



G W Y D I R
SHIRE COUNCIL

ORDINARY MEETING

AGENDA

Thursday 24 November 2022

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the Roxy Conference Room on **Thursday 24 November 2022**, commencing at **9:00 am** to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

Max Eastcott
General Manager

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Agendas and minutes are available on the Council's website:

<https://www.gwydir.nsw.gov.au/Home>

ACKNOWLEDGMENT OF COUNTRY

The Gwydir Shire Council acknowledges that this meeting is being held on Aboriginal land and recognise the strength, resilience and capacity of Gomeroi people in this land.

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1 OFFICIAL OPENING AND WELCOME - MAYOR

2 APOLOGIES

3 CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Ordinary and Confidential Meeting held on 20th October 2022 as circulated be taken as read and CONFIRMED.

4 PRESENTATION

5 CALL FOR THE DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST

6 MAYORAL MINUTE

6.1 Statewide Roads Emergency and the Annual Report

Roads' Crisis

The Councillors are aware of the extensive damage that has occurred to the Shire's infrastructure due to several past storm events that reached sufficient intensity to be declared as disasters that secure Government Funding for the repair of essential infrastructure.

Obviously, roads, bridges and culverts are considered essential infrastructure but the recreational assets damaged or destroyed along the riverbank is not considered essential.

At the recent Roads and Transport Conference, attended by Council representatives, the NSW delegates agreed to call on the NSW Government to declare a Roads' Emergency. The press release issued by LGNSW is attached.

This report recommends that Gwydir Shire strongly supports the thrust of the LGNSW submission.

An early draft of the correspondence forwarded to all the Shire's residents outlining the extent of the recent storm damage is attached.

Annual Report

Normally, the Council would have the 2021/22 Annual Report tabled at this meeting which would also include the Audited Financial Statements.

However, due to the inability of the Auditor-General to cope with the number of LG Audits this Council's audit has been delayed. This Council's disappointment regarding this issue has been expressed to the Shire's Local State Member.

It is expected that the required documents will be tabled at the December 2022 Ordinary Meeting.

MAYORAL MOTION

THAT Gwydir Shire Council supports the recommended action outlined by LGNSW to address the Statewide Roads Emergency.

ATTACHMENTS

- 6.1.1 Local Government NSW declares a Statewide Roads Emergency
- 6.1.2 Flood Update



Local Government NSW declares a Statewide Roads Emergency

Local Government NSW (LGNSW) has declared a Statewide Roads Emergency as NSW mayors and councillors join their interstate colleagues at the National Local Roads and Transport Congress in Hobart.

The declaration – and urgent call for the NSW and Federal Governments to increase their existing road funding commitments in the wake of this year’s catastrophic floods - was unanimously supported by NSW mayors and councillors attending the congress.

Successive floods and torrential rain events, coupled with chronic funding constraints, has caused \$2.5 billion in road damages and caused a collapse of the local and regional road network.

LGNSW President Cr Darriea Turley AM warned that without additional funding, the economic and social harm caused by this emergency would only get worse.

“More than 220 natural disaster areas have been declared across NSW this year, leaving the road network in a state of disrepair,” Cr Turley said.

“Road repair funding pledged to date has fallen well short of what is required so we’re declaring this Statewide Roads Emergency to get help before the situation becomes even worse.

“In the coming weeks, close to \$4 billion worth of crops will need to be harvested and transported, yet harvesting machinery is unable to access some of the most productive regions in our state.

“The wider rural communities supporting Australia’s food bowl are on their knees, waiting for the network to be repaired.

“Meanwhile, families travelling during the upcoming summer holidays will find their trips to visit family and friends severely disrupted unless councils get the support we need to rebuild the road network.

“When this rain finally recedes, we owe it to our communities that they gain access to their road network as quickly as possible.”

As part of the Statewide Roads Emergency, LGNSW is calling for:

- An acceleration and significant increase in funding for the \$1.1 billion Fixing Local Roads and Fixing Country Bridges program
- A boost to Road Block Grant funding to compensate for the damage to the regional road network
- New funding to provide councils with plant machinery and skilled workers to expedite road repairs.

“NSW communities are facing an unprecedented disaster which requires an unprecedented response,” Cr Turley said.

“I call on the NSW and Federal Governments to take action on the Statewide Roads Emergency and help our regional and rural communities bounce back from the devastation caused by this year’s floods.”



Dear Resident

Gwydir Shire Council Road Damage

In October of 2021, I wrote to all residents on the roads impacted by natural disaster flooding events to advise of the scale of damage across Council's 2000km road network. At the time, two flooding events had caused nearly \$14million of damage to Gwydir's roads.

This was unprecedented.

Since then, two more natural disaster declarations for flooding have been made for Gwydir Shire, and it is expected that one further declaration (or the extension of an existing declaration) will be made for rain events from the week starting 17 October 2022.

This frequency of flooding driven by La Niña is not normal weather. The resultant damage from these 5 rain events is enormous and widespread. Some examples of typical damages are shown below.









While Council staff are still assessing the full extent of the damage, over 2000 individual damages have been logged. These damages range from significant gravel loss to potholes and failed pavements. Relentless wet weather has meant Council graders have been unable to work efficiently in table drains to improve stormwater flow, further compounding issues.

The total damage bill is expected to eclipse \$25 million and, while funded almost entirely under the combined State and Federal Disaster Recovery Arrangements, will take a minimum of two years to complete. To put the scale of this into perspective, in an average year, Council carries out just over \$6 million of roadworks in total. Gwydir's road network stretches some 250km more than the distance from Melbourne to Brisbane and now has an average of one major defect every kilometre.

While the Disaster Recovery Funding Arrangements are of enormous benefit to Council, they only have provision for like for like replacements. It is for this reason improvements to pre-flooding standards have not been seen in works carried out to date and are unlikely to be for future works. The NSW Government recently announced a betterment fund to improve flood resilience on roads subject to frequent damage, however this is unlikely to be a panacea for Gwydir's roads due to a limited amount of funding being made available across the State to the many rural Councils impacted by these storm events.

Council's construction staff have been working tirelessly to address the road damage. Since the first natural disaster declaration in November 2020, the staff have worked a combined total of almost 15,000 hours of overtime. Council's plant has only stopped when being repaired or when an operator is not available. Additional graders have been added to our fleet and additional staff dedicated to disaster recovery have been appointed in both construction and project management roles.

