDPRS, MED.	H	6,8
c	Event Mgt	Minerama Committee	Cr Sparks, MED, TEO.	M	7,8,9
c	Advisory	Open Spaces Committee	Mayor, Cr Sparks, Cr Arandale, Acting-DDPRS DPG, MROS.	M	6,8,9
c	Asset Mgt	Pinkett Recreation Reserve Management Committee (Looks after hall and sports grounds)	Cr Parry, Cr Parsons (as second delegate).	L	9
c	Advisory	Public Art Reference Group	Cr Sparks, Council staff representatives as required.	H	6,8,9
c	Advisory	Roads Consultative Committee	Mayor, Cr Alt, Cr Arandale, DIS, MAS, MID, Infrastructure Staff nominated by DIS.	H	3,9
c	Asset Mgt	Stonehenge Reserve Trust	Cr Parry, Cr Parsons (as second delegate).	L	9
Regional Groups of Councils					
d	Advisory	New England Joint Organisation (NEJO)	Mayor, GM.	H	9
d	Advisory	Northern Inland Regional Waste Group (NIRW)	Acting-DDPRS DPG	M	4

Delegates to Committees 2021/2022 from 4 December 2021 2022/2023 from 28 September 2022

pg. 2

Sect 355 ()	Role	Name of Committee	Council Representatives 2020/2021-2022/2023	Strategic Priority	Strategic Objective
	Delegate of the Council				
e	Advisory	Joint Regional Planning Panel	Cr Sparks, Cr Arandale (two (2) Council nominees as community representatives).		6
e	Asset Mgt	North West Weight of Loads Committee	Cr Parry, DIS.	M	9
	Community Committees NOT Committees of Council				
Not		Arts North-West Strategic Advisory Committee	DCCS.	L	9
Not		Community Safety Precinct Committee	Mayor.	M	9
Not		Community Services Interagency Committee	Mayor, Cr Sparks, DCCS, MCS and/or delegate.	H	8
Not		Deepwater Progress Association	Cr Parsons, Cr Parry (as second delegate).	L	9
Not		Glen Innes and District Community Centre Inc.	Cr Sparks, Cr Parsons (as second delegate), DCCS and/or MCS.	M	9
Not		Glen Innes Business Chamber			
Not		Glen Innes Correctional Centre Community Committee	Mayor.	L	9
Not		Glen Innes Highlands Rail Trail Working Group	Cr Sparks, Cr Arandale, MED DPG or delegate from that directorate.	M	6
Not		Glen Innes Highlands Visitor Association Inc.	Cr Gresham, MED, TEO.	M	9
Not		GLENRAC	Cr Banham, Acting-DDPRS or delegate DPG.	M	4,9
Not		Local Emergency Management Committee	DIS or delegate from Infrastructure Services, TSC.	M	9
Not		Local Traffic Committee	Mayor (with voting rights), Cr Ait, DIS, Acting-DDPRS DPG or nominee delegate as required.	H	3
Not		New England High Country	MED MA.	H	9
Not		Northern Tablelands Bush Fire Management Committee	Cr Gresham, Cr Ait, Primary: DIS or delegate from Infrastructure Services, Alternate: TSC, Fire Access Trails Sub Committee: DIS or delegate from Infrastructure Services. MPRS and/or delegate.	M	9
Not		Rural Fire District Liaison Committee	Mayor and Deputy Mayor, GM or delegate.		
Not		Sapphire Wind Farm Community Consultative Committee	Deputy Mayor.	M	9

Delegates to Committees ~~2021/2022 from 4 December 2021 2022/2023 from 28 September 2022~~

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Sect 355 ()	Role	Name of Committee	Council Representatives 2020/2021 2022/2023	Strategic Priority	Strategic Objective
Not		Weeds County Council			
Not		White Rock Wind Farm Community Consultative Committee	Deputy Mayor.	M	9
Not		White Rock Wind Farm Community Fund Committee	Deputy Mayor.	M	9

Section 355: A function of a council may be exercised:		
355()	Wording in the LG Act	Interpretation
a	S.355(a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means.	
b	S.355(b) by a committee of the council, or	S.355(b) Council Committees, Councillors only, or Councillors and staff Committees.
c	S.355(c) partly or jointly by the council and another person or persons, or	S.355(c) Community Committees of Council includes other persons.
d	S.355(d) jointly by the council and another council or councils, or	S.355(d) Regional Group of Councils
e	S.355(e) by a delegate of the council.	S.355(e) Delegate of the council, could be a Voluntary Regional Organisation of Councils acting on Council's behalf.
Not	Not a Committee of Council, but does have Councillor representation	

Committee Categories	
Advisory (delegates exempt from pecuniary interest provisions, but not non-pecuniary).	
Asset Management	
Governance	
Event Management	

Strategic Priority	
H	High
M	Medium
L	Low

Strategic Objectives	
Employer of Choice	1
One Council Culture	2
Road Management	3
Climate Change	4
Integrated Water Cycle Management	5
Land Use and Economic Development	6
Financial Management	7
Quality of Life and Well-being	8
Communication	9
Community Leadership	10

Abbreviation	Position
GM	General Manager
DCCS	Director of Corporate and Community Services
DDPRS	Director of Development, Planning and Regulatory Services
DIS	Director of Infrastructure Services
DPG	Director of Place and Growth
MCS	Manager of Community Services
MED	Manager of Economic Development
MID	Manager of Infrastructure Delivery
MLLC	Manager of Library Learning Centre
MROS	Manager of Recreation and Open Spaces
MAS	Manager of Asset Services
MPRS	Manager of Planning and Regulatory Services
MA	Marketing Assistant
TSC	Technical Services Coordinator
TEO	Tourism and Events Officer



GLEN INNES SEVERN COUNCIL
Australian Standing Stones Management Board

Minutes FOR ANNUAL GENERAL MEETING

Date: 17th August 2022

Time: 6.40 pm

Venue: Board Room, Glen Innes Services Club

Attendance: Rob Banham (Mayor GISC), Storm Black, Peter Grimes, Pamela O'Neill, Steve Toms, Fiona O'Brien, Rob O'Brien, Colin Price, George Robertson Dryden, John Rhys Jones, Raelene Watson

1. Open/Welcome

Minutes from last AGM September 2021
Moved Storm seconded Peter carried

2. Apologies Nil

3. Declaration of Conflicts of Interest – Judi Toms – insignificant pecuniary interest

John Rhys Jones, Judi Toms, Raelene Watson employees of GISC

4. Minutes of Previous AGM moved Raelene seconded Peter carried

5. Report from Chairperson – presented at the meeting and read by Judi Toms

Moved Judi Toms seconded by George Robertson Dryden carried

(the secretary will send a copy to the Guardians and CCA)

6. Executive Reports (Treasurer) it will be electronically attached

Balances: Financial Year \$ 11,800.14

Profit for the year \$885.32

Moved John Rhys Jones seconded Peter Grimes carried

7. Nominations for Membership

Judi Toms, Fiona O'Brien, Robert O'Brien, Storm Black, Peter Grimes, Pamela O'Neill, Colin Price, George Robertson Dryden, Raelene Watson, John Rhys Jones, Steve Toms all accepted nominations

8. Voting for Members – 11 nominations have been accepted so automatically accepted

9. Election of Office Bearers

Chairperson

Judi Toms nominated by Storm Black seconded Raelene Watson

Accepted, no other nominations

Secretary

Raelene Watson nominated Storm Black seconded John Rhys Jones

Accepted, no other nominations

Treasurer

John Rhys Jones moved Peter Grimes seconded Colin Price

Protocol Officer - chairperson

Minister of Flags

George Robertson Dryden nominated Raelene seconded John Rhys Jones

Declaration of Interest of Judi Toms as a casual employee of GISC.

Declaration of Interest of Raelene Watson, John Rhys Jones, Fiona O'Brien as permanent employees.

10. Setting of Dates, Times and Location for Meetings for the coming year.

Continue with the third Wednesday of the month at 5.30pm

That we continue paying accounts electronically as payments need to be approved by both John and Judi.

John RJ had sought authority from acting General Manager to be an approver for electronic transfers.

Judi noted to Des Bowlay that members of a 355 Committee you need to be a resident of the LGA or a business owner of LGA and due to his commitments and age he would not seek membership of the ASSMB but he certainly will continue with promotion and support for the ASSMB and the ACF.

Meeting closed at 7.23 pm



THE
AUSTRALIAN
STANDING STONES
MANAGEMENT
BOARD

PO Box 565
Glen Innes NSW 2370

2022 AGM
Chairperson's Report

Thank you once again for the opportunity to be your Chairperson for the last twelve months and it is in this capacity that I present my report for the 2022 AGM of the Australian Standing Stones Management Board (ASSMB).

Highlights and Activities

- The Board honoured the 30th anniversary of the inauguration of the Australian Standing Stones with a wonderful celebration on the 1st February, 2022 on site at the Stones. Following light refreshments for Guardians and invited guests in the courtyard at The Croft, the Guardians were piped into the Stone circle by the Glen Innes Pipe Band. Deputy Mayor, Cr Troy Arandale welcomed guests to the Glen Innes Highlands and Ngoorabal land. After the Friendship Flame was lit, the ceremony included a Call for Peace delivered in Welsh, Cornish and English, an Irish dance performance by Margaret and Bill Winnett, Scottish dancing by the Jacaranda Dancers and official toast to the Stones. Adam Marshall, Member for Northern Tablelands, commended the foresight and vision of those that brought the idea of the Stones to fruition. A particular highlight was the induction of three Guardians. They were:
 - Joy Dunkerley who held a Guardianship by way of office as President of the NSW Cornish Association. Joy has attended all but 1 Australian Celtic Festival so being honoured as a Guardian in her own right is a fitting tribute to her dedication and ongoing support.
 - Dr. Suzanne Jamieson, Convenor of the Celtic Council of Australia who also held a Guardianship by way of office and was inducted in her own right acknowledging her commitment to the Australian Standing Stones and wider Celtic community.
 - Mrs Sue Thomas who has been a long-term supporter of the Australian Standing Stones assisting both the Board and her husband. Sue is a very worthy recipient of a Guardianship.

Guardians and guests concluded the celebration with an enjoyable dinner at the New England Motor Lodge.

- The completion of the Human Sundial last year has certainly proved its worth over the last 12 months and has achieved the goal of improving the interactive nature of Centennial Parklands. Member for Northern Tablelands, Adam Marshall officially

A Community Committee of Glen Innes Severn Council
ABN 81 365 002 718

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabal people as the traditional custodians of this land, their elders past, present and emerging and to the Torres Strait Islander people and all First Nations people.





THE
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opened the Human Sundial as part of the 30th anniversary celebration. When visiting to the Stones, you'll invariably see someone with hands in the air checking the time.

- St. Andrew's Day was celebrated in style with a well-attended flag lowering witnessing the unique haggis ceremony, performed as only Mac does! The flag lowering segwayed into the celebratory dinner hosted by The Croft. It was a wonderful venue to be able to present Celtic Honours on behalf of the Celtic Council of Australia, to Robert O'Brien, Lara Gresham and Mac MacLaughlin.
- The Board has continued to conduct flag lowering events which provide an opportunity to educate those gathered about the specific Celtic nation being acknowledged. The Visitor Information Centre is pro-active in promoting these events to visitors and it is common to have visitors to town attend an event. The solstices and equinoxes are increasingly attracting more attendees with this year's winter solstice enticing approximately 15 early risers to witness the dawn sunrise and 20 at solar noon.
- Guests at our annual Tartan Dinner held in July, enjoyed a beautiful two-course dinner with entertainment from Rob O'Brien, Pipe Major of the Glen Innes Pipe Band, playing his 'soft' pipes.
- The Board is very grateful to the Glen Innes Pipe Band for its continued support at many of our events.
- *The History of the Australian Standing Stones* book continues to sell steadily with current outlets being The Glen Innes Visitor Information Centre, The Croft, The Alder Grove and The Land of the Beardies History House and Museum. Approximately 100 books have been sold since August last year. An estimated 1090 books remain in stock. That number includes 30 books that author, John Mathew has personally signed.
- The ASSMB commissioned its own flag which now flies proudly on site and is another way to promote the Australian Standing Stones.
- sponsorship of the Celtic Cooking section for the Glen Innes Show.

The Australian Celtic Festival

The 2022 Australian Celtic Festival was able to return to the traditional format for which it's known and was well received. Council's Tourism and Events Officer, Ronnie Bombell experienced first-hand the excitement and energy which surround the many aspects of the festival that were not able to be held during 2021. Congratulations Ronnie on your organisation and management of this hallmark event for the Glen Innes Highlands.

Councillor Rob Banham was inducted as the Chief Guardian of the Australian Standing Stones, a position that he will hold in his capacity of Mayor of Glen Innes Severn Council.

A Community Committee of Glen Innes Severn Council
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MANAGEMENT
BOARD

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Item 7.16

Annexure A

The Board continues to organise ceremonial activities for the Celtic Festival. These activities include:

- the Opening Ceremony in the Town Square,
- the Rock of Remembrance memorial ceremony acknowledging supporters of the Stones that have now passed. Sadly, this year saw 4 acknowledgements – Roger Thomas, Barry Gray, Col Lute and Russell Scott. Families are always touched by this ceremony and tribute and this year was no exception.
- the Celtic Family Wall ceremony. The installation of plaques continues slowly but does seem to be gaining a bit of momentum. This year, the Celtic Council of Australia acknowledged their 40th anniversary by way of a stone and plaque.
- the Guardians' ceremony,
- the Kirking of the Tartan and
- the Closing Ceremony

Guardians' Luncheon

34 attended the Guardians' luncheon this year – 17 Guardians plus spouses and committee members. As always, those present enjoyed re-connecting and meeting new Council and committee members. There are 27 Guardians with 19 regularly attending functions.

It is with sadness that the ASSMB acknowledges the passing of Guardian, Roger Thomas T en E, who was a member of the original Celtic Council of Australia Standing Stones Steering committee and Russell Scott, long-term Glen Innes Pipe Band member and staunch supporter of both the Stones and the festival.

Masterplan & Improvements at Centennial Parklands

Two big-ticket items for Council in 2022 – 2023 will be the Skywalk and the new toilet block which is long overdue.

It is important to note that the ASSMB Constitution states that the Centennial Parklands includes the Australian Standing Stones and related features such as Crofter's Cottage and Martin's Lookout are collectively termed '**the site**'. The site provides an iconic recreational attraction for visitors and local residents."

A Community Committee of Glen Innes Severn Council
ABN 81 365 002 718

Glen Innes Severn Council acknowledges and pays respect to the Ngorabai people as the traditional custodians of this land, their elders past, present and emerging and to the Torres Strait Islander people and all First Nations people.





THE
AUSTRALIAN
STANDING STONES
MANAGEMENT
BOARD

PO Box 565
Glen Innes NSW 2370

Additionally, the ASSMB Constitution Terms of Reference state:

- a. *The ASSMB will advise on the development, maintenance, education, promotion and interpretation of the site and infrastructure; in keeping with the site's role as a significant recreational attraction of Glen Innes and consistent with the theme of the Australian Standing Stones as a national Celtic monument.*
- b. *The ASSMB will assist Council to develop a masterplan for the site, which will control future development.*

The ASSMB's constitution has been endorsed by Council.

In light of this, it was disappointing that there was no communication between Council and the ASSMB in relation to the removal of large, mature Cypress trees on the western side of the Water Treatment Plant that formed an impressive backdrop to Martin's Lookout.

Looking Ahead

- the new toilet block is a high priority and the Board looks forward to working collaboratively with Council to bring this to fruition.
- construction of a new playground with its positioning to be determined in consultation with the ASSMB and relevant users.
- consolidating the entrance to Tregurtha Way at Centennial Parklands to ensure it is user friendly and safe
- gravel on Tynwald Hill to improve drainage
- replacing Excalibur and
- having all weather access to The Croft at the service gate entry from the car park.

In conclusion, I pay tribute to retiring committee members Doug Fowler, Des Bowlay and John Mathew.

Doug was a member of the Board for approximately 7 years and served a number of years as Treasurer.

Des was involved with the Management Board from early on giving many years of service including after he had re-located to Armidale.

John was also involved with the Management Board from the beginning, with approximately 30 years dedicated to all things Celtic in Glen Innes and the Australian Standing Stones. John's commitment and passion continue through his penmanship – his *Poems of the Stones* and *The History of the Australian Standing Stones* book.

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ABN 81 365 002 718

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THE
AUSTRALIAN
STANDING STONES
MANAGEMENT
BOARD

PO Box 565
Glen Innes NSW 2370

Our sincere thanks to all 3 gentlemen for their time and commitment to ensure the integrity and authenticity of the Australian Standing Stones is maintained.

It would be difficult to quantify the PR value of the Stones. On any given day, there is a continual stream of visitors and locals using the site. Needless to say, it's all fantastic and promotes not only the Stones but the Glen Innes Highlands.

Personally, I would like to thank all of you for the variety of work that you do in supporting and promoting Australia's National Celtic monument, the Australian Standing Stones. I value and appreciate your time, assistance and friendship.

I also sincerely acknowledge the strong, collaborative support from Council and its representatives on this committee – Tourism & Events Officer, Ronnie Bombell, Mayor, Cr Rob Banham and Cr Lara Gresham.

Judi Toms D Urr
Chairperson
17th August 2022

A Community Committee of Glen Innes Severn Council
ABN 81 365 002 718

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabal people as the traditional custodians of this land, their elders past, present and emerging and to the Torres Strait Islander people and all First Nations people.



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PRINCIPAL AGREEMENT

This is the Principal Agreement between

Glen Innes Severn Council

265 Grey Street, GLEN INNES NSW 2370

ABN 81 365 002 718

The Technical and Further Education Commission (TAFE NSW)

Janison Street

TAMWORTH NSW 2340

ABN 77 256 095 969

and the Glen Innes Art Gallery Incorporated.

71 Grey Street

GLEN INNES NSW 2370

ABN 14 894 255 322

1. PREAMBLE

The ongoing joint arrangements for the Glen Innes Severn Learning Centre are:

- (a) Glen Innes Severn Council commit their respective contributions and services as detailed in the Annual Funding and Support Budget and contained in Annexure "A" of this Agreement;
- (b) TAFE NSW commit their respective contributions and services as detailed in the Annual Funding and Support Budget and contained in Annexure "A" of this Agreement;
- (c) The Glen Innes Art Gallery Incorporated commit their respective contributions and services as detailed in the Annual Funding and Support Budget and contained in Annexure "A" of this Agreement;
- (d) The Glen Innes Severn Council and TAFE NSW execute the Library Support Agreement ("the Library Support Agreement") in the form of Annexure "B"; and

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- (e) Recognition that the Glen Innes Severn Council constructed and owns the building and land comprising the Learning Centre situated on Lot 1, DP 1045161, Parish of Glen Innes and County of Gough.

2. MANAGING BODY

The Glen Innes Severn Learning Centre management will be coordinated through the Glen Innes Severn Learning Centre Management Committee. From here on it will be known as 'the Committee'. The Committee is formed under Section 355 (c) of the Local Government Act, 1993 being a Community Committee of Council.

The Committee assists with the coordination and cooperation of all stakeholders in the Glen Innes Severn Learning Centre.

The Glen Innes Severn Learning Centre buildings are owned by the Glen Innes Severn Council, who is the primary contributor to the running of the Centre. TAFE NSW is also a significant contributor to the Centre.

3. SCHEDULE OF MEMBERS OF THE COMMITTEE

1. Mayor, Glen Innes Severn Council (GISC) (Chairperson);
2. Glen Innes Severn Library and Learning Centre Manager, GISC (Secretary);
3. General Manager and/or Director of Corporate and Community Service, GISC;
4. Director of TAFE NSW or Delegate;
5. Chair of GISC Library Committee;
6. President of Glen Innes Art Gallery Incorporated;
7. Manager, Learning Resource Centres, TAFE NSW;
8. Principal of Glen Innes High School or Delegate; and
9. UNE Regional Study Centre's Operations Manager.

4. OBJECTIVES OF THE COMMITTEE

The objectives of the Glen Innes Severn Learning Centre Committee are:

- (a) to coordinate cooperative arrangements between the various parties involved with the Glen Innes Severn Learning Centre ("the Learning Centre"),

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including commitment of resources on an ongoing basis as per this agreement;

- (b) to facilitate learning opportunities for the community through the Glen Innes Severn Learning Centre with the support of the Glen Innes Severn Council (GISC); the TAFE NSW; the Glen Innes Art Gallery Incorporated ("GIAGI"); the University of New England (UNE); any other relevant and co-opted organization; and
- (c) to advise on the equipping, staffing, funding, operation and administration of the Learning Centre;
- (d) All members named in Clause 3 or their delegates have full voting rights;
- (e) A quorum will be 5;
- (f) Meetings will be held twice per year.

5. FACILITIES OF THE LEARNING CENTRE

- (a) A joint Library based on the Glen Innes Severn Public Library and the TAFE NSW Glen Innes Library is available to both students and members of the general public;
- (b) A facility providing access to information and communication technology to external students of the UNE;
- (c) A community conference and function facility; and
- (d) A community art gallery to be managed by the Glen Innes Art Gallery Incorporated to display art and crafts.

6. IMPLEMENTATION

6.1 The Glen Innes Severn Council:

- (a) will employ a Glen Innes Severn Learning Centre Manager consistent with the Duties Statement contained in Annexure "C";
- (b) will adopt, subject to all requirements of any relevant law and following advice from the Library and Centre Manager, a workplace health and safety plan for the Learning Centre;

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- (c) will ensure that the Learning Centre is covered by fire, flood, storm and tempest for the full insurable value of the buildings and other structural improvements comprising the Learning Centre; and
- (d) will prepare an annual report within four (4) months from the end of the financial year and address in particular the objectives, Annexure A and any other issues arising.

6.2 It is agreed between the Parties that all Parties shall effect and maintain the following Insurances during the Term of the Agreement:

- (a) Workers Compensation Insurance in accordance with the Workers Compensation Act 1987 during the Term of the Agreement; and
- (b) Public Liability Insurance for at least \$20,000,000 (twenty million dollars) in respect of each occurrence;
- (c) Professional Indemnity Insurance of at least \$5,000,000 (five million dollars) in respect of each occurrence; and
- (d) It is agreed between the Parties that the Parties must, on request, provide the other Parties with evidence of all or any such insurance(s) and their currency.

6.2A Notwithstanding any other provisions in this Agreement, the Parties acknowledge and agree that while a Party is a member agency of the NSW Government's risk management self-insurance scheme known as the Treasury Managed Fund, that Party's obligation to procure insurance pursuant to clause 6.2 will be satisfied by the Party maintaining membership of that scheme.

6.3 Intellectual Property: "Intellectual Property" means all patents, copyright, moral rights, registered designs, registered and unregistered trademarks, trade secrets, know-how and confidential information and all other intellectual property as defined in Article 2 of the Convention Establishing the World Intellectual Property Organisation of July 1967;

6.3.1 Each Party will retain ownership of its Background Intellectual Property ("Background Intellectual Property" means that Intellectual Property which is

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owned by a Party prior to commencement of this Agreement made available by that Party for the purpose and conduct of the project in accordance with this Agreement);

6.3.2 Each Party hereby grants to the other Parties a revocable, royalty-free, non-commercial, non-exclusive licence for the Term of the Agreement to use the other Party's Background Intellectual Property to carry out the project;

6.3.3 All Intellectual Property in any Arising Intellectual Property created or developed by a Party will vest in that Party ("**Arising Intellectual Property**" means all materials brought into existence as part of, or for the purpose of carrying out this Agreement including records, documents and information stored by any means);

6.3.4 Each Party agrees to grant to the other Parties a non-exclusive, royalty-free licence (excluding the right to sublicense) to use that Party's Arising Intellectual Property during the Term of the Agreement for the purposes of carrying out the agreement;

6.3.5 Moral rights: The Parties consent, and will procure their respective author's or authors' consents:

(a) To use any Arising Intellectual Property without the need to identify the relevant author(s); and

(b) To do anything in relation to those materials consistent with the purposes contemplated by this Agreement, that would otherwise infringe the moral rights or similar non-assignable personal rights that the relevant author(s) might otherwise have.

7. TERM

7.1 This agreement is made as a long-term agreement, particularly while reflecting the needs for which the Learning Centre was developed, and shall continue for as long as the Glen Innes Severn Council, TAFE NSW and Glen Innes Art Gallery Inc. shall mutually agree;

7.1.1 The parties to this Agreement have agreed to continue this arrangement till March 2024 when a review of the Agreement will be conducted by the GISC Learning Centre Management Committee;

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7.2 Provision shall be made for a biannual review of this Agreement from the period of signing; and

7.3 A party to this Agreement can terminate its participation in writing to the other parties, nominating a withdrawal date which gives at least six (6) months' notice of termination to allow the removal of all collections, resources, furniture and staff members from the Glen Innes Severn Learning Centre.

8. CHILD PROTECTION

8.1 The Parties must be aware of and warrant, that all of its employees and subcontractors are aware of, the requirements of the *Commission for Children and Young People Act 1998* and all related legislation (the child protection legislation);

8.2 Employees or subcontractors working in direct unsupervised contact with children and young people must provide a declaration that they are not a prohibited person under the child protection legislation and undergo a Working with Children Check; and

8.3 All Personnel engaged in the project must certify that they are not a prohibited person under any Child Protection Legislation and undergo any screening, such as the Working with Children Check, under the Child Protection Law. Any subcontractors must provide evidence of the subcontractor's compliance with sub-clause 8.1 on request from any Party of this Agreement.

9. CONFIDENTIALITY

9.1 Each Party must keep the other Party's Confidential Information confidential and not use it other than for the purpose of exercising its rights and performing its obligations under this Agreement; and

9.2 Each Party must establish and maintain reasonable measures to safeguard the other Party's Confidential Information from unauthorised use or access. Each Party must notify the other Party immediately on becoming aware of any suspected or actual unauthorised use or disclosure of the other Party's Confidential Information.

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- 9.3 A Party may disclose the other Party's Confidential Information to any of its officers, employees, agents, subcontractors and legal, financial and other professional advisers to the extent necessary to enable it to exercise its rights and perform its obligations under this Agreement. A party who makes a disclosure under this clause must first ensure that the person is bound by confidentiality obligations no less restrictive as the Party's obligations in this Agreement;
- 9.4 A Party may disclose the other Party's Confidential Information to the extent it is required by any, court of competent jurisdiction, applicable Laws or government policy or purpose; and
- 9.5 Upon expiration or termination of this Agreement the Parties shall return or destroy any Confidential Information of the other Party.

10.PRIVACY

- 10.1 If either Party provides data services (being services relating to the collection, processing, disclosure or use of personal information or that provide for access to such information), the Parties acknowledge they are considered a 'public sector agency' within the meaning of section 3 of the Privacy and Personal Information Protection Act 1988 (NSW) (the PPIP Act). The Parties agree they will comply with the PPIP Act including in respect of the provision of the Project under this Agreement:
 - (a) to use, access, retain or disclose personal information obtained during the course of providing the Services under the Agreement only for the purpose for which the personal information was acquired;
 - (b) not to do any act or engage in any practice that would breach the Information Protection Principles in the PPIP Act (IPPs), or which if done or engaged in by TAFE NSW, would be a breach of that IPP;
 - (c) to notify the individuals whose personal information the Parties hold, that complaints about acts or practices of the Parties may be investigated by the Privacy Commissioner;
 - (d) to comply with all reasonable directions of all stakeholders in relation to the care and protection of personal information held in connection with the Agreement and take all reasonable measures to ensure that such

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- information is protected against loss, unauthorised access or use, modification or disclosure and against other misuse;
- (e) to immediately notify all stakeholders if it becomes aware of a breach or possible breach of any of the obligations contained in, or referred to in this clause;
 - (f) to comply with any directions, guidelines, determinations or recommendations of the Privacy Commissioner, to the extent that they are not inconsistent with the requirements of this clause; and
 - (g) to ensure that any Personnel who are required to deal with personal information for the purposes of this Agreement are made aware of the Privacy obligations set out in this clause.
- 10.2 The Parties must ensure that any subcontract entered into for the purpose of fulfilling its obligations under this Agreement contains provisions to ensure that the subcontractor has the same obligations as the Parties under this clause.

11 RELATIONSHIPS

- 11.1 It is the express intention of the Parties that nothing contained in this Agreement shall constitute the relationship of partnership, agency or employment between the Parties;
- 11.2 In the performance of the Project, each Party is an independent contractor and is not the Party, employee or agent of the other for any purposes whatsoever. This applies whether or not any person employed by the Council or the Art Gallery is an employee of TAFE NSW or the State of New South Wales in another capacity; and
- 11.3 The Parties must not and must ensure that any person employed for the purposes of this Agreement does not, assume or create or attempt to assume or create, directly or indirectly, any obligation on behalf of or in the name of any other Party.

12. DISPUTE RESOLUTIONS

- 12.1 Any dispute between the Parties arising out of this Agreement shall first be referred for resolution to a meeting of the Chief Executive Officer or equivalent of each stakeholder. If the dispute remains unresolved for a period of 15 days after the meeting referred to above,

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Glen Innes Severn Learning Centre Principal Agreement

it shall be submitted to the Australian Commercial Dispute Centre (ACDC) for mediation, in accordance with the mediation guidelines administered by the ACDC from time to time.

- a) The costs of mediation will be borne equally between the Parties;
- b) Mediation will be conducted in Sydney, New South Wales.

13. VARIATIONS

Any amendment or variation to this Agreement is not effective unless it is in writing and signed by authorised signatories of all Parties to the Agreement.

14. PUBLICITY

Neither Party shall use another Party's name, trademark or logo in any advertising or other promotional material, without obtaining the prior written permission of the other Party concerned.

- 14.1 Any advertising or other promotional material approved in accordance with clause 14 must acknowledge the financial and other support of NSW by using the words, 'This collaborative Project has been funded by Glen Innes Severn Council, and Glen Innes Art Gallery and TAFE NSW'.
- 14.2 Notwithstanding clause 14.1, TAFE NSW may publicise and report on the funding awarded under this agreement, including the amount given and a brief description of the project undertaken.

15. FORCE MAJEURE

- 15.1 If a party is unable to carry out its obligations under this Agreement as a result of an event beyond the reasonable control of a Party, including an act of God, lightning, storm, flood, fire, earthquake, explosion or war, then that Party's obligations will be suspended for the period of time they are affected provided it:

- a) Notifies the other party promptly of the event with reasonable details and the extent to which it is unable to perform its obligations; and
- b) Attempts to overcome the event as quickly as possible

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15.2 If after a reasonable period of time such an event has not ceased, the Parties will meet in good faith to attempt to achieve a mutually satisfactory resolution to the problem. If this is unable to be resolved within a further 15 Business Days, then TAFE NSW may terminate this Agreement immediately by providing written notice to the other Parties.

16. PRIORITY

In the event of a conflict between the parties the Agreement documents will be prioritised as follows:

Principal Agreement
Annexure A
Annexure D
Annexure B
Annexure C

17. PAYMENT

17.1 The supply provided under this Agreement is a taxable supply as prescribed in the GST legislation. The Parties warrant that they are registered under the GST legislation, and further warrant that they will notify each other should they cease to be so registered during the term of this Agreement or any extension of this Agreement;

17.2 The Glen Innes Severn Council shall provide the following documents to TAFE NSW - New England to effect a claim for payment under this Agreement;

17.3 A valid tax invoice in such a form and at such intervals as TAFE NSW may specify from time to time, correctly addressed to TAFE NSW, citing the Australian Business Number of the TAFE NSW.

17.4 Any payment for work done shall be made only after the Designated Officer at TAFE NSW:

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Glen Innes Severn Learning Centre Principal Agreement

- a) is satisfied that the project complies with the provisions of this Agreement;
- b) receives an invoice complying with the terms of (Payment) clause 2 of Annexure A; and
- c) authorises such payment.

17.5 If TAFE NSW seeks other information, the time for payment will be extended by the number of days elapsing between the date of TAFE NSW's request and the date the details and information is provided to TAFE NSW and TAFE NSW authorises such payment.

18. GOVERNING LAW

The laws of New South Wales govern this Agreement. The Parties submit to the exclusive jurisdiction of the courts of New South Wales and any courts which are entitled to hear appeals from them.

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Glen Innes Severn Learning Centre Principal Agreement

SIGN OFF

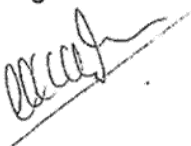
Signed by

Mr Dennis McIntyre
Acting General Manager - Glen Innes Severn Council
Date:-----

~~Carol Sparks~~ Mr Rob Banham
Mayor - Glen Innes Severn Council

Date:-----

**EXECUTED by The Technical and Further
Education Commission by its Authorized
Delegate.**



Hugh Greenough
Executive Director Student Services TAFE NSW
Authorised Delegate



Signature of witness
Anna-Louise Dickinson
EA to Executive Director
Student Services

Name of witness

18 August 2022
Date:-----

~~Jacqueline Hunter~~ Karen Munster
President - Glen Innes Art Gallery Incorporated

Date:-----

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Item 7.17

Annexure A

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Glen Innes Severn Learning Centre Principal Agreement

ANNEXURE A TO PRINCIPAL AGREEMENT

ANNUAL FUNDING AND SUPPORT AGREEMENT

1. This Funding and Support Agreement for the Glen Innes Severn Learning Centre shall be contributed to by each of the parties as set out hereunder.
2. **TAFE NSW** agrees to contribute the following resources. Estimated costs to be invoiced to TAFE NSW in July of the current Financial Year and financial adjustments made in July the following Financial Year substantiating all costs. TAFE NSW, acting reasonably, may request audited statements to be provided by Glen Innes Severn Council in respect of such costs.

CONTRIBUTION	AMOUNT or DESCRIPTION
Monies - Operating Costs. Payable to the general account of the Glen Severn Learning Centre toward the operating costs (e.g., electricity, air conditioning, cleaning, security, maintenance) of the Centre excluding all capital and structural costs, taxes and insurances.	21% of these annual operating costs as set out in the annual budget excluding all capital and structural costs, taxes and insurances.
Monies - Library and Centre Manager's Salary. Payable to the general account of the Glen Severn Learning Centre as contribution to the Library and Centre Manager's salary.	14.3% of the salary costs (salary, superannuation) of the Library and Learning Centre Manager.
Monies - Library Management System. Being an amount calculated as one third of the cost of the annual maintenance cost of the Learning	One-third contribution to maintenance cost of Centre Library Management System (Libero).

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CONTRIBUTION	AMOUNT or DESCRIPTION
Centre Library Management System (Libero).	
Monies – Book and Resource Consumables. Annual TAFE NSW commitment to book and resource consumables.	Annual commitment to Library Resource Materials and Consumables to be allocated according to the New England resource allocation formulae. Substantiation of this allocation to be provided to the Glen Innes Severn Library Learning Centre Management Committee by the Director of TAFE NSW.
Services – Staffing. The services of a TAFE funded Librarian employed by TAFE NSW for the delivery of services to the Glen Innes Severn Learning Centre Library.	Such Librarian to be a person selected at the absolute discretion of TAFE NSW and attached to the Glen Innes Severn Learning Centre Library for a total average work hours of a minimum of 17.5 hours per week and further subject to the Industrial Agreement relevant to TAFE NSW.
Services – Training for common purpose and needs.	As per Annexure D
Services. - Promotion TAFE NSW.	TAFE NSW staff will promote the services of the Learning Centre.
Services – Video Conference Network	TAFE NSW will manage the access to the video conferencing network.

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3. UNE Contribution.

CONTRIBUTION	AMOUNT OR DESCRIPTION
Monies – Operation Costs Payable to the general account of the Glen Severn Learning Centre toward the annual operating costs of the Learning Centre.	Nil
Monies – Library and Centre Manager's Salary. Payable to the Glen Innes Severn Council as contribution to the annual salary of the Centre Manager.	Nil
Monies – Library Management System. (Libero)	Nil
Services – UNE Student Support.	UNE maintains their independent IT systems and helpdesk.
Service – Staffing	UNE Regional Study Centres Coordinator will be the contact person for UNE.
Service – Promotion	UNE staff will promote the services of the Glen Innes Severn Learning Centre.
Services - Training for common purpose and needs	
Maintenance	All equipment owned by UNE will be maintained by UNE – Furniture, technology and consumables.
Maintenance – Cleaning	UNE to organize and pay for cleaning the Glen Innes Study Centre.

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4. GLEN INNES SEVERN COUNCIL agrees to contribute the following resources:

CONTRIBUTION	AMOUNT or DESCRIPTION
Monies - Operating Costs Electricity, cleaning, security, maintenance of the Glen Innes Severn Learning Centre.	The balance of operating costs after other organizations have satisfied their commitments under this agreement.
Monies - Library and Centre Manager's Salary	The annual cost of Library and Centre Manager's salary less TAFE NSW contribution.
Monies – Library Management System. – Libero software	Two-thirds contribution to maintenance cost of the Centre's Library Management System (Libero software).
Monies – Books Being all those monies received by Glen Innes Severn Council pursuant to any gift or Library grant by the Federal or State Governments including any book purchase or maintenance funding or other sources and being an amount in total not less than the current financial contribution of the Council to the Library as adjusted for CPI.	Such monies will include any funds received pursuant to bequests, trust payments or other gifts intended to benefit the purchase or maintenance of books at the Glen Innes Severn Public Library.
Monies – Capital Asset Loan	The Glen Innes Severn Council has incurred a loan for the building of the Glen Innes Severn Learning Centre and shall contribute the loan interest and depreciate the Learning Centre through their annual accounting.
Services – Staffing Levels as determined by Glen Innes Severn Council, subject to a minimum of 97 hours per week.	Council employed staff shall be persons selected at the absolute discretion of Glen Innes Severn Council and attached to the Learning Centre Library. Council employed

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CONTRIBUTION	AMOUNT or DESCRIPTION
	staff are subject to an Industrial Agreement as outlined in their employment conditions.
Services - Promotion	Glen Innes Severn Council staff will promote the services of the Glen Innes Severn Learning Centre.
Services – Building and Ground Maintenance	The Glen Innes Severn Council shall maintain the building and grounds.
Services – Connection to Utilities	The Glen Innes Severn Council shall maintain the connection of the Learning Centre to the usual services including water, sewerage, electricity and gas as is needed.
Services - Garbage Collection	The Glen Innes Severn Council shall provide a Garbage Collection service to the Learning Centre on not less than one service per week. Such service shall include a recycling service.

5. The Glen Innes Art Gallery Incorporated agrees to contribute the following resources by not later than the commencement of each financial year of the operations of the Glen Innes Severn Learning Centre.

CONTRIBUTION	AMOUNT OR DESCRIPTION
Monies – Operating Costs. Payable to the general account of the Glen Innes Severn Learning Centre toward the annual operating costs of the Learning Centre.	Nil.
Monies – Library and Centre Manager's Salary	Nil.
Monies – Library Management System	Nil.

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Service – Staffing	The Art Gallery is governed by the Glen Innes Art Gallery Incorporated Committee and manned by community volunteers.
Services - Training for common purpose and needs	
Maintenance	The Art Gallery Incorporated Committee shall clean the Gallery, keep the Gallery in good order and report any issues to the Glen Innes Severn Library and Learning Centre Manager.

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Glen Innes Severn Learning Centre Principal Agreement

ANNEXURE B TO PRINCIPAL AGREEMENT

LIBRARY SUPPORT AGREEMENT

PREAMBLE

- A. The Library of the Glen Innes Severn Council was merged in November 2005 into the Glen Innes Severn Learning Centre Library;
- B. The TAFE NSW GLEN INNES Library was merged in November 2005 into the Glen Innes Severn Learning Centre Library;
- C. Shelving was contributed by TAFE NSW Glen Innes; and the Glen Innes Severn Council Library to provide shelving for the workroom and storage room;
- D. Shelving was purchased by Glen Innes Severn Council as part of the establishment costs of the Learning Centre at the initial refit; and
- E. Office equipment was provided by TAFE NSW and Glen Innes Severn Council and which forms part of the respective libraries at TAFE NSW and Glen Innes Severn Council Library.

WHEREAS

- A. This document is to be read in conjunction with the agreements of the parties recorded in the attached Principal Agreement.
- B. Any variations to this document will be made in accordance with Clause 13 of the Principal Agreement.
- C. TAFE NSW and Glen Innes Severn Council have agreed to contribute their Library assets including book stock, reference material, information technology, hardware and software and other Library chattels and fittings to the Library to be established as part of the Glen Innes Severn Learning Centre at Glen Innes in the State of New South Wales.
- D. The parties will retain the ownership of any of the assets contributed to the Glen Innes Severn Learning Centre Library but will provide those assets to the Learning Centre Library for its use in providing a service to the public and students.
- E. The parties to the Principal Agreement will work together in a spirit of cooperation and endeavour to achieve the intent of the Principal Agreement to ensure mutual benefits for their respective clients including students and members of the Glen Innes Severn community.

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Glen Innes Severn Learning Centre Principal Agreement

- F. The intent of this agreement will be achieved by each of the parties providing support to and inter-Library loans of books and reference material between each of the libraries separately maintained by the parties and by the provision of support as detailed herein to the Glen Innes Severn Learning Centre Library.

IT IS HEREBY AGREED

CONDITION PRECEDENT

1. This agreement is subject to and will have no force or effect until this agreement has been signed by all parties.

COMMITTEE

- 2 The parties agree that the Glen Innes Severn Council (in accordance with the requirements of the Principal Agreement) may constitute such committees as it considers necessary to achieve cooperation between the libraries of each of the parties hereto and each of the parties shall be entitled to representation on any committees so formed.

PREMISES

- 3 The Glen Innes Severn Learning Centre Library will be housed in and form part of the premises constructed by Glen Innes Severn Council on Lot 1, DP 1045161, Parish of Glen Innes, County of Gough.
- 4 The Glen Innes Severn Learning Centre Library was constituted by the merging of the TAFE NSW and Glen Innes Severn Public libraries but only in such fashion that each of the Library collections are clearly identifiable and if required by any of the parties such collections are to be maintained in a separate and distinct area of the Learning Centre Library.

OPENING HOURS

- 5 The Learning Centre Library will be open between the following hours:
- (a) Monday - Friday 10.00 am - 5.00 pm
 - (b) Saturday 9.00 am - 3.00 pm
 - (c) Except for official public holidays.
- 6 Opening hours shall be determined on the basis of meeting the needs of the Glen Innes Severn Learning Centre users, acknowledging financial constraints of all

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parties and endorsed by the Glen Innes Severn Council following consultation with the GISLC Management Committee and the Library Committee.

STAFFING

- 7 The Learning Centre Library will be managed by the Library and Centre Manager employed by the Glen Innes Severn Council as per the Principal Agreement.
- 8 TAFE NSW will provide the Library staff positions as per the Principal Agreement.
- 9 Glen Innes Severn Council will provide staffing positions as per the Principal Agreement.
- 10 In addition such volunteers from the Glen Innes Severn community may provide such assistance as is approved by the Library and Centre Manager and is subject to such necessary preliminary training as is approved by the Glen Innes Severn Council.
- 11 To ensure that appropriate standards of service are developed and maintained, the Library and Centre Manager will ensure that suitably qualified staff will at all times be available to provide services to Library users during the business hours of the Learning Centre Library.

FEES FOR SERVICES

- 12 The Library will form part of the Glen Innes Severn Learning Centre and as such may render services for fees to persons wishing to draw on the services of the Library within the Library Act 1939 and in consultation with the Section 11 Library Committee, Glen Innes Severn Learning Centre Management Committee and approved by the Glen Innes Severn Council.

CIRCULATION DESK

- 13 Glen Innes Severn Learning Centre staff will be responsible for all aspects of loan services to TAFE NSW staff, students and other members of the public during normal opening hours of the Glen Innes Severn Learning Centre.
- 14 Glen Innes Severn Learning Centre staff will maintain and provide circulation statistics to each of the parties hereto as required.

BORROWING RIGHTS

- 15 All of the material held in the Glen Innes Severn Learning Centre Library will be accessible to all persons utilising the Library including students and members of the public subject to Clause 17 below.

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- 16 Access to portion of the collection, such as Textbooks, TAFE NSW videos, DVDs and Teacher Resources, may be restricted to specific student or staff groups.
- 17 Borrowing rights may be further restricted by each of the parties hereto to specific student or other groups.
- 18 TAFE NSW students and members of the public will have full borrowing rights from the Learning Centre General collection.
- 19 TAFE NSW materials will be available for loan as per the borrowing conditions of the Glen Innes Severn Learning Centre Library.
- 20 TAFE NSW students and staff may borrow a number of items as per the borrowing conditions of the Glen Innes Severn Learning Centre Library.
- 21 Members of the general public may borrow a number of items as per the borrowing conditions of the Learning Centre Library.
- 22 Alterations to loan conditions for TAFE NSW students, staff and community members may be approved by the Library and Centre Manager.

OVERDUE ITEMS

- 23 TAFE NSW student, staff and community members who have overdue items on loan will be blocked from borrowing from the Public and TAFE NSW collections.
- 24 Limitations on borrowing from the Glen Innes Severn Learning Centre Library collection where a borrower has overdue items or has been barred due to infringements to the 'Library Users Code of Conduct Policy' or the 'Student Discipline Policy – TAFE NSW' can be enforced by the Library and Learning Centre Manager.

INTER-LIBRARY LOANS

- 25 TAFE NSW students and staff shall be entitled to request materials from both the Public and TAFE NSW Library system. Members requesting an inter Library loan through the Public Library system will be charged a fee for service.

REFERENCE SERVICES

- 26 The Learning Centre Staff will provide reference services to all users, including TAFE NSW students and staff.

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COLLECTION MANAGEMENT

- 27 Each of the parties hereto such as have contributed collections to the Library will maintain separate purchasing and development budgets.
- 28 Ownership of each item in the Glen Innes Severn Learning Centre Library will be identified and marked as belonging to the separate collections contributed by each of the parties.
- 29 TAFE NSW will purchase, catalogue and process materials for inclusion in the TAFE NSW collection within the Glen Innes Severn Learning Centre Library.
- 30 Glen Innes Severn Council Library will purchase, catalogue and process materials for inclusion in the Glen Innes Severn Council collection within the Glen Innes Severn Learning Centre Library.
- 31 The Glen Innes Severn Learning Centre will be the provider of the Library catalogue and circulations system, which will be programmed to provide the required statistical data to determine circulation and other usage.
- 32 A reserve collection for TAFE NSW specific materials such as student textbooks, TAFE videos, DVDs and Teacher Reference material will be the responsibility of TAFE NSW. Processing of TAFE NSW reserve materials will be conducted by TAFE NSW staff attached to the Glen Innes Severn Learning Centre Library. TAFE NSW Libraries will provide notification of materials required to be placed in the reserve collection.
- 33 Glen Innes Severn Learning Centre staff will make all reasonable efforts to ensure the security of the respective collections. If items are lost or stolen, the Glen Innes Severn Learning Centre will not be held liable for replacement except where such loss can be recouped under an insurance policy maintained by the Glen Innes Severn Council.
- 34 Where each of the parties to the Principal Agreement have agreed the Glen Innes Severn Learning Centre Library may subscribe to relevant print, audio visual and electronic material as shall be considered suitable by the Glen Innes Severn Learning Centre Manager from time to time.

FUNDING

- 35 Funding of the Library materials will be as follows:
 - (a) as provided for in the Principal Agreement between the parties; and

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- (b) by the maintenance of each of the parties of their separate collections within the Library.

SHELVING

- 36 Future shelving needs are to be negotiated between the parties associated with this Agreement and shall be appropriate to the current shelving in the building.

INFORMATION TECHNOLOGY EQUIPMENT

- 37 Information technology equipment shall be provided as follows:
 - (a) ICT equipment contributed by TAFE NSW and Glen Innes Severn Council and which currently forms part of the respective libraries at TAFE NSW Glen Innes and Glen Innes Severn Council Library remains the responsibility of the contributor for support, maintenance and replacement;
 - (b) upgrade and technology refresh of equipment currently in operation will be at the discretion of the contributor, TAFE NSW and Glen Innes Severn Council respectively, with appropriate consideration for and consultation with the other party;
 - (c) additional or replacement equipment must conform to the standards of TAFE NSW or Glen Innes Severn Council respectively; and
 - (d) data communication networks currently in place to support the operation of equipment provided by TAFE NSW and Glen Innes Severn Council shall remain separate.

OFFICE EQUIPMENT

- 38 Future purchases of office equipment including furniture shall be supplied by the respective organizations to support the operations of the Library and shall be appropriate to the present décor of the building.

LEGAL RELATIONS

- 39 It is agreed that none of the parties nor any officer or employee thereof is responsible for any damage or liability occurring by reason of anything done or admitted to be done by any of the other parties under or in connection with any work, authority or jurisdiction delegated under this agreement.

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- 40 The rights, duties, obligations and liabilities of the parties under this agreement are several and not joint or collective. Each member shall be individually responsible only for its obligations as specified in this agreement.
- 41 Nothing contained or implied in this agreement will create or constitute, or be deemed to create or constitute, a partnership or joint venture between the members for the purposes of the Partnership Act, Income Tax Assessment Act or any other law of any jurisdiction. A party must not act, represent or hold itself out as having authority to act as the agent of, or in any way bind or commit any of the other parties to any obligation.

INSURANCES

- 42 All equipment and collection materials supplied by each of the parties shall continue to be insured by each of those respective parties.
- 43 The Glen Innes Severn Council will maintain public risk, content and replacement insurance as provided in the Principal Agreement.

TERMINATION OF THE AGREEMENT

- 44 This agreement may only be terminated in accordance with and at the time of termination of the Principal Agreement.

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ANNEXURE C TO PRINCIPAL AGREEMENT

LIBRARY AND CENTRE MANAGER'S DUTIES AND RESPONSIBILITIES.

Essential Duties and Responsibilities include the following:

The duties and responsibilities listed here are considered essential to achieving the primary objectives of this job. Other duties consistent with the functions and role of the position may be assigned.

- ⇒ Maintains a sound knowledge of current legislation, standards, policies and guidelines relevant to area of responsibility, and ensures that programs and activities comply with relevant legislation and standards.
- ⇒ Establishes and maintains networks with major stakeholders, including Council's Library Committee established under s11 of the *Library Act*, TAFE NSW, the University of New England and Glen Innes Art Gallery Inc., and ensures that full and effective consultation occurs on all issues.
- ⇒ Develops and implements the Annual Program and Business Plan for the Centre, for the approval of the Library Committee.
- ⇒ Establishes work schedules and operation plans and directs the day-to-day operations of the Glen Innes Severn Library Learning Centre and outlying branch libraries to meet work schedules and achieve standards of quality, cost and safety.
- ⇒ Ensures all appropriate actions are taken to implement, monitor and evaluate Council's Workplace Health Safety (WHS) Management Plan, relevant WHS legislative requirements and Risk Management strategies within area of responsibility.
- ⇒ Provides advice and consultation to Library personnel, the Library Committee, senior management and other stakeholders regarding long term planning, collection development and general Centre matters.
- ⇒ Establishes and maintains regular communication with the local community and other stakeholders to ensure the Centre is responding to community needs and reviews, evaluates and modifies Centre services in response to identified needs.

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- ⇒ Promotes the availability of Centre services by identifying and utilising appropriate avenues to raise public awareness.
- ⇒ Ensures that Centre services are equally accessible to all members of the community, including special needs groups such as people with disabilities, Indigenous Australians, and people living in rural, isolated and remote areas.
- ⇒ Identifies barriers that prevent or limit access to services for special needs groups and develops strategies to address such barriers, in consultation with the Library Committee, Director of Corporate Development and relevant stakeholders.
- ⇒ Formulates, implements and reviews Centre policies and procedures, in consultation with the Library Committee, Director of Corporate Development and other relevant stakeholders.
- ⇒ Communicates relevant codes, policies and procedures to staff, contractors and / or customers and assists them to understand and comply with the rules of the organisation.
- ⇒ Furnishes information to Centre customers on Centre activities, rules and services through day-to-day verbal communication, correspondence and/or newsletters, and provides assistance to customers in accessing Centre resources, including hiring of facilities.
- ⇒ Develops budgets for Centre programs and activities, in consultation with the Library Committee, Council's Director of Corporate Development and Director of Finance, and approves, monitors and controls expenditure to ensure that budgets are met.
- ⇒ Authorises payment of accounts for Centre expenditure and related activities and ensures that accounts are submitted to Council's finance section to meet payment terms.

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- ⇒ Investigates opportunities for funding of current and future Centre services and reports or makes recommendations on funding opportunities to the Library Committee and other stakeholders.
- ⇒ Prepares and submits funding submissions, applications and returns to government funding bodies and other relevant agencies.
- ⇒ Prepares and submits reports on Centre activities as required for Library Committee meetings, council meetings, senior management and relevant external agencies and stakeholders.
- ⇒ Ensures that record and information systems are developed and maintained to comply with relevant legislation and standards, in consultation with Council's Director of Corporate Development and Records Supervisor.
- ⇒ Ensures that Working with Children Checks are conducted on all staff employed in child-related positions within area of responsibility, in consultation with Council's Human Resources Manager.
- ⇒ Develops and manages the Library's collection system, including Northern Tablelands Cooperative collection items, supervises indexing, filing and retrieval of materials, and works with the TAFE funded Librarian to manage the joint collection system.
- ⇒ Examines publications and materials and confers with the representatives of suppliers/publishers, TAFE and other stakeholders to select and order new Library materials.
- ⇒ Identifies and locates special needs items, such as talking books and literacy, language and numeracy aids, and develops and maintains the special needs collection.
- ⇒ Classifies and catalogues Library materials, compiles and maintains bibliographies, and develops printed and electronic Library user guides.

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- ⇒ Manages, maintains and develops inter-Library loan systems and information networks.
- ⇒ Confers with Centre customers to assess special research needs, answers queries on complicated reference subjects, and searches files, reference shelves and computerised information systems to locate requested information.
- ⇒ Supervises the operation of the Centre's electronic and online information systems, oversees technical training and support, and plans and implements new information technologies to meet changing needs.
- ⇒ Ensures that Centre activities and programs meet relevant continuous quality improvement standards.
- ⇒ Convenes and/or attends professional conferences, workshops, group discussions and meetings as required to keep informed of current trends and changes and fulfill the responsibilities of the position.
- ⇒ Identifies training/competency requirements of Centre staff to ensure quality and consistent service to the community and sources appropriate training.

Additional Duties include the following:

The duties listed here are not essential for achieving the primary objectives of the job but do form part of the job's function. Other duties may be assigned.

- ⇒ Performs the duties of Library Technician and/or Library Assistant when required.
- ⇒ Trains and coaches relief staff to assist them to learn aspects of the job.

SUPERVISORY RESPONSIBILITIES

This position directly supervises the following permanent positions:

- ⇒ Library Technician

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⇒ 3 Library Assistants (full-time)

Carries out supervisory responsibilities in accordance with the organisation's policies and applicable laws. Supervisory responsibilities include:

- ⇒ planning, assigning and directing work
- ⇒ appraising performance
- ⇒ coaching and advising employees
- ⇒ approving overtime and leave
- ⇒ authorising timesheets.

The employee may be required to initiate action or provide advice on rewarding and disciplining employees, addressing complaints and resolving problems, identifying training needs and appointing employees.

In addition to the permanent positions listed above, this position supervises casual staff and the Glencoe Library Service contractor.

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ANNEXURE D TO PRINCIPAL AGREEMENT

Glen Innes Severn Learning Centre Joint Use Operational Procedures – Public & TAFE Library Between Glen Innes Severn Council & TAFE NSW

INTRODUCTION

These procedures are an addendum to the Principal Agreement and will be reviewed on an annual basis.

MEMBERSHIP

Public members, TAFE staff and students are enrolled through the Public Library's Management System and are issued with a "Public & TAFE Library" card. Their status on the Library's Management System is entered as Public, TAFE NSW staff or TAFE NSW student.

The membership status is important as TAFE NSW textbooks and DVDs are loaned only to TAFE NSW staff and students. The rest of the collection can be borrowed by all members.

New members must supply proof of identity and address. TAFE NSW students must also supply a copy of their current enrolment form or other relevant TAFE NSW documents to verify their enrolment.

All members must comply with the Library's Code of Conduct. TAFE NSW students also must comply with the TAFE NSW Student Discipline Policy. These requirements are outlined in the Library's "Welcome to the Glen Innes Severn Public & TAFE NSW Library" brochure. New members receive a copy of the Library's brochure and the Library's Code of Conduct on enrolment.

TAFE NSW students also receive a Library induction in the first or second week of their course and receive the above brochures as well as a talk about the Library's joint use access, dual catalogues and the use of both the Public and TAFE NSW Library card and the TAFEcard at other TAFE NSW libraries.

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LENDING OF RESOURCES

The majority of both the Public and TAFE NSW Library resources are available for loan to all Library members.

The only restrictions are:

- a) TAFE NSW text books and DVDs are loaned only to TAFE NSW staff and students. Public members can view or access them in the Library.
- b) Public Library Reference Resources are not for loan but can be researched in the Library.

MANAGEMENT CIRCULATION SYSTEM

The management of Library resources is a dual management system. All resources are placed on the public Library Management System (LMS). TAFE NSW also catalogues their resources onto the TAFE NSW Library Management System which enables TAFE NSW staff and students throughout the TAFE NSW network to access resources through their web catalogue by Inter Library Loans (ILL).

All Library staff use the key descriptors that are part of the public libraries LMS and as per the Library's operational manual.

Both libraries use their own call numbers, barcodes and Library ownership stamp to identify their own resources. These resources remain the property of the individual owners (Council or TAFE NSW) and are processed, prepared, maintained and culled by their individual owners.

All resources needed to process, prepare and maintain resources such as label, barcodes, covering are supplied or purchased by the owner of the resource.

RESOURCES BUDGET

As indicated in the Principal Agreement, resource budgets are supplied and serviced by the individual partners.

ADMINISTRATION COSTS

Where administrative resources are used for joint use services such as the slip printer on the circulation desk and Library brochures, these costs will be shared.

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LIBRARY OPENING HOURS

The Learning Centre will be open for a total of 41 hours per week.

The opening hours shall be determined on the basis of meeting the needs of the Glen Innes Severn Learning Centre users, acknowledging financial constraints of all parties and endorsed by the Glen Innes Severn Council following consultation with the GISLC Committee and the Library Committee.

A review of opening hours is conducted on an annual basis.

STAFFING

Current staffing levels:

1 F/T Librarian / Manager Library & Learning	35 hours
0.5 F/T Librarian (funded by TAFE NSW)	17.5 hours
1 F/T Library Technician	35 hours
1 F/T Library Assistant	35 hours
1 F/T Library Assistant	35 hours
1 F/T Library Assistant	<u>35 hours</u>

Total 192.5 hours

The TAFE NSW funded Librarian shall be employed for 17.5 hours per week. Activities will include:

- Working on the circulation desk, a minimum of 7.5 hours per week. The TAFE NSW funded Librarian will advise the Learning Centre Manager of the indicative hours, two months prior to the semester starting;
- Collaborating with TAFE NSW trainers and assessors to provide learner support;
- Managing the TAFE NSW collection within the Learning Centre;
- Participating in meetings such as the Glen Innes Campus meeting; Glen Innes Severn Learning Centre team meetings and meeting with the Glen Innes Severn Learning Centre Manager;
- Attending professional development activities as requested by the Manager, Learning Resource Centres of TAFE NSW, and
- Attending to reference enquiries and reader education as required.

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The TAFE NSW funded Librarian reports to the Manager, Learning Resource Centres of TAFE NSW.

The TAFE NSW Funded Librarian is entitled to four (4) weeks annual leave. This amounts to 30 hours of circulation desk time, of which a replacement is not required. For any additional leave or other circumstances where the TAFE NSW Funded Librarian is absent, the Glen Innes Severn Learning Centre Manager will discuss with the Manager of Learning Resource Centres and if possible, a swap will be negotiated. If this cannot be achieved the circulation desk commitment will be covered by a casual replacement, the cost being met by TAFE NSW.

In the absence of the TAFE NSW Funded Librarian, TAFE NSW enquiries that cannot be adequately resolved by Glen Innes Severn Learning Centre staff can be referred to alternative TAFE NSW libraries and/or the 131 601 - phone number.

TRAINING

Each Library shall be responsible for their own training, in regard to their individual operational procedures, workplace health and safety, security, systems and inductions.

The Glen Innes Severn Learning Centre staff will deliver training on the Library's customer service, operational procedures, security, work health and safety, systems and inductions to a new TAFE NSW Funded Librarian. The Glen Innes Severn Learning Centre Manager will discuss training needs with the TAFE NSW Funded Librarian to determine the relevant aspects of the training. This will be at Council's own cost and staff time, once a year and will be delivered during circulation desk hours. If more training is required due to replacement of more than one staff member in a year then Council will negotiate a cost for delivering additional training.

The Glen Innes Severn Learning Centre's LMS is regularly upgraded by their software maintenance provider, Insight Informatics Pty Ltd. This is to keep the Library system updated with technology advances and system changes. When this occurs a professional trainer from Insight Informatics Pty Ltd will be paid to deliver appropriate training. In these circumstances, Council will negotiate with TAFE on a cost recovery basis, for TAFE NSW staff to participate in this formal training.

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PROCEDURES MANUAL

The Glen Innes Severn Learning Centre Manager maintains a Procedures Manual which is a learning tool that covers all aspects of the Centre's operations and should be referred to for further information. An electronic copy is available on G Drive at all times for staff to consult.

COMMUNICATION

The Glen Innes Severn Learning Centre Manager and the TAFE NSW Funded Librarian will meet fortnightly to discuss relevant issues. Actions from these meetings will be recorded.

The Glen Innes Severn Learning Centre Manager will as far as is possible and practicable attend the TAFE NSW Glen Innes Meetings and provide an update to the meeting, if unable to attend he/she will submit a report.

The Glen Innes Severn Learning Centre Manager, the TAFE NSW Funded Librarian and the staff of the Glen Innes Severn Learning Centre will meet on a fortnightly basis to discuss operational issues. A summary will be provided to the TAFE NSW Manager, Learning Resource Centres and the Glen Innes Severn Director of Corporate and Community Services.

The Glen Innes Severn Learning Centre Manager, the Manager, Learning Resource Centres and the Glen Innes Severn Council's Director of Corporate and Community Services will meet quarterly to discuss strategic matters relating to the functioning of the Glen Innes Severn Learning Centre. Outcomes of these will be reported to the Glen Innes Severn Learning Centre Management Committee.

ACCESS TO THE LEARNING CENTRE CONFERENCE ROOM

TAFE NSW and Glen Innes Severn Council are recognised as preferred users of the Learning Centre Conference Room and will be given priority when allocating the room.

Bookings will be forwarded by the TAFE NSW Customer Support Manager to the Glen Innes Severn Learning Centre Manager no later than three months prior to dates being requested.

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Glen Innes Severn Learning Centre Principal Agreement

Item 7.17
Annexure A

ACCESS TO APPROPRIATE SPACE FOR PROMOTIONAL MATERIAL

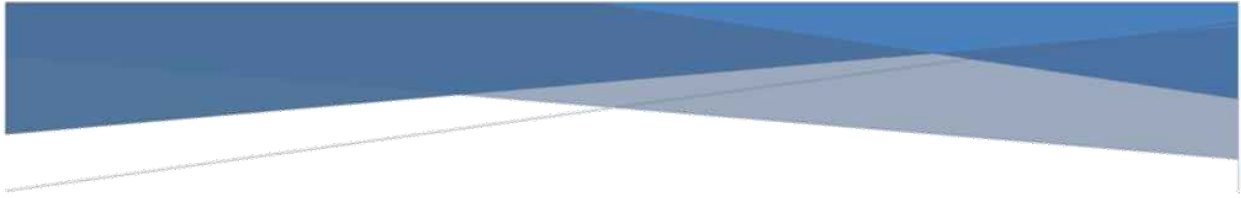
TAFE NSW will be provided with appropriate display spaces for promotional materials. This will include a combination of

- a) Counter space for the TAFE NSW Course Brochures – ongoing display and
- b) Provision for a brochure stands and signage in the foyer area – ongoing display
- c) Display within the Glen Innes Severn Learning Centre Conference Room on the occasions that it is being used by TAFE NSW.

Promotional material will be forwarded by the TAFE Services Coordinator to the Glen Innes Severn Learning Centre Manager for such purposes.

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Draft Quality Policy for Life Choices - Support Services

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		ADMINISTRATION AND QUALITY OFFICER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		September 2025			
VERSION NUMBER:		2			
DOCUMENT NUMBER:		CS-LC-SSP010			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
2	22/09/2022	TBC	Adoption of Quality Policy	Administration and Quality Officer	Council
1	23/06/2017		Not Adopted		Not Adopted

.....
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:

- Comply with legislative requirements related to community-based care delivered from Council's **Life Choices - Support Services (LC-SS)**, outlet;
- Maintain a high level of Quality for all consumers receiving services from the LC-SS section of **Glen Innes Severn Council (Council)**; and
- Provide a documented guide to staff, volunteers and contractors who are commencing direct contact with LC-SS consumers.

APPLICABILITY

This policy applies to:

- All staff and volunteers who work for LC-SS; and
- All contractors that have regular unsupervised access to consumers of LC-SS.

OUTCOMES

Council is an approved provider of the services for people who are older and people with a disability.

The delivery of quality supports to customers relies on independent relationships and collaboration between all parties. Each professional has an obligation to respect the right and human values of all people and to work within the following framework when delivering consumer/ participant services.

ROLES AND RESPONSIBILITIES

In relation to consumer/ participants (including carers) and/or their nominated representative, staff will:

- Act in the best interest of the consumer/ participant;
- Treat each consumer/ participant with respect, dignity and courtesy;
- Maintain strict confidentiality and respect the rights of each individual to privacy;
- Recognise each consumer/participant as being independent and their unique family and/or social relationships;

- Accept without judgement, the way someone is or the way they choose to live their life; and
- Respect each individuals religious and cultural identity.

POLICY STATEMENT

Council is committed to protecting the vulnerable people receiving services through LC-SS by implementing and monitoring policy and procedures.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- AS 4801 Occupational Health and Safety Systems;
- Environmental Planning and Assessment Act 1979;
- *Local Government Act 1993* and associated Regulation;
- ISO 9001 Quality Management Systems – Requirements;
- ISO 14001 Environmental Management System;
- ISO 31000 Risk Management;
- *Protection of the Environment Operations Act 1997*;
- *WHS Act and Regulation 2011*;
- *Workers Compensation Act 1987* and associated Regulation;
- Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation;
- *Aged Care Act 1997*;
- *Disability Inclusion Act 2014*;
- Aged Care Quality Standards;
- NDIS Practice Standards and Quality Indicators; and
- *Children and Young Persons Care 1998*.

Relevant Council Policies and Procedures include:

- Life Choices - Support Services Procedure Manual;
- Service Delivery Policy Statement Register – People with a Disability;
- Service Delivery Policy Statement Register – People who are Older;
- Code of Conduct for Council Staff;

- Life Choices - Support Services National Police Certificate / Criminal History Check Policy;
- Council – WHS Policy;
- Privacy Policy; and
- Risk Management Policy.

VARIATION AND REVIEW

The Quality Policy for Life Choices - Support Services will be reviewed every three (3) years, or earlier if deemed necessary to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, and it will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

DRAFT



Draft Glen Innes Severn Council Volunteer Policy

Item 7.20

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF COMMUNITY SERVICES			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		September 2025			
VERSION NUMBER:		3.0			
DOCUMENT NUMBER:		N/A			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
3	22/09/2022	TBC	Adoption of Volunteer Policy	Manager of Community Services	Council
2	25/07/2019	12.07/19	Adoption of Volunteer Policy	Manager of Community Services	Council
1	17/12/2015	9.12/15	Adoption of Volunteer Policy	Manager of Community Services	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:

- To recognise the valuable assistance provided by Volunteers;
- To ensure volunteers have work that is safe, significant, fulfilling, and appreciated;
- To ensure that all volunteers are treated with respect and gratitude for their contribution;
- To provide overall guidance and direction to volunteers, currently engaged in volunteer work across all areas of Council (Tourism and Events, Life Choices - Support Services, Children, Youth and Family Services, Youth Services and the Library Learning Centre);
- To enable volunteers to contribute to their community;
- To enable volunteers to utilise their individual skills and contributions to the service;
- To provide the opportunity for the development of new skills;
- To provide guidance in recruiting and where necessary termination of volunteer services;
- To enhance the range of services available across all sectors of Council; and
- To allow for wider community participation in various Council Services.

APPLICABILITY

This policy applies to all official, active, and future volunteers within Glen Innes Severn Council.

OUTCOMES

Glen Innes Severn Council will encourage and provide opportunities for people to connect and participate in the community through meaningful and relevant volunteer roles. Volunteers make an invaluable contribution to the community through a diverse range of activities and programs. This Policy provides a framework for a the relationship between Council and Volunteers that promotes community participation and assistance.

1. To recognise the valuable assistance provided by Volunteers;
2. To ensure volunteers have work that is safe, significant, fulfilling, and appreciated;
3. To ensure that all volunteers are treated with respect and gratitude for their contribution;

4. To provide overall guidance and direction to volunteers, currently engaged in volunteer work across all areas of Council (Tourism and Events, Life Choices - Support Services, Children, Youth and Family Services, Youth Services and the Library Learning Centre);
5. To enable volunteers to contribute to their community;
6. To enable volunteers to utilise their individual skills and contributions ~~when volunteering with Council. to the service;~~
7. To provide the opportunity for the development of new skills;
8. To provide guidance in recruiting and where necessary termination of volunteer services;
9. To enhance the range of services available across all sectors of Council; and
10. To allow for wider community participation in various Council Services.

ROLES AND RESPONSIBILITIES

Each Department Manager of Council, where volunteers are engaged, will be responsible for organising the recruitment, training, ~~induction~~, and supervision of volunteers. ~~However, Whilst the manager may assign supervisors to work with volunteers, the overarching responsibility but will monitor closely the supervisors and to ensure that each volunteer is trained and capable of fulfilling his or her functions adequately, will remain with the Department Manager.~~

Council's Managers and Supervisors will be provided with a copy of the Volunteer Policy and will communicate the Policy and the Volunteer Handbook to all relevant staff and volunteers. Managers will be provided with copies of the Fair Work Ombudsman's Unpaid Work Fact Sheet for their information so as to ensure volunteers are undertaking genuine unpaid work.

This Policy will be promoted on Council's social media pages in order to inform the community and the Policy, Volunteer Handbook and Volunteer Application Forms will be available on Council's website.

DEFINITIONS

- 1) Volunteering means individuals who:
 - Benefit the community and themselves;
 - Provide services of their own free will and without coercion;
 - Do not receive any monetary reward or payment; and
 - Complement, but do not replace or threaten the livelihood of paid workers.
- 2) A Supervisor is the person that a volunteer reports to when volunteering with Council.

POLICY STATEMENT

Community participation: Citizens have the right to volunteer and Council will provide opportunities for members of the community to participate as volunteers in meaningful and relevant roles to enhance and extend Council activities.

Inclusion: Council will ensure its programs and activities meet individual needs, are welcoming of diversity and value the strengths and abilities of all community members.

Identifying and meeting individual needs: All Volunteers' expectations, interests, availability, abilities, skills and knowledge will be taken into account when matching them with a volunteer position.

Strong Volunteer Management Framework: Volunteers will be managed in a structured, organised and professional manner.

Balance of paid employees and volunteers: Volunteers will complement, but not threaten the livelihood of paid workers or replace the services or roles provided by paid Employees.

Mutual benefit: Volunteering remains a mutually beneficial activity for the individual volunteer, the program, the community and the Council.

GENERAL

~~In the~~ Glen Innes Severn Council, ~~has~~ volunteers ~~are~~ involved in a diverse range of activities for a variety of purposes. Procedures for the recruitment, selection, and management of volunteers are outlined in the Glen Innes Severn Council Volunteer Handbook.

Volunteers' Requirements

All volunteers must meet the following criteria to volunteer for Council:

- Complete a satisfactory National ~~Criminal~~ History check prior to appointment and at least every three (3) years thereafter;
- Volunteers in a prescribed position, in accordance with the Children and Vulnerable Persons policy, will undertake a NSW **Working with Children Check (WWCC)** every five (5) years;
- Volunteers in a prescribed position, will undertake a **National Disability Insurance Scheme (NDIS)** Worker Screening as applicable to the position;
- Volunteers in a prescribed position will, in accordance with relevant Government Department requirements comply with relevant COVID-19 Vaccination status and provide proof of vaccination to the relevant Council Department Manager;
- Comply with all relevant policies and legislative requirements; and
- If they have previously volunteered for the Council, have a good volunteer record.

Volunteers' Rights

Volunteers have the right to:

- Receive sufficient and appropriate ongoing training to fully prepare for their role;
- Be kept in touch with any new developments in regard to their role;
- Receive ongoing support and supervision;
- Be heard by their Supervisor or the Volunteer Coordinator if they need to voice any concerns, queries or complaints and have such issues dealt with sensitively and expeditiously;
- Contribute ideas, attend meetings if desired or appropriate, and have their contributions recognised;
- Refuse tasks they believe are unsuitable;
- To be treated as a co-worker by Employees and other volunteers;
- Work in a safe environment;
- Hear positive language and comments about volunteering from Council.

Council's Rights

Council has the right to:

- Negotiate a commitment from a volunteer;
- Refuse the services of volunteers;
- Expect volunteers to adhere to Volunteer policies and procedures; and
- Have Council property and equipment respected.

Volunteers' Responsibilities

Volunteers have the responsibility to:

- Uphold Council's reputation and image in the community and social media;
 - Maintain confidentiality and privacy;
 - Consider volunteering to be a serious commitment;
 - Abide by Council policies, standards and procedures as appropriate;
 - Participate in appropriate training;
 - Give notice as soon as possible of their unavailability;
 - Be reliable and give adequate notice before termination;
 - Report any injury or accident to their Supervisor or the Volunteer Coordinator, immediately or as soon as possible after the event;
 - Raise issues of concern with their Supervisor or the Volunteer Coordinator as they arise;
-

- Have respect for others' work time, skills and workplaces;
- Respect and treat the general public, Employees and fellow volunteers in a courteous and respectful manner (as they would like to be treated);
- Remain non-judgmental and refrain from imposing views and standard on others including not speaking on behalf of Council;
- Be committed to working co-operatively as a team member;
- Share information and skills with other volunteers;
- Ask for help when needed;
- Only accept tasks they feel comfortable with;
- Declare any gifts or gratuities to their immediate Supervisor;
- Wear appropriate dress;
- Wear safety clothing when required;
- Read, understand and carry out all duties in accordance with Council's Work Health and Safety Policy and Workplace Discrimination and Bullying / Harassment Policy;
- ~~Complete~~ Maintain a current National Criminal History - Check ~~when requested to by the Volunteer Coordinator / supervisor; and~~ a NSW Working With Children (WWCC) (if working with children and young people), ~~and an NDIS Worker Screening as appropriate to the position. verified by Council's Human Resources Officer (Payroll);~~
- Report any matter or issue (including where charged with a crime) to the Volunteer Coordinator that impacts on the satisfactory performance of volunteer duties; and
- Volunteers are subject to the provisions of Council's Code of Conduct for Employees.

Council's Responsibilities

Council has the responsibility to:

- Provide a safe work environment including administration of criminal history checks in accordance with legislation requirements;
- Manage volunteers in a structured and professional manner;
- Provide appropriate insurance coverage;
- Provide out of pocket expenses where appropriate and agreed to prior to expenditure;
- Recognise volunteer contributions;
- Promote volunteering in the community;
- Oversee the day to day responsibilities of volunteers at work; and
- Assist with administration requirements outside a volunteer's usual day-to-day responsibilities, such as completing accident and injury forms, or declaring gifts in Council's Gift Register.

WHERE VOLUNTEERS MAY BE ASKED TO PROVIDE ASSISTANCE**Tourism and Events**

Providing customer service assistance at the Visitor Information Centre and community events such as the Australian Celtic Festival, Minerama, and other community events as applicable.

Where a volunteer has been requested to work at an event where an admission fee applies such as the Australian Celtic Festival, the volunteer will be issued with a volunteer pass but will be required to work a minimum of a three (3) hour period on each of the days scheduled to work. On completion of the allotted time the volunteer will be entitled to remain at the event and enjoy the scheduled entertainment.

Life Choices - Support Services

- Helping passengers in transport services;
- Car driving, including transport services or meal delivery;
- Assistance with centre-based or community access activities (as permitted by funding);
- Assistance with specific craft/art/lifestyle activities;
- Administration duties including reception and photocopying;
- Social Support including home visiting;
- Serving meals and cleaning up after meals; and
- Other activities as deemed appropriate.

Library and Learning Centre

- Home Library Service Delivery;
- Fundraising;
- Book Sale;
- Book Covering;
- Guest Speaker Events; and
- Other activities as deemed appropriate.

Youth Services

- Assist with activities for young people at the Youth Centre or in the community;
- Prepare afternoon snacks and assist to clean up afterwards;
- Cook a barbecue at the Youth Centre or other organised youth event;
- Accompany the Youth Worker and youth to specific events outside of Glen Innes;
- Occasional overnight support may be required for excursions; and

- Other activities as deemed appropriate.

Children and Family Services

- Assist with activities for children under the direct supervision of qualified staff; and
- Other activities as deemed appropriate.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- Insurance is provided for all volunteers engaged under this policy. Specific information regarding insurance is available from the Risk Management personnel;
- The National Volunteers Guide.

Relevant Council Policies and Procedures include:

- Code of Conduct for Council Staff;
- Code of Ethics Policy Life Choices - Support Services;
- Work Health and Safety Policy;
- Privacy Policy;
- Australian Celtic Festival Strategic Plan 2021-2025;
- Code of Meeting Practice;
- Complaints Management Policy;
- Customer Service Standards;
- Drug and Alcohol Policy;
- Human Resources Policy Statement Register;
- Smoke Free Work Place Policy;
- Sun Smart and Personal Protective Equipment Policy;
- The National Standards for Volunteer Involvement 2015;
- Work Health and Safety Policy; and
- Workplace Discrimination and Bullying and Harassment Policy;
- Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

VARIATION AND REVIEW

The Glen Innes Severn Council Volunteer Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

GLEN INNES SEVERN COUNCIL



VOLUNTEERS' HANDBOOK



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Introduction

This Volunteers' Handbook contains a range of information important to your role as a Glen Innes Severn Council Volunteer. It provides a range of information including Council policies, Authorised Statements, WHS and emergency information.