In normal climatic conditions, Council has adequate resources to address most customer requests regarding road defects in a relatively short timeframe. The current scale of damages means that this is no longer the case. Priorities are forever evolving as road conditions change; however Council's prioritisation methodology has consistently been that larger damages on higher trafficked roads have the highest priority. Reinstating access to landholders who are unable to access services is also given top priority.

If a damaged road is not being repaired, it is only because staff are working on higher priority damages. Road damage that presents an inconvenience only, will in most circumstances have the lowest priority. Motorists will have to become accustomed to road conditions that require reduced speeds and greater caution in areas of damage that do not present immediate and serious safety concerns.

In my October 2021 letter, the expected timeframes for repairs were detailed for affected roads. Events since this letter have meant that these timeframes are no longer applicable, however Council will endeavor to meet them where possible.

These problems are not unique to Gwydir Shire Council. Similar damages have been incurred in all the neighbouring Local Government Areas and many others across the state.

This has created a huge demand for both contractors and skilled staff. Councils are competing with each other to augment their works' crews with contractors and hired plant.

The struggle of NSW councils are detailed in a recent article in The Guardian, which is attached to this letter, or can be found at the following address <https://www.theguardian.com/australia-news/2022/oct/07/nsw-councils-call-for-funding-boost-for-rain-related-repairs-or-they-will-start-closing-roads>

Thank you for your patience and understanding in these difficult times. The reporting of defects can be done by calling Council's customer service team on 0267 242000, or preferably by email mail@gwydir.nsw.gov.au

Regards



Max Eastcott
General Manager

NSW councils call for funding boost for rain-related repairs or they will ‘start closing roads’

Local government body says mayors are ‘really struggling’ with effect of extreme weather and need help from federal and state governments

- [Sydney marks its wettest year on record, smashing past 1950 high-water mark with three months to spare](#)
- [Follow our Australia news live blog for the latest updates](#)
- Get our [free news app](#), [morning email briefing](#) or [daily news podcast](#)



A landslide in Megalong valley in March 2021. NSW councils want more funds to repair roads damaged by heavy rain. Photograph: Blue Mountains City Council

A [New South Wales](#) mayor is threatening to close roads if his council does not receive a funding boost to cover the “beating” they have taken from this year’s record rainfall.



Sydney marks its wettest year on record, smashing past 1950 high-water mark with three months to spare

[Read more](#)

The mayor of Blue Mountains council, Mark Greenhill, said extreme weather, including heavy rain, flooding and landslides, had caused \$400m worth of damage in the shire – the equivalent of 10 years’ worth of roadworks in 12 months. The council’s total annual income is \$90m.

Greenhill said the damage was likely to continue with the forecast for heavy rain through spring and summer, which he said would also have a major impact on the council’s ability to conduct repairs. Crews have been working extended hours to patch potholes during downpours.

“If we don’t start getting more government funding fast, I’ll be forced to start closing roads,” he said. “If they’re not safe, I can’t put people’s lives at risk. That’s how serious the situation is.

“We are all absolutely exhausted by it ... on top of record rains, material shortages and sky-rocketing costs, our roads have taken a literal beating that has left one third of the network damaged.”

Councils are responsible for 90% of the NSW road network, including road safety and maintenance.

“There’s no way local governments can cope alone with the impacts of climate change,” Greenhill said. “It hits rural and semi-rural councils particularly hard as we have such a narrow rates base.



Trees that fell in wild weather in the Blue Mountains in March 2022. Mayor Mark Greenhill says extreme weather has caused \$400m worth of damage in 12 months. Photograph: Blue Mountains City Council

“Every time it rains, it sets us back. And we are once again facing a very wet summer.”

Other local governments across NSW are facing similar issues. Some are still trying to repair infrastructure damaged in the 2019-2020 bushfires.

Local Government NSW president, Darriea Turley, said councils were “really struggling” with the snowballing impact of natural disasters.

“I don’t think there’s one council that hasn’t been affected,” she said. “You go out and repair a road it washes it away, it’s constant, not just a one-off.”

On Thursday, the federal and state governments announced [\\$312.5m in funding](#) for 26 flood-impacted LGAs in northern NSW to rebuild damaged roads.

Turley said it wouldn’t go “anywhere near” what was needed to address the crisis.

Flooding in February and March alone caused \$1.3bn worth of damage to local roads.

“The government has to look at the funding for infrastructure and recommendations identified in the flood inquiry about building back better, building resilience,” Turley said.

Before the 2019 state election, the NSW government promised to take responsibility for 15,000km of regional roads from local councils.

Almost 120 councils applied for the program but only five applications – representing just over 391km of road – met the government’s criteria. So far, none have changed hands.

Brewarrina council in north-west NSW has been attempting to maintain a sealed and unsealed road network of more than 1,700km.

The second wet weather returns, the council’s transport manager, Tim Williams, said “you’re back to square one”.

“It’s really hard to keep up,” he said. “If it rains one day, we’re off the road for four or five until it dries, but everything is full and we’re just doing the bare minimum.”

Heavy patching, which permanently repairs the road, requires full dryness – which can take weeks, depending on the amount of rain.



A roadwork crew works to repair weather damage at Faulconbridge in the Blue Mountains, September 2022. Photograph: Blue Mountains City Council

At the moment, Williams is just repairing potholes on sealed state highways to keep them open, “running around with premix trying to top it all up”.

On Thursday, **nine roads** in the area remained close due to flooding, including parts of the Kamilaroi Highway.

Williams said it would take “a couple of years” to survey the extent of the damage.

“We have a skilled workers shortage, and you’re cutting roads to smithereens getting bogged it’s so saturated,” he said. “It’s all time and money.”

The mayor of Blacktown, Tony Bleasdale, said the past 18 months had a “catastrophic” impact on the region, with \$25m in damage to council roads in the past 16 weeks alone.

“When you look at maintenance alone of bridges and roads and essentials, it’s making it very, very difficult to maintain,” he said.

“Our land is going to fall apart if we aren’t given massive support.”

The mayor of Canterbury-Bankstown, Khal Asfour, said there was “no doubt” the council could benefit from more funding from the state government as repeated floods had caused significant damage across the city to roads, water pipes and drains.