Volunteers may be involved and/or work in areas such as:

- Tourism;
- Recreation;
- Land Care;
- Environment;
- Special Events;
- Art Gallery;
- Library Services;
- Life Choices - Support Services;
- Children and Family Services; and
- Youth Services.

Definition of a Volunteer

A volunteer is considered to be a person who undertakes an activity on behalf of Council either directly or indirectly and is not entitled to an employment contract with Council in regard to that activity. Although there is no direct personal remuneration which could be considered income for the volunteer undertaking the activity, there may be arrangements made for the payment of out of pocket expenses associated with the activity.

Principles of Volunteering

- Volunteering benefits the community and the volunteer;
- Volunteer work is unpaid and always a matter of choice;
- Volunteering is not compulsory to receive pensions or government allowances;
- Volunteering is a legitimate way in which citizens can participate in the activities of their community;
- Volunteering is an activity usually performed in the not for profit or local government sector;
- Volunteering is not a substitute for paid work;
- Volunteering respects the rights, dignity and culture of others;
- Volunteering promotes human rights and equality; and
- Volunteering is an opportunity to learn new skills and meet new people.

Volunteer Program Purpose

Our volunteer program aims to provide volunteers with a sustainable and satisfying level of engagement with community members in our Local Government Area.

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Roles for Volunteers

Council and the individual volunteers each have an obligation to ensure that volunteer participation is safe, effective and most of all enjoyable. Volunteers contribute to a range of activities and through their commitment and energy volunteers enrich the fabric of the local community. Volunteers will be recruited in line with the procedures outlined in this manual.

Rights and Responsibilities of Glen Innes Severn Council

- Acknowledge the extent and importance of volunteer contributions;
- Increase awareness both internally and externally of the contribution of volunteers;
- Conduct relevant induction for volunteers;
- Provide information on Council policies and procedures impacting on activities;
- Provide clear operational guidelines for each activity;
- Ensure staff provide open and honest information and respond to concerns and queries;
- Provide clear guidelines on the relationship between staff and volunteers and Councillors;
- Consult on matters that will impact on volunteers participation;
- Provide opportunities to engage in worthwhile activities;
- Regularly review the role of volunteers and volunteer activities;
- Maintain adequate volunteer recruitment processes;
- Maintain Equal Employment Opportunity policies in engaging volunteers;
- Provide a safe working environment;
- Provide relevant insurance cover;
- Provide adequate resources for volunteers to conduct activities in accordance with adopted Management plans and policies;
- Where appropriate, acknowledge and identify the skill levels of individual volunteers;
- Where appropriate, identify and provide opportunities for skill development for individuals;
- Actively promote volunteer and group activities;
- Where appropriate, provide each volunteer with identification whilst undertaking volunteer work; and
- Provide appropriate levels of supervision and on the job training.

Rights and Responsibilities of Volunteers

- Complete the work that was volunteered for and be dependable;
- Work as part of the team;
- Be willing to learn and further develop;
- Follow any guidelines, policies and procedures relevant to the volunteering position;
- To act in a manner that does not undermine Council in the community;
- Ask for help when needed, ask questions when more information is required;
- Accept supervision in the spirit in which it is meant;
- Provide proof of identity to Glen Innes Severn Council;
- Respect the confidentiality of other volunteers, Council employees, Council and others as appropriate;
- Record attendance details in an attendance register, log book or minutes of a meeting for insurance purpose;

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- Where required, undertake a Prohibited Employment Declaration as per the *Child Protection Prohibited Employment Act, 1998*;
- Work within your own physical limits and area of skill;
- Notify your supervisor of any issue relating to work task allocation, which may impact on your participation, for example prior or existing physical restrictions; and
- Attend training as required.
- Complete basic certificates for volunteer requirement (WWC /NDIS WC /NPC /First Aid)

Recruitment

How Volunteers can be recruited

Volunteers will be recruited by completing the Application for Volunteer Work Form, available from Council's website or the relevant section of Council.

Prohibited Employment Declaration

All people looking after children and young people have a responsibility to provide a safe environment for them. Legislation was introduced in New South Wales that affects all people working with children and young people.

- *Commission for Children & Young People Act, 1998*
- *Child Protection (Prohibited Employment) Act 1998*

These laws make up the Working with Children Check, the goal being to create workplaces where children are safe and protected.

The *Child Protection (Prohibited Employment) Act 1998* defines child-related employment as: "any employment that primarily involves direct contact with children where that contact is not directly supervised".

It is the responsibility of those seeking volunteer work that primarily involves direct contact with children where that contact is not directly supervised to:

- Complete a declaration saying whether or not they are a prohibited person when applying for child-related employment; and
- Agree to allow Council to undertake all aspects of the employment screening process, including verification of the Working with Children Check by the Human Resource Officer (Payroll).

It is an offence for a prohibited person to apply for volunteer employment that primarily involves direct contact with children where that contact is not directly supervised. It is therefore the responsibility of a prohibited person not to apply for any such position.

Termination of a Volunteer

In instances of misconduct or breaches to the volunteer responsibilities, the supervisor has the right to dismiss the volunteer. This includes:

- Theft of property or funds;
- Intoxication through alcohol or other substances whilst volunteering;
- Verbal or physical harassment of any other volunteers, clients or staff;
- Disclosure of confidential information regarding the Council and/or customers;
- Breaching any other volunteer responsibilities;
- Malicious damage to Council or community property; and

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- Not working in a safe manner.

Application Form

A volunteer application form is attached to this manual. All volunteers must complete the form prior to the commencement of their volunteer activities. This is to be submitted to the Manager/Supervisor of the Section of Council that is seeking to engage a volunteer. The details on these forms should be entered into the relevant Glen Innes Council volunteer database.

Volunteer Database

A volunteer database has been developed in each section where volunteers are utilised. This ensures that all appropriate information relating to the engagement of volunteers is maintained and all checks are updated as required under legislation (working with people who are older currently requires National Police Certificates to be updated every three (3) years and volunteers Working With Children Checks require updates and verification every five (5) years).

The Director/Manager/Supervisor of each Council Section is responsible for maintaining and updating their relevant area of the Volunteer Database. Information contained in the database is held in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA).

Work Health and Safety

Volunteers, whilst not considered to be employees of Council are still owed a statutory duty of care while undertaking activities on behalf of Council, see *Work Health and Safety Act 2011*. Before volunteers are permitted to undertake an activity on behalf of Council a risk assessment of the activity will be undertaken by Council's supervisor / co-ordinator / team leader to ensure the following:

- The activity is suitable for volunteers;
- The activity does not place volunteers at risk to their health and safety;
- The volunteer has the physical capacity to undertake the activity;
- The volunteer has the knowledge and skills required to undertake the activity in a safe manner; and
- A copy of the risk assessment shall be forwarded to Council's WHS Coordinator and filed in **ECM** in the Volunteer Section. In some cases, completion of an online volunteer induction, specific to an event such as the Australian Celtic Festival will be requested.

Council's Responsibility

- When satisfied that the activity is appropriate for volunteers, Council is to ensure the following matters are addressed before the activity is commenced and within agreed timeframes: An induction check list is completed and registered in **ECM**;
- The potential hazards have been identified;
- A risk assessment has been completed and a copy shall be forwarded to Council's WHS Coordinator;
- Consultation has been undertaken with the volunteers regarding safe work methods;
- Appropriate risk management procedures have been developed;
- Volunteers have been provided with information, instruction and training with regard to risk management procedures;
- Any plant or equipment to be used by volunteers is safe;
- There is a system in place for the safe handling, use, storage and transport of plant, equipment or any substances to be used in the activity;
- At the location for the activity there are safe means of entry and exit which are identified to the volunteers;

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- Arrangements are in place for the appropriate monitoring and supervision of the activity; and
- Records are kept of attendance, tasks undertaken and information on incidents including near misses.

Volunteers Responsibility

While undertaking activities on behalf of Council, volunteers have responsibilities for health and safety. In particular volunteers, through their actions or omissions, are not to place themselves or other persons at risk while undertaking Council related activities. Depending upon the nature of the activity the responsibilities for volunteers may include the following:

- Be aware of and follow the approved risk management procedures for the activity; Follow the directions of the person in charge of the activity;
- Use plant or equipment in accordance with the correct procedures;
- Bring to the attention of the appropriate person any matter which could affect the safe undertaking of the activity; and
- Report to the appropriate person as soon as practical any incidents or near misses, which relate to health and safety of the voluntary activity.

Manual Handling

Manual handling results in around one-third of all occupational injuries within the Australian workforce. Please take care in any activity involving manual handling and be aware of the dangers. Manual handling is simply the action of:

- Lifting;
- Pushing;
- Pulling;
- Carrying;
- Lowering;
- Moving;
- Holding; and
- Restraining.

Manual handling is more than simply carrying an object. It can include a wide range of activities that can prove a risk to your health and well-being. It should be noted, injury is not always simply caused by the size of the load but also the method used to lift or move the load.

Always assess any task involving manual handling risk with great care and consider your own stature, strength and that of others in the workplace. For more information on correct Manual Handling Techniques please speak to your supervisor.

Training

Council also has the responsibility to ensure volunteers are provided with appropriate training which, depending on the activity, may include the following:

- WHS induction training;
- Manual handling;
- Traffic control;
- First aid;
- Sharps and sun protection;
- Responding to an emergency;
- Use of communication equipment (where required);
- On the job and/or formal training specific to the activity; and
- On the job training in specific risk management procedures as required.

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Equal Employment/Volunteering Opportunities

Glen Innes Severn Council is committed to promoting a working environment that recognises and values the diverse social profile of their volunteers. Council will develop, implement, monitor and evaluate policies and procedures for all volunteers, both existing and potential, that are fair and do not discriminate unlawfully, either directly or indirectly, against any volunteer.

In all policies and practices of Glen Innes Severn Council, there shall be no discrimination or harassment in voluntary employment with regard to:

- Race (including colour, nationality, descent, ethnicity, ethno-religious origin), gender, pregnancy, marital status, disability, sexual preference, age or carers responsibilities.

It is unacceptable for volunteers to make comments to other volunteers, Council employees or members of the public, which are discriminatory with regards to:

- Sexuality or sex;
- Health or marital status;
- Physical or intellectual ability; and
- Race, ethnic or religious background.

Discrimination and/or harassment will not be tolerated. Where instances of discrimination and/or harassment occur, they will be investigated in a confidential manner. If proven, the person responsible will be dismissed from their voluntary engagement.

Volunteering Code of Conduct

Confidentiality

Confidentiality exists between Council and the customer/consumer/NDIS Participant. If a customer/consumer/NDIS Participant discloses/advises of intent to, disclose confidential information to volunteers they must advise that they will need to pass it on to the supervisor, then document the information and pass on promptly. Any information gained in the course of their volunteering must not be disclosed to anyone else by the volunteer. Volunteers will be required to sign a Confidentiality Agreement (attached as an annexure) prior to the commencement of their duties.

Volunteers shall not use confidential information gained through their activities as a volunteer for themselves or for any other person for the purpose of securing a private benefit.

Volunteers shall not disclose private or personal information as defined in the *Privacy and Personal Information Act 1998*.

Acceptance of Gifts/Benefits

Volunteers may accept token gifts (aggregate value less than \$50.00 over a 12 month period) from users of their service as appreciation of a job well done for example chocolates and flowers. Gifts of cash can never be accepted. Gifts may not be accepted when they are more substantial in nature and/or where there is the implication that the Volunteer/someone personally associated with the Volunteer may receive a favour in return.

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Conflict of Interest

Volunteers may not use their position to gain profit or advantage. They will be aware of circumstances where a possible conflict of interest may arise and declare it if necessary. In addition to identifying any conflicts of interest, volunteers cannot pursue endeavors that are personal or belong to other roles whilst working in Council Services.

Use of Resources

- Volunteers must not improperly use Council resources;
- Volunteers shall use Council resources effectively and economically; and
- Volunteers shall not use Council property for their own purposes.

Policy and Procedures

Volunteers agree to be bound by relevant policies and procedures of Glen Innes Severn Council applicable to their volunteering position.

Equitable Treatment of People and Situations

- Volunteers shall treat members of the public, Council staff and Councillors fairly and equitably and with respect, courtesy, compassion and sensitivity;
- Volunteers shall not act contrary to any statutory law in their voluntary capacity;
- Volunteers shall not act unreasonably, unjustly, oppressively or in a discriminatory manner; and
- Volunteers shall refrain from any form of conduct, in the performance of their duties, which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct.

Duty of Care

Council has a legal responsibility to provide a duty of care to all volunteers to ensure that they are not exposed to any risk of injury or illness from either the tasks they are undertaking, the equipment they are using or the environment that they are working in.

Dress

To protect persons from UV exposure, volunteers working outdoors will be required to wear long sleeve or three quarter length sleeve shirts with collar, loose fitting long trousers, enclosed footwear, a hat with a broad brim, sun cream and sunglasses. Volunteers working indoors will wear appropriate and sensible clothing and footwear for the activities they may be undertaking.

Alcohol and Drugs

Volunteers are not permitted to drink alcohol or take illegal drugs while they are performing work on behalf of Council, or report for duty when their job performance is likely to be affected by alcohol or illegal drugs.

Reporting of Corrupt Conduct

Council is committed to an ethical workplace and requires volunteers to report corrupt conduct, maladministration or serious and substantial waste of public money.

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Incident Reporting

All accidents, incidents, injuries, hazards and near misses must be reported to your Supervisor immediately so that it can be entered into SafeHold (Council's WHS reporting system for staff, paid and unpaid). It is important to report everything no matter how small so we can make improvements to minimise the risk of something similar occurring.

Media Protocol

Volunteers are not permitted to make any comments to the Media on behalf of Council other than where approval has been granted under the *Section 355 Community Committee of Council*. The Media Policy states that the Chairpersons of Community Committees have authority to comment to the media on Committee matters and that Chairpersons of Community Committees shall always strive to portray Council in a positive light.

Any queries for a statement to the media must be referred through your supervisor, to the Media and Communications Officer up to the General Manager or Director of the work activity for permission.

Council also has a Social Media Policy which defines Social Media as: Internet based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks. When using social media Council volunteers should only share official and approved posts already published by Council, ensuring that public confidence in the integrity of local government is upheld.

Privacy and Personal Information Protection Act

Council will obtain personal information from volunteers including names, address, telephone numbers, child protection screening (where applicable) and other contact details. Personal information obtained by Council is governed by the *Privacy and Personal Information Protection Act 1998 (PPIPA)*. This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council.

Council will take all reasonable care to protect personal information from misuse, loss, unauthorised access, modification or disclosure. To ensure that personal information held by Council is current, please notify Council if any of your details change.

Insurance

Insurance policies are in place to cover Council's volunteers. To be covered by Council insurances volunteers:

- Must be aged between 15 - 90 years (those under 16 years must have a parent or guardian sign the registration form);
- It is possible for young people aged between 12 and 16 years to assist with Council run activities on an ad hoc basis for periods of short duration (not extending more than two (2) hours per occasion). The young people will require signed consent from a parent or guardian for the activity and must at all times be directly supervised by their parent or a suitably qualified Council staff member, holding a current Working with Children Check;
- Be registered with Council, by completing an application for volunteers form and have completed an induction specific to the tasks required with their supervisor;
- Please note other family members or friends are not covered under this policy if assisting you with your duties, they must register and meet this criteria;

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- If using your own car, you are required to have your own comprehensive car insurance policy, however, injuries sustained as a result of your voluntary duties will be covered under our personal accident policy. Your comprehensive insurance excess will be covered under Council's insurance policy if the accident is of no fault of your own; and
- If you sustain an injury whilst undertaking your voluntary duties for Council, you are covered under our insurance policy, but you first need to claim from Medicare and your Health Fund (if applicable).

Personal Accident Insurance

Council's personal accident insurance policy covers volunteers whilst performing activities authorised by Council. The insurance also covers volunteers on direct route to and from the authorised event or activity.

It should be noted that the policy only covers volunteers aged between 15 and 90 years. As a result persons outside of this age bracket cannot be engaged in any voluntary activities (other than on an ad hoc basis for periods of short duration, as defined in the second dot point under insurance).

Council will take all reasonable care to ensure that volunteers operate in a safe working environment. Volunteers are required to act in a responsible manner and in accordance with standard operating procedures. Wilfully or deliberately causing injury is not covered by Council's insurance.

Any accident that occurs whilst under the care and control of Council should be reported to the immediate supervisor as soon as possible. A report must be completed by the supervisor and returned to Council's risk management personnel within 24 hours.

Public Liability Insurance

Whilst working under the care and control of Council, volunteers are protected against public liability claims under Council's public liability insurance cover. Council's insurance does not cover incidences where damage has been caused through wilful or deliberate acts.

If damage is caused or an incident arises, the supervisor must be notified immediately and an incident report completed and returned to Council's risk management personnel.

Volunteer's Personal Property

Volunteer's personal items are not covered by Council's insurance whilst undertaking volunteer activities. Volunteers are encouraged not to bring or wear items of any significant value (including jewellery). Council will supply all necessary protective equipment. All attempts should be taken to secure personal items against theft or damage.

Smoke Free Policy

Council has in place a Smoking in the Workplace policy that prohibits smoking in general workplaces and motor vehicles.

Use of Council Equipment

Volunteers may be provided with Council equipment to assist in performing various activities. If a license or qualification is required to operate plant or equipment, a volunteer must provide evidence of such qualification or licence. Training will be provided to ensure that equipment is used correctly and within the guidelines or instructions provided by supervisors.

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Damage to Council equipment by volunteers whilst working under the care and control of Council is covered by Council's Property Insurance. Council's policy does not cover any wilful or deliberate damage to Council property. If equipment is damaged, the supervisor must be notified immediately and an incident report completed.

Use of Council Motor Vehicles

Volunteers may be requested to use a Council motor vehicle during the course of performing various activities. The volunteer coordinator must sight and retain a copy of a person's driving licence before allowing them to drive the vehicle.

Damage to a Council vehicle by a volunteer whilst working under the care and control of Council is covered by Council's Motor Vehicle Insurance policy. Council's policy does not cover any wilful or deliberate damage to Council property.

If a motor vehicle is damaged, the supervisor must be notified immediately, and an incident report completed and returned to Council's risk management personnel and registered in **ECM**.

The vehicle etiquette (vehicle log, fuel and cleanliness) must be maintained each time a vehicle is used by a volunteer.

Fines and Infringements

Any court imposed fine or infringements received as a result of the actions or omissions of a volunteer will be the responsibility of the volunteer. They are wholly responsible for payment of such fines and infringements.

They include, but are not limited to:

- Parking;
- Speeding;
- Littering;
- Unpaid tolls and resultant fees; and
- Red light camera.

Out of Pocket Expenses

From time to time, volunteers may need to use their own money to purchase materials or pay fees. Volunteers must have prior approval from their supervisor before they use their own money.

Out of pocket expenses will only be reimbursed if a claim is submitted with proof of payment attached i.e. a tax invoice. The supervisor must sign the claim form and supply a cost number for allocation of the expense.

Recognition of Volunteers

Volunteers are entitled to request a statement of tasks that they have undertaken in their role with Council.

Grievances Procedure

If a volunteer has a grievance about any aspect of their tasks, other volunteers or Council staff, the following process should be followed:

Step 1 - If you feel comfortable to approach the person directly to discuss the issue, do so.

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Step 2 - The volunteer can approach the Supervisor or the Committee Chairperson in the area they are working within for a discussion and advice on how to best resolve the issue. This discussion should be treated as strictly confidential.

Step 3 - If Step 2 does not help resolve the problem, then the issue should be notified to the relevant Manager in writing.

Step 4 - If the matter remains unresolved, the volunteer may request the matter be referred to the Director of the Division or other authorised officer for discussion. A further meeting between all parties shall be held as soon as practicable.

Step 5 - If the matter remains unresolved the General Manager shall provide the volunteer with a written response. The response shall include the reasons for not implementing any proposed remedy.

References

This handbook references or has been informed by the following policies, procedures and information:

- Australian Celtic Festival Strategic Plan 2021-2025 ;
- Code of Conduct;
- Code of Meeting Practice;
- Complaints Management Policy;
- Customer Service Standards;
- Drug and Alcohol Policy;
- Human Resources Policy Statement Register;
- Smoke Free Work Place Policy;
- Sun Smart and Personal Protective Equipment Policy;
- The National Standards for Volunteer Involvement 2015;
- Work Health and Safety Policy;
- Workplace Discrimination and Bullying Harassment Policy; and
- Section 355 Community Committees of Council Manual.


Annexures

- 1) Application for Volunteer Work Form;
- 2) Glen Innes Severn Council Volunteer Confidentiality Agreement.

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Annexure 1

 GLEN INNES SEVERN COUNCIL			
APPLICATION TO PERFORM VOLUNTARY WORK FOR COUNCIL			
Privacy Statement			
<p>The information requested by Council on this form may constitute personal information under the <i>Privacy and Personal Information Protection Act 1998</i>. By completing this form you are giving Council permission to collect and retain your personal details. If you do not wish to provide the information, Council may not be able to consider your application. For more information about volunteering, call Council on 67302300, or visit the website at http://www.gisc.nsw.gov.au/</p>			
PLEASE PRINT DETAILS CLEARLY			
Name:			
Date of Birth:		Male	Female
Address:			
Day Time Telephone:			
Name and contact details of person to be notified in an emergency:			
What days/times are you available:			
Area of Council where you will be volunteering:			
Do you have any special skills or interests e.g. computer skills, languages spoken?			
Do you have any existing medical condition, injury or disability that could affect your work:			YES/NO
If so, please give details:			
Name and phone number of referee:			
I have read Council's policy on volunteers and agree to comply with it (If you do not understand the attached Volunteers' Policy, please speak to your Supervisor).			
Signature of applicant:		Date	
Council Use Only			
Applicant accepted	YES/NO	Date:	
Supervisor's Name		Signature	
Date Started		Date	
Work Area		Finished	
Induction Completed Date		Supervisor	
Duties		Signature of Trainer	
<small> Reference Number: CS_0003 Version Number: 3.0 Review Date: August 2025 Responsible Officer: MCS Date of Effect: 25/08/2022 Related Documents: Volunteer Policy, Volunteer Confidentiality Agreement, Volunteer Handbook (other documents noted within) and various Volunteer Role Descriptions. </small>			

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Annexure 2



Glen Innes Severn Council Volunteer Confidentiality Agreement

In the course of your volunteer duties with Council you may have access to personal or confidential information. This could include:

- Information about other people (including their names), in receipt of services from or connected with Glen Innes Severn Council;
- Information about other volunteers, such as their contact details or where they live and;
- Information relating to Council business such as a funding application or other plans that you are made aware of through your volunteer role.

This information must not be disclosed to or discussed with any other consumers, family, friends or community members.

Confidentiality exists between Council and the consumer. If a customer/consumer discloses /advises of intent to, disclose confidential information to volunteers they must advise that they will need to pass it on to the supervisor, then document the information and pass on promptly. This and any other information gained in the course of their volunteering must not be disclosed to anyone else by the volunteer.

Any information and/or photos must not be shared on any form of social media without the appropriate consent of the person and/or their parent (where applicable) in consultation with the relevant Council staff.

Any concerns you have or relevant information you receive in the course of your work must be referred to the relevant Council staff.

A proven breach of confidentiality is a serious betrayal of trust and may lead to disciplinary action and in some cases dismissal.

In signing this agreement you acknowledge that you understand your obligation to maintain confidentiality and you agree that you will not obtain, use or disclose information in any way which is contrary to the conditions set out above.

I (please print your name) _____ have read the above information, accept the conditions as set out in the agreement and agree to be bound by them.

|

Signature of Volunteer: _____ Date: _____

Signature of Council Staff: _____ Date: _____

Reference Number: CS -0002	Version Number: 2.0 Date of Effect: 31/08/2022	Review Date: August 2025	Responsible Officer: Manager Community Services
Related Documents: Volunteer Policy, Volunteer Handbook, Volunteer Role Description			

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Reference Number:	Version Number: 1.0 Date of Effect: 22-09-2022	Review Date: September 2025	Responsible Officer: MCS
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GLEN INNES SEVERN COUNCIL

APPLICATION TO PERFORM VOLUNTARY WORK FOR COUNCIL

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. By completing this form you are giving Council permission to collect and retain your personal details. If you do not wish to provide the information, Council may not be able to consider your application. For more information about volunteering, call Council on 67302300, or visit the website at <http://www.gisc.nsw.gov.au/>

PLEASE PRINT DETAILS CLEARLY

Name:			
Date of Birth:		Male	Female
			Other
Address:			
Day Time Telephone:			
Name and contact details of person to be notified in an emergency:			
What days/times are you available:			
Area of Council where you will be volunteering:			
Do you have any special skills or interests e.g. computer skills, languages spoken?			
Do you have any existing medical condition, injury or disability that could affect your work:			YES/NO
If so, please give details:			
Name and phone number of referee:			
I have read Council's policy on volunteers and agree to comply with it (If you do not understand the attached Volunteers' Policy, please speak to your Supervisor).			
Signature of applicant:		Date:	
Council Use Only			
Applicant accepted	YES/NO	Date:	
Supervisor's Name		Signature	
Date Started		Date Finished	
Work Area		Supervisor	
Induction Completed Date		Signature of Trainer	
Duties			

Reference Number:	Version Number: 1.0 Date of Effect: 22-09-2022	Review Date: September 2025	Responsible Officer: MCS
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Glen Innes Severn Council Volunteer Confidentiality Agreement

In the course of your volunteer duties with Council you may have access to personal or confidential information. This could include:

- Information about other people (including their names), in receipt of services from or connected with Glen Innes Severn Council;
- Information about other volunteers, such as their contact details or where they live and;
- Information relating to Council business such as a funding application or other plans that you are made aware of through your volunteer role.

This information must not be disclosed to or discussed with any other customer, family, friends, or community members.

Confidentiality exists between Council and the customer. If a customer discloses or advises of intent to, disclose confidential information to volunteers, the volunteer must advise that they will need to pass the information on to their supervisor, they must then document the information and pass it on promptly. This and any other information obtained during a voluntary role, must not be disclosed to anyone else by the volunteer.

Any information and/or photos must not be shared on any form of social media without the appropriate consent of the person and/or their parent (where applicable) in consultation with the relevant Council staff and policies.

Any concerns you have or relevant information you receive in the course of your work must be referred to the relevant Council staff member.

A proven breach of confidentiality is a serious betrayal of trust and may lead to disciplinary action and in some cases dismissal.

In signing this agreement, you acknowledge that you understand your obligation to maintain confidentiality and you agree that you will not obtain, use or disclose information in any way which is contrary to the conditions set out above.

I, (please print your name) _____ have read the above information, accept the conditions as set out in the agreement and agree to be bound by them.

Signature of Volunteer: _____ Date: _____

Signature of Council Staff: _____ Date: _____

Reference Number:	Version Number: 1.0 Date of Effect: 22-09-2022	Review Date: September 2025	Responsible Officer: MCS
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CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 2,079,254	\$ 6,454,763	\$ 6,343,641			
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.	\$ 90,000	\$ 90,000	\$ 98,163	99%	30/08/2022	
Glen Innes Indoor Sports 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 August 2022.	\$ 1,889,254	\$ 6,264,763	\$ 6,159,739	93%	30/10/2022	
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. Pending invoice processing.	\$ 100,000	\$ 100,000	\$ 85,739	95%	30/10/2022	
	Total		\$ 2,079,254	\$ 6,454,763	\$ 6,343,641			

*Estimated as GISC aligns the old & new computer system data

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 3,700,000	\$ 3,700,000	\$ 2,168,732			
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. Targeting completion by Dec 22.	\$ 1,400,000	\$ 1,400,000	\$ 336,803	50%	30/12/2022	
Local Bridges - Bridge Renewal Program	Side Track and Bridge over Mann River at Wyaliba	Project complete pending final invoicing.	\$ 2,300,000	\$ 2,300,000	\$ 1,831,929	100%	30/07/2022	
PROJECTS FUNDED FROM WASTE RESERVE			\$ 284,065	\$ 284,065	\$ 90,603			
LANDFILL: Future Landfill Development	LANDFILL: Future Landfill Development	This project is part of the long term rehabilitation of the Landfill Site. The works will continue into the 2022/2023 to complete drainage works on the eastern and southern boundaries of the landfill. Project will carry into Waste Remediation Provision. Purchase of additional property for Landfill proposed to be undertaken by June 2023. One of the two properties have been purchased to allow drainage line to be installed on the southern side of the quarry. negotiations are underway regarding an Aboriginal Land claim. Additional drainage lines being installed around site to reduce surface water ingress into quarry.	\$ 284,065	\$ 284,065	\$ 90,603	70%	30/06/2023	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 380,000	\$ 380,000	\$ 183,139			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Safer Roads Grant	Bald Nob Road	Design and review of environmental factors finalised. Pipes procured. Currently getting pricing from external contractor as an option to accelerate construction and meet construction completion deadline on Nov 22 set by the grant funding deadline.	\$ 380,000	\$ 380,000	\$ 183,139	15%	30/11/2022	
Total			\$ 4,364,065	\$ 4,364,065	\$ 2,442,473			

*Estimated as GISC aligns the old & new computer system data

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 2,345,000	\$ 2,345,000	\$ 101,874			
Fixing Country Bridges	5220 Mt Mitchell Road, Yarrow Creek Bridge	Design has been procured and is complete. Piling and foundation works are being tendered to external contractors. Planned to commence construction in October 2022.	\$ 945,000	\$ 945,000	\$ 49,208	5%	30/06/2023	
Fixing Country Bridges	5215 Mt Mitchell Road, Mann River	Design has been procured and is complete. Works are planned to be completed by Council's bridge team after the completion of Yarrow Creek bridge. Council has accepted a schedule of rates tender for bridge components from local business Weir Built	\$ 1,400,000	\$ 1,400,000	\$ 52,666	5%	30/04/2024	
PROJECTS FUNDED FROM GENERAL FUND			\$ 727,825	\$ 1,045,444	\$ 491,529			
Finance: Project Jigsaw Open Office Implementation	Finance: Project Jigsaw Open Office Implementation	Planning and Data Migration in progress. Stage 1 Go Live was July 2022. The project is 80% complete	\$ 476,825	\$ 785,825	\$ 415,516	80%	16/12/2022	
Glen Innes Swim Centre Upgrade	Glen Innes Swim Centre Upgrade	Structure has been installed. Additional sheeting is being installed around the structure to provide wind protection.	\$ 76,000	\$ 84,619	\$ 46,137	27%	30/09/2022	
CBD Roundabout Landscaping	CBD Roundabout Landscaping	Preliminary design work underway.	\$ 60,000	\$ 60,000	\$ 10,929	21%	30/11/2022	

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Upgrade Signage	Upgrade Signage	Minor work carried out.	\$ 30,000	\$ 30,000	\$ 8,351	16%	31/08/2022	
Upgrade Electricity Dumaresq Street Industrial Estate	Upgrade Electricity Dumaresq Street Industrial Estate	Design being completed.	\$ 85,000	\$ 85,000	\$ 10,596	0%	30/08/2023	
INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 1,578,639	\$ 1,578,639	\$ 359,204			
Roads of Strategic Importance - Council Contribution	Bald Nob Upgrade Stage 2	Survey is has been undertaken by internal staff and is complete. Design has been procured externally and 50% design stage has been provided for review.	\$ 560,000	\$ 560,000	\$ 38,828	5%	30/06/2024	
Footpath Renewal	Footpath Renewal	Project complete.	\$ 25,000	\$ 25,000	\$ 8,678	100%		30/06/2022
Heavy Patching Program	Heavy Patching Program	Works completed on Maybole Road, Red Range Road, Rangers Valley Road. Staff have been diverted to flood recovery. Remaining budget proposed to be used to fund bitumen reseal program.	\$ 993,639	\$ 993,639	\$ 311,699	30%	30/03/2023	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 4,891,778	\$ 6,271,778	\$ 1,893,950			
Safer Roads Grant	Bald Nob Segment 20	Project commenced with prior year budget to be used first.	\$ 586,500	\$ 586,500	\$ 133,956	5%	30/06/2023	

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Fixing Local Roads	Lang Street/Furracabad Road	Project complete pending invoicing.	\$ 990,000	\$ 990,000	\$ 611,726	100%	30/09/2022	
Local Roads and Community Infrastructure Grant	Mt Slow Gravel Resheeting	Minor works commenced. Project deferred due to natural disaster recovery.	\$ 296,000	\$ 296,000	\$ 1,565	1%	30/12/2022	
Fixing Local Roads	Round 2 New Bitumen Seals	Sealing of Maybole Road, Yarraford Road, Mt Mitchell Road, Pinkett Road, Strathbogie Road and Gordons Road completed. West Furracabad Road completed first 2.5km with gravel resheeting underway for remainder.	\$ 3,019,278	\$ 3,019,278	\$ 1,143,830	75%	31/05/2023	
Fixing Local Roads	Gulf Road	Minor works commenced. Project planned to complete Otta seal section by May 2023.	\$ -	\$ 1,380,000	\$ 2,873	1%	31/05/2023	
LRCI PHASE 3			\$ -	\$ 931,854	\$ 37,412			
Local Roads and Community Infrastructure Grant Phase 3	Bitumen reseal program	Costs journalled out to Roads to Recovery Projects and remaining budget carried forward as WIP into 2022/2023.	\$ -	\$ 431,854	\$ 37,412	5%	30/12/2022	
Indoor Sports Stadium	Construction of Carpark	Kerb, guttering installed, stormwater completed, road seal, footpaths, lighting, signage and line work yet to be installed.	\$ -	\$ 500,000	\$ -	3%	30/10/2022	
PROJECTS FUNDED THROUGH THE PLANT FUND			\$ -	\$ 15,000	\$ -			
New Plant Program	Flail Mower	Ordered pending delivery	\$ -	\$ 15,000	\$ -	0%	30/09/2022	

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 312,000	\$ 312,000	\$ 160,061			
Regional Roads Block Grant	Emmaville Road segment 180	Design is complete. Project is underway.	\$ 312,000	\$ 312,000	\$ 160,061	30%	30/11/2022	
PROJECTS FUNDED FROM THE SEWER FUND			\$ 546,972	\$ 555,472	\$ 386,573			
Sewer: Mains Renewal – Sewer Funds	Sewer - Capital Renewal	The first round of manhole repairs has been completed by FITT resources. Inspections will be carried out on the Sewer Pump stations and assessed. Relining has been delayed due to COVID restrictions and 45% of current year program completed. The contractor is planned to return in October.	\$ 536,972	\$ 546,972	\$ 379,118	45%	30/09/2023	
0	Sewer - New Mains (Private Works)	Complete	\$ 8,000	\$ 3,000	\$ 2,886	25%	30/09/2022	
0	Sewer - New Services (Private Works)	Complete	\$ 2,000	\$ 5,500	\$ 4,569	90%	30/09/2022	
PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE			\$ 145,000	\$ 145,000	\$ 23,952			
Renew Drainage – Drainage Charge Reserve	Stormwater Renewals - Glen Innes	Pipes replaced on Cherry Tree Rd. Works planned to be undertaken in Grafton Street have again been deferred due to staff being diverted to natural disaster repairs.	\$ 145,000	\$ 145,000	\$ 23,952	18%	30/09/2023	
PROJECTS FUNDED FROM THE WATER FUND			\$ 655,000	\$ 1,594,532	\$ 922,470			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Water Mains Renewal	Water - Capital Renewal	Components have been purchased for the Oliver Street Main upgrade, however work has been delayed by wet weather. This project is scheduled to commence in the next Quarter. Planning is progressing for upgrades to water main at Thomas Street	\$ 651,532	\$ 651,532	\$ 165,442	25%	30/06/2023	
Water - Capital New	Water - Capital New assets	Project is anticipated to be completed under budget.	\$ 3,468	\$ 40,000	\$ 33,957	75%	30/06/2023	
Water Fund Renewals	Water - Automated Water Meter Reading	Project underway. Meter data is starting to be received. Approximately 500 automated water meters remain have been installed in Glen Innes. This project will be completed by end of September	\$ -	\$ 761,000	\$ 717,396	31%	30/09/2022	
Water Fund Renewals	Truck Wash Upgrade	Effluent dosage testing completed. Procurement of dosing equipment underway.	\$ -	\$ 142,000	\$ 5,676	5%	30/06/2023	
	Total		\$ 11,202,214	\$ 14,794,719	\$ 4,377,025			

*Estimated as GISC aligns the old & new computer system data

CAPITAL WORKS PROGRAM REVOTES - 2022								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
ROADS TO RECOVERY (RTR)			\$ 444,063	\$ 464,063	\$ 108,202			
Unsealed Roads Re-sheeting	Shannon Vale Road	Works commenced in May however weather continues to cause delays. Wet stockpiled material is also causing delays however works are continuing as material dries out.	\$ 444,063	\$ 464,063	\$ 108,202	30%	30/08/2022	
SRV PROGRAM			\$ 573,546	\$ 573,546	\$ 17,980			
Intersection Upgrade	Wattle Vale Quarry	The contractor was engaged to construct the original intersection design subject to final approval by TfNSW. Approval has now been obtained with some minor changes. The contractor is reviewing the proposal in light of these changes and also preparing project planning documents. The contractor is experiencing delays due to industry workload and staff shortage.	\$ 573,546	\$ 573,546	\$ 17,980	5%	30/09/2022	
FIXING COUNTRY BRIDGES			\$ 281,017	\$ 281,017	\$ 167,682			
Fixing Country Bridges	Wentworth St - Rocky Ponds	Council has entered into an MOU with Inverell and Armidale for joint delivery. Design has been procured, with review of environmental factors now completed. Fisheries permit to be obtained. A second tender for bridge components has provided a local source for components.	\$ 81,875	\$ 131,875	\$ 89,404	80%	30/05/2024	

CAPITAL WORKS PROGRAM REVOTES - 2022								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Fixing Country Bridges	5170 - Furracabad	Council has entered into an MOU with Inverell and Armidale for joint delivery. Design has been procured, with review of environmental factors now completed. Fisheries permit to be obtained. A second tender for bridge components has provided a local source for components.	\$ 199,142	\$ 149,142	\$ 78,278	80%	30/05/2024	
	Sub Total		\$ 1,298,626	\$ 1,318,626	\$ 293,864			

*Estimated as GISC aligns the old & new computer system data

CAPITAL WORKS PROGRAM 2022/2023								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 2,077,083	\$ 2,077,083	\$ -			
5315 Tent Hill Road, Bark Hut Creek	5315 Tent Hill Road, Bark Hut Creek	Project yet to commence.	\$ 250,000	\$ 250,000	\$ -	0%	30/06/2023	
5320 Tent Hill Road, Bark Hut Creek	5320 Tent Hill Road, Bark Hut Creek	Project yet to commence.	\$ 250,000	\$ 250,000	\$ -	0%	30/06/2023	
5340 Wentworth St over Rocky Ponds Creek	5340 Wentworth St over Rocky Ponds Creek	Design draft completed by SMEC.	\$ 776,225	\$ 776,225	\$ -	5%	30/05/2024	
5170 Furracabad Rd over Furracabad Creek	5170 Furracabad Rd over Furracabad Creek	Design draft completed by SMEC.	\$ 800,858	\$ 800,858	\$ -	5%	30/05/2024	
INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 987,713	\$ 987,713	\$ 13,336			
Heavy Patching Program	Heavy Patching Program	Project yet to commence.	\$ 797,713	\$ 797,713	\$ -	0%	30/06/2023	
New cycleways / shared path	New cycleways / shared path	Project yet to commence.	\$ 50,000	\$ 50,000	\$ -	0%	30/06/2023	
Kerb & Gutter Installation - Railway Street	Kerb & Gutter Installation - Railway Street	Project yet to commence.	\$ 40,000	\$ 40,000	\$ -	0%	30/06/2023	
Kerb & Gutter Installation - Hunter Street	Kerb & Gutter Installation - Hunter Street	Project yet to commence.	\$ 30,000	\$ 30,000	\$ -	0%	30/06/2023	
Kerb & Gutter Installation - Emmaville	Kerb & Gutter Installation - Emmaville	Project yet to commence.	\$ 20,000	\$ 20,000	\$ -	0%	30/06/2023	
Causeway renewal	Causeway renewal	Causeways renewed on Severn River Road, Gulf Road.	\$ 50,000	\$ 50,000	\$ 13,336	30%	30/06/2023	
PROJECTS FUNDED FROM BORROWINGS			\$ 300,000	\$ 300,000	\$ -			

CAPITAL WORKS PROGRAM 2022/2023								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Infrastructure Backlog Projects	Infrastructure Backlog Projects	Olanned to expend on bitumen reseal program.	\$ 300,000	\$ 300,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM GENERAL FUND			\$ 431,720	\$ 431,720	\$ 8,950			
Signage Upgrades	Signage Upgrades	Project yet to commence.	\$ 50,000	\$ 50,000	\$ -	0%	30/06/2023	
Public Art Projects	Public Art Projects	Project yet to commence.	\$ 50,000	\$ 50,000	\$ -	0%	30/11/2023	
Replacement of Emmaville Pool Covers	Replacement of Emmaville Pool Covers	Project yet to commence.	\$ 8,950	\$ 8,950	\$ 8,950	0%	30/11/2022	
Replacement of Anzac Park Playground equipment	Replacement of Anzac Park Playground equipment	Project yet to commence.	\$ 200,000	\$ 200,000	\$ -	0%	30/11/2023	
G I Aquatic Centre 25mt and LTS pools reapply top coat	G I Aquatic Centre 25mt and LTS pools reapply top coat	Pool emptied, investigations undertaken to determine scope of works. Additional finding required to complete.	\$ 45,000	\$ 45,000	\$ -	0%	30/06/2023	
Carpet for William Gardner Conference Room	Carpet for William Gardner Conference Room	Project yet to commence.	\$ 22,770	\$ 22,770	\$ -	0%	30/06/2023	
LC-SS Outdoor Furniture Settings x 2	LC-SS Outdoor Furniture Settings x 2	Project yet to commence.	\$ 5,000	\$ 5,000	\$ -	0%	30/06/2023	
CAFS Sun Shade for playground equipment	CAFS Sun Shade for playground equipment	Project yet to commence.	\$ 50,000	\$ 50,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 11,068,529	\$ 11,068,529	\$ 82,955			
Roads of Strategic Importance	Bald Nob Upgrade	Project yet to commence.	\$ 2,550,000	\$ 2,550,000	\$ -	3%	30/06/2023	
Local Roads and Community Infrastructure Grant	Bitumen Reseals	Project yet to commence.	\$ 154,416	\$ 154,416	\$ -	0%	30/06/2023	

CAPITAL WORKS PROGRAM 2022/2023								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Airport runway renewal	Local Government Recovery Grants Program	Project yet to commence.	\$ 1,000,000	\$ 1,000,000	\$ -	0%	30/06/2023	
Flood Recovery	Essential Public Asset Restoration Claim	Project yet to commence.	\$ 5,000,000	\$ 5,000,000	\$ -	0%	30/06/2023	
Outdoor netball courts	Outdoor netball courts	Works to commence after road construction completed. Works to be undertaken in October 2022.	\$ 251,310	\$ 251,310	\$ -	0%	30/06/2023	
Pathways linking Indoor Sports Stadium to existing pathways	Pathways linking Indoor Sports Stadium to existing pathways	Project yet to commence.	\$ 266,466	\$ 266,466	\$ -	0%	30/06/2023	
Pathway from Indoor Sports Stadium to High School	Pathway from Indoor Sports Stadium to High School	Project yet to commence.	\$ 266,466	\$ 266,466	\$ -	0%	30/06/2023	
Emmaville War Memorial Hall Upgrades	Emmaville War Memorial Hall Upgrades	Project yet to commence.	\$ 131,651	\$ 131,651	\$ -	0%	30/06/2023	
Centennial Parklands Skywalk	Centennial Parklands Skywalk	Tender process unsuccessful. Project manager is exploring options for delivery.	\$ 700,000	\$ 700,000	\$ 82,955	0%	30/05/2023	
Centennial Parklands - Amenities and Outdoor Area construction	Centennial Parklands - Amenities and Outdoor Area construction	Project being redrafted and engineering designed to be put out to tender.	\$ 402,485	\$ 402,485	\$ -	0%	30/11/2023	
Skate Park redevelopment and new shared pathways	Skate Park redevelopment and new shared pathways	Project yet to commence.	\$ 221,557	\$ 221,557	\$ -	0%	30/11/2023	
BSBR000316 Indoor Sports Stadium Stage Two	BSBR000316 Indoor Sports Stadium Stage Two	Part works completed.	\$ 124,178	\$ 124,178	\$ -	0%	30/11/2023	
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 590,000	\$ 590,000	\$ 16,850			
Traffic Facilities	Traffic Facilities	Guard Rail installed at Camersons Creek.	\$ 70,000	\$ 70,000	\$ 16,850	25%	30/06/2023	

CAPITAL WORKS PROGRAM 2022/2023								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Block Grant - Emmaville Road segment 70	Block Grant - Emmaville Road segment 70	Project yet to commence.	\$ 114,000	\$ 114,000	\$ -	0%	30/06/2023	
Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Project yet to commence.	\$ 200,000	\$ 200,000	\$ -	0%	30/06/2023	
Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Project yet to commence.	\$ 206,000	\$ 206,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM ROADS TO RECOVERY (RTR)			\$ 889,200	\$ 889,200	\$ -			
Unsealed Roads Resheeting - Nine Mile Road	Unsealed Roads Resheeting - Nine Mile Road	Project complete pending invoicing	\$ 281,400	\$ 281,400	\$ -	100%		02/09/2022
Unsealed Roads Resheeting - Bullock Mountain Road	Unsealed Roads Resheeting - Bullock Mountain Road	Project yet to commence.	\$ 437,360	\$ 437,360	\$ -	0%	30/06/2023	
Unsealed Roads Resheeting - Haymarket Road	Unsealed Roads Resheeting - Haymarket Road	Project yet to commence.	\$ 120,000	\$ 120,000	\$ -	0%	30/06/2023	
Unsealed Roads - Caerleon Road	Unsealed Roads - Caerleon Road	Project yet to commence.	\$ 50,440	\$ 50,440	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS			\$ 300,000	\$ 300,000				
New Bitumen Seals - Blue Hills/Rodgers Road	New Bitumen Seals - Blue Hills/Rodgers Road	Project yet to commence.	\$ 300,000	\$ 300,000	\$ -	0%	30/06/2023	

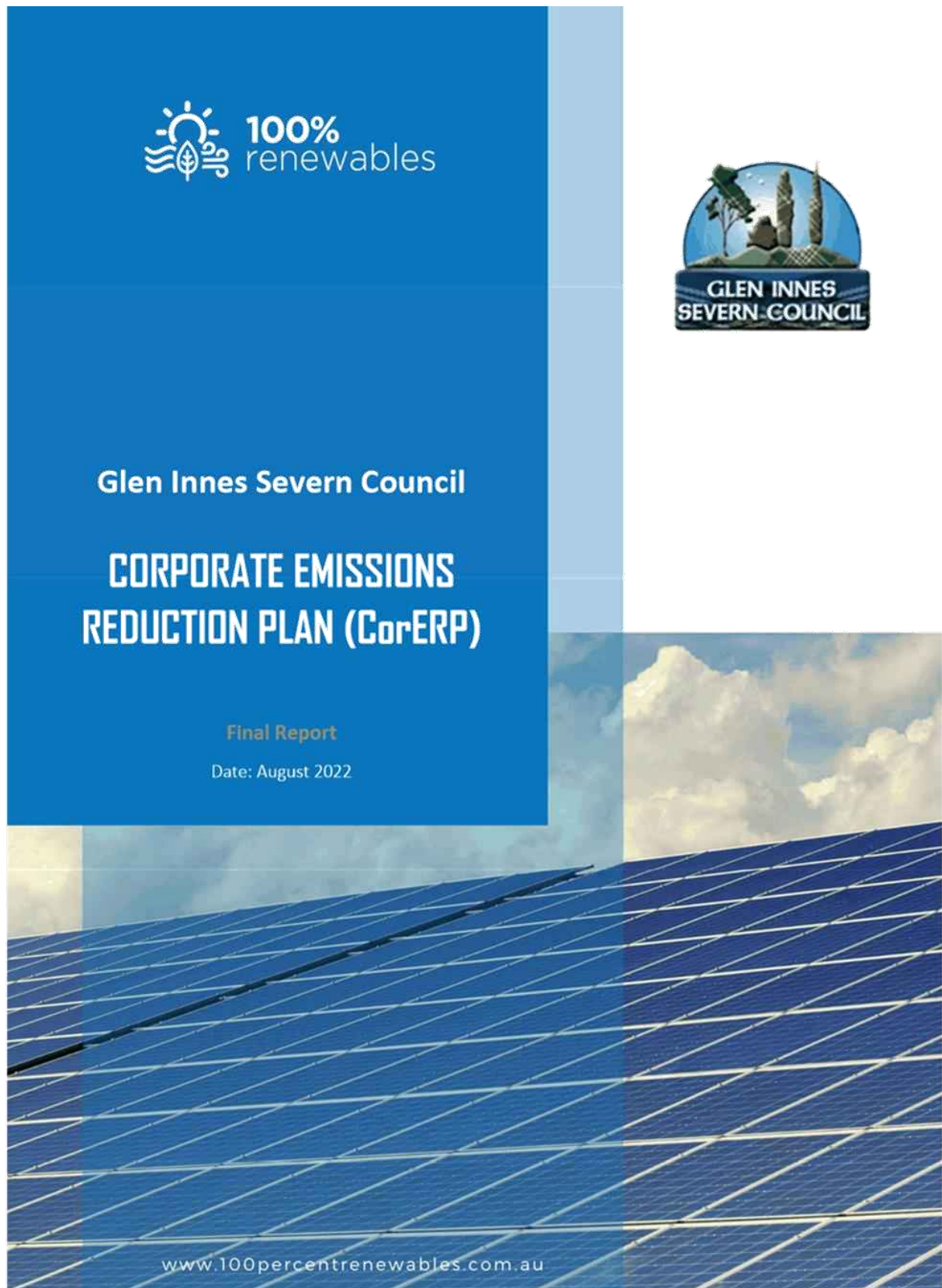
CAPITAL WORKS PROGRAM 2022/2023								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM THE SEWER FUND			\$ 641,117	\$ 641,117	\$ 3,314			
Capital Renewal (Matches depreciation plus 30%)	Capital Renewal (Matches depreciation plus 30%)	Project yet to commence.	\$ 621,117	\$ 621,117	\$ -	0%	30/06/2023	
New Mains	New Mains	Project yet to commence.	\$ 10,000	\$ 10,000	\$ -	0%	30/06/2023	
New Service	New Service	Project will be ongoing throughout the year.	\$ 10,000	\$ 10,000	\$ 3,314	12%	30/06/2023	
PROJECTS FUNDED FROM THE WATER FUND			\$ 711,854	\$ 711,854	\$ 69,024			
Capital Renewal	Capital Renewal	Project yet to commence.	\$ 591,854	\$ 591,854	\$ 66,120	0%	30/06/2023	
Capital new	Capital new	Project yet to commence.	\$ 100,000	\$ 100,000	\$ -	0%	30/06/2023	
New Mains	New Mains	Project yet to commence.	\$ 10,000	\$ 10,000	\$ -	0%	30/06/2023	
New Service	New Service	Project will be ongoing throughout the year.	\$ 10,000	\$ 10,000	\$ 2,904	0%	30/06/2023	
PROJECTS FUNDED THROUGH THE PLANT FUND			\$ 1,108,000	\$ 1,108,000	\$ 39,082			
Heavy Plant Replacement Program	Bogie Tipper Truck & Dog Trailer	Quotes obtained - item identified for purchase	\$ 420,000	\$ 420,000	\$ -	0%	30/06/2023	
Heavy Plant Replacement Program	Hino Ranger 14 FM1JLPM	Quotes obtained - item identified for purchase	\$ 285,000	\$ 285,000	\$ -	0%	30/06/2023	
Heavy Plant Replacement Program	Hino Ranger Nine	Project yet to commence. This is a replacement and a corresponding sale of plant will occur. Disposing plant item 1102.	\$ 285,000	\$ 285,000	\$ -	0%	30/06/2023	
New Plant Program	Cat 3 Leaseback (MIWS)	Project yet to commence.	\$ 40,000	\$ 40,000	\$ -	0%	30/06/2023	
New Plant Program	Cat 3 Leaseback (MID)	Completed- Plant no 1582 purchased.	\$ 40,000	\$ 40,000	\$ 39,082	100%		28/07/2022

CAPITAL WORKS PROGRAM 2022/2023								
Project	Works	Status Comments as at 31 August 2022	Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Heavy Plant Replacement Program	Workshop Utility	Project yet to commence. This is a replacement and a corresponding sale of plant will occur. Disposing plant item 2518.	\$ 38,000	\$ 38,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE			\$ 429,000	\$ 429,000	\$ 54,400			
Rural Drainage Renewals	Rural Drainage Renewals	Second-hand excavator purchased to assist with off road drain cleaning	\$ 282,471	\$ 282,471	\$ 54,400	20%	30/06/2023	
Urban Drainage Renewals	Urban Drainage Renewals	Project yet to commence.	\$ 146,529	\$ 146,529	\$ -	0%	30/06/2023	
Totals			\$ 19,534,216	\$ 19,534,216	\$ 287,910			

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
			Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM GENERAL FUND			59,763	77,763	-			
Governance: New Website Development	Governance: New Website Development	The project will be completed at end October with an anticipated go live date for the new website being 24 October 2022. The project is proceeding well at "green light" status with the supplier which means that all tasks have been completed on time and progress is fully on schedule. The final design has approved by the Interim General Manager. Content migration is complete and work is underway on checking / updating information prior to the Go Live date.	\$ 47,000	\$ 65,000	\$ -	85%	30/11/2022	
LCSS: Skillion Carport	LCSS: Skillion Carport	Waiting on project revote	\$ 12,763	\$ 12,763	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			136,000	136,000	-			
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%	30/12/2022	
PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS			200,000	74,225	-			

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
			Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Quarry Development	Wattle Vale establishment	Quotations have been obtained for full service contract from a TfNSW approved contractor. The works authorisation deed has now been provided to Council for signing. Funds carried forward from 2020/2021 for this project will be used first.	\$ 200,000	\$ 74,225	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM LRCI PHASE 3			-	593,146	-			
Unsealed Roads Re-sheeting	Illparran Road	Project not yet commenced. Planned to source material from Wattle Vale quarry in June.	\$ -	\$ 132,992	\$ -	0%	30/06/2023	
Unsealed Roads Re-sheeting	Jenkins Road	Project not yet commenced. Planned to source material from Wattle Vale quarry in June.	\$ -	\$ 75,154	\$ -	0%	30/06/2023	
Unsealed Roads Re-sheeting	Ten Mile Road	Project not yet commenced. Gravel and contractor resources need to be reviewed as the year progresses with a view to deferring project.	\$ -	\$ 385,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED THROUGH THE PLANT FUND			409,724	454,373	247,795			
Heavy Plant Replacement Program	4 x 4 Light Rigid Truck	Plant Number - 1121, Trade Value - \$22,727, Purchase price - \$130,000 - Vehicle has been identified pending physical inspection. Staff shortages have delayed procurement phase.	\$ 107,273	\$ 107,273	\$ 93,995	0%	30/03/2023	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$ 32,227	\$ 30,444	\$ -	0%	30/09/2022	
Heavy Plant Replacement Program	Leaseback Category 3 Vehicle	Plant no. 1583 purchased.	\$ 3,773	\$ 33,866	\$ 64,327	100%		12/08/2022

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
			Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Heavy Plant Replacement Program	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$ 33,682	\$ 36,815	\$ -	0%	30/09/2022	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$ 31,455	\$ 30,444	\$ -	0%	30/09/2022	
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Complete- Plant no 3508 purchased for drainage team.	\$ 33,954	\$ 36,986	\$ 89,473	100%		12/08/2022
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Plant Number - 2510, Trade Value - \$6,364, Purchase price - \$41,000 - Procurement is underway. Delivery expected in September.	\$ 34,636	\$ 36,986	\$ -	0%	30/09/2022	
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Plant Number - 2516, Trade Value - \$14,545, Purchase price - \$41,000 - Procurement is underway. Vehicle has been ordered. Delivery expected in September.	\$ 26,455	\$ 36,986	\$ -	0%	30/09/2022	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$ 27,455	\$ 30,444	\$ -	0%	30/09/2022	
Heavy Plant Replacement Program	4 x 4 Single C/C	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$ 30,455	\$ 37,314	\$ -	0%	30/09/2022	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Budget adjusted in March QBR. Order has been placed delivery delayed until September.	\$ 48,359	\$ 36,815	\$ -	0%	30/09/2022	
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 138,000	\$ 138,000	\$ -			
Regional Roads REPAIR Program	Emmaville Road segment 180	This is the same physical project as above (i.e. seg 180).	\$ 138,000	\$ 138,000	\$ -	30%	30/11/2022	
			943,487	1,473,507	247,795			





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1 Executive summary

1.1 Glen Innes Severn Council's climate change response

This Corporate Emissions Reduction Plan (CorERP) for Glen Innes Severn Council builds on a number of commitments made by Council in recent years to respond to the challenges posed by climate change.

- In September 2019 Council declared a Climate emergency, in response to drought and bushfire conditions in the region and to join many other local governments seeking to commit to and plan for a more sustainable future.
- Council's Local Strategic Planning Statement 2020 – 2040 establishes two of its key planning priorities to be adaptation and mitigation responses to climate change, and the promotion and development of renewable energy in the region. Action 9.2 commits Council to the development of an Emissions Reduction Plan.
- In June 2020 Council adopted a Renewable Energy Action Plan (REAP) that set out short, medium and long term actions that Council could implement to reduce its energy use, cost and related greenhouse gas emissions.
- In September 2021 Council adopted a Climate Risk Assessment and Adaptation Plan Report 2021, which will inform Council's adaptation strategy.

1.2 Recommended emissions reduction targets for Glen Innes Severn Council

As part of the adoption of the REAP, Glen Innes Severn Council set a number of energy efficiency and renewable energy targets for its operations, which can be re-affirmed through this Emissions Reduction Plan. These include:

- By 2025, reduce grid electricity consumption by 25% through energy efficiency and onsite renewable energy (compared with 2018/19)
- By 2025 source at least 50% of Council's grid-delivered electricity from renewables, and up to 100% where cost-effective and incurring no added risk to Council
- By 2030 source 100% of Council's grid-delivered electricity from renewables where cost-effective and incurring no added risk to Council

By broadening the scope of Council's assessment of its operational emissions to include landfill gas emissions and wastewater emissions, and in the context of targets and measures adopted by the NSW Government, this CorERP gives Council the opportunity to extend its emissions reduction targets:

- **Net Zero by 2050:** Council should commit to align with the NSW State Government target of net zero emissions by 2050, or earlier where cost effective and feasible.
- **Waste emissions:** Council can commit in principle to working to achieve emissions-related targets of the NSW Waste and Sustainable Material Strategy 2041, including halving organic material sent to landfill, significantly increasing diversion from landfill and reducing overall waste generation. Achieving these targets will deliver the largest potential abatement of Council's carbon footprint, and will require engagement at regional waste level, with other councils and with the EPA.

Council should review the scope of its emissions reduction plan and targets aligned with Delivery Program cycles.



1.3 Glen Innes Severn Council's carbon footprint

Council's carbon footprint builds on the energy-related carbon footprint that was developed for the REAP, which identified emissions of 2,958 tonnes of CO₂-e in 2018/19 (FY2019), and now includes emissions resulting from waste deposited in landfills as well as emissions resulting from wastewater treatment operations.

Emissions related to the purchase of goods and services by Council, and from the commute to and from work by Council staff (value chain emissions) are not considered in this CorERP but may be considered in future revisions to this Plan.

Council's carbon footprint for FY2021 is estimated at 10,920 t CO₂-e as tabulated and graphed below.

TABLE 1: GLEN INNES SEVERN COUNCIL – FY2021 CARBON FOOTPRINT BY SOURCE

Emission source	Activity data	Units	Scope 1	Scope 2	Scope 3	Total	%
	Diesel	378 kL	1,028 t CO ₂ -e		53 t CO ₂ -e	1,081 t CO ₂ -e	9.9%
	Petrol	18.5 kL	43 t CO ₂ -e		2 t CO ₂ -e	45 t CO ₂ -e	0.4%
	Ethanol	1.2 kL	0.01 t CO ₂ -e			0.01 t CO ₂ -e	0.0%
	LPG (bottled)	3.4 kL	5 t CO ₂ -e		0.3 t CO ₂ -e	6 t CO ₂ -e	0.1%
	LPG (metered)	1,431 GJ	87 t CO ₂ -e		5 t CO ₂ -e	92 t CO ₂ -e	0.8%
	Electricity	1,563,069 kWh		1,266 t CO ₂ -e	141 t CO ₂ -e	1,407 t CO ₂ -e	12.9%
	Streetlighting	239,111 kWh			215 t CO ₂ -e	215 t CO ₂ -e	2.0%
	Wastewater	957 ML	257 t CO ₂ -e			257 t CO ₂ -e	2.4%
	Landfill waste	7,266 t	7,753 t CO ₂ -e			7,753 t CO ₂ -e	71.0%
	Green waste	1,415 t	65 t CO ₂ -e			65 t CO ₂ -e	0.6%
TOTAL			9,238 t CO₂-e	1,266 t CO₂-e	416 t CO₂-e	10,920 t CO₂-e	100.0%

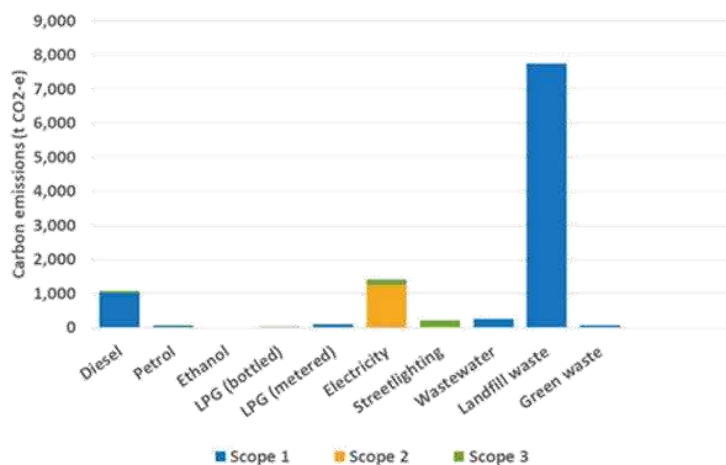


FIGURE 1: GLEN INNES SEVERN COUNCIL – FY2021 CARBON FOOTPRINT BY SOURCE



1.4 Emissions reduction opportunities for Glen Innes Severn Council

Making deep cuts in greenhouse gas emissions that is aligned with the NSW Government's targets of reaching net zero emissions by 2050 can be achieved by the following measures:

- Implement the REAP as adopted in 2020 and updated in this CorERP, including renewable energy power purchasing to meet Council's electricity demand,
- Develop a gas transition plan to shift all gas-using equipment to fit-for-purpose electric heating (gas fuel switching for the Glen Innes pool was included in the REAP but a clear policy by Council to move away from gas when feasible is suggested here),
- Develop a fleet low emissions / EV transition strategy and integrate into fleet planning, building on low emissions vehicles that have been sourced by Council to date,
- Align waste management with the NSW Waste & Sustainable Materials Strategy, including emissions reduction from higher diversion, organics composting and waste reduction,
- Evaluate opportunities for eliminating residual emissions through offsetting or the development of local carbon sequestration opportunities,
- Consider sustainable funding mechanisms that can help to deliver the CorERP

1.5 Roadmap to achieve Glen Innes Severn Council emissions reductions

Suggested short to medium term actions, and medium to long term priorities are outlined below.

Short to medium term

- Buying renewable energy through Council's electricity supply agreements.
- Continuing to install onsite solar PV and battery energy storage systems on existing facilities and in new developments.
- Continuing improvement to buildings and other assets, completing LED upgrades to streetlighting, and incorporating new LED technology and controls into future upgrades.
- Switching from gas to electric technologies by replacing gas boilers with electric heat pumps, and other gas equipment like hot water heaters and cooking assets to electric at end of life.
- Continue Council's transition to low emissions and electric vehicles, as well as the installation of suitable EV charging infrastructure.
- Identify and pursue opportunities for financial incentives and grants to implement feasible abatement opportunities.

Medium to long term

- Transitioning to low emissions and electric vehicles, with associated charging infrastructure, and extending electrification to larger fleet like LCVs and trucks as well as plant over time.
- Reducing landfill emission by increasing FOGO, reducing waste and increasing diversion from landfill, through Council-led initiatives and regional collaboration.
- In addition to these, Council may work towards adopting and implementing sustainable procurement processes across Council's value chain. This could include, for example sustainable design, and purchasing of low and zero emissions goods and services. As an example, Council could source more recycled content for road construction.



2 Context for action to reduce emissions

2.1 Climate Change 2021: the Physical Science Basis¹

Due to all historical carbon emissions, average global temperatures have increased by ~1°C from pre-industrial levels; in Australia it is higher at ~1.4°C. The IPCC's report, *Climate Change 2021: the Physical Science Basis* has issued the strongest call yet for urgent and deep cuts to be made to global greenhouse gas emissions. The Working Group I Report (WGI) says the window to deliver the "deep emissions cuts" needed to prevent the worst impacts of climate change is closing rapidly. Subsequent Working Group reports (WGII and WGIII) set out the impacts of climate change based on the latest data, and the mitigation solutions, progress and pledges. This highlights that while the solutions to decarbonise are commercially available, current pledges and progress fall short of what is required.

The main driver of long-term warming is the total cumulative emissions of greenhouse gases over time. Since 1750, emissions have been more than 2,560 billion tonnes CO₂. A key message from the WGI report is that rapid reductions in emissions are required this decade to prevent long-term ecological and climate breakdown. The report predicts that it is near-certain warming will exceed 1.5°C in the next two decades, but accelerated abatement and removals can reverse this situation beyond 2050.

We have a 50/50 chance to limit warming to 1.5°C if we stay within an added global carbon budget of 500 billion tonnes. At pre-pandemic global emission rates, this gives us under 11 years before we exceed 1.5°C. If we want a better chance – two in three – of achieving around 1.5°C of warming by mid-century, then we can emit just 400 billion tonnes globally, and we have even less time to act.

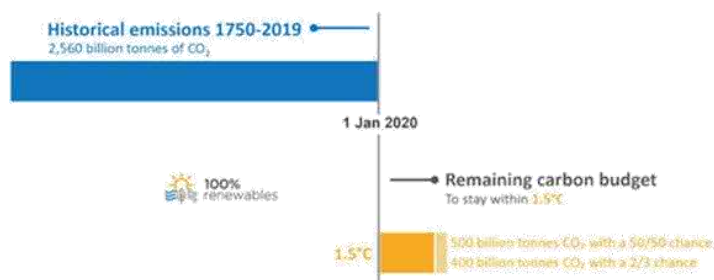


FIGURE 2: REMAINING GLOBAL CARBON BUDGET (ADAPTED FROM IPCC WORKING GROUP I REPORT FAQs)

From the perspective of an organisation such as a Council, the pathway to follow if a safe future climate is a goal is to **start today, make deep emissions cuts, and persist on this path for years to reach zero emissions**. To achieve this in a local government context would mean:

1. GHG emissions from stationary fuel combustion such as natural and LP gas are minimised, and
2. GHG emissions from transport fuel combustion are minimised, and
3. GHG emissions from electricity consumption are minimised, and
4. GHG emissions from waste to landfill are minimised, and
5. GHG emissions in the value chain – upstream and downstream are minimised, and
6. Remaining emissions are offset or removed through sequestration measures

¹ <https://www.ipcc.ch/report/sixth-assessment-report-working-group-i/>



2.2 International drivers for climate action

Beyond the second commitment period of the Kyoto Protocol (2013 to 2020), there are several drivers for urgent climate action. These are:

1. Sustainable Development Goals (SDGs)

In 2015, countries adopted the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals². The SDGs came into force on 1 January 2016 and call on action from all countries to end poverty and promote prosperity while protecting the planet.

2. Paris Agreement

To address climate change, countries adopted the Paris Agreement at the COP21 in Paris on 12 December 2015. In the agreement, signatory countries agreed to work to limit global temperature rise to well below 2°C, and given the grave risks, to strive for 1.5°C Celsius³.

3. Special IPCC report on 1.5°C warming (SR15)

In October 2018 in Korea, governments approved the wording of a special report on limiting global warming to 1.5°C. The report indicates that achieving this would require rapid, far-reaching, and unprecedented changes in all aspects of society⁴.

4. IPCC Sixth Assessment Reporting cycle (AR6)

The AR6 cycle builds on prior scientific evidence and provides the international community with further data with which to build consensus to act to reduce emissions. The Working Group I, II and III reports referred to above form part of the IPCC's sixth assessment report cycle (AR6), and their synthesis report will be released in 2022, which will bring together the latest science, evidence, and projections for global warming⁵.

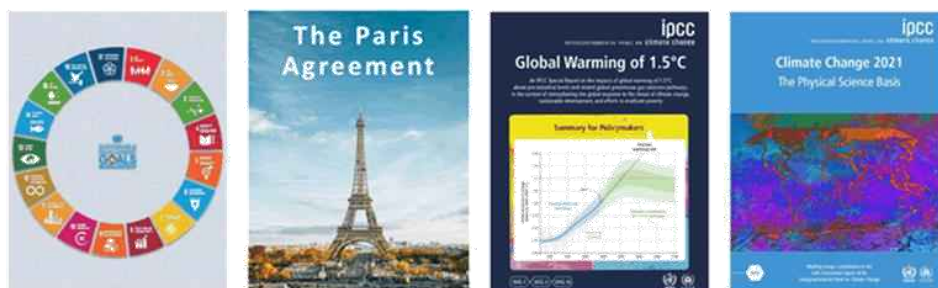


FIGURE 3: GLOBAL CONTEXT FOR ACTION ON CLIMATE

² Sourced from <https://www.un.org/sustainabledevelopment/development-agenda/>

³ Sourced from <https://www.un.org/sustainabledevelopment/climatechange/>

⁴ Sourced from https://www.ipcc.ch/news_and_events/pr_181008_P48_spm.shtml

⁵ Sourced from <https://www.ipcc.ch/assessment-report/ar6/>



In addition, the World Economic Forum's Global Risks Report 2022⁶ highlights adverse climate change-related outcomes as among the most likely to occur with the *highest impacts to the global economy*. A key graphic from the WEF's report highlights the most severe risks to the global economy over the next 10 years.

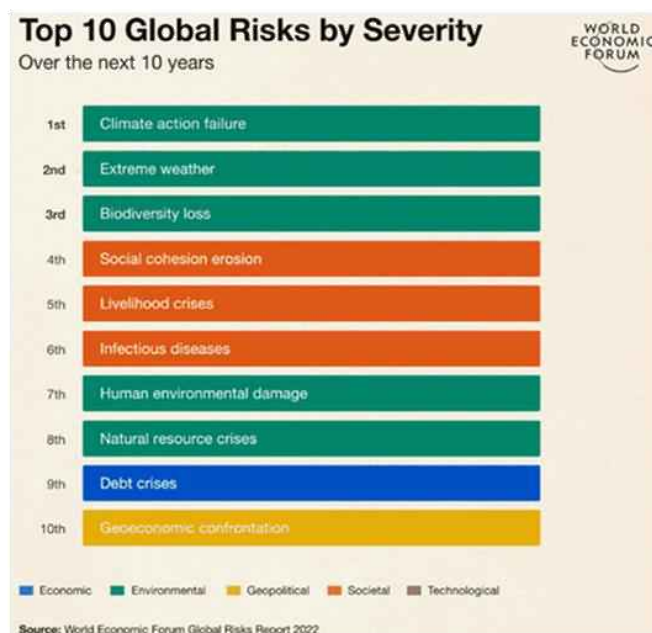


FIGURE 4: GLOBAL RISKS REPORT – RISKS TO GLOBAL ECONOMY

The report is underpinned by the Global Risk Perception Survey (GRPS) and gathers insights from nearly 1,000 global experts and leaders who highlighted the importance and urgency of international collaboration to address the economic, environmental, geopolitical, societal, and technological risks. Climate change continues to be perceived as the severest threat to humanity. Climate action failure, extreme weather, and biodiversity loss rank as the three most potentially severe risks for the next decade.

An increasing number of organisations, including governments, businesses, investors and communities, are conversing on the need for a quicker transition towards net zero emissions and committing to decarbonise. This transition may happen at different speeds, depending on decarbonisation ambitions, political will, economic structures and technological and financial capabilities. For organisations that move faster, close attention to scope 3 emissions is increasingly advantageous as this will shine a spotlight on value chains and increase focus on organisations, businesses and communities that value climate action initiatives.

⁶ [WEF The Global Risks Report 2022.pdf \(weforum.org\)](https://www.weforum.org/reports/The-Global-Risks-Report-2022)



2.3 Australia's national net zero targets

Ahead of the United Nations Climate Change conference in Glasgow in 2021, Australia's Federal Government set a target to achieve net zero emissions by 2050. There is no legislation at this time that will bind Australia to meeting this goal, however it does bring Australia into line with most of the international community.

More recently, in June 2022 the new Australian Government committed to increase Australia's Nationally Determined Contribution (NDC) under the Paris Agreement. The updated commitment to the United Nations Framework Convention on Climate Change (UNFCCC) commits Australia to reduce greenhouse gas emissions by 43 per cent below 2005 levels by 2030, and reaffirms the commitment to reach net zero emissions by 2050. To date the most impactful policy that has underpinned Australia's decarbonisation efforts has been the Renewable Energy Target (RET). This commits Australia to source 20% of its electricity from renewable energy sources by 2020. According to the Clean Energy Regulator⁷, the Renewable Energy target has been met and renewable energy generation will exceed the target by some 7,000 GWh.

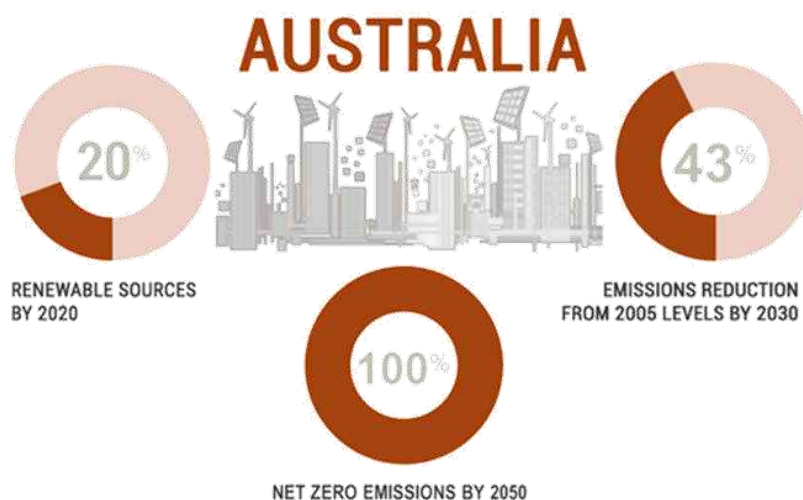


FIGURE 5: AUSTRALIA'S RENEWABLE ENERGY AND EMISSIONS REDUCTION GOALS – NATIONAL LEVEL

⁷ March 2018, Australian Government – Clean Energy Regulator. 2018 Annual Statement to the Parliament on the progress towards the 2020 Large-scale Renewable Energy Target.



2.4 NSW State targets

All states and territories have established emissions targets as well as some legislated targets for renewable energy, as seen below.

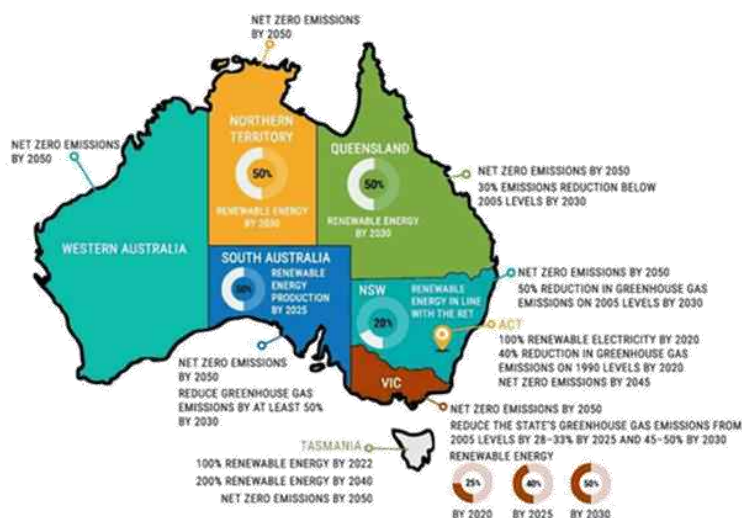


FIGURE 6: AUSTRALIA'S RENEWABLE ENERGY AND CARBON GOALS – STATE & TERRITORY LEVEL

Supporting the NSW Government's commitment to reach net zero emissions by 2050, NSW Government in 2020 released its **Net Zero Plan Stage 1: 2020–2030**⁸. This sees the first of three 10-year plans released that will set a pathway to net zero emissions in NSW by 2050. Within the net zero target NSW has an interim goal to reduce emissions by 50% by 2030, supported by measures outlined in this Stage 1 plan. A Bill before the NSW Parliament (Climate Change (Emissions Targets) Bill 2021) may see these targets legislated in future⁹.

In addition the NSW Government has developed a **NSW Electricity Strategy**¹⁰ which will help the State to deliver on its goal to attract renewable energy investment. On 27th November 2020 the NSW Government passed the *Electricity Infrastructure Investment Bill (2020)* which will help to drive the transition to renewables in the state in coming years by coordinating investment in new generation, storage and network infrastructure in New South Wales¹¹.

⁸ © State of New South Wales 2020. Published March 2020

⁹ <https://legislation.nsw.gov.au/view/pdf/bill/3b9183c2-81eb-40df-af9b-adf118591c37>.