“Our crews are doing what they can to repair roads and clear fallen trees and debris but are being hampered by the atrocious weather conditions,” he

said. “No sooner do you finish one area, you’re returning to do more repairs.”

A NSW government spokesman said they were delivering “a \$312m regional roads and transport funding package to help councils rebuild roads to a more resilient standard.”

7 NOTICE OF MOTION

7.1 Emergency Low-Cost Housing

Cr C Matthews

Emergency Low-Cost Housing

THAT the Council co-ordinate a consultation process of interested stakeholder groups and individuals to establish the following:

The current level of homelessness and other short-term accommodation and storage options required to address domestic or other violent situations within the Shire; and

Establish a community-based working party, from the stakeholder group, to develop possible strategies and outcomes from the consultation process for the consideration of the Council and the relevant State and Federal Departments.

Background

It has become clear through our involvement in the Bingara Op-Shop by both my wife and I that there appears to be an unmet need for crisis accommodation within Bingara and possibly the rest of the Shire as well.

The requirement possibly covers emergency, short-term and longer-term accommodation but this can be established through this recommended consultation process.

In addition to the need for accommodation there is also some anecdotal evidence that short- and medium-term storage options may be required during transitions from a person's existing accommodation due to a crisis situation.

It is my belief that this matter needs to have some urgency attached to the development of the strategy for the Council's consideration.

Cr Matthews' Notice of Motion

THAT the Council co-ordinate a consultation process of interested stakeholder groups and individuals to establish the following:

The current level of homelessness and other short-term accommodation and storage options required to address domestic or other violent situations within the Shire; and

Establish a community-based working party, from the stakeholder group, to develop possible strategies and outcomes from the consultation process for the consideration of the Council and the relevant State and Federal Departments.

SUGGESTED FURTHER MOTION BY THE GENERAL MANAGER

FURTHER that the Working Party be Chaired by Cr Matthews with staff support from the Deputy General Manager and that further members may be co-oped onto the Working Party by the Chair or Deputy General Manager.

ATTACHMENTS

{attachment-list}

8 OFFICERS' REPORTS

8.1 October Executive Services Report

File Reference:	NA
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Delivery Program

Goal:	5. Organisational management
Outcome:	5.1 Corporate management
Strategy:	5.1.5 Provision of responsible internal governance
Author:	Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

COMMENT

Planning

The following Development (D/A) and Development Modification (s96) applications were approved during the months of September and October 2022:

No.	Property Description	Development/ Work	\$	D/A	s96
45/2021	B K Coulton Lot 43 DP 755979 1767 Getta Getta Road North Star	Intensive Agriculture – 999 Head Beef Cattle Feedlot	\$100,000	☆	-
11/2022	M J Coleman, LP Coleman & CA Coleman Lots 1 & 2 DP 581433 & Lot 2 DP 1122235 806 Crooble Road Croppa Creek	Extractive Industry - 29,900 tonne per year quarry	\$100,000	☆	-
22/2022	L A Howe Lo 2 DP 1097091 3 Acacia Crescent Warialda	Dwelling and Swimming Pool	\$120,000	-	☆
25/2022	C M & B J Matthews Lot 2 DP 703733 25/27 Maitland Street Bingara	Modification – Change of use of building to a garage	-	-	☆
31/2022	A E & K L Groth Lot 86 DP 754833 632 Bereen Road Upper Horton	Two Carport attached to existing garage	\$5,000	☆	-
32/2022	A L Capel 26 Ridley Street Bingara	Pre-manufacture Dwelling and Detached Garage	\$365,523	☆	-

34/2022	P F & J C Fletcher Lot 3 DP 1066632 17 Riddell Street Bingara	Secondary Dwelling	\$70,000	✧	-
38/2022	Stahmann Property P/L Lot 20 DP 1112160 1507 River Road Pallamallawa	Rural Workers Accommodation	\$550,000	✧	-
41/2022	SHD Properties P/L Lot 2 DP 866585 246 Killarney Gap Road Gulf Creek	Completion and continued use of an existing Dwelling	\$120,000	✧	-
43/2022	G D & A M Hincksman Lot 5 Section 26 DP 758111 16 Bombelli Street Bingara	Conversion of existing shed into a secondary dwelling, construct a detached bathroom/laundry and erect a carport	\$28,000	✧	-
44/2022	J W Rollings Lot 2 DP 603869 38 Queen Street Warialda	Attached Dual Occupancy – 3 bedrooms, 2 bath each	\$505,000	✧	-
45/2022	L M Tait Lot 6 DP 1239213 24 Ridley Street Bingara	Detached Garage including a bathroom	\$25,000	✧	-
46/2022	R V & N Cox Lot 1 DP 1239213 46 Heber Street Bingara	Detached Garage including a workshop/studio with attached carport	\$40,000	✧	-
48/2022	L M Tait Lot 6 DP 1239213 24 Ridley Street Bingara	Manufacture Dwelling	\$185,008	✧	-
52/2022	S D & L L Adams Lot 84 DP 754842 1201 Upper Bingara Road Upper Bingara	Farm building for the purpose of storage and packing of agricultural produce (fruit)	\$389,829	✧	-
54/2022	Ampitel P/L Lot 1 DP 622557 I B Bore Road North Star	Upgrade to existing telecommunications facility including the erection of new 50m steel lattice telecommunications tower	\$759,000	✧	-

The following Development (D/A) and Development Modification (s96) applications remain outstanding at the end of October 2022:

No.	Property Description and Description of Work	Reason	D/A	s96
49/2016	Ceres Ag 'Gunyaerwarildi' 1470 North Star Road Warialda - Continued occupation/use of rural worker accommodation being the installation of a number of premanufactured cabins	Approved in principle awaiting compliance certification or engineering certification for the cabins. This has been followed up with the new owners. No response yet.	✧	-
39/2019	DJ Bull Fairford Road Warialda - 2 Lot Large Lot Subdivision	Request for additional information from applicant in relation to requirements under the Biodiversity	✧	-