¹⁰ <https://energy.nsw.gov.au/renewables/renewable-energy-zones>

¹¹ <https://www.parliament.nsw.gov.au/bill/files/3818/XN%20Electricity%20Infrastructure%20Investment%20Bill.pdf>



2.6 Alignment of Glen Innes Severn Council with NSW Government

Glen Innes Severn Council can align with NSW Government's emissions reduction targets by:

- Committing to net zero emissions by or before 2050,
- Committing in principle to achieving the targets in the NSW Waste and Sustainable Materials Strategy 2041, including 80% diversion rate, 50% organics composting and 10% waste reduction,
- Re-committing to Council's adopted energy efficiency and renewable energy goals, in particular to source all electricity from renewable energy sources by 2030

In addition to this CoERP, Council has adopted resolutions, developed strategies, and implemented initiatives in recent years that are well aligned with committing to these targets. These include:



<p>In September 2019 Council declared a Climate emergency, joining many other local governments seeking to commit to and plan for a more sustainable future.</p> <p><small>Glen Innes Severn Council - Open Ordinary Meeting - 20 September 2019</small></p> <p>2.2: Mayoral Minute - Climate Emergency</p> <p>REPORT FROM: COUNCILLORS Author: Carol Sparks - Mayor</p> <p>ANNEXURES There are no annexures to this report.</p> <p>ECM INDEXES Subject Index: GOVERNANCE: Mayoral Minutes; ENVIRONMENTAL MANAGEMENT: Planning</p> <p>Glen Innes Severn Council has never shied away from the challenges it has faced. This Council took on the financial challenge of becoming Fit For the Future, which enabled us to remain as a stand-alone Local Government authority whilst so many other councils were forcibly amalgamated.</p> <p>This Council took on the social challenge of domestic violence, supporting community groups and raising awareness, which has led to a halving of domestic violence rates since 2016.</p> <p>Council took on the commercial challenge of securing significant 21st century investments such as the 'White Rock Wind Farm, which makes us a Local Government leader in renewable energy generation.</p> <p>Council also took on the civic challenge that led to the revitalisation of Grey Street architecture and presentation, and new park furniture and community facilities for West Glen Innes, Deepwater and Glendoe.</p> <p>The climate challenge is no different and Council will make progress in the same manner it always has – by confronting it head on, and refusing to take second best. Councilors do not have to take it from me that there is a climate emergency.</p> <p>Last summer was the hottest in recorded history. More recently the Glen Innes Examiner, on 5 September 2019, displayed the front page headline 'Driest Ever Winter'. Likewise, it is only the first month of spring and already hundreds of volunteer and professional firefighters and emergency service personnel have joined hundreds more local community members in firefighting efforts that will potentially last all summer long. The last city at Mead Park to accommodate emergency workers for the duration says more about the emergency conditions we face than words ever could.</p> <p>As a community, we have been visited by both the Premier and Deputy Premier of NSW who went out of their way to visit us just two (2) weeks ago – so concerned about the conditions we face. On her arrival, the Premier was shocked at the dryness of the countryside and the obvious impact of the ongoing drought.</p> <p style="text-align: right;">Page 1</p>	<p>Council's LSPS 2020 – 2040 establishes two key priorities to be adaptation and mitigation responses to climate change, and the promotion and development of renewable energy in the region.</p> <div style="text-align: center;"> <p>GLEN INNES SEVERN COUNCIL</p> <p>LOCAL STRATEGIC PLANNING STATEMENT</p> <p>A Strategic Land Use Vision to 2040</p>   </div>
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FIGURE 9: GISC STRATEGIES, PLANS AND RESOLUTIONS RELATED TO EMISSIONS REDUCTION

3 Glen Innes Severn Council carbon footprint

This section describes types of greenhouse gas emissions and Council's current carbon footprint.

3.1 Scope 1, scope 2 and scope 3 emissions

To help differentiate between different greenhouse gas emission sources, emissions are classified into the following scopes according to the GHG Protocol¹² – Corporate Standard:

- **Scope 1 emissions** are emissions directly generated at your operations such as emissions from of waste, driving company cars, or refrigerant gases in your air conditioning equipment.
- **Scope 2 emissions** are caused indirectly by consuming electricity. These emissions are generated outside your organisation (think coal-fired power station), but you are indirectly responsible for them.
- **Scope 3 emissions** are also indirect emissions and happen upstream and downstream of your business. Typical examples are staff commute, air travel, the purchase of goods and services, contractor emissions, or leased assets.

Since Council operates landfills and wastewater treatment, fugitive greenhouse gas emissions from these are considered to be Council's scope 1 – i.e. direct emissions, as shown in the graphic below.



FIGURE 10: SCOPE 1, SCOPE 2 AND SCOPE 3 EMISSIONS

At this time, Glen Innes Severn Council's carbon footprint coverage is limited to scope 1 and scope 2 emissions relating to energy (for facilities and transport), and waste from Council's operations (landfill and wastewater treatment).

Scope 3 emissions related to energy usage are included, but other scope 3 emissions in Council's value chain are excluded from the CorERP at this time. These can be considered by Council as its journey towards net zero emissions progresses.

¹² <https://ghgprotocol.org/>



Corporate Emissions Reduction Plan: Glen Innes Severn Council

3.2 FY2021 carbon footprint

For the financial year 2020-21 (FY2021) Glen Innes Severn Council's greenhouse gas emissions were estimated to be 10,920 tonnes of CO₂-e. More than 73% of Council's estimated emissions were from waste management, nearly all resulting from the operation of four landfill facilities located at Glen Innes, Deepwater, Red Range and Emmaville. Electricity use accounted for just under 15% of emissions, while fuel used for vehicles as well as heating accounted for the remaining 11%. The emissions were calculated in accordance with the emission factors prescribed in the National Greenhouse Accounts Factors 2021.

TABLE 2: GLEN INNES SEVERN COUNCIL – FY2021 CARBON FOOTPRINT BY SOURCE

Emission source	Activity data/Units	Scope 1	Scope 2	Scope 3	Total	%
Diesel	378 KL	1,028 t CO ₂ -e		53 t CO ₂ -e	1,081 t CO ₂ -e	9.9%
Petrol	18.5 KL	43 t CO ₂ -e		2 t CO ₂ -e	45 t CO ₂ -e	0.4%
Ethanol	1.2 KL	0.01 t CO ₂ -e			0.01 t CO ₂ -e	0.0%
LPG (bottled)	3.4 KL	5 t CO ₂ -e		0.3 t CO ₂ -e	6 t CO ₂ -e	0.1%
LPG (metered)	1,431 GJ	87 t CO ₂ -e		5 t CO ₂ -e	92 t CO ₂ -e	0.8%
Electricity	1,563,069 kWh		1,266 t CO ₂ -e	141 t CO ₂ -e	1,407 t CO ₂ -e	12.9%
Streetlighting	239,111 kWh			215 t CO ₂ -e	215 t CO ₂ -e	2.0%
Wastewater	957 ML	257 t CO ₂ -e			257 t CO ₂ -e	2.4%
Landfill waste	7,266 t	7,753 t CO ₂ -e			7,753 t CO ₂ -e	71.0%
Green waste	1,415 t	65 t CO ₂ -e			65 t CO ₂ -e	0.6%
TOTAL		9,238 t CO ₂ -e	1,266 t CO ₂ -e	416 t CO ₂ -e	10,920 t CO ₂ -e	100.0%

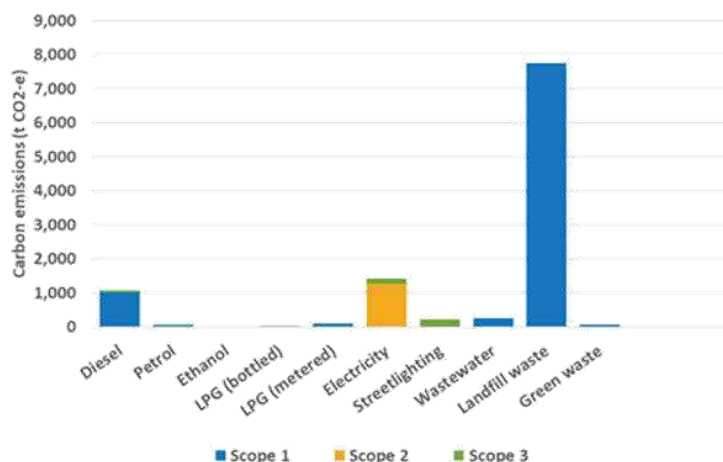


FIGURE 11: GLEN INNES SEVERN COUNCIL – FY2021 CARBON FOOTPRINT BY SOURCE



3.3 Summary of electricity use by Council assets

The electricity consumption of Council's large and small sites was analysed using 30-minute interval data for sites with access to this meter data, as well as basic meter data provided for sites with access only to quarterly bill data. Interval data is exact and covers 365 days, while some quarterly-billed accounts cover a little more or less than 365 days and were normalised to a 365-day estimate.

The table below shows the electricity consumption summary of Council's sites per facility/asset type for FY2021, with the same analysis shown for FY2019 for comparison (not including streetlighting).

TABLE 3: GLEN INNES SEVERN COUNCIL – GRID ELECTRICITY CONSUMPTION (SUMMARY)

Council facility / asset type	FY2019	FY2021
Water and sewer pumping	514,849 kWh	530,326 kWh
Buildings	333,758 kWh	383,086 kWh
Sewage treatment plant	293,447 kWh	318,504 kWh
Swimming pools	194,972 kWh	190,664 kWh
Water Treatment Plant	100,809 kWh	86,054 kWh
Other	48,266 kWh	27,082 kWh
Sports, parks, public lighting & amenities	13,440 kWh	19,290 kWh
Depot	47,599 kWh	8,063 kWh
Grand Total	1,547,141 kWh	1,563,069 kWh

We can look at the typical demand profiles for Council's large market accounts to better understand how energy is used for large sites.

- Council's main river water supply from the Beardy Waters is pumped to Council's offstream storage dam below the water treatment plant. Load profiles show an average load profile indicating mainly daytime operation of the river pump. The average demand of around 45 kW compared with maximum demand of 270 kW when operating reflects the intermittent operation of the pump.
- The offstream storage pump energy demand is met by both grid and onsite solar PV. Grid average demand shows typical operation from 6am to 1pm daily, with maximum demand of around 130 kW and average demand of ~90kW indicating predictable daily operation.
- The sewerage treatment plant is an aeration system that operates for 10 cycles daily and maintains an average base demand of ~10-20 kW and a daily average peak of around 70kW. Average and maximum load profiles are similar, indicating predictable daily operation of the plant.

Average load profiles for these three large market sites are shown below.



Corporate Emissions Reduction Plan: Glen Innes Severn Council

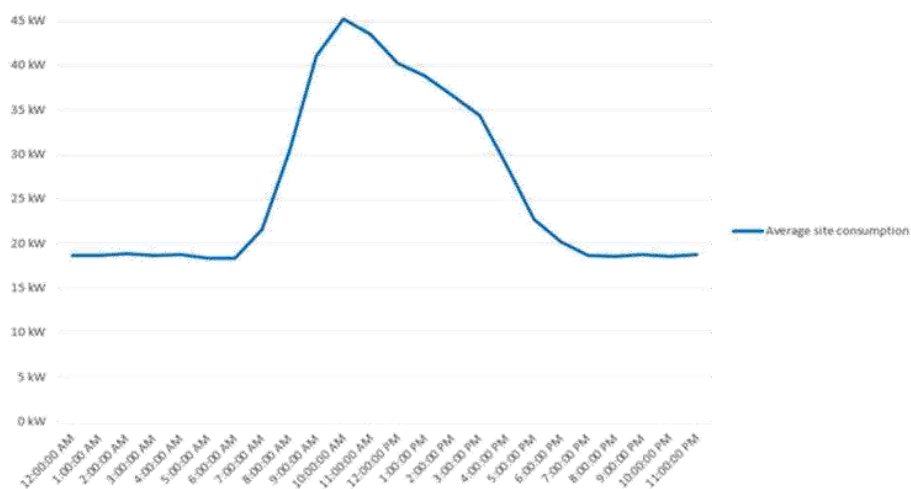


FIGURE 12: GLEN INNES SEVERN COUNCIL – BEARDY WATERS PUMP AVERAGE LOAD PROFILE

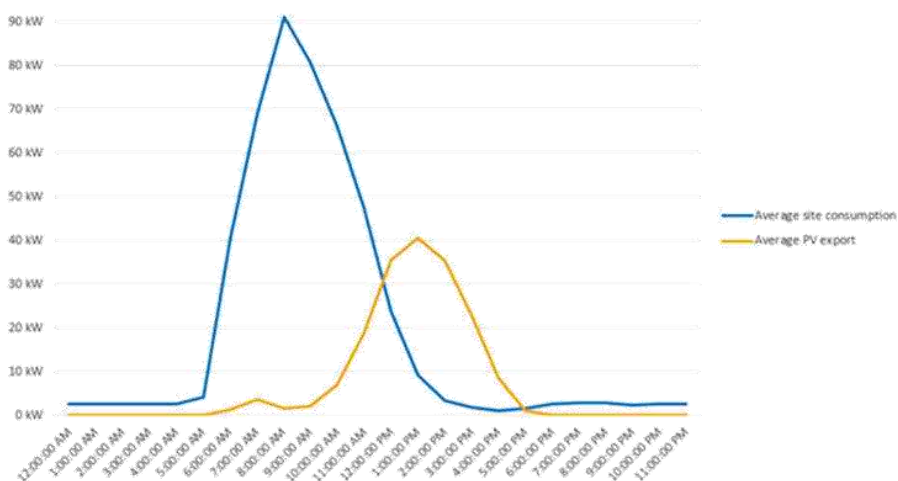


FIGURE 13: GLEN INNES SEVERN COUNCIL – OFFSTREAM STORAGE AVERAGE LOAD PROFILE

It can be seen in the above figure that the operational hours of the site do not completely align with the solar PV generation and as a result, more than 50% of the PV energy generation (annual average¹³)

¹³ Daily yield from the solar array does exceed 80kW from time to time, indicating the system may not be underperforming. The chart above displays average generation over a year, with the key message being that there may be a misalignment in timing between solar production and water pumping. Actions recommended include checking operation of the system and assessing scope for shifting pump operating hours.



is exported to the grid. Shifting of load to match the solar PV generation will increase the savings by maximising the solar PV self-consumption.



FIGURE 14: GLEN INNES SEVERN COUNCIL – SEWERAGE TREATMENT PLANT AVERAGE LOAD PROFILE

3.4 Summary of liquified petroleum gas (LPG) use by Council assets

Council’s LPG consumption was extracted from invoices provided. Some sites consume gas via bottled LPG while some sites have onsite bulk LPG tanks that receive metered supply. The table below shows the LPG consumption summary of Council’s sites in kL per facility/asset type in FY2021, with consumption in FY2019 shown for comparison. As this shows the majority of consumption is for swimming pool heating, and the vast majority of this is for heating the Glen Innes outdoor pool.

TABLE 4: GLEN INNES SEVERN COUNCIL – LP GAS CONSUMPTION BY ASSET TYPE

Council facility / asset type	FY2019	FY2021
Swimming pools	49 kL	50 kL
Buildings	5.1 kL	6.1 kL
Depot	0.6 kL	1.1 kL
Other	1.2 kL	1.9 kL
Sports, parks, public lighting & amenities	0.1 kL	
Grand Total	56 kL	59 kL



3.5 Summary of fuel use (transport)

Council purchases fuel via a fleet card account and a bulk delivery account. Council's fleet consumes three types of fuel: diesel, petrol, and ethanol (coming from E10 ULP). The FY2021 fleet fuel consumption was extracted from the CY2020-21 fleet card summary report provided. FY2021 bulk diesel fuel consumption was extracted from the bulk purchase report that has data from 2010 up to 2022. The table below shows Council's total fuel consumption.

TABLE 5: GLEN INNES SEVERN COUNCIL – FUEL USE

	FY2019	FY2021
Diesel	369 kL	378 kL
Petrol	35 kL	18.5 kL
Ethanol	2.3 kL	1.2 kL
Total	406 kL	398 kL

3.6 Summary of landfill waste

Council's landfill waste data was extracted from EPA annual waste reports for the four landfill facilities. For the three small landfill sites (Deepwater, Emmaville, Red Range), only the 'mixed waste' was accounted for as all other waste types received are diverted from landfill for recovery. For the Glen Innes Waste Management Facility, additional waste streams were sent to landfill aside from 'mixed waste'. Landfill waste was further classified using the following assumptions:

- Municipal solid waste (MSW) – using the provided weighbridge data for Glen Innes as reference, 'town waste' was assumed to be MSW.
- Regarding the Glen Innes Waste Management Facility, approximately 33% of the 'mixed waste' is 'town waste'. Hence, this percentage was also used to determine the fraction of 'mixed waste' that can be classified under MSW for the three other landfill sites.
- Commercial and industrial (C&I) – the remaining 67% of the 'mixed waste' was classified under C&I for the three small landfill sites. For the Glen Innes Waste Management Facility, this 67% is made up of 'domestic waste' and 'recycling waste' per the weighbridge data.
- Construction and demolition (C&D) – the 'bricks and concrete' waste type for the Glen Innes Waste Management Facility was classified under C&I.
- Greenwaste – the 'vegetation or garden' waste type for the Glen Innes Waste Management Facility was classified under greenwaste.

Note that asbestos and non-putrescible waste (VENM) that is disposed of at the Glen Innes Waste Management Facility landfill was excluded.

The tables below show Council's total landfill waste volumes for FY2021 with correlating emissions data. Table 6 lists waste mix type volumes for all landfills and Table 7 converts the data to show the total emissions associated with the waste (legacy emissions are not included).



TABLE 6: GLEN INNES SEVERN COUNCIL – LANDFILL WASTE VOLUMES BY SITE AND TYPE

Waste mix type	Total Waste	Deepwater Landfill	Emmaville Landfill	Glen Innes Waste Depot	Red Range Landfill
MSW	1,749.17 t	67.24 t	67.70 t	1,546.29 t	67.94 t
C&I	3,500.60 t	134.56 t	135.50 t	3,094.58 t	135.96 t
C&D	2,016.67 t			2,016.67 t	
Greenwaste	1,415.17 t			1,415.17 t	

TABLE 7: GLEN INNES SEVERN COUNCIL – LANDFILL WASTE GREENHOUSE GAS EMISSIONS

Waste type	Net weight	Emissions Factor (t/t)	Emissions (t CO ₂ -e)
MSW	1,749 t	1.6	2,799
C&I	3,501 t	1.3	4,550
C&D	2,017 t	0.2	403
Greenwaste	1,415 t	0.046	65
All waste types	8,682 t		7,818

The emissions were calculated in accordance with the emission factors prescribed in the National Greenhouse Accounts (NGA) Factors 2021¹⁴. Large landfills (>25,000 t CO₂-e pa) that may report under the National Greenhouse and Energy Reporting (NGER) Act use the First Order Decay (FOD) method, which is more comprehensive, and considers individual waste streams at a granular level. Since the provided data could not be used for FOD method, emission factors from NGA have been used to calculate the emissions from different waste types shown in Table 7.

3.7 Summary of wastewater

Council's wastewater data was extracted from the EPA annual return report for two periods (Period 1: November 1, 2019 to October 30, 2020; Period 2: November 1, 2020 to October 30, 2021). Using the volume of wastewater measured at the 'Discharge & Monitoring Point 2' for each period, the FY2021 wastewater volume was estimated, which is approximately 957 ML/year. Following this, an NGER-aligned greenhouse gas calculator for sewage treatment works was used to determine the emissions from wastewater treatment. In using the calculator, the following assumptions were considered:

- There are two possible data inputs: the volume inflow (ML/year) or the population served. The population as an input is an alternative if there is no available volume inflow data. For Glen Innes, we used the estimated volume inflow (957 ML/year).
- The Glen Innes sewer treatment facility uses Intermittently Decanted Extended Aeration (IDEA) wastewater treatment method. In the GHG calculator, IDEA falls under 'Managed anaerobic treatment' which has a Methane correction factor of 0 for wastewater treatment ($MCF_{ww} = 0$). The GHG calculator also has different MCFs for different sludge treatment

¹⁴ <https://www.industry.gov.au/data-and-publications/national-greenhouse-accounts-factors-2021>



Corporate Emissions Reduction Plan: Glen Innes Severn Council

methods (MCF_{sl}). Since IDEA uses activated sludge which also falls under ‘Managed anaerobic treatment’, the MCF is also 0 (MCF_{sl} = 0).

The table below shows Council’s total volume of wastewater being treated and the associated emissions for FY2021.

TABLE 8: GLEN INNES SEVERN COUNCIL – WASTEWATER VOLUME AND EMISSIONS

	FY2021 volume (ML)	FY2021 emissions (t CO2-e)
Wastewater	957 ML	257 t CO2-e



3.8 Business-as-usual forecast emissions for Glen Innes Severn Council

Council’s Community Strategic Plan and LSPS target and sustain a local population of 10,000 in Glen Innes Severn by 2025, from almost 8,900 people currently. Population in recent years has remained fairly static.

There are no plans for significant changes to Council’s assets that would significantly increase or decrease emissions. The development of a new multi-purpose sports facility and potential changes to Council’s main administration offices may see small changes in energy demand.

External to Council, the NSW electricity grid will decarbonise rapidly with the grid likely to be largely supplied with renewable energy by the early 2030s.

The following ‘business-as-usual’ model is developed for Council’s emissions.

TABLE 9: BAU CHANGES TO GLEN INNES SEVERN COUNCIL’S CARBON FOOTPRINT TO FY2050

Emissions source / facility	Assumed business as usual (BAU)	Timing	Expected impact of BAU on energy demand and/or emissions
Population change	Council’s CSP & LSPS target a population of 10,000 by 2025	FY2022 to FY2050	There may be a marginal increase in Council services based on population increase
Grid decarbonisation	Coal-fired power stations close at their scheduled end of life and are replaced with renewables	FY2022 to FY2050	The emissions intensity of electricity from the grid decreases over time as coal power is replaced with renewables, in line with Federal Government (DISER) and AEMO forecasts
Fuel	Demand for energy and emissions from waste and wastewater will increase modestly if the targeted population changes are achieved. Minor energy changes will occur with the new MPS facility.	FY2022 to FY2050	A BAU increase of 0.5% per year is used to estimate future resource use and waste emissions
LP gas			
Purchased electricity			
Facilities			
Streetlighting			
Wastewater			
Landfill waste			

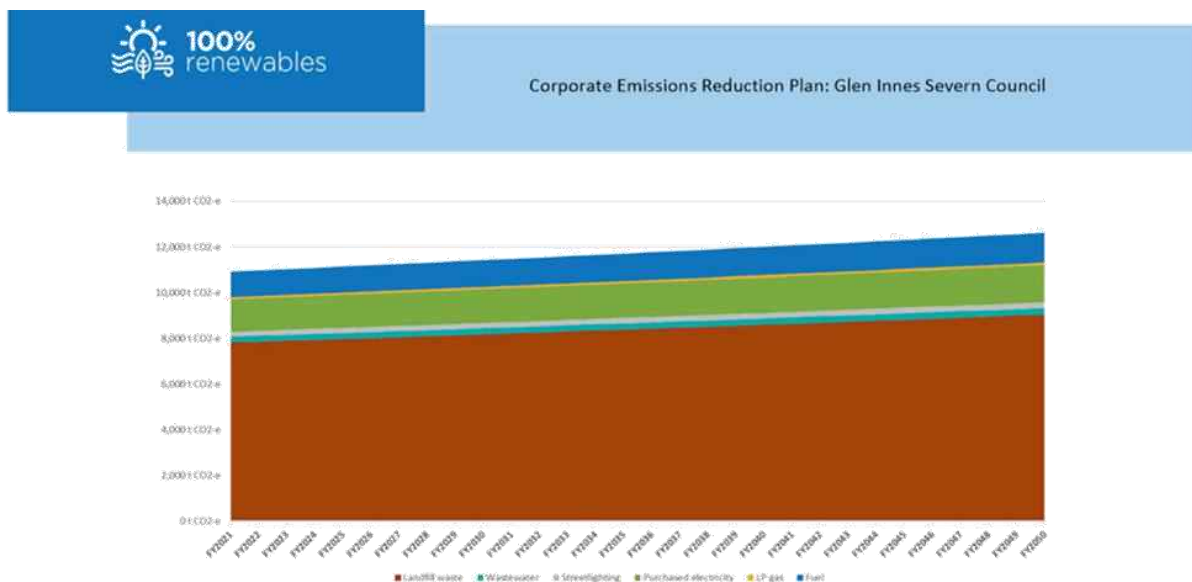


FIGURE 15: GLEN INNES SEVERN COUNCIL - BUSINESS-AS-USUAL TOTAL EMISSIONS PROJECTION



4 Opportunities to reduce carbon emissions

Glen Innes Severn Council's pathway towards net zero emissions will be affected by factors both within and outside its influence. It is recommended that Council review the CorERP every 4 years in line with the delivery program cycles. Furthermore, it is also recommended that Council integrate the emissions reduction plans into the Integrated Planning and Reporting Framework, and embed climate change mitigation and risk plans into their 4-year planning and 1-year budget cycles. The following seven actions reflect measures that Council can implement that will help to drive emissions down.

- Implement the Renewable Energy Action Plan
 - The REAP was adopted in 2020 and is updated in this CorERP, including renewable energy power purchasing.
- Develop a low emissions fleet strategy
 - A low emissions / EV transition strategy should be developed and integrated into fleet planning.
- Develop a gas transition plan
 - LP Gas is used to heat water for Glen Innes pool and in several other facilities. Switching to electricity for heating, cooking and hot water supplied with renewables will eliminate gas-related emissions.
- Reduce emissions from waste
 - Align waste management strategies with the NSW Waste and Sustainable Materials Strategy 2041, including emissions reduction targets such as an 80% recovery rate from all streams, a 50% reduction in organics to landfill, and a 10% waste generation reduction per person.
- Offsetting / insetting
 - Evaluate opportunities for eliminating residual emissions through offsetting or the development of local carbon sequestration opportunities. Regional councils and businesses are likely to be important in terms of their ability to sequester carbon through land-based actions like tree planting, revegetation and land management practices. Council could also consider being a buyer of offsets to achieve its emissions reduction goals.
- Sustainable procurement
 - While not part of Council's carbon footprint at this time, start to develop and implement sustainable procurement opportunities to reduce emissions in Council's value chain.
- Sustainable funding mechanisms that can help to deliver the ERP
 - A Revolving Energy Fund (REF) or similar mechanism, allied to grants can help to unlock funding to implement emissions reduction measures.

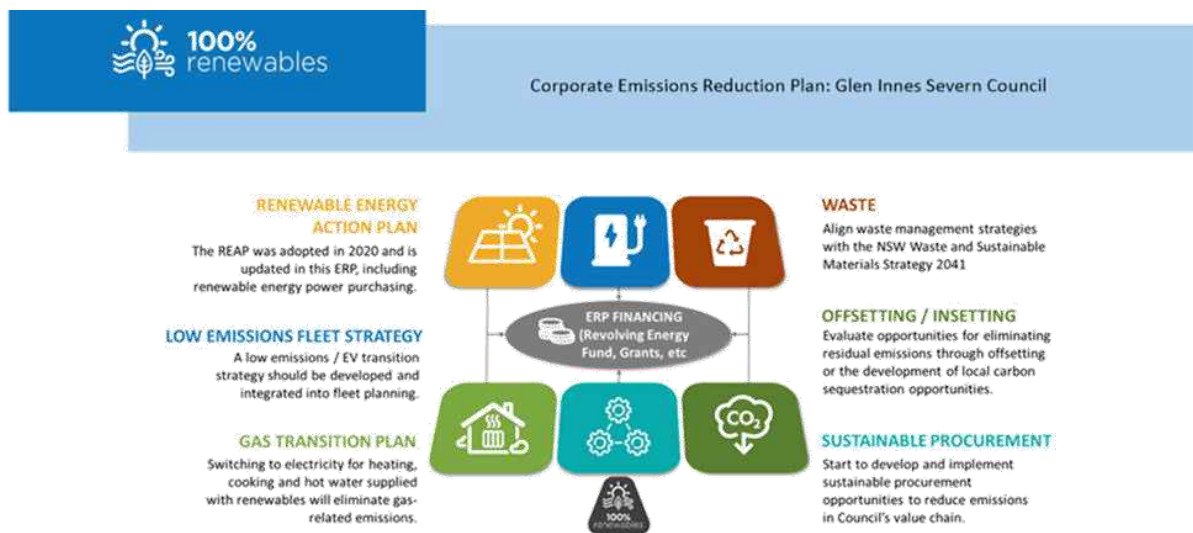


FIGURE 16: EMISSIONS REDUCTION PLAN FOR GLEN INNES SEVERN COUNCIL



4.1 Implement the Renewable Energy Action Plan (electricity)



Description

Glen Innes Severn Council adopted their Renewable Energy Action Plan in 2020. This set out a number of measures that Council could implement to reduce emissions associated with energy use, including electricity, LP gas and fleet.

At this time, few actions in the REAP have progressed, the operation of some of Council's facilities has changed (for example the Beardy Weir pump / offstream storage and water treatment plant), and Council has progressed with its development of a sports hall and other facilities near the Glen Innes pool facility.

As part of this project key stakeholders were engaged, and recommendations provided regarding the continuing feasibility and recommended timing of REAP actions. An updated set of action plans is included in this CorERP, tabulated below. Note that actions to reduce energy use associated with gas and fleet are extracted from this plan and are reflected in the separate suggested plans for gas transition to electricity and electrification of fleet over time.



Scope for abatement

Council's REAP identified that short and medium term initiatives could reduce Council's electricity use by 22%, with an associated reduction in greenhouse gas emissions. With the streetlighting upgrade completed some of these savings are already being realised. Minor changes to the recommended short and medium term plans mean there are small changes in remaining savings potential, with further electricity use reduction of around 15% feasible.

The implementation of renewable energy supply purchasing as part of Council's electricity purchasing can increase abatement to 1,622 t CO₂-e.



Risks and mitigation

Risks associated with energy efficiency and solar projects are generally small and can be managed with effective design, specification and management systems. Once implemented, having an effective maintenance system in place is the most suitable way to sustain savings over the long term.

Purchasing electricity from renewables typically involves risks that are different from traditional electricity purchasing, with contract duration, wholesale electricity market volatility, counterparty and other risks usually taken into account. A key objective of organisations in buying renewables is to aim to secure supply pricing over the medium to long term that is comparable to or better than 'regular' grid supply and is de-risked. Council can consider entering into a buying group as many other local councils have done, helping to secure better pricing through larger volume supply agreements.



**Costs and
benefits**

The REAP indicated costs of around \$750,000 and annual cost savings of close to \$200,000 for short and medium term energy efficiency and solar PV initiatives. Implementation of the planned streetlighting upgrade has occurred, and the suggested switch from LP gas to electric heat pumps is accounted for under the 'gas transition strategy'. Additional solar PV at the offstream storage facility and the new water bore may not be feasible, however solar on the new sports stadium may offset the removal of these projects in the short to medium term.

As such it is expected that further short and medium term initiatives will cost Council in the order of \$300,000 with potential annual savings of around \$70,000 and a simple payback of a little over 4 years.

The adopted REAP remains a key document and plan of Council's and details of the estimated costs and benefits of REAP projects are included in this document.

TABLE 10: GLEN INNES SEVERN COUNCIL SHORT TERM PLAN

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
Emmaville Mining Museum	Solar PV	Install 2 kW solar PV system on the main roof	Short	Short
Glen Innes new sports stadium	Energy Efficiency	Ensure energy efficiency in terms of design, lighting and HVAC systems	Short	Short
Glen Innes - Beardy Waters Pumping Station	Energy Efficiency	As water is now pumped from the Beardy Weir to the offstream storage and not the water treatment plant, it is recommended to replace the existing 315kW pumps with smaller pumps with VSD due to the reduced pressure drop and distance, and assess the scope to pump more in offpeak times.	Short	Short
General Supply or single rate tariff sites	Tariff and Electricity Contract	Several medium to large sites are billed under a small sites contract, and the case for these to be on a 'large sites contract' and/or to review the underlying network tariffs should be assessed. Interval data allied to large contract sites retail rates and the published Essential Energy tariffs based on sites' annual consumption can enable this analysis to be carried out and may highlight potential cost savings. Examples of sites on the small sites contract include Glen Innes pool (137 MWh pa), the Red Range bore (97 MWh pa) and the RFS building (98 MWh pa).	Short	Short
Glen Innes Depot	Energy Efficiency	Replace all lights in the depot with LED technology	Short	Short
Glen Innes Town Hall	Energy Efficiency	Replace all lights in the Town Hall and adjacent offices with LED technology	Short	Short
Glen Innes Town Hall	Solar PV	It is recommended to install approximately 32kW solar PV system at Town Hall (this may be developed in	Short	Short



Corporate Emissions Reduction Plan: Glen Innes Severn Council

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
		stages, starting with a system on the rear (east) roof).		
Glen Innes Visitor Information Centre	Energy Efficiency	Upgrade lights to LED in the VIC and bus station, control outside lights on a PE cell	Short	Short
Glen Innes Visitor Information Centre	Solar PV	Install a 5 kW solar array on the roof of the VIC (north slope at the main entrance or potentially on the west side	Short	Short
Glen Innes Water Treatment Plant	Solar PV	Option 1: Install a 20 kW solar array at the WTP (subject to roof assessment).	Short	Short
Streetlighting	Energy Efficiency	Upgrade all non-LED streetlights to LED technology in line with the proposal received from Essential Energy.	Short	Completed
Electricity	Purchasing	Become more informed about renewable energy purchasing via PPAs – e.g. via Council's energy advisor/s, by joining groups such as the Business Renewables Centre – Australia (BRC-A – free) and by engaging with other Councils in your region and with some who have signed PPAs.	Short	Short
		Consider forming or joining a buyers' group that is interested in investigating and pursuing renewable energy PPAs and engaging with retailers and market experts to progress this opportunity over time.	Short	Short
Electricity	Purchasing	Progress (if feasible financially) with the procurement of a proportion of Council's electricity from renewables, alone or in a buyers' group (e.g. with other local councils).	Medium	Short
Glen Innes Sewerage Treatment Plant	Power Factor	Install ~65 kVAR of PFC equipment to correct power factor to 1 (refer to Table 11 and Table 12) OR Check the operation of the existing power factor correction equipment	Short	Short
Glen Innes offstream Storage	Energy Efficiency	Try to align the site consumption with the existing solar PV generation to maximise the self-consumption and hence, the savings (Figure 13)	Short	Short
Performance of Solar PV	Solar PV	Investigate the performance of existing solar PV at all facilities, including the Offstream Storage in particular. It would be prudent to implement monitoring systems for all solar PV systems.		Short



TABLE 11: POWER FACTOR ASSESSMENT

Month	PF (Peak)	Peak demand	PF (Shoulder)	Shoulder demand	PF (Off-peak)	Off-peak demand
January	0.88	118 kVA	0.87	123 kVA	0.87	112 kVA
February	0.87	119 kVA	0.87	122 kVA	0.91	116 kVA
March	0.87	123 kVA	0.87	122 kVA	0.88	111 kVA
April	0.86	124 kVA	0.86	125 kVA	0.87	99 kVA
May	0.87	125 kVA	0.86	125 kVA	0.88	111 kVA
June	0.88	114 kVA	0.88	119 kVA	0.88	100 kVA
July	0.95	105 kVA	0.94	109 kVA	0.95	92 kVA
August	0.94	111 kVA	0.92	112 kVA	0.95	111 kVA
September	0.93	115 kVA	0.93	118 kVA	0.91	109 kVA
October	0.91	114 kVA	0.85	118 kVA	0.96	97 kVA
November	0.93	116 kVA	0.93	117 kVA	0.93	116 kVA

The table above shows the maximum apparent power for each month during peak, shoulder and off-peak hours. The associated reactive power calculation is shown in the table below.

TABLE 12: POWER FACTOR CORRECTION ASSESSMENT

Month	Peak demand	Shoulder demand	Off-peak demand
January	55 kVAr	61 kVAr	54 kVAr
February	58 kVAr	60 kVAr	49 kVAr
March	60 kVAr	61 kVAr	53 kVAr
April	64 kVAr	64 kVAr	49 kVAr
May	62 kVAr	63 kVAr	53 kVAr
June	54 kVAr	56 kVAr	47 kVAr
July	31 kVAr	37 kVAr	29 kVAr
August	39 kVAr	43 kVAr	35 kVAr
September	42 kVAr	42 kVAr	44 kVAr
October	47 kVAr	62 kVAr	29 kVAr
November	43 kVAr	44 kVAr	42 kVAr

It is estimated from the table above that a capacitor size of ~65kVAr would be required at the facility to make the power factor unity, and hence reduce the demand charges.

TABLE 13: GLEN INNES SEVERN COUNCIL MEDIUM TERM PLAN

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
Emmaville Mining Museum	Energy Efficiency	Replace all lights in the museum with LED technology	Medium	Medium
Glen Innes new sports stadium	Solar PV	Assess whether solar installed on the new stadium roof can be used to supply both the pool complex and the stadium, including an assessment of the feasibility of battery storage. Based on plans provided a 99.5kW solar PV system on the main roof may be feasible. The assessment may link	Medium	Medium



Corporate Emissions Reduction Plan: Glen Innes Severn Council

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
		to the feasibility of installing heat pumps to replace the boilers that heat the pool.		
Glen Innes Depot	Solar PV	Install 12 kW solar for the main building (modelling was performed with this on the roof facing Coronation Ave)	Medium	Medium
Glen Innes offstream Storage	Solar PV	Install a further 50 kW solar PV subject to confirmation with Essential Energy of any limitations there may be on this expansion	Medium	Medium
Deepwater Water Treatment	Solar PV	Install ground mount solar PV system to serve the WTP – a 3 kW system was modelled but options from 3 kW to 5 kW should be investigated	Medium	Medium
Glen Innes Sewerage Treatment Plant	Solar PV	Install 50 kW of ground-mount solar PV at the STP in addition to the 12 kW system already installed.	Medium	Medium

TABLE 14: GLEN INNES SEVERN COUNCIL LONG TERM PLAN

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
Emmaville Pool	Energy Efficiency	Investigate the scope for energy savings from VSD control of the main pool pump	Long	Long
Glen Innes new sports stadium precinct: on-street and off-street solar car parks	Solar PV	The car parking areas in the new precinct can accommodate ~550kW of solar PV. In future and depending on the energy demand in the precinct and future electric vehicle charging there may be an opportunity to develop some of this potential. Coupling solar PV systems with properly sized battery systems can help to increase the use of clean energy in Glen Innes and provide added opportunities for demand response. Potential energy demand that can be served includes the pool, sports stadium, EV charging and oval lights and amenities.	Long	Long
Glen Innes Pool	Energy Efficiency	Investigate the scope for energy savings from VSD control of the pools pumps	Short	Long
Glen Innes Water Treatment Plant	Solar PV	Install a further 30 kW solar array at the WTP - on the west / south-west of the site when trees in this area have been cleared.	Long	Long
Glen Innes Saleyards	Energy Efficiency	Replace all lights in the saleyards with LED technology (potential future project or replace on fail).	Long	Long
Glen Innes Depot	Battery for existing solar PV	Install a battery on to the small account solar PV system to reduce export to grid. Even though depot is closed at night time, lights, fridges etc. will continue to run. There may be benefit when the excess	Long	Long



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Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
		solar PV is captured by the batteries which can be later used at night to offset the grid consumption.		
Glen Innes Visitor Information Centre	Solar PV + Battery	Install an added 5 kW solar PV on the west roof of the VIC plus a 10 kWh battery to service the VIC account. Even though the visitor information centre is closed at night time, lights, fridges etc. will continue to run. There may be benefit when the excess solar PV is captured by the batteries which can be later used at night to offset the grid consumption.	Long	Long
Deepwater Water Treatment	Solar PV	Expand solar to meet most of the WTP's energy demand	Long	Long
Glen Innes Sewer Treatment Plant	Hydrogen and Oxygen production	Consider installing electrolyzers at site which could use the clean, treated wastewater to produce hydrogen. The hydrogen produced could be used to generate electricity via a fuel cell or could be stored and sold. The oxygen produced as part of the electrolysis could be used to aerate the treatment plant.	NA	Long

TABLE 15: CONTINUOUS IMPROVEMENT MEASURES

Site	End use equipment	Energy saving option
Council facilities / buildings	Lighting	Other sites will also have a range of lighting, including older fluorescent lamps and halogen or CFL downlights. Council will see added savings over time as these are replaced with LED lights on fail – in general most other lights will have low utilisation and a bulk replacement is not justified.
Council facilities / buildings	HVAC	Air conditioning at Council's sites is generally supplied by split system AC units. Replacement is generally not justified for energy savings (even with part subsidies it is likely paybacks would be several years), and controls are generally user-managed. The opportunities for Council to improve the energy efficiency of air conditioning include: <ul style="list-style-type: none"> - Review the design of planned new systems, - Implement sustainable procurement practices based on the 2017 Sustainable Procurement Guide for NSW local governments (https://www.lgns.gov.au/files/imce-uploads/127/esstam-sustainable-procurement-guide-30.05.17.pdf) or similar
Council facilities / buildings	Power & appliances	Power and appliances represent a fairly modest % of Council's electricity use, including servers that run 24/7, office equipment such as computers, copiers and printers, and appliances like fridges, boiling water units, microwaves, dishwashers and televisions.



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		<p>The opportunities for Council to continue to improve the energy efficiency of office equipment and appliances include:</p> <ul style="list-style-type: none">- Implement sustainable procurement practices based on the 2017 Sustainable Procurement Guide for NSW local governments- Making procurement and facilities management / maintenance staff aware of appliance replacement program incentives that may encourage them to replace old inefficient fridges and TVs (https://energysaver.nsw.gov.au/business/discounts-and-incentives)
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4.2 Develop a low emissions fleet strategy



Description

Transport emissions are the third largest source of GHG emissions for Glen Innes Severn Council. Council is currently using a few hybrid vehicles for community service and has one EV pool car, which are tangible steps towards sustainable transport. There are several steps that Council can take to continue a shift of its vehicle fleet to lower emissions. These include demand management through driving practices, selecting smaller and fuel-efficient vehicles, and including hybrid cars as options for passenger cars and Utes within its current fleet, as well as considering additional EVs for high use passenger vehicles. Future opportunities such as hydrogen vehicles may play a role in a wider analysis of sustainable transport opportunities for Council. In this plan the focus is on electrification of vehicles. The actions below are updated from the REAP that was adopted in 2020.

TABLE 16: GLEN INNES SEVERN COUNCIL SHORT TERM PLAN FOR TRANSPORT

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
Transport	Planning	Review short, medium and long term strategies to reduce emissions from transport. Continue to support the development of EV charging infrastructure on Council land and by supporting local businesses. Assess the costs and benefits of more hybrid and EV passenger cars within council's petrol fleet for new leases.	Short	Short

TABLE 17: GLEN INNES SEVERN COUNCIL MEDIUM TERM PLAN FOR TRANSPORT

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
Glen Innes new sports stadium precinct: on-street and off-street solar car parks	EV charging station	Explore the opportunity to install EV chargers in the car parking planned for the sports stadium precinct.	Long	Medium
Transport	Electric Fleet	Implementation of sustainable transport measures, potentially including increased switch to hybrid passenger vehicles and Utes, and potentially more electric passenger vehicles. Review sustainable transport plans as this area is evolving rapidly.	Medium	Medium



Added to these measures, Council can consider updating its Fleet and Plant Policy document to highlight the emergence of EV options and the likely future electrification of many categories of vehicle, and the associated opportunity for emissions reduction through more widespread uptake of EV as these become commercially available and cost effective.

EV charging infrastructure

In January 2022 the Electric Vehicle Council reported that there were 291 fast charging and 1,580 regular charging stations in Australia¹⁵. Locations of these public chargers are readily accessible, see below¹⁶. Increasing numbers of private chargers are also being installed, retrofitted to homes and businesses as well as designed into new buildings.



FIGURE 17: AUSTRALIA'S EV CHARGING NETWORK, JANUARY 2022 (PLUGSHARE)

In Glen Innes there are two public chargers, one installed by Council at the Visitor Information Centre and one at the showground, as well as a rapid charger installed by NRMA at Town Hall as part of their fast charge rollout program across NSW. The towns near Glen Innes are increasingly well served by EV charging infrastructure, including DC rapid chargers in Grafton, Coffs Harbour and Tamworth.

It is understood from the stakeholder engagement meetings that Council has purchased one EV which is currently used as a pool car. It is also understood that Council has been using RAV4 hybrid cars for community service. Current and continued growth in EV and its charging infrastructure will facilitate uptake of EVs,

¹⁵ <https://electricvehiclecouncil.com.au/reports/state-of-electric-vehicles-march-2022/> p10

¹⁶ <https://www.plugshare.com/>



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and Council should continue to develop and enable the implementation of chargers in the region. It should be noted that many public chargers are being installed in hotels and motels, with local businesses seeking to provide charging for guests driving EVs.



FIGURE 18: EV CHARGING NETWORK IN AND NEAR GLEN INNES, JANUARY 2022 (PLUGSHARE)

NSW Government support for electric vehicles

NSW Government's Net Zero Plan 2020-2030 is developing a range of measures that will start to shape the future of transport in the State. Current measures under development in relation to electric vehicles (EV) include:

- Financial support for purchasing EVs, including:
 - Removal of stamp duty for BEVs under \$78,000 from Sept 2021
 - From 1 Sept 2021, \$3,000 rebates for up to 25,000 EVs sold for under \$68,750
- EV infrastructure including:
 - \$171 million over four years for ultra-fast charging, EV commuter corridors, destination charging in commuter carparks and regional tourist locations
- Transport Consumer Information
- Fleet optimisation including pilots for vehicle-to-grid and base charging
- EVs in Government fleet, including:
 - Fleet incentives for local councils via reverse auctions
 - NSW Government will electrify its fleet by 2030, with 50% EV procurement by 2026
- Electric buses/trucks



Projected growth in electric vehicles

The NSW Government's Electric Vehicle Strategy¹⁷ forecasts that EVs are expected to make up 52% of new car sales in 2030-31 and it is the NSW Government's objective to achieve that uptake and see most new car sales as EVs by 2035.

Where fuelled with regular grid power in NSW, EVs currently have higher operational emissions than hybrids, whereas where fuelled from renewables this is not the case. As the grid changes with retirements of coal fired power stations, this situation will change and emissions from EVs will become less than those from hybrids.

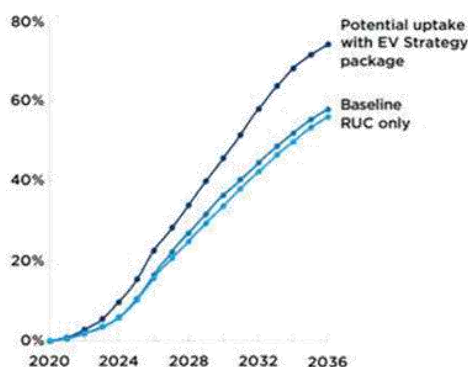


FIGURE 19: NSW GOVT EV STRATEGY: FORECAST SHARE OF BEVs IN ANNUAL SALES

Availability of electric passenger vehicles in Australia

According to the Electric Vehicle Council¹⁸, Australians now have access to 34 passenger EV models from 15 carmakers. There are currently more PHEV models on the Australian market than BEVs.

Corporate and government fleets make up more than 50% of new EV sales, and many Councils are now developing long term transport strategies that explicitly include a shift in their fleet to low and ultimately zero-emissions fleet.

Commercial Electric Vehicles in Australia

The EV Council also reports that the van and truck sector has grown substantially in the last six months, with the sector now having access to 21 different vans and trucks. The EV Council report forecasts that several more models are coming on to

¹⁷ <https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Climate-change/nsw-electric-vehicle-strategy-210225.pdf>, p30

¹⁸ <https://electricvehiclecouncil.com.au/reports/state-of-electric-vehicles-march-2022/>, pg 1



the Australian market, but that there is a need for a nationally coordinated approach for this category.



Scope for abatement

The scope for emissions reduction for GISC from transport measures is around 1,126 t CO₂-e inclusive of both scope 1 and scope 3 emissions. The speed of emissions reduction will depend on the rate of adoption of EVs and hybrids, and on the selection of renewable energy as the fuel source for EVs.



Risks and mitigation

GISC should assess the range of factors influencing the uptake of EVs for different types of vehicle users – wholly owned by GISC, salary-sacrificed by staff, or driven by contractors. Factors will include:

- Whole of Life costing basis that considers purchase price, incentives, resale, and operating costs including electricity price
- Range and charging infrastructure
- Fitness for purpose
- Availability, serviceability, warranties



Costs and benefits

Policies to incentivise the purchase of electric vehicles for consumers have been developed by several state and territory governments. Upfront subsidies, interest-free loans, reduced registration, and stamp duty exemptions are methods for the government to increase the uptake of EVs in the consumer market.

NSW government offers a stamp duty discount of \$1,500 and a further subsidy of \$4,000 for EVs that are priced under \$50,000¹⁹

¹⁹ <https://electricvehiclecouncil.com.au/reports/state-of-electric-vehicles-march-2022/>, pg 15



4.3 Develop a gas transition plan



Description

Gas use at Council is dominated by boilers for pool heaters at Glen Innes. Pool heating can be achieved with electric heat pumps which, where supplied with renewable energy, offer a zero-emissions pathway for pool heating.

Solar panels allied to heat pumps may provide a lower cost solution to energy and lower GHG emissions in future. Given the high cost of LPG, Council should investigate this project in the short to medium term.

Smaller or less utilised gas equipment can be phased out as equipment reaches the end of its useful life and requires replacement. There are a wide range of electric technologies – like heat pumps, hot water heaters, induction cooking, electric BBQs that can readily replace gas-operated technologies.

Actions from the REAP that will accelerate the gas transition to electric are shown below.

TABLE 18: GLEN INNES SEVERN COUNCIL MEDIUM TERM PLAN – GAS TRANSITION

Site	Category	Energy saving option	2018/2019 REAP timing	Revised timing
Glen Innes Pool	Fuel Switching & Solar PV	Investigate the case for replacing solar matting and gas boilers with heat pumps and roof-mounted solar PV. Include an assessment of just switching from gas boilers to heat pumps and leaving solar matting in place, with ground mount solar on the northern end of the complex or the new sports stadium.	Short	Medium

Underpinning a gas transition plan should be a commitment or policy by Council to the effect that it seeks to transition to electric technologies powered with renewables over a reasonable timeframe.



Scope for abatement

The potential for abatement is 98 t CO₂-e. The boilers for pool heaters have the largest gas consumption, representing 90% of the total gas consumption.



Risks and mitigation

Risks and mitigation strategies should consider technology itself. In the case of switching gas boilers and hot water heaters to heat pumps, the type, proper sizing, ability to operate at low temperatures in winter and other performance factors have to be considered.



A budget of \$150,000 was estimated in the REAP to develop a heat pump solution with solar PV for the Glen Innes pool, with a simple payback of less than 3 years. It is recommended that Council review the costings for this initiative, and assess



100%
renewables

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Costs and
benefits

the potential for this project to generate energy efficiency credits via the NSW Energy Savings Scheme, which has introduced a new incentive rule for heat pumps.

The costs and benefits of switching over other gas equipment to electric should be evaluated at the end of life of existing equipment, or based on a cost-benefit assessment where gas use and rates are high.



4.4 Reduce emissions from waste



Description

Landfill waste generated 7,753 t CO₂-e based on waste data provided for FY2021, which accounts for 71% of Council's total GHG emissions. At this time there is no FOGO service, no gas recovery, and overall recycling rates are at around 20%. As Council's largest source of operational emissions, a greater focus on this from an emissions perspective is warranted going forward.

Council has recently developed a new Waste Strategy, which brings together three key documents that assess waste management needs, recycling options, and a financial analysis of options.

The waste management needs assessment recognises the goals of national and State-level waste management strategies to (among other objectives) reduce emissions from waste. The NSW Waste and Sustainable Materials Strategy 2041²⁰ aims to achieve the following targets for landfill waste by 2030:

- Implement measures to achieve 10% waste reduction per person
- Increase FOGO services to achieve 50% organics collection
- Implement waste diversion from landfill to achieve 80% recovery rate

At a regional level, Glen Innes Severn Council is part of the Northern Inland Regional Waste (NIRW) group. NIRW is a regional waste group in the New England and North West region of NSW. The group works collaboratively for better regional outcomes in waste management and resource recovery. NIRW leads several programs and addresses issues using a strategic regional approach. The development of this strategy has included initial engagement with NIRW, who are actively examining the options and opportunities at a regional level that can respond to the WASM2041 including its goals for emissions reduction. Across the region this may assess the scope for gas capture, rollout of FOGO in the region and options for processing at new or existing facilities within councils, in-region or out of region, engagement with the NSW EPA, options for consolidation of landfill operations and conversion to waste transfer stations (WTS), opportunities for greater recovery rates, landfill life among other aspects.

For this Corporate Emissions Reduction Plan, reducing emissions from waste represents a medium to long term strategy. Short term measures can include:

- Initially it is recommended that Council actively engage at a local and regional level with its suppliers, NIRW, other local councils and NSW Government to be part of discussions around measures, policies and funding that will support regional NSW action on emissions from waste. Working with NIRW presents opportunities to consult and collaborate with the broader region to understand the shared challenges. The group can provide effective and meaningful programs that may not be achievable by one Council alone.
- Council, as part of the adoption of this CorERP, can also consider agreeing in principle to achieving the key emissions-related targets of the NSW WASM 2041, with firm commitment to targets pending the development of feasible solutions for regional local governments.

²⁰ [NSW Waste and Sustainable Materials Strategy 2041](#)



Corporate Emissions Reduction Plan: Glen Innes Severn Council

- Potential funding opportunities for Council and at a regional level that can help to progress initiatives that will move Council towards lower emissions solutions should be reviewed and taken up where these align with Council's priorities and available resources.
- New or continued education initiatives aimed at reducing waste, improving recycling practices and encouraging local composting solutions, for example.
- The potential impact of new measures – e.g. conversion to WTS, FOGO trials and rollout, education, increasing recovery rates, etc – should be evaluated based on costs, benefits, waste charges and other aspects.

**Scope for abatement**

The impact of achieving all of the goals of the WASM 2041 as they relate to emissions reduction has not been modelled at this time. Based on analysis for other councils it is likely that emissions reduction of more than 60% is feasible, which would have a significant on Council's carbon footprint.

Key to the assessment of the potential benefits are both the feasibility and cost effectiveness of new measures at a regional level, and the ability for Council to get and maintain good data sets in particular on organic content going to landfill.

**Risks and mitigation**

Achieving emissions reduction targets for waste is integral to Council's ability to achieve net zero emissions. With recycling rates at just 20%, no organics collection in place, and with a small population base spread over a large geographic area, there will be numerous risks and challenges to Council in developing and implementing feasible waste management solutions that can achieve the emissions reduction targets.

Collaborating regionally and with NSW Government is the main approach that is recommended to identify and mitigate risks to Council and the region, together with thorough assessment of the costs and benefits of individual measures as they apply to Glen Innes Severn Council's situation.

**Costs and benefits**

Costs and benefits associated with Council's waste management abatement measures are not estimated as part of this project.

4.5 Offsetting / Insetting



Description

In order to achieve net zero emissions by or before 2050, Council may have to consider the role of carbon offsets, whether through purchasing offsets or by creating its own offsets through sequestration. Aside from Council's own emissions, there may be opportunities for Council to utilise land to sequester carbon that other entities may wish to purchase. This could potentially be done by Council, or in collaboration at a regional level and with agriculture businesses.

Buying carbon offsets is a common strategy for organisations that wish to be net zero or carbon neutral now, and who then seek to reduce emissions over time so that their offset liability reduces. High quality offsets from both local and international abatement activities can include:

- Australian Carbon Credit Units (**ACCUs**) issued by the Clean Energy Regulator in accordance with the framework established by the Carbon Credits (Carbon Farming Initiative) Act 2011 which has now been amended to establish the Emissions Reduction Fund (ERF).
- Certified Emissions Reductions (CERs) issued as per the rules of the Kyoto Protocol from Clean Development Mechanism (**CDM**) projects, with some exceptions.
- Removal Units (**RMUs**) issued by a Kyoto Protocol country on the basis of land use, land-use change and forestry activities under article 3.3 or 3.4 of the Kyoto Protocol.
- Voluntary Emissions Reductions (VERs) issued by the **Gold Standard**.
- Verified Carbon Units (VCUs) issued by the **Verified Carbon Standard** (VCS).



Developing land and other projects to create carbon offsets

The Emissions Reduction Fund is Australia's current mechanism to reduce greenhouse gas emissions through a reverse auction scheme. Examples of eligible carbon farming methods under the ERF are planting trees, storing carbon through restoring mangroves and tidal marshes, storing carbon in soil, capturing landfill gas and the implementation of FOGO.

If Council has large parcels of land and/or develops FOGO solutions for example, it may be able to participate in the carbon farming market, generate carbon offsets under the Emissions Reduction Fund (ERF) or international carbon offset standards, and then sell them to generate income. Offsets could be sold to the ERF, to the secondary market in Australia or overseas. Offsets created could be used to reduce Council's own emissions, as well as sell to others depending on the amount of land available.



The scope for abatement from offsetting / insetting is not known. For Council's operations the amount of offsets required would ideally correspond to any shortfall



Corporate Emissions Reduction Plan: Glen Innes Severn Council

Scope for abatement between actual emissions and a net zero emissions position, with mitigation measures ideally reducing emissions by at least 90% in the long term.

Based on Council's land, its suitability for use to develop offsets and the amount of carbon that could be sequestered, there may be opportunities beyond simply offsetting Council's own emissions, and to create new income streams and opportunities for others to reduce their emissions. This is an increasing focus area of NSW Government. The development of FOGO opportunities may provide further opportunities for offset creation.



Risks and mitigation

Local assessments based on current and planned tree plantings, the actual size and condition of available areas, and other local factors should be used to develop more correct estimates of the carbon sequestration potential.

If Council considers purchasing carbon offsets, Council should conduct due diligence of the carbon offsets to determine its integrity and alignment to Council's values.



Costs and benefits

Carbon offsetting is suggested as a potential long term strategy for Council, and costs and benefits for this are not assessed in this CorERP.

4.6 Sustainable funding mechanisms that can help to deliver the CorERP



Description

Revolving Energy Fund

GISC can consider the establishment of a Revolving Energy Fund in future to assist with the sustainable funding of initiatives that help to drive Council's emissions down and increase renewable energy.

A Revolving Energy Fund (REF) is a sustainable funding mechanism, whereby savings from sustainability projects are tracked and used to replenish the fund for the next round of investments. In this way, funds used for energy efficiency, renewable energy, and potentially other sustainability projects can be spent multiple times to drive emissions reduction, energy and cost savings. REFs allow a monetary investment to be spent a number of times (through reinvesting energy cost savings) without reducing its value. Several options exist in terms of how a REF would operate:

- It could start with seed funds that do not need to be repaid, such as a % of funds from an environmental levy or similar. Savings from efficiency and renewable energy measures are returned to the REF and used to fund future initiatives.
- Savings are largely returned to project owners so that they see the savings on their bottom line, with some savings retained in the REF to fund new measures.
- The REF operates as a loan fund with savings repaid into the fund before project owners have access to the savings. This way, the initial fund level is maintained and can be added to over time.
- The REF could be set up to be a contestable funding source. Projects would need to meet and be scored against agreed criteria to be eligible to apply for funding. Projects with the highest scores could receive funding from the REF.

The diagram below illustrates how a REF could operate.



FIGURE 20: REVOLVING ENERGY FUND – TYPICAL FUNDING CYCLE

Key to a successful REF is that it is sustainable and can fund projects that meet an organisation's goals, while achieving a balance between seed and top-up funds from the budget, returned savings from implementation of projects, and grant funds. The development of an implementation plan, plus an auditable project and savings



Corporate Emissions Reduction Plan: Glen Innes Severn Council

cashflow model for a REF is a good idea that can help with the design of the fund to ensure this outcome. An example of a REF cashflow model is shown below.

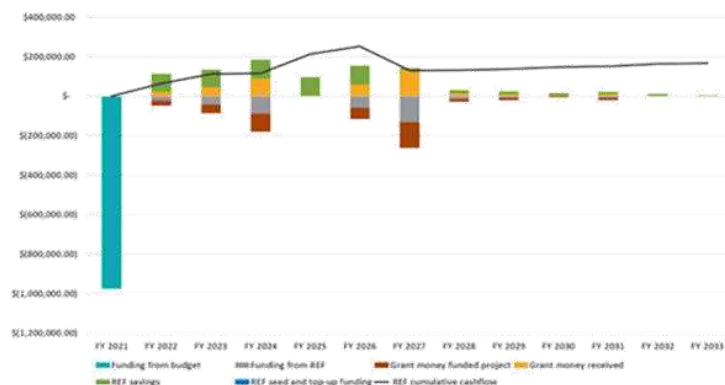


FIGURE 21: MODELLED CASHFLOW OF A REVOLVING ENERGY FUND



Scope for abatement

By itself, a planned approach to financing / funding of Council's abatement opportunities will not result in actual emissions reduction, but a planned approach to funding at abatement opportunities, Delivery Program and Operational Plan levels will help to sustain implementation to meet targets. A pro-active approach to identifying, prioritising and applying for grants – allied to having 'shovel-ready' projects will help GISC successfully attract funds that can accelerate implementation of the proposed emissions reduction plan.



Risks and mitigation

Without a planned, structured approach to the identification of projects to be implemented, and to the securing of budget or external funds to implement emissions reduction plan projects, there is a greater risk that opportunities are missed, and GISC does not achieve its goals within its target timeframe.



Costs and benefits

The main cost will be the allocation of staff resources and time to plan and implement agreed funding approaches, including management and engagement with internal and external stakeholders, documenting and following a grant application process, and if applicable establishing and managing a Revolving Energy Fund. Key to successful development and implementation of a REF over time is resourcing to manage and govern the emissions reduction plan as noted above.



5 Emissions reduction pathway to meet the FY2025, 2035 and 2050 targets

5.1 Stakeholder engagement

100% Renewables held a series of meetings with key stakeholders from Glen Innes Severn Council to get an insight into current actions that will have an influence on emissions, and to get input on potential new actions that can reduce emissions further over time. The stakeholder consultation summary is shown in the table below.

TABLE 19: SUMMARY OF STAKEHOLDER CONSULTATION

Key stakeholder	Area of discussion	Date
Keith Appleby	Wastewater treatment, water treatment, solar PV and fleet	16 th March 2022
Sam Price	Water treatment	16 th March 2022
Kane Duke	Infrastructure	16 th March 2022
Alison Leckie (NIRW)	Waste	12 th May 2022
Pramod Lamsal	Waste and environment	12 th May 2022

5.2 Pathway towards reaching net zero emissions by 2050

Resulting from meetings with stakeholders, 100% Renewables has built a potential emissions reduction pathway that Glen Innes Severn Council could implement to reduce its carbon footprint. It is noted that this is based on a combination of BAU assumptions as documented above, known initiatives such as renewable energy power purchasing and streetlighting upgrades, and on possible abatement pathways for sources such as transport and value chain emissions. The timing and scale of any of the measures may well change over time.

TABLE 20: KEY OPPORTUNITIES FOR GLEN INNES SEVERN COUNCIL TO REDUCE ITS CARBON FOOTPRINT

Emissions source	Scenario to reduce emissions	Timing
<i>Purchased electricity</i>	Establish PPA contracts as early as possible: 1. Supply renewable power for all large sites and streetlights 2. Supply renewable energy to small sites or buy standard power for small sites with an option to buy LGCs It is assumed that Council would continue purchasing renewable power after an initial contract expires, with this need potentially expiring when the grid is wholly or largely renewable.	From FY2023
<i>Electricity – on site solar PV and batteries</i>	Install new solar PV systems and batteries in the next several years which will increase onsite solar capacity. The following are the estimated sizes of the solar PV systems: 1. Emmaville Mining Museum - 2 kW 2. Glen Innes Town Hall - 32 kW 3. Glen Innes Visitor Information Centre - 5 kW 4. Glen Innes Water Treatment Plant - 20 kW 5. Glen Innes new sports stadium - 99.5 kW 6. Glen Innes Depot - 12 kW 7. Deepwater Water Treatment - 3 kW 8. Glen Innes Sewerage Treatment Plant - 50 kW	From FY203



Corporate Emissions Reduction Plan: Glen Innes Severn Council

Emissions source	Scenario to reduce emissions	Timing
	9. Glen Innes new sports stadium precinct: on-street and off-street solar carparks – up to 550 kW 10. Glen Innes Water Treatment Plant - 30 kW solar PV 11. Glen Innes Depot – installation of battery 12. Glen Innes Visitor Information Centre - 5 kW solar PV + 10kWh battery 13. Deepwater Water Treatment – expansion of solar PV 14. Glen Innes Sewer Treatment Plant – installation of electrolyzers and fuel cells	
Electricity – energy efficiency	Implement energy efficiency measures to achieve year-on-year electricity demand reduction. The following are some examples of measures that Council could implement: 1. Lighting upgrades to LEDs at facilities 2. At successive bulk streetlight upgrades, migrate to the latest LED technology and smart controls 3. Replacement of the existing 315kW pumps with smaller pumps with VSDs at Beardy Weir pumping station 4. Addition of VSDs on pool pumps as these are replaced 5. HVAC upgrades and humidity controllers at facilities 6. Load shifting to align with solar PV generation to increase the savings	From FY2023
LP gas	1. Replace LP gas boilers with electric heat pumps at Glen Innes pool 2. At end of life replace gas equipment with fit-for-purpose electric equivalent 3. Institute a policy to transition away from gas and to not use gas in new works	From FY2024
Transport fuel	1. The emission from transport is around 1,126 t CO ₂ -e inclusive of both scope 1 and scope 3. Council should increase the rate of adoption of EVs and hybrids, and select renewable energy as the fuel source for EVs 2. Amend Council's Fleet and Plant policy to reflect the emerging shift to electric and other low emissions fuels, and Council's endorsement of this direction and intent to migrate to these technologies as they become available, fit-for-purpose and cost effective	From FY2024
Landfill waste	Collaborate regionally, update Council's Waste Strategy and implement identified emission reduction projects and waste reduction measures to achieve the following NSW targets: 1. 10% waste reduction per person by FY2030 2. Increase FOGO capture to halve the amount of organics going to landfill by FY2030 3. Increase materials recovery rates to 80% by 2030	From FY2023



Appendix A

Grid decarbonisation



Description

In NSW there are five coal-fired power stations with combined 10,240 MW capacity that supply most of the State's electricity and make up most NSW electricity sector emissions (Liddell, Vales Point B, Eraring, Bayswater, Mt Piper).

The state is largely self-reliant for power, with this supplemented by interstate links as and when required. Since 2010 three coal-fired power stations with 1,744 MW of capacity have closed in NSW (Wallerawang C, Redbank, and Munmorah).

As more coal-fired power stations approach the end of their life – the five coal-fired stations above will likely close between 2023 and the early 2030s' – they are most likely to be replaced with renewable energy. This is most likely to be from large-scale wind and solar PV plants with battery storage, together with Distributed Energy Resources (DER) and demand-side measures.

In recent years several thousand MW of large-scale solar, wind energy and rooftop solar PV generation capacity has been built in NSW and much more is planned. In recent years rooftop solar installations have accelerated.

In September 2021 the NSW Government released the draft declaration of the Central-West Orana Renewable Energy Zone for exhibition. This process will ultimately formalise this REZ under the Electricity Infrastructure Investment Act 2020 and will lead to the development of some 3 GW of network capacity (the expressions of interest process elicited more than 27 GW of renewable energy and storage proposals). Recently, EOs closed for the New England REZ, where more than 8 GW of renewables and storage will be built in coming years. Other REZs' are proposed to be located at Hunter-Central Coast, Illawarra, and the South-West region of NSW.

Given this shift to renewable energy generation, the future carbon intensity of the NSW grid will decline. The grid emissions intensity will be influenced by a range of factors, and the Australian Energy Market Operator's (AEMO) draft Integrated System Plan 2022²¹ (ISP2022) models scenarios with differing assumptions for key influencing factors including demand drivers, DER uptake, emissions, large-scale renewable build cost trajectories, investment and retirement considerations, gas market settings and coal price settings, together with assumptions regarding policy settings and transmission infrastructure development.

The resultant scenario outcomes for penetration of renewable energy in the NEM is illustrated below, highlighting the increasing likelihood of a rapid transition to renewables.

The NSW Government's Electricity Infrastructure Investment Bill will facilitate the rapid transition to renewables in NSW, and ISP2022 forecasts reflect this.

²¹ AEMO: <https://aemo.com.au/consultations/current-and-closed-consultations/2022-draft-isp-consultation>



Corporate Emissions Reduction Plan: Glen Innes Severn Council

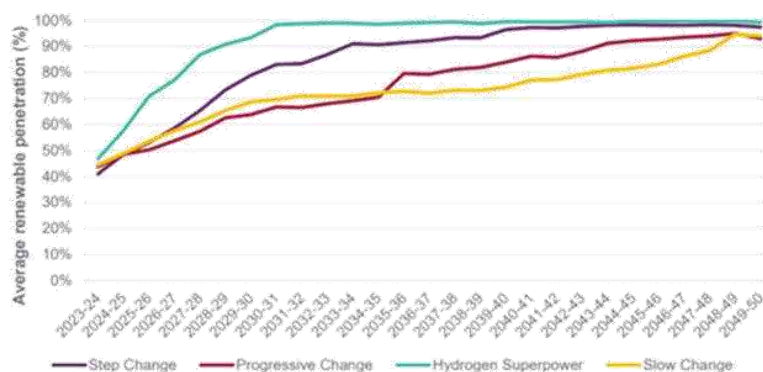


FIGURE 22: AEMO MODEL OF RENEWABLE ENERGY PENETRATION IN ISP2022 SCENARIOS (DRAFT)²²

Scope for abatement

The above potential change to the NSW grid carbon intensity would have a significant impact on energy related GHG emissions for Glen Innes Severn Council, with the potential for Council's electricity emissions to move towards zero emissions. Vehicle transition towards EV and fuel switching away from gas to electricity for heating will also see emissions decline over time as the grid becomes greener.

Under AEMO's current scenarios most of this impact will be seen by the late 2020s. Glen Innes Severn Council will see its electricity emissions decline at a faster rate through renewable energy power purchase agreements and other abatement measures.

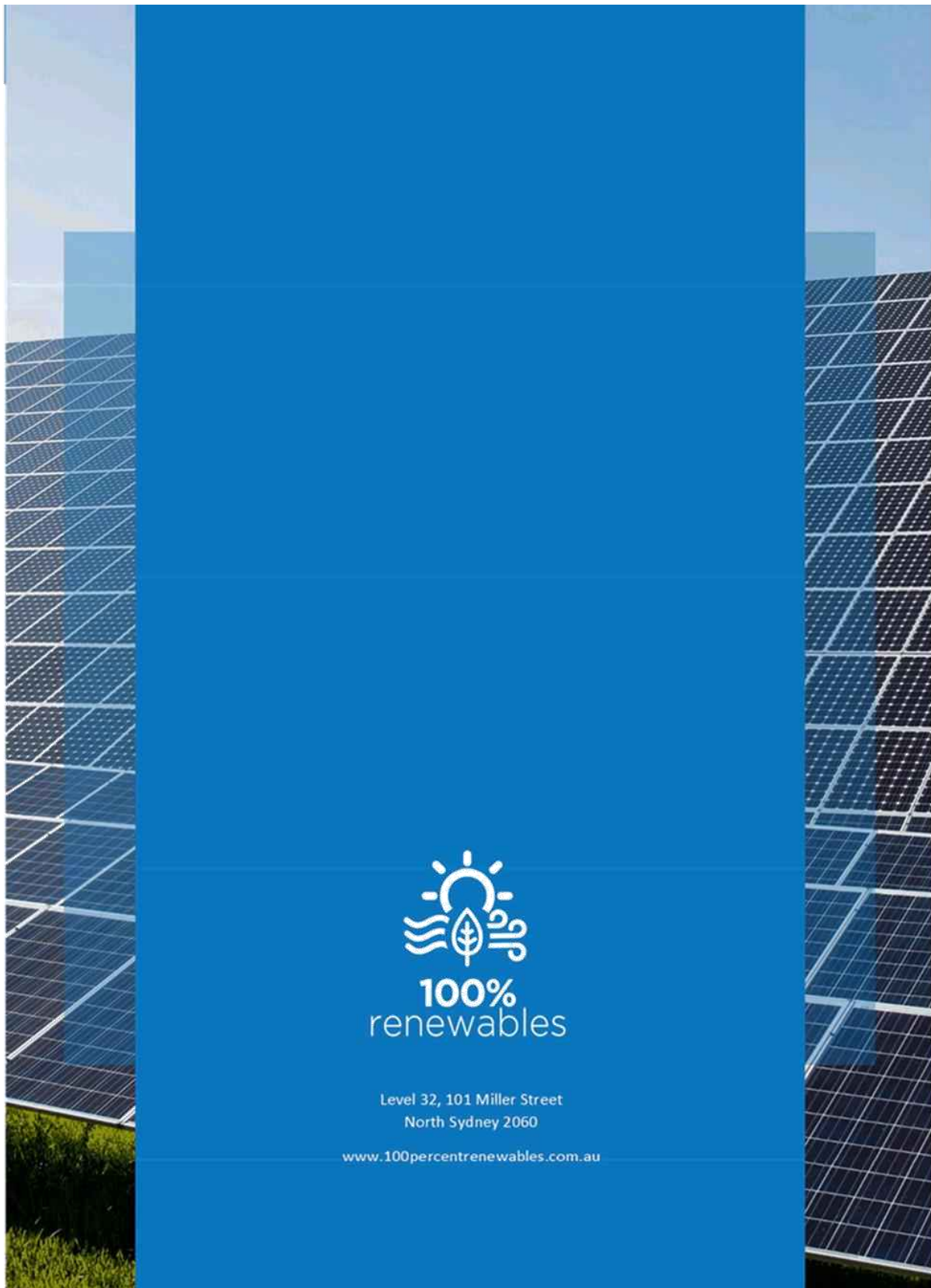
Risks and mitigation

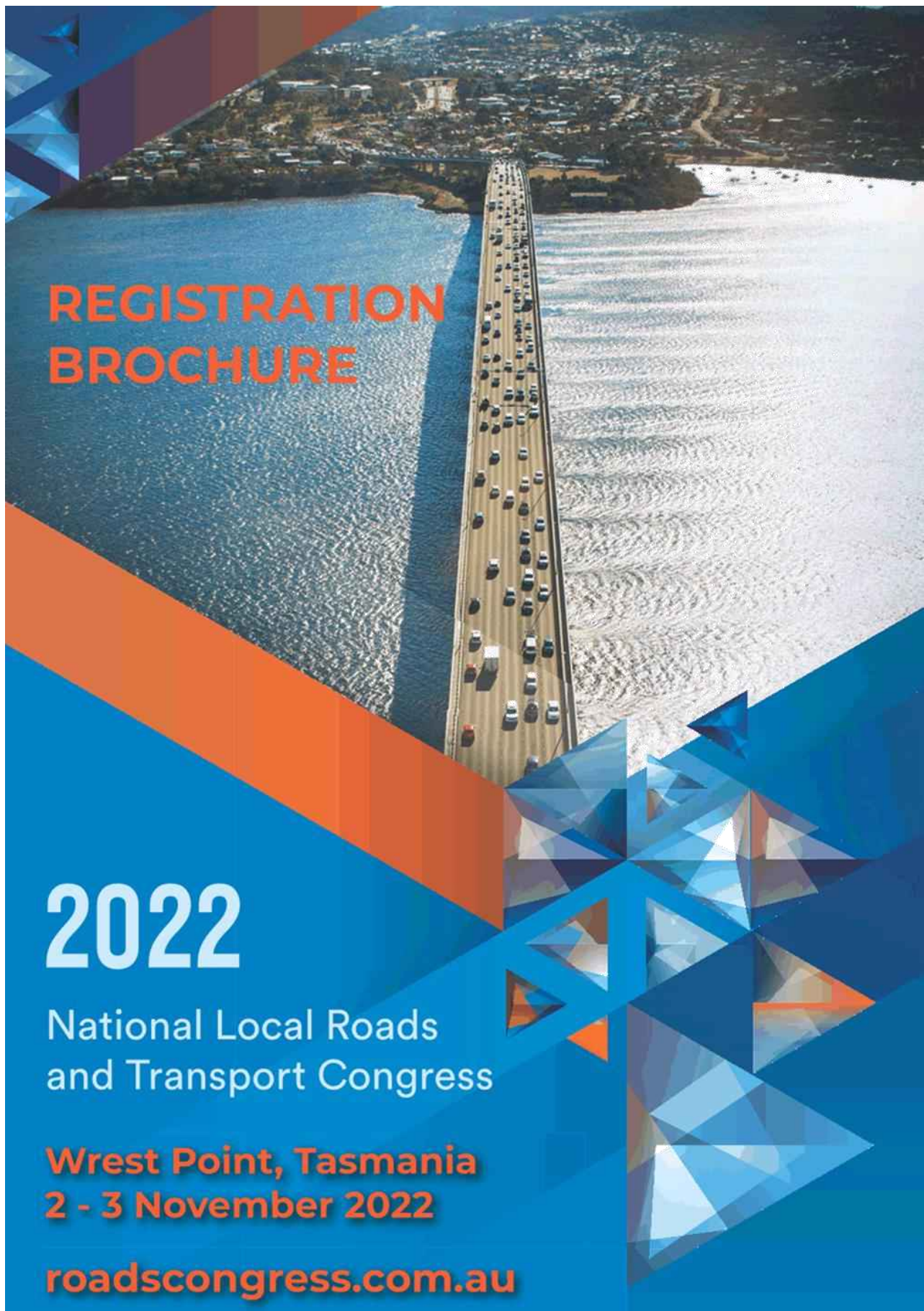
Glen Innes Severn Council has little influence over the rate of change in the grid carbon intensity, and the main risk mitigation strategy is to try and build capacity across Glen Innes Severn Council to respond with local solutions to reduce emissions.

Costs and benefits

There is no direct cost to Glen Innes Severn Council associated with decarbonisation of the electricity grid, excepting impacts on energy pricing in future years.