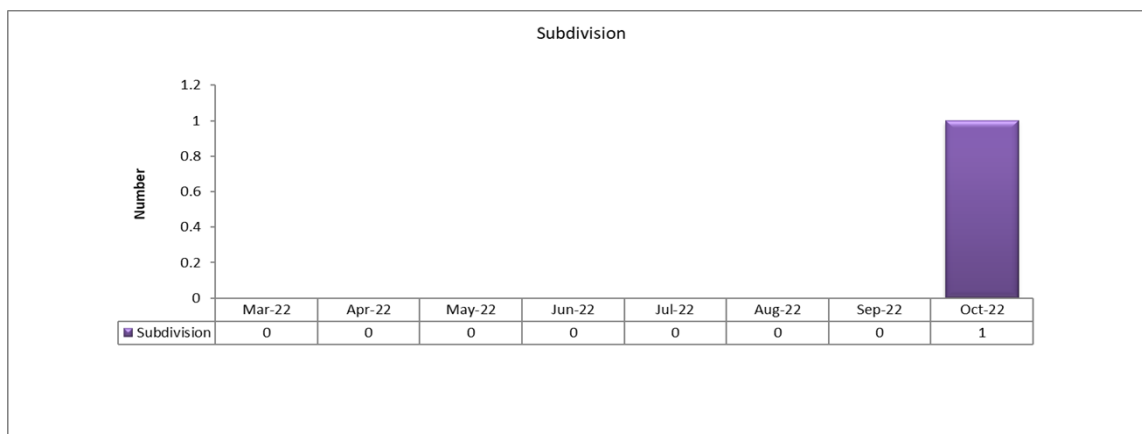
		Conservation Act 2016		
08/2022	D Shepherd 65 Hope Street Warialda - Urban Subdivision	Awaiting Re-Referral Response from RFS	☆	-
27/2022	R Sheridan / G A Norman 11 Salter Street Bingara - Modification of existing approval for a dwelling and detached garage – change dwelling cladding	On exhibition and neighbour notification for 14 days	-	☆
36/2022	J Flu / Gwydir Shire Council 152 Long Street Warialda - Additions and alteration to existing Aged Care Facility	Request of Additional Information	☆	-
47/2022	J Bourne / G V Gibson 3616 Trevallyn Road Upper Horton - Demolition of two existing dwelling, the construction of a new 5-bedroom dwelling and a detached carport	Awaiting Assessment	☆	-
48/2022	L M Tait 24 Ridley Street Bingara - 2-bedroom Dwelling	Being Assessed	☆	-
50/2022	M J Keating 12 East Street Bingara - 3 Bedroom Manufactured Dwelling	Awaiting Assessment	☆	-
51/2022	R J Barwick 228 Campbell Lane Gravesend - Private Cemetery	Awaiting Assessment	☆	-
53/2022	T R & K A Allen 17 Cunningham Street Bingara - Swimming Pool and detached garage	On exhibition and neighbour notification for 14 days	☆	-
55/2022	R Aleckson / M A Churchland & D W Low 77 High Street Warialda - Garage	On exhibition and neighbour notification for 14 days	☆	-

There were no Development (D/A) or Development Modifications (s96) applications approved and not previously reported to Council for the months of September and October 2022.

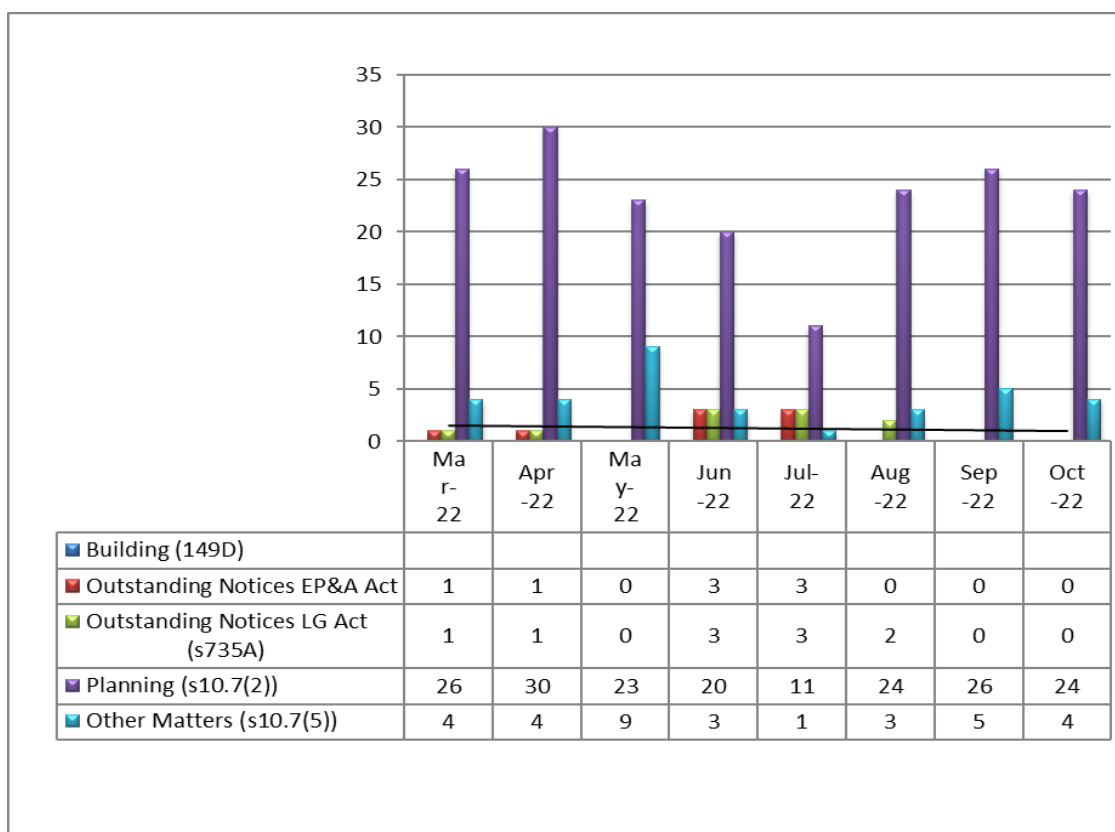
There were no Development (D/A) or Development Modifications (s96) application(s) refused (R)/ withdrawn (W)/ cancelled (C) during the months of September and October 2022.

There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the months of September and October 2022.