²² AEMO: <https://aemo.com.au/consultations/current-and-closed-consultations/2022-draft-isp-consultation>





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CONGRESS SPONSORS



Australian Government
Department of Infrastructure, Transport,
Regional Development, Communications and the Arts





PROGRAM HIGHLIGHTS



Meet and influence
federal politicians



Network with peers,
influencers and sector
experts



Learn how to improve
road safety



Voice your opinion on
Australia's transport
and infrastructure
needs



Lobby for fairer road
and infrastructure
funding



Learn how to build
more sustainable and
resilient infrastructure





PRESIDENT WELCOME



Friends and colleagues,

I am so pleased to invite you to the 2022 National Local Roads and Transport Congress, to be held from 2-3 November in nipaluna/Hobart, on the lands of the Palawa people.

Councils are collectively responsible for around one third of Australia's public infrastructure, and over the past twelve months, alongside local governments, ALGA has successfully advocated for more funding to help build and upgrade the facilities our communities want and need.

Working with all our local governments, we successfully secured an additional \$750 million through the Government's highly successful Local Roads and Community Infrastructure Program, which will be shared by all 537 Australian councils.

Our advocacy also delivered a new \$200 million per year federal disaster mitigation fund that will support councils to protect our communities from increasingly frequent and more severe natural disasters.

This year's National Local Roads and Transport Congress will focus on opportunities to boost national productivity, improve safety on our local roads and build more sustainable infrastructure.

Together, we will hear about how councils are using recycled materials to reduce emissions and transitioning from fossil fuels to electric powered cars and trucks.

We will also learn about the latest developments in heavy vehicle access, and the role councils are playing supporting and improving national productivity.

There will also be opportunities to network with other local government leaders and interact with exhibitors and industry experts from around Australia.

I hope you will join me this November at the 2022 National Local Roads and Transport Congress.

Linda Scott

Cr Linda Scott
President, ALGA

PRELIMINARY CONGRESS PROGRAM

Tuesday, November 1, 2022

3:00 PM - 5:00 PM	Registration
5:00 PM - 7:00 PM	Welcome Reception & Exhibition Opening

Wednesday, November 2, 2022

8:00 AM - 9:00 AM	Registration Arrival Tea and Coffee
9:00 AM - 9:05 AM	Opening Ceremony
9:05 AM - 9:10 AM	Welcome to Country
9:10 AM - 9:20 AM	ALGA President Opening Address Cr Linda Scott, President, Australian Local Government Association
9:20 AM - 9:50 AM	Federal Minister Address The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government (invited)
9:50 AM - 10:20 AM	MORNING TEA
10:20 AM - 11:50 AM	Keynote: SGS Productivity Report Panel: Balancing productivity with council budgets Marcus Spiller, Principal & Partner, SGS Economics & Planning
11:50 AM - 12:50 PM	LUNCH
12:50 PM - 1:50 PM	Keynote: State of the Assets Steve Verity, Principal Advisor, IPWEA
1:50 PM - 2:40 PM	Panel: How can councils get the best bang for their buck in the current economy?
2:40 PM - 3:10 PM	AFTERNOON TEA
3:10 PM - 4:10 PM	Keynote: National Road Safety Strategy and Local Government Gabby O'Neill, Head of National Office of Road Safety
4:10 PM - 4:40 PM	Special Project - Women in Road Safety Dr Diane Spencer-Scarr, Senior Research Officer, Australasian College of Road Safety
4:40 PM - 4:45 PM	ALGA President closing remarks Cr Linda Scott, President, Australian Local Government Association
7:00 PM - 11:00 PM	Congress Dinner Presentation by: Michael Ferguson, Tasmanian Minister for Infrastructure and Transport



Thursday, November 3, 2022

8:30 AM - 9:00 AM	Registration Arrival Tea & Coffee		
9:00 AM - 9:30 AM	Shadow Minister Address Senator the Hon Bridget McKenzie, Shadow Minister for Infrastructure, Transport and Regional Development (invited)		
9:30 AM - 10:15 AM	Keynote: How Councils can Prepare for an EV Future Scott Nargar, Senior Manager Future Mobility and Government Relations, Hyundai		
10:15 AM - 11:00 AM	Keynote: Shifting from Megaprojects to Maintenance Marion Terrill, Transport and Cities Program Director, Grattan Institute		
11:00 AM - 11:30 AM	MORNING TEA 		
Concurrent Session #1 11:30 AM - 12:30 PM	Road Safety Stream: The Economic Value of Investing in Road Safety on Local Roads Assoc. Prof. Jeremy Woolley, Director Centre for Automotive Safety Research	Sustainability Stream - Infrastructure Sustainability for Councils in the Age of Climate Change Ainsley Simpson - CEO Infrastructure Sustainability Council	Productivity Stream - Keynote: Boosting National Productivity by Expanding Tasmania's HVAMS Simon Buxton, Manager Network Access, Department of State Growth
12:30 PM - 1:30 PM	LUNCH		
Concurrent Session #2 1:30 PM - 2:45 PM	Road Safety - Council Case Study Panel: What can councils do to improve road safety outcomes now?	Sustainability - Council Case Studies ARRB Keynote: Using Recycled Materials in Roads and other Infrastructure	Productivity - Farm Gate and SPECS - An Interim Step Towards HVAMS Scott Greenow, Director Freight Operations, Transport for NSW Panel - How can Councils and the HV Industry Partner on Boosting Productivity?
2:45 PM - 3:15 PM	AFTERNOON TEA		
3:15 PM - 4:45 PM	Department of Infrastructure, Transport, Regional Development, Communications and the Arts Update		
4:45 PM - 4:50 PM	Closing Remarks Cr Linda Scott, President, Australian Local Government Association		
6:30 PM - 9:00 PM	Hobart Showcase Dinner (optional)		

Friday, November 4, 2022

8:30 AM - 10:30 AM	Technical Tour of Mount Wellington hosted by Hobart City Council <i>Transport to airport included</i>
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CONGRESS SPEAKERS



Jeremy Woolley

Associate Professor

Associate Professor Jeremy Woolley is the director of the Centre for Automotive Safety Research based at the University of Adelaide. He has over 20 years' experience in road safety research and leads a team of talented and dedicated researchers to better understand how serious harm from use of the road transport system can be reduced and ultimately eliminated.

Jeremy has spent much of his career focussing on knowledge transfer activities and capacity building better to manage road safety in the public and private sectors. In September 2018 he was made a Fellow of the Australasian College of Road Safety for his contributions to road safety. He maintains a constant interest in local government road safety, especially in relation to the large and diverse extent of the road network and the resource challenges that need to be overcome.



Marion Terrill

Transport and Cities Program
Director, Grattan Institute

Marion is a leading transport and cities expert with a long history in public policy. She has worked on tax policy for the federal Treasury, and led the design and development of the MyGov account. She has provided expert analysis and advice on labour market policy for the Federal Government, the Business Council of Australia, and at the Australian National University.

Marion joined Grattan Institute in 2015 to establish the Transport Program, which she expanded to include Cities in 2016. At Grattan, Marion has published on a wide variety of topics, including investment in transport infrastructure, cost overruns, value capture, traffic congestion, discount rates, and the ways the COVID crisis is changing Australian cities.



Ainsley Simpson

CEO Infrastructure Sustainability Council

Ainsley joined the ISC in May 2016. Ainsley works across the infrastructure industry to advance sustainable outcomes through the deployment and development of the IS rating scheme. Ainsley is committed to making a real impact in organisations that anchor in their core values, develop their people and support the advancement of women with leadership aspirations.



Scott Nargar

Senior Manager of Future Mobility & Government Relations Hyundai Motor Company Australia

Scott has over two decades of experience in the motor industry in technical, media, product planning and technology advocacy roles. At NRMA Scott worked in vehicle inspection, judging and writing on Australia's Best Cars Awards and as a member of the Technical Working Group with the Australasian New Car Assessment Program (ANCAP).

For the last 11 years, Scott has been working for Hyundai Motor Company Australia in senior technical management, product planning, environment and Government engagement policy roles. Scott leads the company's Hydrogen Fuel Cell Electric Vehicle project and future mobility programs. Scott was the co-founder of the Australian Hydrogen Council and is currently a Member of the Board of Directors.



Simon Buxton

Manager Network Access, Department of State Growth

Simon has worked in the roads and bridges industry for over 40 years, working in both the UK and Australia and in both the public and private sectors.

Simon is currently the Manager of Heavy Vehicle Access at the Department of State Growth in Tasmania.



CONGRESS SPEAKERS



Diane Spencer-Scarr

Senior Research Officer,
Australasian College of Road
Safety

Diane Spencer-Scarr, a systemic thinker, used a second-order cybernetic approach to develop a deep understanding of the complex relationship between humans and technology. Her research has provided insights into human behavioural challenges facing individuals and society, particularly concerning managing adaptation. Mensa NSW supported Diane's research into improving organization participation through the utilization of technology to enhance face-to-face interactions between participants. Diane is currently managing the Woman in Road Safety Project, a collaboration between the Australasian College of Road Safety, the Monash University Accident Research Centre and the Australian Local Government Association.



Gabby O'Neill

Head of the Office of Road Safety,
Department of Infrastructure,
Transport, Regional Development
& Communications and the Arts

Gabby O'Neill joined the Department of Infrastructure, Transport, Regional Development and Communications in 2019, as Head of the Office of Road Safety. The Office is responsible for setting the direction of road safety through the National Road Safety Strategy, administering funds to develop innovative road safety practices, and embedding safe systems thinking into infrastructure investment. Key to its success is building community acceptance for known road safety solutions and the penetration of road safety outside of traditional transport agencies. Gabby has held senior government policy roles in road safety, work health and safety, residential tenancy and change management with a view to mainstreaming new practises and opening up new approaches to problem solving.



Steve Verity

Principal Advisor Asset Management, IPWEA

Steve is a fellow member of the Institute of Public Works Engineering Australasia (IPWEA) and has over 30-years' infrastructure management experience across the public and private sectors.

Steve is a prominent thought leader in the sustainable management of built infrastructure assets and is the Principal Advisor for the IPWEA Asset Management Program.

Steve is the principal author of the Australian Local Government Association's National State of the Assets report and contributed to several infrastructure studies across Australia and overseas.



Marcus Spiller

Principal & Partner, SGS Economics & Planning

Marcus is a founding Partner at SGS. Formally qualified in commerce and urban planning, he has practiced as a consultant for much of his career, but has also worked as an academic, local government town planner, Ministerial Adviser and senior bureaucrat in State and Commonwealth Government agencies.

Marcus is widely published in regional economic development, housing policy, infrastructure funding and metropolitan governance. This includes writing and co-editing two books on urban management.

He is an Associate Professor at the University of Melbourne, and has been awarded the title of Life Fellow of the Planning Institute of Australia.



Scott Greenow

Director Operations, Freight, Transport for NSW

Scott Greenow has over two decades of public sector experience, specialising in road and rail freight transport operations. Scott has been instrumental in partnering with stakeholders to set up the strong foundations which support the safe, productive, and sustainable movement of goods in NSW.

VENUE

The National Local Roads and Transport Congress venue is Wrest Point Conference Centre in Tasmania, located only a 10 minute drive from the main town of Hobart. Wrest Point is located on the Derwent River with stunning waterfront views, there is ferry access, a heap of free parking and all the accommodation options are onsite.

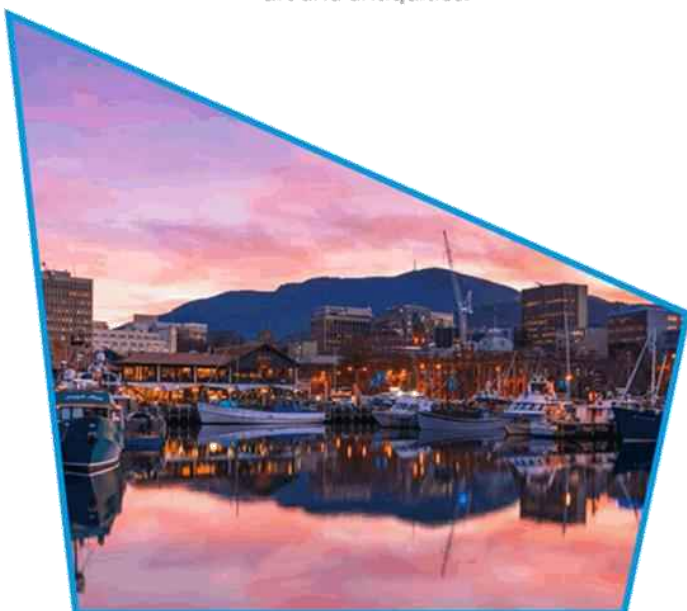
WREST POINT

410 Sandy Bay Rd, Sandy Bay TAS 7005

LOCATION

Hobart is the capital city of Tasmania and is located on the entrance of the Derwent River. Hobart has something for everyone with its captivating history, picturesque waterways, rugged mountains and gourmet experiences. Explore the converted colonial warehouses of Salamanca with its galleries, theatres, craft shops and restaurants then on Saturdays there is the Salamanca Market, Tasmania's most visited attraction.

Just a short walk away is the Tasmanian Museum and Art Gallery with interactive displays, spacious galleries and masterful storytelling or take a short ferry ride to the MONA, one of the world's largest private collections of art and antiquities.



REGISTRATION

**REGISTER ONLINE AT
ROADSCONGRESS.COM.AU**

EARLY REGISTRATION \$895

Payment received on or before Friday 7 October 2022

LATE REGISTRATION \$990

Payment received after Friday 7 October 2022

DAY REGISTRATION \$500

Rate is per day

REGISTRATION INCLUDES:

- » Attendance at all Congress sessions
- » One ticket to the Welcome Drinks, Tuesday
- » One ticket to the Congress Dinner, Wednesday
- » Morning tea, lunch and afternoon tea as per the Congress program
- » Congress satchel and materials

PAYMENT PROCEDURES

Payment can be made by:

- » Credit card: MasterCard or Visa
- » Cheque: Made payable to ALGA Roads Congress
- » Electronic Fund Transfer:

Account: ALGA Roads Congress

Bank: Commonwealth

Branch: Curtin

BSB No: 062 905

Account No: 1014 6120

CANCELATIONS AND ALTERATIONS

All alterations or cancellations to your registration must be made in writing and will be acknowledged by email. Notification should be sent to:

Conference Co-ordinators

PO Box 905

WODEN ACT 2606

E-mail: conference@confco.com.au

An administration charge of \$110.00 will be made to any participant cancelling before Friday 30 September 2022.

Cancellations received after Friday 30 September 2022 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

PHOTOGRAPHS

There will be photographs taken at the Congress during the sessions and social functions. If you have your photo taken it is assumed that you are giving consent for ALGA to use the image. Images may be used for print and electronic publications.

PRIVACY DISCLOSURE

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the Congress List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

All prices quoted include GST

ALGA ABN 31 008 613 876

ACCOMMODATION

You can book your accommodation when you register online:
ROADSCONGRESS.COM.AU



WREST POINT MOTOR INN - 3 Star

The Motor Inn consists of comfortably appointed 3.5 star rooms which are located in a wing on the mountain side of the property. Internal access via a footbridge and external access directly from the carpark is available.

All rooms are furnished with a flat screen television featuring Foxtel channels and in-house TV channels, single and double beds and have a shower over bath.

Please note there is no lift access and rooms are over three levels..

Room Rate: \$196 per night



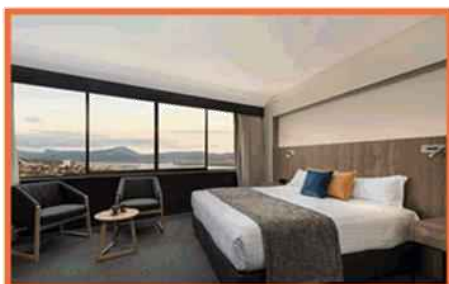
WREST POINT TOWER - 4.5 Star

The Wrest Point Tower rooms have views over the Derwent River, Hobart City or Mount Wellington.

The standard rooms have a shower over bath and a queen and single bed, while the deluxe rooms have a walk-in shower and a king bed (which can be split to two singles for twin option).

Standard Room: \$240 per night

Deluxe Room: \$262 per night



WREST POINT WATER EDGE - 4 Star

Located in the historic Riviera wing of Wrest Point with views of the Derwent River. Water Edge rooms have the option of single plus double or king-sized beds and every room has a shower over the bath.

Room Rate: \$218 per night



MOTEL 429 - 4 Star

Located across the roads from the Wrest Point with views of the Derwent River. The Motel rooms have a queen bed, modern bathrooms with walk in showers and small kitchenette facilities.

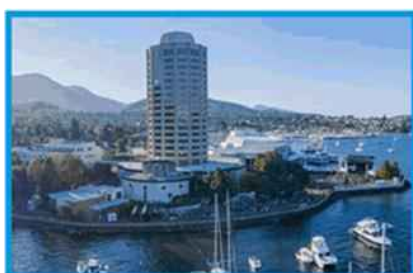
Queen Room Rate: \$190 per night

Twin Room Rate: \$210 per night

Rates listed are only available on the congress website and are room only.



CONGRESS SOCIAL PROGRAM AND TOURS



WELCOME RECEPTION

This year the Congress Welcome Reception and Exhibition Opening will be on-site at the Wrest Point.

This will be a great opportunity for delegates and exhibitors to network.

- Included in full registration fees
- \$50 for guests



CONGRESS DINNER

For this year's Congress Dinner, we head to Blundstone Arena on the eastern shores of the Derwent River.

With great food and entertainment, it will be a night not to miss!

- Included in full registration fees
- \$95 for guests



HOBART SHOWCASE DINNER

Optional tour of local distilleries and breweries including a casual dinner. Further details to be confirmed.

- \$110 per person



TECHNICAL TOURS

Hosted by Hobart City Council.

Transport will be provided to the airport after the tour.

Further details to be confirmed

- \$35 per person



PARTNERS TOURS

Partner tours are being offered on the Wednesday and Thursday of the Congress.

Wednesday's tour will include a visit to Mount Wellington and lunch at Cascades.

The Thursday tour will include a visit to Salamanca Bay.

- \$140 per day



EXHIBITION AND SPONSORSHIP OPPORTUNITIES



Book your booth for the 2022 National Local Roads and Transport Congress now!

The Congress delegates are key influencers and decision makers within councils, so the Congress provides a valuable networking and sales opportunity for businesses and organisations who want councils to use their products and services.

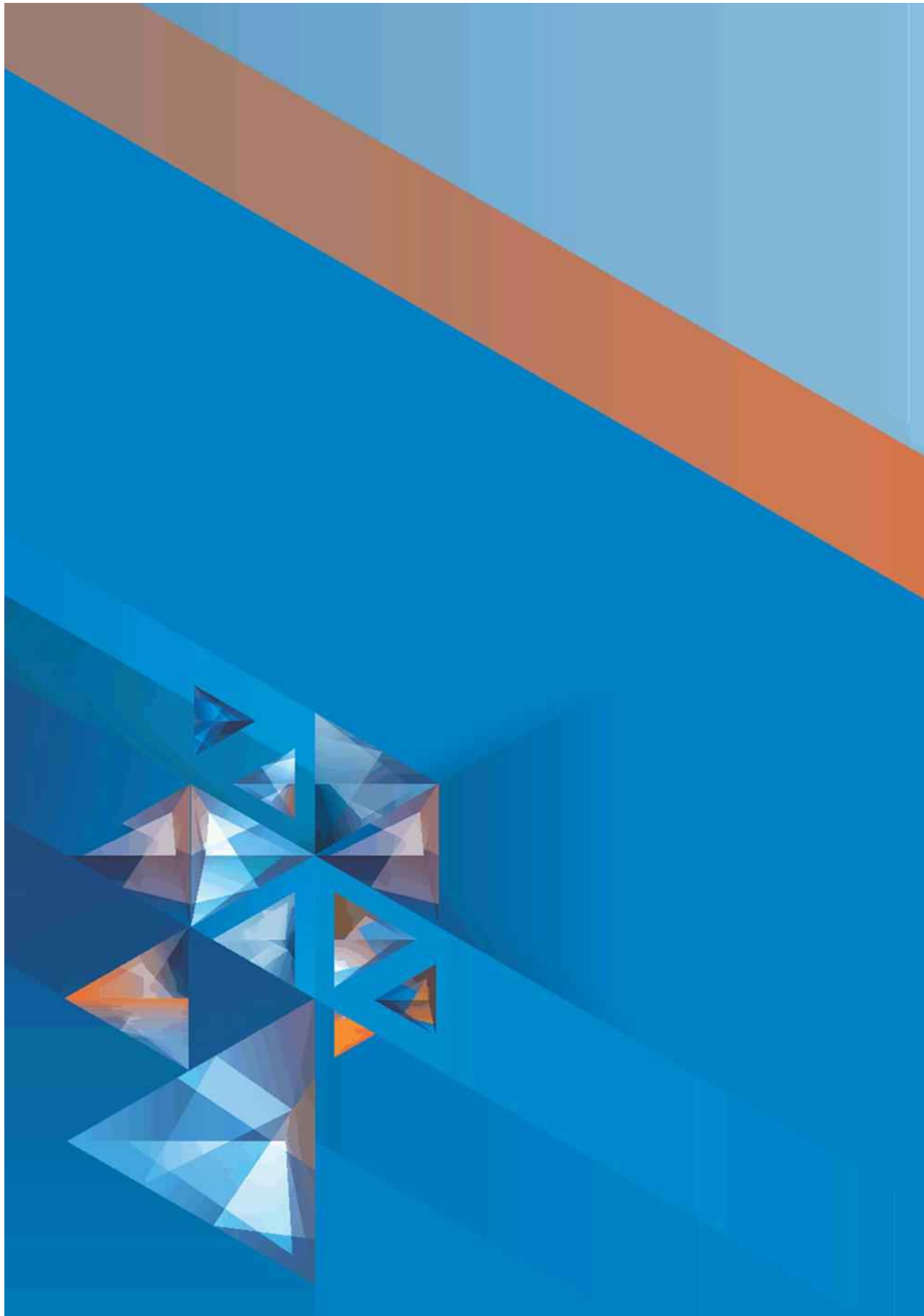
Councils in Australia are big businesses with an annual expenditure of around \$38.8 billion. Around \$10 billion of this is spent on roads and other community assets. They also employ more than 194,000 employees.

If you are interested in exhibiting, please call Conference Co-ordinators for more information on 02 6292 9000.

ALGA also has a range of sponsorship opportunities available for the 2022 Congress in Hobart, Tasmania. You can have a sponsorship package tailored to your requirements.

For further information about sponsorship contact ALGA on 02 6122 9400 or events@alga.asn.au





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:	All	Characteristics:	All
Town:	Glen Innes	Treatment Type:	All
Treatment Plant:	Glen Innes	Collected Date Range:	01-08-2022 - 31-08-2022
Source:	All		
Sample Site:	All		

Sample Count: 5

Analysis Type	Characteristic	Guideline Value	Units	Mean	Median	Standard Deviation	Min	Max	Sample Count	Exception Count	95th Percentile	5th Percentile	% meeting guideline values
Microbiology													
	E. coli	0.0000	mpn/100 mL	0.0000	0.0000	0.0000	0	0	5	0	0	0	100.00
	pH	6.5 - 8.5		7.8860	7.9200	0.1971	7.65	8.17	5	0	8.17	7.65	100.00
	Temperature	30.0000	C	12.0600	12.3000	0.9965	10.9	13.3	5	0	13.3	10.9	100.00
	Total Chlorine	5.0000	mg/L	1.7300	1.8150	0.2941	1.31	1.98	4	0	1.98	1.31	100.00
	Total Coliforms	0.0000	mpn/100 mL	0.0000	0.0000	0.0000	0	0	5	0	0	0	100.00
	Turbidity	5.0000	NTU	0.3132	0.2830	0.2040	0.121	0.65	5	0	0.65	0.121	100.00

Australia Day S355 Community Committee of Glen Innes Severn Council**MINUTES OF ORDINARY MEETING**

HELD ON: 3/8/2022

MEETING OPENED: 19:00 (7.00pm)**PRESENT:** Jan Lemon, Mahri Koch, Robert Arthur, Kerrie Sturtridge, Peter Haselwood, Kerry Strong, Cr Parry.**APOLOGIES:** Lyn Schumacher, Bev Edkins, Richard Edkins, Cr Parsons

Apologies accepted: Moved Kerrie Sturtridge, Seconded Peter Haselwood

CARRIEDMinutes of meeting March 2022: Moved Kerry Strong seconded Robert Arthur. **CARRIED.****DECLARATIONS OF CONFLICT OF INTEREST: NIL.**

Item No.	Item	Action
1	BUSINESS ARISING:	
1.1	Jan Lemon: Photo Book still in motion – paid for out of grant to the committee.	
2	EXECUTIVE REPORT - Budget	
2.1	Jan: budget expected to be \$5,000. GISC Funds Balance \$ 277 (approx.?) Grant Funds \$ 3-4000 refunded to grant body as unused funds. Jan was able to buy 10 new medallions for winning nominees.	Jan will check with Danielle on balance of GISC funds to the committee for 2023 Australia Day events.
3	CORRESPONDENCE:	
3.1	OUT: JAN: Code of conduct training 4 2022; IN GISC: Community group opportunities and training events; Minutes summary 6 2022 Council meeting; Minutes summary 5 2022 Council meeting; National volunteer week info; Code of Conduct training information; Local leadership training info; Funding opportunities 4 2022; All incoming emails shared immediately out to all committee members and Councillor representatives to the committee. Jan: Thank you letter from William and Philip Chan (Ambassador 2022).	

Annexure A

Item 9.2

Item No.	Item	Action
4	GENERAL BUSINESS Disclosure Forms: What will be the process for 2022-23?	Mahri to contact Danielle for process.
4.1	Nomination Forms: Jan and members will check on the requirements for 2023 nomination templates. Nominators need a template for guidance on how to provide sufficient information about their nominees. <ul style="list-style-type: none"> • “What other voluntary organisations has the nominee supported?” = suggested question. • Ask for key points for nomination, then additional dot points on other avenues / accomplishments the nominee has supported. Members to start putting out to community about the possible nominees they could submit applications for - 2023. 	Mahri to update nomination forms for 2023 Awards.
4.2	2023 Australia Day Breakfast Next breakfast is to be at Wellingrove Hall. Jan has spoken to Carol Newberry who will attend the next committee meeting for discussion around the breakfast, which will be paid for by the Committee budget.	Mahri to ensure Carol Newberry is notified in advance of the date, time, and place of the September meeting.
4.3	Community Group training by GLENRAC on 18 and 19/8/2022 announced to members and their comrades. Code of Conduct training earlier this year: Kerrie Sturtridge and Mahri Koch attended. Jan encouraged members to keep an open eye for new (and young) prospective members for the committee.	

MEETING CLOSED: 1930 (7.30pm). **NEXT MEETING:** Wednesday, September 7th, 2022

**Australian Standing Stones Management Board
Community Committee of GISC
Monthly Meeting agenda
Wednesday 15th June 5.30pm**

Board Room, Glen Innes Services Club

Present: Raelene Watson, Rob Banham (Mayor), Lara Gresham (GISC), Peter Grimes, Storm Black, Colin Price, George Robertson-Dryden, Judi Toms (chair), Pamela O'Neill,

Apologies: John Rhys Jones, Ronnie Bombell (GISC) no notification from Des Bowlay or John Mathew

Moved: Raelene seconded Peter carried

Minutes of the previous meeting:

Moved Colin Price seconded George carried.

Declaration of Conflicts of Interest: to be noted for all meetings – J. Toms is a casual employee and John Rhys Jones is a permanent employee at GISC

	Item-	Action by:
1	Raelene is chasing up marquee with tartan	Raelene
2	Debrief of ACF – date to be confirmed – Judi will check with Ronnie on Tuesday	Judi
3	Steel posts are still in the ground near the Croft	
4	Tartan scarf and tie for raffle – Judi brought for a look	
5	Tynwald Day – Judi will run this event – Peter and Jess Grovelik (dance judges may be here for this event)	
6	Judi read out her response to Doug re his resignation	

Correspondence

In – Glen Innes Highlands Visitor Association receipt, NAB statement,

Out – minutes and agenda, GISC – GM thanks for thank you re staff ACF,

Moved: Raelene seconded Lara carried

Treasurer's Report: (attached electronically)

Expenses: nil

Payments to be ratified: nil

No invoices have been received from Glen Innes Pipe Band and Jacaranda dancers re 30th anniversary, so they can't be paid at this stage.

John Rhys Jones has queried the deposit \$300 from council and will seek clarification.

Motion: That we 'donate' two poetry books to The Croft and Judi will collect the remainder.

Moved Raelene seconded George carried Pamela, Peter and Storm abstained from voting.

This will tidy up the books for the financial year.

Moved Rob seconded Peter carried

General Business:

	Item	Action by:
	Committee members items	
1	Clarification about Tartan Day dinner fundraiser, 27 th July	Rob
2	Clarification on the winter solstice activities (JRJ will be there at dawn, Col and George at solar noon)	Storm
3	George asked about the price of Tartan Day dinner. Motor Lodge will be booked. Invitations will be sent to Guardians, Celtic Council and GISC GM and relevant staff/councillors.	Judi
4	Flag lowering organisation - who has the toasting beverage? Check with John about how many cups there are?	Raelene
5	Lara will be away 15 th July – 17 th August so she will be an apology for next two meetings and the Tartan Day dinner.	Lara
6	<p>Follow up sought regarding progress with the toilets and the maze through to Danielle at council who will distribute the query to appropriate personnel.</p> <p>The toilets are crucial to be constructed now.</p> <p>The Board spent a great amount of time in assisting with the development of toilets in the Masterplan.</p> <p>Judi was at the Stones with Channel 10 cooking s “Taste of Australia” last week- should be on about mid July – Sunday 4.30pm</p> <p>Judi visited the Berry festival – it is very different to ours and is only one day – mainly pipe bands, run by Rotary, about 300 hundred people, Pamela said that was down to previous years to her knowledge</p> <p>Mal Nicholson said Clans were down</p> <p>Clan Sutherland wish to have a special event at next year’s festival to celebrate their anniversary</p> <p>Standing Stones – at Centennial Parklands acknowledgement will be 50 years old this Friday 17th June</p>	Judi
7	2 ladies’ cubicles are out of service in the toilets.	Judi to advise Ronnie
8	The Stones will feature in the Channel 10 tv program “Taste of Australia’ in mid July.	Judi
9	<p>Ronnie – emailed her information to be presented – Raelene read out</p> <p>World Greening Day 2023 possible funding – Pamela explained that Ireland has a project that encourages major tourist attractions/landmarks worldwide to be lit up green, no funding from the Irish government, they just approve the landmarks.</p> <p>Judi had spoken to Gary Keifer last year in relation to lighting the Stones for this project.</p> <p>Pamela indicated that we have the backing of the new Irish Consul General from Sydney (Rosie Keane) with a great letter of support.</p>	Ronnie
10	Tynwald Day (5 July) – Judi will organise	Judi
11	St James’ Day – Col will organise	Col

Recommendations to Council: nil

meeting closed 6.26 pm

Next meeting: General meeting @ 5.30pm Wednesday 20th July Services Club Board Room

Calendar dates – Anniversaries and Ceremonies

1 February	The Australian Standing Stones	Opening - 1992
1 March	St. David's Day (Wales)	Flag lowering
5 March	St Piran's Day (Cornwall)	Flag lowering
17 March	St Patrick's Day (Ireland)	Flag lowering
21 March	Autumn equinox	Solar noon shadow
19 May	St Yves' Day (Brittany)	Flag lowering
21 June	Winter solstice	Solar noon shadow
1 July	Tartan Day	Fundraiser dinner
5 July	Tynwald Day (Isle of Man)	Flag lowering
25 July	St James' Day (Galicia)	Flag lowering
7 September	Alexander Stone	First stone raised - 1991
8 September	Virgin of Covadonga (Asturias)	Flag lowering
21 September	Spring equinox	Solar noon shadow
30 November	St Andrew's Day (Scotland)	Flag lowering
21 December	Summer solstice	Solar noon shadow

Australian Standing Stones Management Board**Community Committee of GISC****Monthly Meeting Minutes**Wednesday 17th August 2022 5.30pm

Board Room, Glen Innes Services Club

NOTE: this is a combined agenda as the July meeting was cancelled due to a lack of a quorum.**Present:** Rob Banham (Mayor GISC), Ronnie Bombell (GISC), Storm Black, Peter Grimes, Pamela O'Neill, Colin Price, George Robertson-Dryden, John Rhys Jones, Raelene Watson, Judi Toms (Chair), Steve Toms,**Apologies:** Lara Gresham (GISC), John Mathew, Des Bowlay**Moved:** Raelene seconded George carried**Minutes of the previous meeting:**

Moved Peter seconded Storm carried.

Declaration of Conflicts of Interest: to be noted for all meetings – J. Toms is a casual employee and John Rhys Jones and Raelene Watson are permanent employees at GISC

	Item-	Action by:
1	Marquee update, information provided from Extreme Marquees in Qld and information was passed around the room for further discussion and Raelene will follow up regarding just printing sides and roof in Glen Innes tartan	Raelene
2	Tynwald Day – very successful with approx. 20 in attendance Great turnout and Glen Innes Tartan Day dinner was very well attended Peter and Jess who have attended two flag lowerings and numerous festivals and want to be involved in Celtic things and they are moving here, they were the judges at the ACF Dance championships	Judi
3	Winter solstice activities – went well. Approx. 15 at dawn with 20 or so at solar noon. Thank you to John RJ for his dawn explanations and to Steve Toms for his explanation of solar noon and solstice	Judi
4	Microphone stand – purchased \$55 Gig Guitars	Judi

Correspondence**In –** GISC – confirmation of fees and charges from Council, Glen Innes Opportunity Shop donation**Out –** minutes and agenda,**Moved:** Raelene seconded Rob Banham carried

Raelene will send a thank you to the Opportunity Shop

Treasurer's Report: (attached electronically)**Expenses:**

New England Motor Lodge meals \$720

Income:

Fairy doors \$20

Raffle Tartan Day raffle \$240

Moved: seconded carried

Moved John RJ seconded Peter carried

Payments to be ratified:

Gig Guitars \$55 for microphone stand

Moved John RJ seconded Peter carried

General Business:

	Item	Action by:
Committee members items		
1	<p>Judi had a phone call from Rip Boughan from the Lions Club. Lions have a new President who was seeking clarification about who uses the storage shed. Lions, ASSMB, Caledonian Society currently use the shed along with some of the new Lioness club gear. It was agreed with Rip that to ensure all equipment in the shed is used by the appropriate organisation, each organisation will attach a new sheet with a contact name and phone number to the internal wall of the shed close to where that organisation's gear is stored. Each organisation also needs to ensure that their equipment is clearly marked.</p> <p>We need to make a date to meet at the shed to tidy our gear up and make sure it is marked.</p> <p>Ronnie has asked Arch about us having storage room in the containers up at the Stones when they do a clean up and dispose the old dance floor later in the year.</p> <p>We need to make a time clean out the shed and mark everything properly and refold gazebo walls</p> <p>We will make a date at the September meeting when it warms up</p>	Judi
2	<p>Tartan Day dinner – a decision needs to be made on the cost of raffle tickets and if committee members want to sell tickets prior to the night.</p> <p>There are only 5 bookings at present – 4 paid for by direct deposit. I need to let the NEML know numbers asap.</p> <p>August update – Tartan Dinner successful with thanks to all those that attended and to Rob O'Brien for playing the pipes. It is noted that the ASSMB have gifted the Glen Innes Tartan banner to the Glen Innes Pipe Band for use and that the ASSMB can obtain the banner for our own purposes when needed.</p> <p>Belinda Stanton emailed Judi to say she enjoyed Rob's playing and other customers also commented on the playing.</p> <p>The flag was gifted from the Hurstville Scottish Association due to their closing their association.</p>	Judi

Annexure C Item 9.2

3	<p>New ASSMB flags will need to be ordered as the current ones are fading and one has had to be repaired. I suggest that the tartan be widened and darkened. This will probably mean a new set up fee though.</p> <p>Motion: That Judi order new flags from Flagworld at the cost of \$440 Moved Raelene seconded John RJ carried</p> <p>August update – the flag and rope from the Hill of Tara was retrieved by Parks staff as it was all on the ground. The flag is no longer fit for use. The flagpole should probably be removed and stored.</p> <p>We will investigate getting a more permanent pole at the Hill of Tara that is lockable. Judi will ask Flag World about the cost and the size of poles.</p>	Judi
4	<p>St. James' Day (Galicia) flag lowering arrangements</p> <p>August update – thank you to Col and Pamela</p>	Col
5	<p>Glen Innes Show – cooking section update</p> <p>Raelene contacted Mary Hollingworth to see if there had been changes made for next year, they hadn't so we were in time to get the section changed to the Year of Scotland – shortbread with three prizes \$25, \$15 & \$10 We will find a sponsor for \$20 because we had already a motion for the value of \$30 (Raelene will organise)</p> <p>We could also include something with the ACF</p>	Raelene
6	<p>Spring Equinox arrangements</p> <p>Will be the date of the next meeting on Wednesday 21st September</p> <p>11.46 am is Solar Noon</p> <p>This will be the first equinox since the Sundial</p> <p>Solar noon can be observed, perhaps Paul and Lara could play – Rob O'B will ask Paul if he is available</p> <p>Then opportunity for lunch at the Croft</p> <p>Storm can create a poster for the event</p>	Judi Storm
7	<p>ACF Honoured Guest – Year of Scotland - Malcolm Buchanan suggested Malcolm Murray as the Patron of the Scottish Heritage Society or British High Commissioner or Consulate, or the Sutherland Clan (the ones with the Scotty dogs) as they will be celebrating their 40th Anniversary in Australia, they may have their Commissioner visit the ACF. They have approached about placing a stone in the Celtic Family Wall.</p> <p>Judi will find out some more information about the Sutherland Clan commissioner in regards to being able to speak at a formal level.</p>	Judi
8	<p>CCA anniversary lunch November 12th – Saturday lunch Royal Automobile Club in Macquarie St RSVP to Carol or to Peter Grimes to be passed on</p>	Judi
9	<p>Infrastructure – Danthonia sign upgrades – Arch has not responded yet, there is a signage report going to council this month</p> <p>The information board needs updating with Solar Noon and Sundial</p> <p>Path on Tregurtha Way – it wasn't finished due to the rain and the railing was not returned – it is with Mike Stone atm</p> <p>No update on playground – it is listed in the masterplan</p> <p>Toilets – now going to Kane Duke's portfolio to be addressed, no time frame</p>	

	<p>Ronnie had asked council about who was to replace Graeme Price to be on the board to have actions – Ronnie will attend as Tourism Manager – there needs to be a more directive person</p> <p>ACF – clans and societies, entertainment expression of interests has been released</p> <p>Updates on website</p> <p>Ambassadors</p> <p>Peter Grimes – Australian Celtic Art Awards</p> <p>Karren Alford – kids marquee</p> <p>Owen Windred – busking</p> <p>Highland cows and ponies</p> <p>Highland Games Saturday</p> <p>Axe throwing competition</p> <p>Cape Byron will be organising all the dance activities and a spectacular</p>	
10	Peter had sent through information regarding the Research Station 100 th anniversary and thought it might be good to have a presence to explain what we do – depends on who can man it 15 th October, people think if they are available that day 9 to 3 so set up 8ish	Peter
11	<p>Pamela asked if we will have a flag lowering for Asturias? Thank you to Pam who will organise this</p> <p>Toilets are dreadful at the moment – no cleaning, toilets overflowing</p> <p>Inside the gate needs a pile of gravel and Rob brought up it is not disable access from the car park</p> <p>It is quite slippery and it is an urgent</p>	Pamela
12	Colin suggests we could get Tara	
13	George will fly the Asturias flag	
14	<p>John RJ will finalise the books for the year</p> <p>John will be working with Ronnie and the pottery club regarding possible season days and tiles</p>	
15	Raelene asked about organisation for St Andrew's Day	

Recommendations to Council:**meeting closed** 6.48pmNext meeting: General meeting @ 5.30pm Wednesday 21st September, 2022 Services Club Board Room**Calendar dates – Anniversaries and Ceremonies**

1 February	The Australian Standing Stones	Opening - 1992
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21 December	Summer solstice	Solar noon shadow

Emmaville War Memorial Hall Committee

Ordinary Meeting.

25/7/2022

Meeting Opened: 9:12 am

Present: R. Banham, D. Wooder, D. Sproule.

Apologies: D. Say, L. Schumacher, C. Sproule, K. Byrne.

Declarations of Conflict of Interest: Nil.

Minutes of previous meeting read.

Moved D. Wooder, 2nd R. Banham.

Business Arising:

Certificates still not done. Need to be done ASAP. Lyn.

Letter to Anglican Church re boundary – ASAP. Lyn.

General Business

- Library – metal sign out front – times need updating.
 - door – lock needs changing.
 - Attention: Phil Ratliff.
 - Blinds in hall. – will be done in upgrade.
- Meeting times – changed to 4th Tuesday month at 9am.
- L. Schumacher requested to borrow tables.
Moved D. Sproule 2nd D. Wooder. Carried.
- Grant – waiting on money to approve renovations.

Treasurers Report. – attached.

Moved D. Wooder 2nd. D. Sproule.

Correspondence

- In: • Origin Energy – change to LPG Supplier, now Haywards Fuel Station.
- increase in electricity prices as of 1st July, 2022.

- Westpac Bank - notice of branch closure on 14th October, 2022.
- can transfer to Inverell.

Out: Glen Innes Pre-School - Invoice T1/T2 \$600

Glen Innes Severn Council - Invoice Library annual rent \$750.

- BCRRF Grant Report

Projects completed \$15355.

Our committee will cover \$355, over the \$15000 grant.

Meeting closed 9:30 am.

Next meeting: Tuesday 25th October.

Emmaville War Memorial Hall CommitteeTreasurer's Report

25/7/22

Cash Reserve A/C

Opening Balance

5439.19

Interest

0.12

Closing balance as per statement
30/6/22\$5439.31Cheque A/C

Opening Balance

18,690.73

Income

Glen Innes Severn Council (Library)

750.00

19440.73ExpenditureMaintenance By Alltype (Doors) ^{Supper room}

9575.00

Origin Energy (Electricity)

436.7210,011.72Closing balance as per statement
30/6/22\$9429.01Petty Cash

Opening Balance

147.30

Expenses

Stamps


16.50

Glasses

7.00Cash @ hand \$123.80

23.50

Treasurer: L Schumacher

Chairman: 

Emmaville Memorial Hall - BCRRF Grant Report

Grant: \$15000

20/7/2022

To:

Glen Innes Severn Council.

The following projects have been completed and funds expended.

* Sand and finish the supper room floor. (New England Floor Sanding)	18/1/22	\$3300
*Remove existing doors and supply and install glass stacker doors between supper room and main hall. (Maintenance By Alltype)	6/5/2022	\$9575
*Supply and install glass door between supper room and kitchen. (Maintenance By Alltype)	22/6/2022	\$2450
	Total :	\$15355

The Emmaville Memorial Committee will cover the
balance of \$355.

Lyn Schumacher (Secretary/Treasurer)

**Glen Severn Learning Centre Management Committee
Friday, 20 May 2022
9 am – Learning Centre's Conference Room**

MINUTES

Attendance: Kerry Muir (Chair – GIS Library Committee), Troy Arandale (Deputy Mayor), Karen Munster (Chair – Glen Innes Art Gallery Incorp.), Donna Green (TAFE NSW – Manager, Learning Resource Centres), Kerry Byrne – Secretary (Manager, Library and Learning Centre, MLLC)

Apologies – Rob Banham (Mayor and Chair), Anna Watt (GISC - Director Corporate & Community Services), Peter Sayers (Acting GISC – Director Corporate & Community Services),
Lynn Stahlhut (UNE - Centre Coordinator, Tamworth Study Centre)

A Chair was appointment for the meeting – Kerry Muir.

Minutes of Previous Meeting – Friday, 3 December 2022

Moved: Kerry Muir
Seconded: Donna Green

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.

Correspondence

- Email received – 05/11/21 – Sue-Ellen Hogan advising that Lynn Stahlhut will attending on her behalf.
- Email sent – 12 /11/21 – Requesting survey question from TAFE, UNE, and Art Gallery.
- Email received – 15/11/21 – Lynn Stahlhut authorizing the survey question for UNE.
- Email received – 16/11/21 - Donna Green with survey input.
- Email Received – 18/11/21 - Glen Innes Art Gallery with survey input.
- Email sent – 30/11/21 – Request to reschedule Friday 19 November to Friday 3 December 2021. Previous minutes (3 December 2021) sent as an attachment.
- Emails received – Confirming the rescheduled meeting on Friday 19 November 2021
- Email sent – 17/12/22 – Anna Dickinson – the email had attachment which included a letter from Council, contribution Tax Invoices, supporting financial documents.

- Email sent – 27/01/22 - UNE Study Centre Coordinator, Lynn Stahlhut with a copy of the Eligible Listing for UNE Study Centre at Glen Innes.
- Email received – 16/02/22 – Lynn Stahlhut sent the updated Eligible Listing of UNE Study Centre.
- Email sent – 01/04/22 – Requesting the rescheduling of meeting for 13 May or 20 May 2022.
- Emails received confirming the preference of meeting for 20 May 2022.
- Email received – 10/05/22 – Lynn Stahlhut advising due to changes in staffing, there is currently no one available to attend this meeting.
- Email sent – 12/05/22 - Donna Green TAFENSW – Review of Principal Agreement.
- Email sent – 12/05/22 – Requesting a UNE Study Centre report.

Moved: Kerry Byrne

Seconded: Kerry Muir

AGENDA

Workplace, Health and Safety

A physical Risk Assessment was completed in January 2022 and an online version completed recently.

A quote for the removal of a tree on the eastern side of the Learning Centre has been approved for expenditure in the Operational Budget 2022-23.

The Library Manager is keeping up to date on COVID requirements from NSW Government Health announcements, through Council's WHS Coordinator and working with the Learning Centre's partners to safely open facilities for all users.

GIS Learning Centre's Principal Agreement

The Principal Agreement needs to be reviewed and signed off by the Learning Centre's stakeholders. The current Agreement had a term of 12 months till March 2022.

A copy has been forwarded to TAFE NSW for the purpose of review and the extension of the Agreement.

As the next meeting will be in November 2022, the Committee agreed in principle to accept the Principal Agreement with minor alterations and with further consultations if the changes are major.

Estimate Operational Costs for the Learning Centre

The Committee examined the estimate for 2022 – 2023 and it was noted:

- that the electricity costs have risen by \$3,000.

- that estimate maintenance costs have decreased for 2022-23 by \$13,000 due to the completion of the roof and leaking repairs in the women's toilet.
- security monitoring has increased by \$1,000.
- Centre's Manager's wages contribution has risen \$2,000 to make allowance for expected increases.

Included in the 2022-23 operational costs will be the replacement of carpet in Conference Room, foyer, hall, and the Art Gallery. As well as the removal of a tree on the eastern side of the Learning Centre,

Moved: Kerry Muir
Seconded: Karen Munster

Action: Kerry Byrne will prepare tax invoices in July for the estimate operational cost for 2022-2023 via email to TAFE NSW.

Library Staffing Issues 2022

Library management has had staffing issues over the past five (5) months due to a staff resignation, a staff member on approved six (6) months leave and the TAFE Librarian on sick leave for the past six (6) months. This situation has halved the staffing levels in the Library and Learning Centre.

Due to this situation several services have been cancelled, the village Branch Libraries have been closed several times over the past five (5) months to bring staff back into the Glen Innes Library and casual staff have been employed to fill the gaps.

The recruitment process commenced on the 17 February 2022 and a new staff member commenced work and training on 16 May 2022. Kerry Muir was a panel member for this recruitment and the Library Manager thanks him for his assistance in this process.

A second position will need to be filled due to the resignation of a second staff member in May 2022.

Community Survey – GIS Learning Centre Strategic Marketing Plan

As part of the preparation for the Learning Centre's Strategic Marketing Plan, a survey was organized by the Library Manager with the Learning Centre's stakeholders contributing questions for their individual areas.

Ninety-one surveys were received, 89 locals and two (2) visitors from the Glen Innes Severn region with some interesting feedback and responses.

Some of the information gathered:

- 80 survey participants had visited the Art Gallery.
- 90 survey participants were Library members.
- 64 survey participants were aged 50 to 65 and over.
- 27 survey participants were aged 15 to 49.
- 73 survey participants were female.
- The average value of importance for Library services were 3.6 out of 4.
- The average value of importance for UNE's presence was 3.4 out of 4.
- Suggestions of what UNE could offer were local tutoring, short courses, discussion groups, science workshop for children.
- 69 survey participants did not know the Art Gallery had a Facebook presence.
- 47 survey participants did not know the Art Gallery is a local source for original gifts and cards.
- Survey participants source their information from word of mouth, social media, local papers, websites (in order of highest preference).

Maintenance

The roof leak was repaired on 2 February 2022, however, recent leaking in the same area has caused the shorting of lights in all Learning Centre toilets, including the staff toilets and the kitchen light in the William Gardner Conference Room.

Internal painting in ladies' toilets and cleaner cupboard was completed on 2 February 2022.

Men's toilet cistern and bowl and the urinal cistern and bowl were replaced on 2 February 2022.

Current maintenances issues and projects:

- The roof leak in the women's toilet.
- Paper hand towel holders by toilets.
- Water seeping around the window seals in the UNE Study Centre.
- Installation of rubberized permanent matting on the external enclosed Children's Area.
- A fresh coat of paint on an external southern wall in preparation for the installation of the Mosman Council Aboriginal Artwork Project 4.
- Removal of a tree on the eastern side of the building.
- New Carpet in the Foyer, hall, Art Gallery and William Gardner Conference Room.

General Business

Extending the Learning Centre

A quote for preparing a Concept Plan for the extension of the Learning Centre has been approved by Council for the Operational Budget 2022-23.

The proposed extension will be along the eastern side of the building and will provide a space for large events and by using folding walls, smaller spaces for meeting rooms.

Infrastructure grants are available annually through the NSW Library Council and forms part of the annual funding received by the NSW State Government. Concept plans, site surveys and development applications are required for Infrastructure Grants.

The Learning Centre's stakeholders will be included in the concept planning process and to gain feedback on the extension.

Next Meeting Friday, 18 November 2022.



Glencoe Hall Committee
MINUTES OF ORDINARY MEETING
HELD ON: 30 July 2022

MEETING OPENED: 11am

PRESENT: Jack Parry (Chairman), Helen Gunther, Julie Wright, Christine Shattuck, Ceinwen Grose, Rob Irwin, Andrew Irwin, Jason Irwin, Chris Irwin, Noeline Tarrant, Sally Gilder, Nancy Parry.

APOLOGIES: Matt Scullion, Sharon Packwood, Victor Tracey

Moved Helen Gunther, seconded Julie Wright that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST: Nil

MINUTES OF THE PREVIOUS MEETING:

Moved **Helen Gunther**, seconded **Julie Wright** that the minutes of the previous meeting, dated **7 may 2022** be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
5.1	Postal Address- No postal box at Glencoe Post Office. Hall mail will be put in with Helen's mail. Use address- 8008 New England Highway Glencoe NSW 2365 Or c/-Glen Innes Severn Council PO Box 61 Glen Innes NSW 2365	Helen to notify council of the arrangement for mail
5.2	Hall Users- Uniting Church, annual payment and forms completed, contact Gail Stone, Key held by Jill Munsie Glencoe Sports Committee- spoke with Robbie Walker, printed off forms for Robbie to pass onto the President. Oasis Church is no longer using the hall. Glenrac used the hall for 2hours, 2 weeks ago, for the Glencoe Smoko event Users are having difficulty understanding the Agreement for Hirers of Council Facilities form. Discussed the need to make this form easier or have separate forms for Commercial users (with public liability insurance) verses public users (who will be covered under councils' insurance).	Jack to make enquires Helen will also mention this to Danielle
5.3	Hall Fees- Fees are already set for 2022/2023 We must set the 2023/2024 fees in conjunction with council by the 1 st March 2023 Discussed including GST in fee eg \$55 for half day instead of \$50. Fees will be set at the general meeting following the AGM(February).	

Item No.	Item	Action
6	TREASURER REPORT:	
	<p>End of year financial forms have been submitted to GISC</p> <p>Bank Balance \$9,323.27(White Rock grant included). Report attached.</p> <p>Money deposited-\$50 Glenrac & \$100 Uniting Church</p> <p>There are no receipts for food bought for the Election sausage sizzle.</p> <p>See Ian about receipts and keys.</p> <p>White Rock Grant- Julie has requested equipment from Grey St Spare Parts. Julie and Jack to collect. We have ramps and keys to the shed for storage.</p>	<p>Jack- talk to Ian</p> <p>Julie & Jack to organise pickup of equipment</p>
7	CORRESPONDENCE:	
	<p>IN-</p> <p>Emails from Glen Innes Severn Council:</p> <ul style="list-style-type: none"> Local Leadership Training Series- 4x workshops by Glenrac Request for Financial Records (To treasurer) Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers To all members Static Polling Place Booking Form and Agreement- Federal Election May 21 National Volunteer Week- thankyou from council Minutes summary from council meeting 26 May 2022 Anna Watt- response to Ian Gould resignation Acceptance of Chairman's resignation Australian Electoral Commission- tax invoice (To Treasurer) Response to invoice query Glenrac- free Community Group Opportunities and IT Support Grant Opportunities- monthly <p>Other Emails:</p> <ul style="list-style-type: none"> Hall Booking cancellation- Cassie Taylor Uniting Hall- Gail Stone- Signed Agreement with Hirers of Council Facilities Glenrac- Signed Agreement with Hirers of Council Facilities Ian Gould- Resignation as Chairman <p>Letters:</p>	

Item No.	Item	Action
	<ul style="list-style-type: none"> -GISC- Outstanding invoice Text message: Resignation of Peter and Diana Hounsell as general committee members <p>OUT-</p> <p>Emails:</p> <ul style="list-style-type: none"> Members- Meeting Minutes May 7 , Agenda August 6 meeting Agreement with Hirers of Council Facilities forms sent to: Gail Stone-Uniting Church, Cassie Taylor, Katie Shaw-Glenrac Oasis church – enquiring if they currently use the hall, 2022/2023 fees Glenrac- Signed Agreement with Hirers of Council Facilities form Ian Gould- Resignation as Chairman Invoices to- Uniting Church, Glenrac GISC- query outstanding invoice GISC & Members -Change of general meeting date to 30 July GISC & Members- Agenda General meeting 30 July <p>Letter:</p> <ul style="list-style-type: none"> Glencoe Sports Committee- Fees and Agreement 	
8	GENERAL BUSINESS:	
8.1	<p>New Chairman- Helen tabled the resignation sent by Ian Gould.</p> <p>Thankyou email to be sent to Ian-Thank you for you service. With regret we accept the resignation. Please feel like you can stay involved with the hall committee if you wish.</p> <p>Declare the chairman position vacant. Call for nominations. Cienwen Grose nominated Rod Irwin as Chairman. Seconded Christine. Rob Irwin declared the Chairman</p> <p><u>Motion</u> The committee accepts Ian's resignation. Rob Irwin has been elected unopposed to the position of Chairman. Moved Helen Gunther Seconded Julie Wright. Carried.</p> <p>Organise flyer encouraging more members</p> <p>Ken & Diana Hounsell submitted their resignation (they have left the area).</p> <p>New members- nomination forms to be given to Nancy Parry and Noeline Tarrant.</p>	<p>Helen- Thankyou letter to Ian</p> <p>Julie</p> <p>Helen-print off Forms</p>

Annexure F

Item No.	Item	Action
	Suggestion of a permanent notice board near the Post Office or RTA pad which will be seen by more people including tourists. Ask council about visitor information noticeboard at Glencoe	Jack- ask council about Visitor Information Board
8.7	Sign- Glencoe Community Hall The Men's Shed are making a wooden sign. 150X1250 with 80mm letters. Approx. cost \$2.50 a letter and\$30-50 for the wood. Timber colour with off cream letters. Jack will continue negotiating on the price. <u>Motion.</u> Make funds available for the Glencoe Community Hall sign approx. \$100. Moved Cienwen Grose Seconded Rob Irwin. Carried	Jack will continue negotiations
8.8	Offer from Glenrac- Glenrac have offered a free IT Support and Governance session to our committee. Ceinwen and Helen will attend the session.	Helen-organise session time
8.9	Outreach Library- Discussed the uncertain future of the Glencoe Post Office. The outreach library is run by the people at the Post Office. <u>Motion.</u> Glencoe Hall Committee run the GISC Outreach Library. Moved Ceinwen Grose Not carried. Ceinwen offered to run library 3hrs per week. More details would be required. Roster if Ceinwen is away. More discussion is needed once we know the outcome of the Post Office.	

MEETING CLOSED: 1:20pm

NEXT MEETING: November 5, 11am at the Glencoe Hall

Jack Parry

Chairman

2/8/22

Date

**Library committee Meeting
17 June 2022
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 09.10am

Present: Rob Banham, Kerry Byrne, Donna Green (Tele-Conference),
Lindy Stevenson, Marina Gerlofsma

Apologies: Kerry Muir, Jenny Sloman, Anna Watt

Lindy Stevenson took the Chair.

Declaration of interest: none

Minutes of the April meeting accepted as true and accurate:

Emailed to members before the meeting.

Moved: Marina Gerlofsma

Second: Lindy Stevenson

Business arising from minutes:

Library Assistant position: see Librarian Council Report

Correspondence: none

Manager of Learning Resource Centres TAFE Report

Emailed to members before the meeting

Library Events

- TAFE NSW Library staff working in the statewide LibChat roster, live chatting with TAFE NSW staff and students.
- TAFE NSW libraries celebrated Refugee Week with talks by students from other cultures in the library spaces and guest speakers from local community organizations, for all TAFE NSW staff and students.
- TAFE NSW libraries also celebrated Library and Information Week with story time activities by and for childcare students and Morning Tea events.

Manager of Library and Learning Centre Council Report

Emailed to members before the meeting.

In January, staffing levels halved with the resignation of a staff member, and this situation was further compounded with another staff member commencing approved six (6) month's Leave Without Pay (LWOP). This situation was further complicated with the TAFE Librarian being on sick leave since November 2021.

To help manage the low level of staffing, the Library Manager cancelled weekly Storytime sessions, Children's and Youth activities and Inter-Library Loans Services, till further notice. Casual staff are being used to help operate the Customer Service desk and village Libraries are occasionally closed to keep the Glen Innes Library open. Emmaville Library was closed on Friday 25 February 2022 and Friday 4 March 2022 to help staff the Glen Innes Severn Library.

April 2022

Friends of the Library (FOL) Annual Book Sale – 27 April – 30 April

The FOL Annual Book Sale was held over four (4) days and begins with the Friends meeting the day before to pick up the stored resources and trestles, unpacking and sorting resources and setting up the long trestles.

This year's event was held in the Glen Innes Scout Hall during the Celtic Festival and received excellent support from local and festival participants and raised approximately \$3,000. All proceeds were donated to the Lismore Public Library to help with their recovery from the February 2022 floods.

Bad Sydney Crime Writers Festival – Thursday, 28 April 2022

The BAD Sydney Crime Writers Festival online author event with bestselling author, Dervla McTiernan, was held on Thursday 28 April, 6 - 7 pm.

May 2022

Deepwater Library Local Author Morning Tea – Wednesday, 4 May 2022

Deepwater Public Library hosted two (2) local authors, Amanda Woods and Michael Burge who talked about their books and publishing careers at a Morning Tea on Wednesday 4 May from 10.30 am - 11.30 am. Twenty-two locals attended the event and enjoyed an afternoon tea following the talk.

NSW State Library Training – Diverse Cultural Book Selection - 31 May 2022

Kate Cooper attended the NSW State Library's online training on Diverse Cultural Book Selection which will assist her to select books to reflect the changes in society regarding family, gender, disability, First Nation people etc. in the Library collection.

Nicole Alexander – Author Talk – Saturday, 14 May 2022

Nicole Alexander launched her third book 'The Last Station' at the Glen Innes Library on Saturday, 14 May 2022. This is Nicole's third author event at the Library and she is a favourite with the locals. Twenty participants enjoyed listening to her historical research from the 1880s with paddle-steamers on the Darling River and the hard living conditions in drought, flood and economic downturns following the World Wars.

National Volunteers Day – Afternoon Tea for Library and Life Choices Volunteers

The Library joined the Life Choices Team to celebrate and thank their volunteers on National Volunteers Day on Thursday 19 May 2022. The General Manager Craig Bennett, Mayor Rob Banham, Deputy Mayor Troy Arandale and Graham Quinn joined the celebration and thanked local volunteers for their service to the Glen Innes Severn community. The volunteers enjoyed a sumptuous afternoon tea and received a Certificate of Appreciation for their efforts.

Two New Staff Members – Casual and Permanent Staff Positions – May 2022

Two (2) new staff members commenced in May. Sari James filled a permanent Library Assistant position and Elena Weatherall commenced her training as a casual Library Assistant. Both will be mentored and trained in customer service, assisting with children's and youth activities and administration duties.

Friends of the Library (FOL) Grant Submission

The Friends recent National Backyard Grant Submission for \$1,500 was successful and will go towards supporting the Library's 'Sensitive Saturdays' for families coping with Autism. The Library project is about low sound and lighting on Saturday morning for families to come and access appropriate touch, motor skills and 'senses' educational toys for building their children's skills and for their enjoyment in the Library.

GLEN INNES ART GALLERY EXHIBITION

The Glen Innes Art Gallery held the 'Cameron Art Group Exhibition' from 11 April through to 13 May 2022. The Cameron Art Group is a group of local dedicated artists that meet regularly to support and continue to improve their artist skills. Artwork from these meetings is displayed and sold at an annual art exhibition.

The next Art Exhibition is 'The Paddock to Plate Art Exhibition' which is currently open from 23 May through to 24 June 2022. This exhibition features local artist artwork in mixed mediums.

LIBRARY QUARTERLY STATISTICS

The Library's statistics reflect a slow return to business in the Glen Innes Severn Library and village Branch Libraries. Numbers are consistent over the past two (2) months and reflect the impact that COVID has had on business, with a one (1) percent increase on issues at the Glen Innes Severn Library and an overall decrease of 15 percent in issues at the village Libraries.

The Library's e-Resources are not included in this report and have increased in online resource usage as members begin to rely more heavily on e-Books, e-Audio, online magazines, and newspapers.

Moved: Kerry Byrne
Second: Marina Gerlofsma

Director of Corporate & Community Services Update

An apology received from Anna Watt.

General Business

Work, Health & Safety

Leak in Ladies Toilet has been reported to Council and will be dealt with in due course.

Street lights at the front of the building have been investigated and will be dealt with in due course.

Future Scheduled Events

- Live steaming Author Event: 5 planned for June.

July School Holiday Events

- 7 July 10.00am Movie Encanto
- 12 July 2.30-3.30pm paper craft
- 14 July 10.00am Movie Sing 2 (Deepwater and Emmaville Libraries)

Savvy Seniors

Charmaine will host computer / device sessions on technology awareness for seniors, starting in July on Monday morning – 10 am 12 noon.

Meeting closed at 10.00 am

Next meeting: **19 August 2022**
 09.00am
 Glen Innes Severn Learning Centre
 Conference Room

Signed

Dated

**Library Committee Meeting
12 August 2022
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 09.02am

Present: Kerry Muir, Cr Troy Arandale, Kerry Byrne, Donna Green (Tele-Conference), Marina Gerlofsma

Apologies: Rob Banham, Jenny Sloman, Lindy Stevenson, Anna Watt

Cr Troy Arandale representing Cr Rob Banham.

Declaration of Interest: none

Minutes of the June meeting accepted as true and accurate:

Emailed to members before the meeting.

Moved: Marina Gerlofsma

Second: Donna Green

Business arising from the minutes:

Business arising items moved to General Business:

- Ladies Toilets – still leaking water through one light socket – WHS issue.

Correspondence: none

Manager of Learning Resources TAFE Report:

Emailed to members before the meeting.

Library events

- TAFE NSW Library staff continue working in the statewide LibChat roster, live chatting with TAFE NSW staff and students.
- TAFE NSW Library staff participated in TAFE NSW open day community events in their locations.
- TAFE NSW Library staff participated in NAIDOC Week community events in their locations.

- Armidale and Tamworth library staff continue to provide English Conversation sessions for students in their location.

Noelene Grace (TAFE Librarian) is on leave till end of September.

Troy Arandale asked if TAFE will provide training and courses for renewable industries as this is a growing industry in the region.

Action: Donna to follow up.

Manager of Library and Learning Centre Council Report:

Emailed to members before the meeting

During June and July, three (3) new staff have commenced training at the Library. These new staff are a welcome addition to our team; however, this has placed a heavy load on the remaining staff to ensure they are well trained and ready to cope with their tasks, roles, and any customer services issues.

Most of the cancelled services have been reinstated to the Library program in July. Lego Tuesdays, weekly Storytelling, and school holiday activities are now up and running for local children. Deepwater and Emmaville social gatherings recommenced on 6 July at Deepwater and on the following 8 July at Emmaville. New staff are learning to open the village Libraries as part of their roles, so recent village Library closures, due to staff shortages should be resolved.

Along with most Council departments, the Library team was heavily impacted by influenza and COVID over the past two (2) months which required the temporary closure of the Deepwater, Emmaville, and Glen Innes Libraries.

June 2022

Bad Sydney Crime Writers Festival

In June the Library hosted a month long, LIVE online author weekly evening events, from 6 – 7 pm:

- **Mick Herron** – Thursday, 2 June 2022
- **Harland Coben** – Thursday, 9 June 2022
- **Janet Evanovich** – Thursday, 16 June 2022
- **Adrian McKinty** – Thursday, 30 June 2022

Northern Tablelands Cooperative Library Services (NTCLS)

The NTCLS meeting on Tuesday, 21 June 2022 reviewed and approved the NTCLS Agreement till 30 June 2025. At this meeting the Cooperative's current e-Resources were reviewed and evaluated for value for money and content against other subscriptions. Members decided to cancel Borrowbox's 'PressReader' (magazines and newspaper) subscription and subscribe to 'CloudLibrary NewsStand' due to the 7,000 local and international magazines and newspapers on offer with a lower subscription price.

July 2022

Village Social Gathering recommenced on Wednesday, 6 July 2022

Village locals are enjoying the once-a-month morning and afternoon teas which are available at the village Libraries. Locals are gathering to socialise, talk about their last book and grab another. During COVID and the recent staff shortages, this event had to be temporary cancelled.

School Holiday Program Monday 7-16 July

- **Glen Innes Movie Days** – two (2) movie days were held on 7 and 10 July 2022, screening Encanto and Sing 2.
- **Village Movie Day** – two (2) movies, one in Deepwater in the morning and another in the afternoon in Emmaville on 14 July 2022, screening Encanto.
- Paper and Recycled Craft Activities – 12 July 2022.

New Library Assistant – Raelene Watson – Monday, 18 July 2022

The Library welcomes Raelene Watson to the second vacant, permanent Library Assistant position. She is currently being mentored and trained in customer service, Home Library Services, and administration duties.

Bad Sydney Crime Writers Festival – Thursday, 28 July 2022

The BAD Sydney Crime Writers Festival LIVE online author event with bestselling author, Pamela Hart, was held on Thursday 28 July from 6 - 7 pm with a conversation about her writing style and her latest book, 'An A-List Death'.

GLEN INNES ART GALLERY EXHIBITION

'The Paddock to Plate Art Exhibition' which was open from 23 May through to 24 June 2022 features local artists artwork in mixed mediums and was popular with the community.

The following 'Celtic Country Artists' Art Exhibition, open from 11 Jun through to 29 July featured well-known local artists Mike Gilbert, Raelene Watson, and Peter Grimes artwork.

LIBRARY QUARTERLY STATISTICS

The overall statistics reflect the impact that COVID and Influenza is having on business, with a seven (7) percent decrease on issues at the Glen Innes Severn Library compared to 2021 figures and 40 percent decrease in TAFE issues.

The Library's statistics reflect a slow return to business in the Glen Innes Severn Library; however, the village Branch Libraries are showing an overall 20 percent improvement on 2021 figures with Deepwater increasing issues by 37 percent and Emmaville increasing issues by 15 percent.

The Library's e-Resources are not included in this report and have increased in online resource usage as members begin to rely more heavily on e-Books, e-Audio, online magazines, and newspapers.

Moved: Kerry Byrne

Second: Kerry Muir

Director of Corporate & Community Services Update:

Anna Watt is an apology.

General Business:**Work, Health & Safety:**

The leak in Ladies toilet ceiling continues to be problem and has been reported to Council's maintenance section.

A request has been made to have more street-lights at front of the building due to a fall incident by a community member attending a night meeting at the Learning Centre.

Future Scheduled Events

- 20 August – 'The Joy of Reading' – As Seen by 'The Golden Age' Illustrators coordinated and presented by Bill Rendell.
- 22 August – The Byron Bay Writer's Festival – Authors Visiting LIVE!

- 30 August – Local Government Career Expo.
- 8, 9, 10 September, BAD Sydney Writer's Festival Author's online LIVE events.
- 17 – 28 October – Aboriginal Wood Burning Artwork – Mosman Council Community Youth Grant Project in collaboration with the Glen Innes Family & Youth Services and Aboriginal community.

Other Business:

Savvy Seniors Technology Classes: Mondays 10-12

Kerry has received a grant from the NSW State Library and supported by Telstra, to offer Savvy Senior Technology Classes till June 2023. Classes will be on Mondays from 10 – 12 noon. Promotion has commenced and booking are being received by the community.

Sensory Saturdays:

The Friends of the Library have received a grant to go towards resources and materials to be used on Saturdays during the Sensory Saturday timeslot, 10 - 11am at the Library. This will help people with sensory issues or families with children with autism to use the library.

Action Item:	Action By:
Renewable Industries Courses	Donna Green to follow up.

Meeting closed at 09.45am

Next meeting: 21 October 2022

09.00am

**Glen Innes Severn Learning Centre
Conference Room**

Signed

Dated

Minutes of Saleyards Advisory Committee Meeting 6 July 2022

PRESENT: Cllr Carol Sparks (Chair), Mayor Rob Banham, Cllr Tim Alt, Acting Director of Development, Planning and Regulatory Services Kane Duke, Saleyards Manager Aaron Campbell, Acting General Manager Dennis McIntyre

Agent Representatives - Shad Bailey (Colin Say and Co), Terry te Velde (Newberry te Velde Carriage)

Producer Representatives - Peter Trow, Lyle Perkins, Tony Corcoran (3:09)

Livestock Representatives – Nick Lehman

1. OPEN AND WELCOME:

Cllr Carol Sparks (Chair) opened the meeting at 3.01pm.

2. APOLOGIES:

No apologies were given as all Members were in attendance.

3. DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

4. MINUTES OF THE PREVIOUS MEETING: ORDINARY MEETING - 6 APRIL 2022

MOTION: An amendment to the minutes to reflect the correct mover and seconder of the weighbridge matter reflect that it should be moved Peter Trow and Seconded Shad Bailey.

MOVED: Rob Banham **SECONDED:** Peter Trow **CARRIED**

MOTION: Subject to the changes noted above, Minutes from the ordinary monthly meeting dated 6 April 2022 were moved as true and correct.

MOVED: Cllr Tim Alt **SECONDED:** Peter Trow **CARRIED**

5. BUSINESS ARISING:

5.1 Weighbridge Fees (06/07/2022)

The weighbridge fees are reflected in the draft Operational Plan which have been on public exhibition for review and comment. A discussion was held regarding quarry weigh bridge fees compared to other saleyards.

MOTION: The quarry weighbridge fee to be charged the same fee as the saleyards weighbridge fee for livestock per head basis.

MOVED: Peter Trow **SECONDED:** Shad Bailey **CARRIED**

Action:

Nil.

Chairman

Date

Page 1

Minutes of Saleyards Advisory Committee Meeting
6 July 2022

6. CORRESPONDENCE

Incoming: Nil.

Outgoing: Notification of meeting to all Saleyard Committee Members of the meeting for 6 July 2022.

7. REPORTS TO SAC

7.1 Financial Report

The Acting Director of Development, Planning and Regulatory Services, Mr Kane Duke provided a copy of the Revenue and Expenditure Report to all members and a report which was provided to all members to read and review.

Action:

Nil.

8. GENERAL BUSINESS

Financial Report and Future of Saleyards

The committee discussed the contents of the financial report provided to all members to review and comment.

Presently, the Saleyards is running at a significant loss taking into account drought, bushfires, COVID-19 and general difficulties and challenges faced within the industry which have impacted landholders using the Saleyards and moving to regional selling centres and online selling.

Agent Shad Bailey disputed the fact that Saleyards is not being used with Colin Say and Co putting 40% of their livestock through the Saleyards. He disputes any allegation that Colin Say and Co are the reason for the decline in saleyard numbers and profits.

Mayor Rob Banham pointed out that all agents are responsible for the business decisions which have impacted on the current status of the Saleyards acknowledging that some impacts have not been unique to Glen Innes.

Acting Director of Development, Planning and Regulatory Services Kane Duke highlighted to the group that this is an opportunity as an expert consultative committee to direct the future of the Saleyards.

Acting General Manager Dennis McIntyre recommended that the Council collect data and information from the past five (5) years to give a clear picture of the Saleyards and the changes which have impacted the facility to result in the current financial state. This report will be presented to the Committee to review, before presenting this report and a recommendation to the Council and the community for the future of the Saleyards and the direction it will take after this information has been presented.

.....
Chairman

.....
Date

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Minutes of Saleyards Advisory Committee Meeting 6 July 2022

Tony Corcoran commented that the agents control the sales throughout the year and either there needs to be 3 to 4 weaner sales per year or the Agents need to find a way to work together.

He hopes that the question posed to the community for the future of the Saleyards is framed appropriately to get a realistic and honest response from the community.

The Acting General Manager Dennis McIntyre reiterated that the data for the report will frame the questions put to Council and the community and consider the various options with more story and full disclosure to consider a reasonable option for a decision to get right for the community.

Tony Corcoran left the meeting at 3:59pm

Saleyard Manager Aaron Campbell commented that the industry is shifting away from what Saleyards were initially established for and what the industry trends used to be.

Nick Lehman left the meeting at 4:09

Thoughts to consider"

- Is there a full field of buyers in Glen Innes?
- What is the perception of local landowners?
- Changing the fee structure

Advertising through Council MCO

- What does the Saleyards mean to your business?
- Can you operate without the Glen Innes Saleyards?

Action:

Put together a report and study of the last five years of the Saleyard financial figures and livestock numbers through the Saleyards to present to the next Saleyards meeting – **Acting GM Dennis McIntyre, Saleyard Manager Aaron Campbell, Acting Director of Development, Planning and Regulatory Services Kane Duke**

Action:

Advise Media Officer of potential advertising avenues to gain community interest and feedback in this matter.

.....
Chairman

.....
Date

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Minutes of Saleyards Advisory Committee Meeting
6 July 2022

MEETING CLOSED: 4.19pm
NEXT MEETING: Wednesday 5 October 2022
VENUE: William Gardner Room, Glen Innes Severn Library and Learning
Centre, Grey Street, Glen Innes.

Item 9.2

Annexure I

.....
Chairman

.....
Date

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STONEHENGE RESERVE TRUST

ORDINARY GENERAL MEETING

Date: 29th July, 2022

1. Meeting opened at 9.41am, after the AGM.
2. Present: John Lynn, Scott Grieve, Paul Wright, Phil Lynn, Jack Parry, (GISC Rep)
3. Apologies: Mike Norton
4. Any Declarations of Conflict of Interest: No, but Paul Wright did say that his son Greg does have the rights to agist sheep on the Reserve, and the Board is happy with this.
5. Minutes of previous meeting was read and Paul moved that these minutes be accepted as a true record, Phil 2nded, and this was Carried.
6. Business Arising: Paul said he called into the Ground this morning, and reported that our toilets are perfectly clean, although no toilet paper atm.
 - Discussed whether to put power back onto the pump to provide water
 - The problem with water to the toilets is freezing, but Jack said we could lag them but
 - Paul then said septic toilets are worse if they are not cleaned, whereas a long drop seems to be much more practical, we know they are not pretty, but they do work. Shall discuss a windy loo in general business.
 - So we do not need to worry about power for the pump as we will not need water.
1. Correspondence.

LLS Cert has been sent to Scott & Paul, and they will send in our Annual Return to LLS as NIL
2. Francis Williamson has written to us to use the Ground Saturday 30th July, 2022 for a family event.
3. Ronnie Bombell wants to use the Ground for Easter, 2023
4. Yvette Welband wants to book the ground for her wedding March 25th, 2023 which we have accepted but she should be contacted to advise her to advise Council for insurance purposes. **Action John.**
5. GENERAL BUSINESS
 - The road in has cut up bad. Jack said he will ring now to put a complaint in to Council to get it fixed up asap. **Action Jack.**
 - Discussion was had about installing a Windy Loo. John said we should be seen to be providing better facilities. Phil will discuss with Richard Quinn re funding opportunities, which will work in with the rail trail, so: **Action Phil**
 - We should take advantage of the new rail trail going past our back door.
 - Discussion was had about the Walking Track 1.25km long. Paul Wright proposed that we proceed with this. See if we can get funding from Council and White Rock. Moved John, 2nd Phil that **Paul and Scott and Mike get onto this project asap.**
 - Moved Scott, 2nd Phil that we continue the Agistment Agreement with Greg Wright

- Gun Club plastic wads, they have been trying to clean them up as best as possible, maybe get a contractor in to clear/smooth the area so it will be easier to clean up the wads. Paul said The Gun Club will address this issue.
- John asked Paul if we can get a fwd planner on Gun Club Shoot dates, to avoid any clash with public booking events. **Action Paul.**
- John asked Paul if he could continue his weed spraying program, to target Noddies, Blackberries and Saphrines, but not Needle grass. Needle grass needs to be slashed probably before Xmas, but John to monitor. Scott will talk to Eric Grob, book him up to do this. Scott to book up chemical from Norco and oversee this program, probably twice a year, say November and Autumn. **Action Scott**
- We discussed organising a working bee to straighten up the polocrosse fence. John to organise. Say end of September. **Action John**
- Discussed the playground OH&S, and Graham Archibald said he was looking into this. Paul suggested that Jack should also talk to Graham re what is happening with this.
- Also suggested that Jack talks to Graham about funding for the Windy Loo. **Action Jack.**

Meeting closed at 11.01am