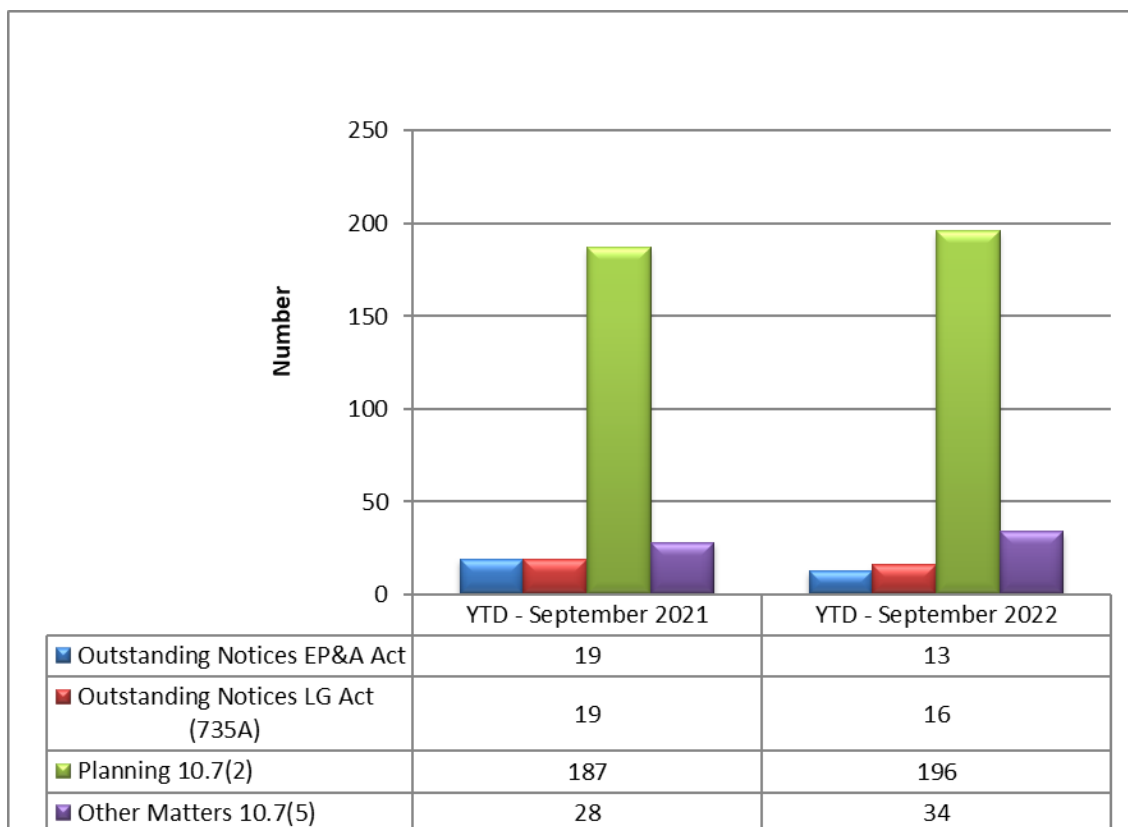
The following graph shows the Subdivision Certificates issued during the months of September and October 2022.



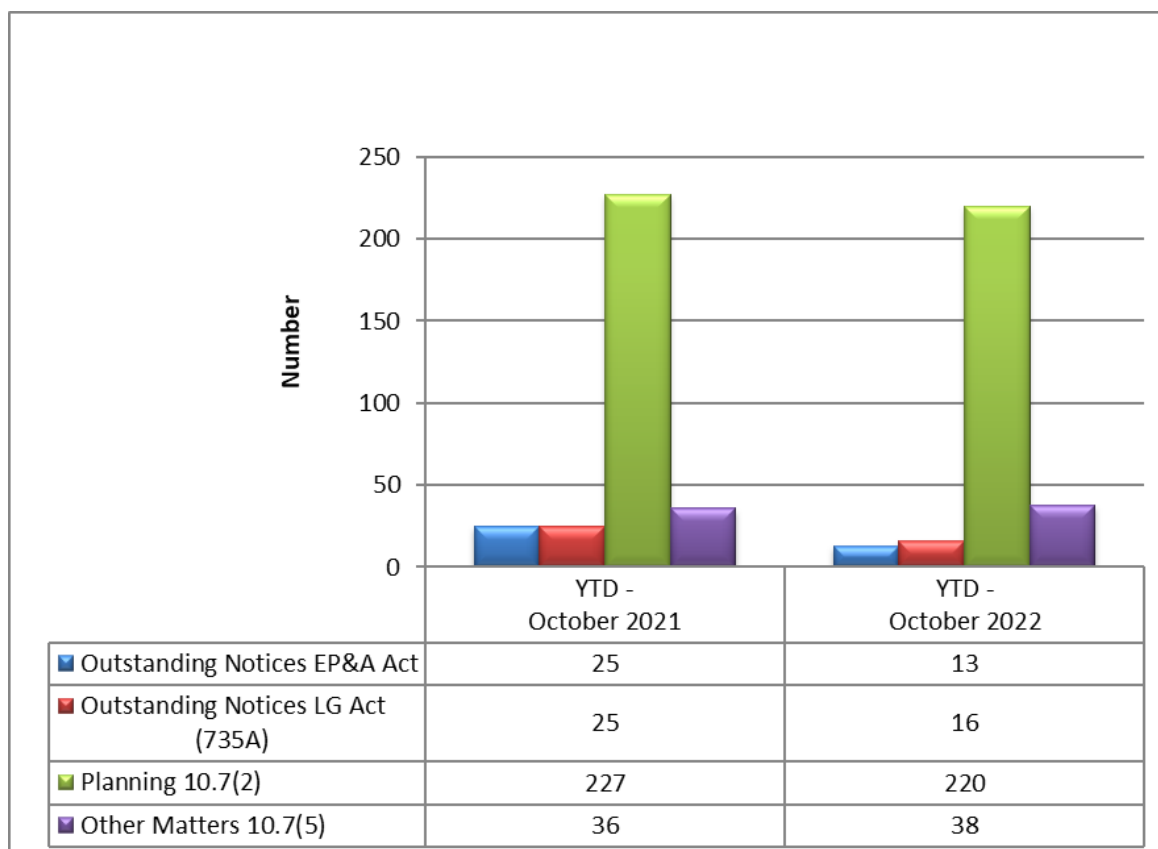
The following graph shows the Conveyancing Certificates issued during the months of September and October 2022 compared to the previous five months:



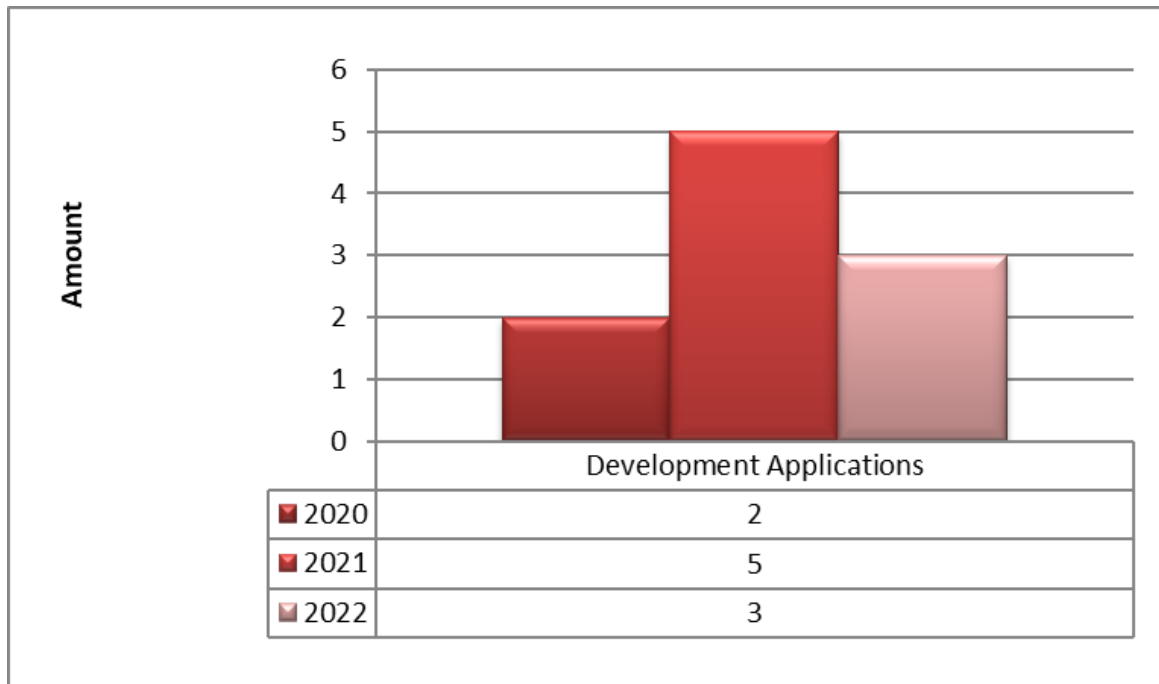
The following graph shows the Conveyancing Certificates issued up to and including the month of September 2022 compared with the same period in 2021:



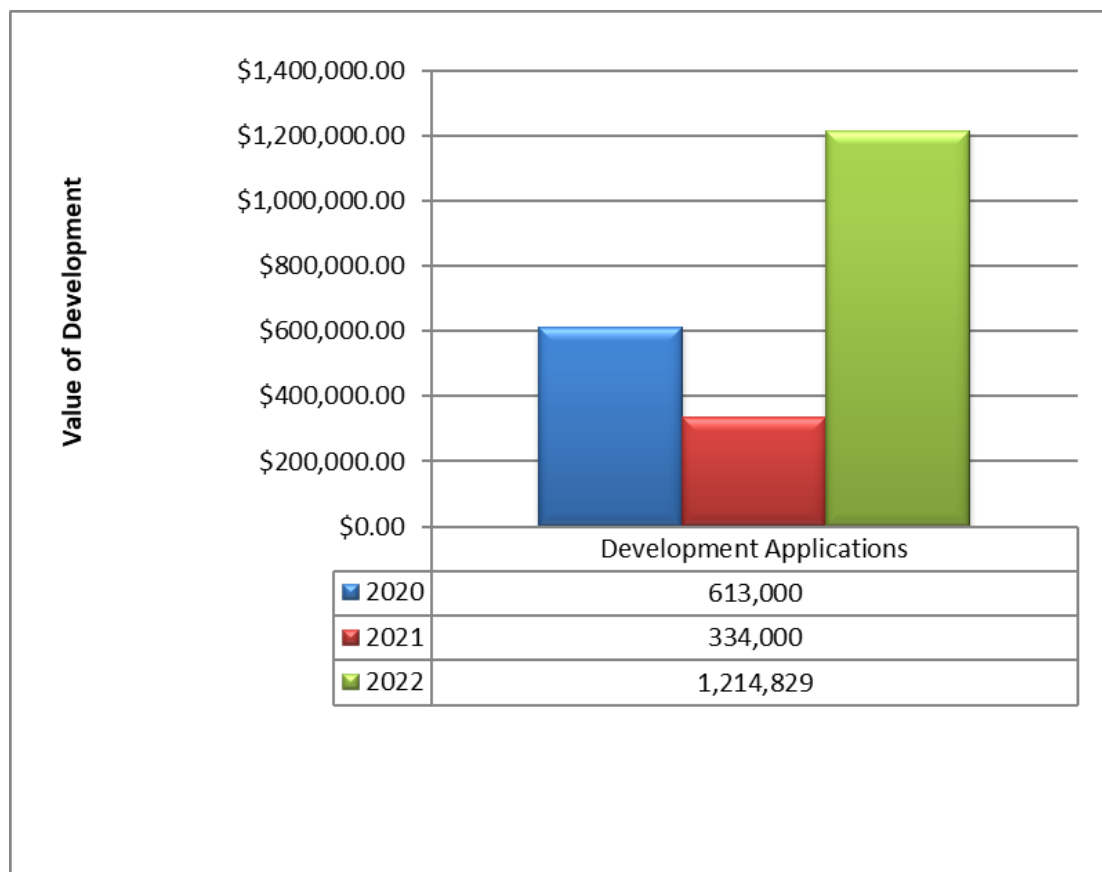
The following graph shows the Conveyancing Certificates issued up to and including the month of October 2022 compared with the same period in 2021:



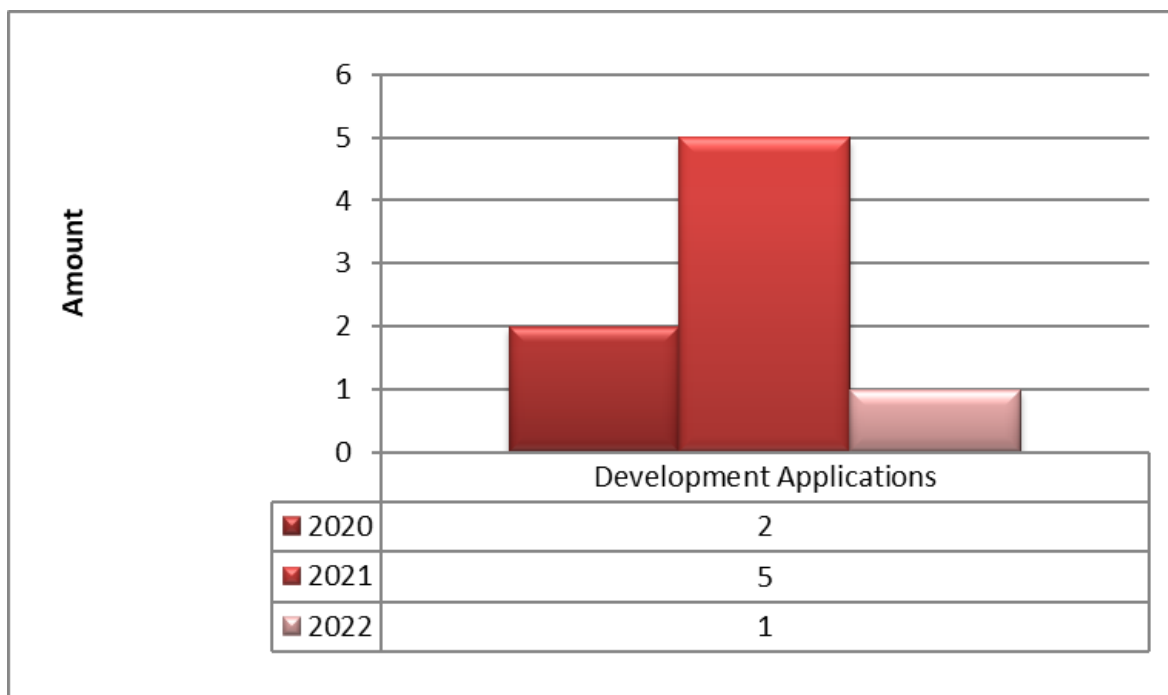
The table below shows a comparison between total applications lodged during the month of September 2022 compared to the same period in the previous two years:



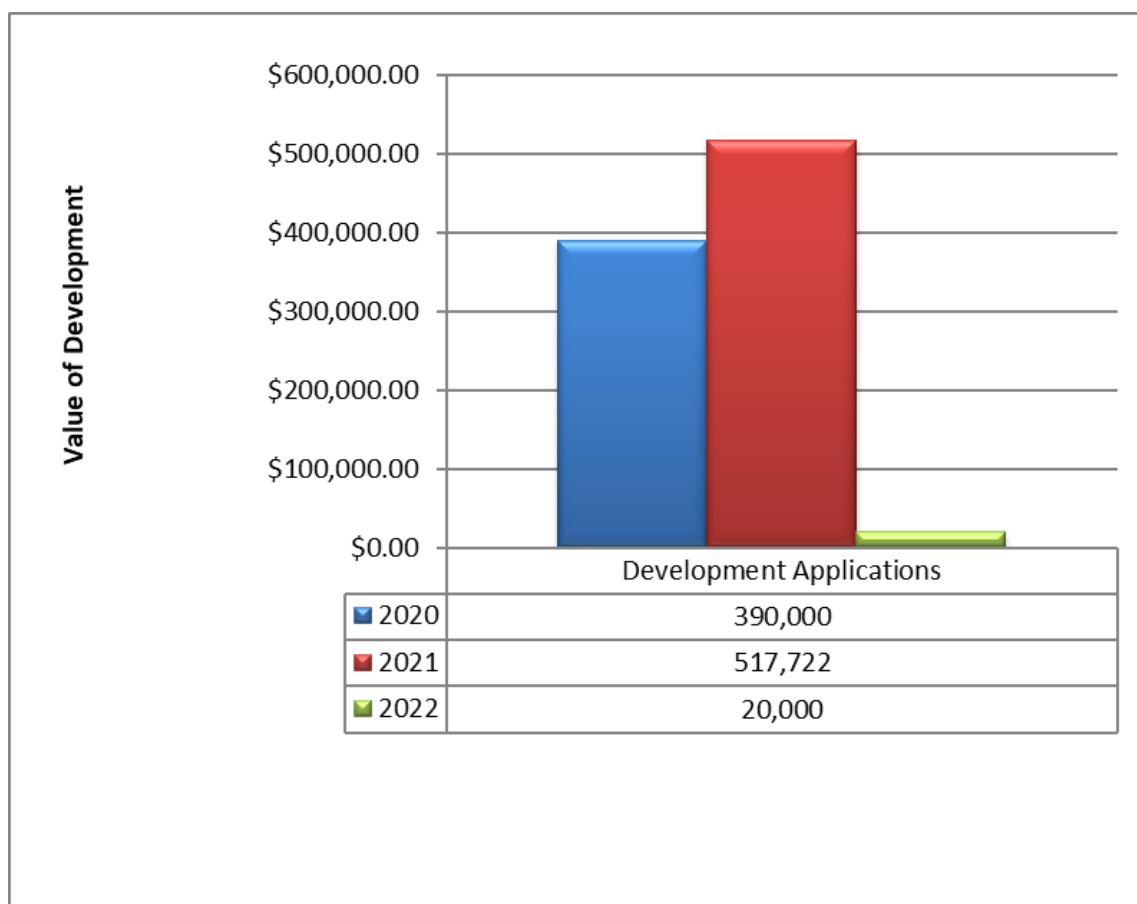
The table below shows a comparison between total value of applications lodged during the month of September 2022 compared to the same period in the previous two years:



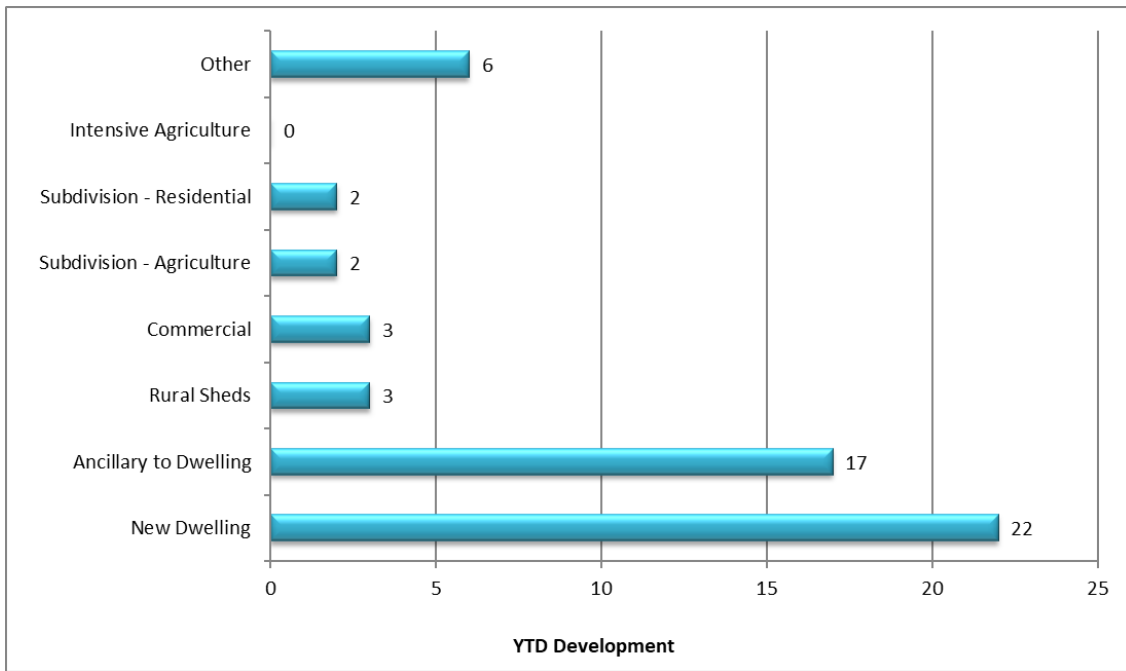
The table below shows a comparison between total applications lodged during the month of October 2022 compared to the same period in the previous two years:



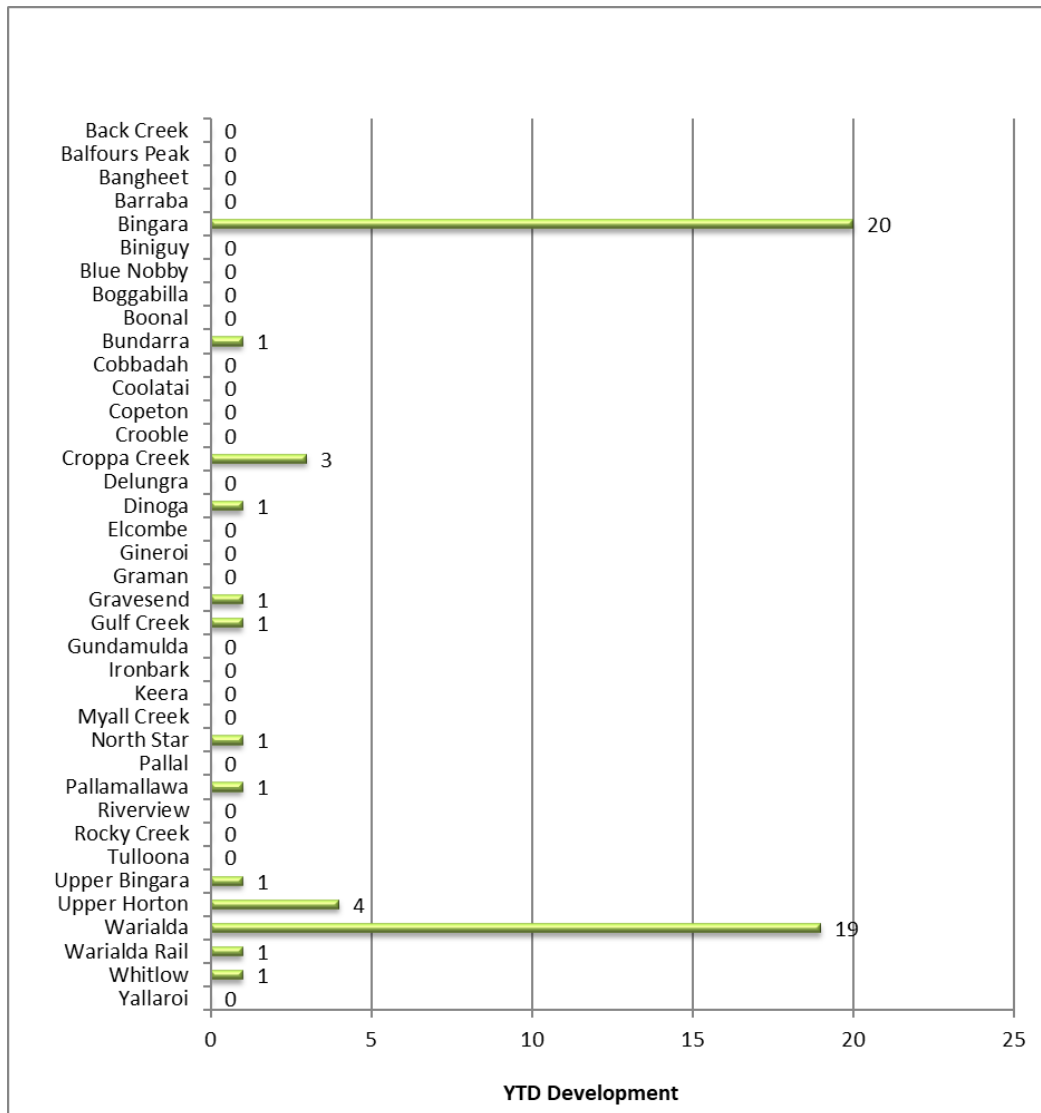
The table below shows a comparison between total value of applications lodged during the month of October 2022 compared to the same period in the previous two years:



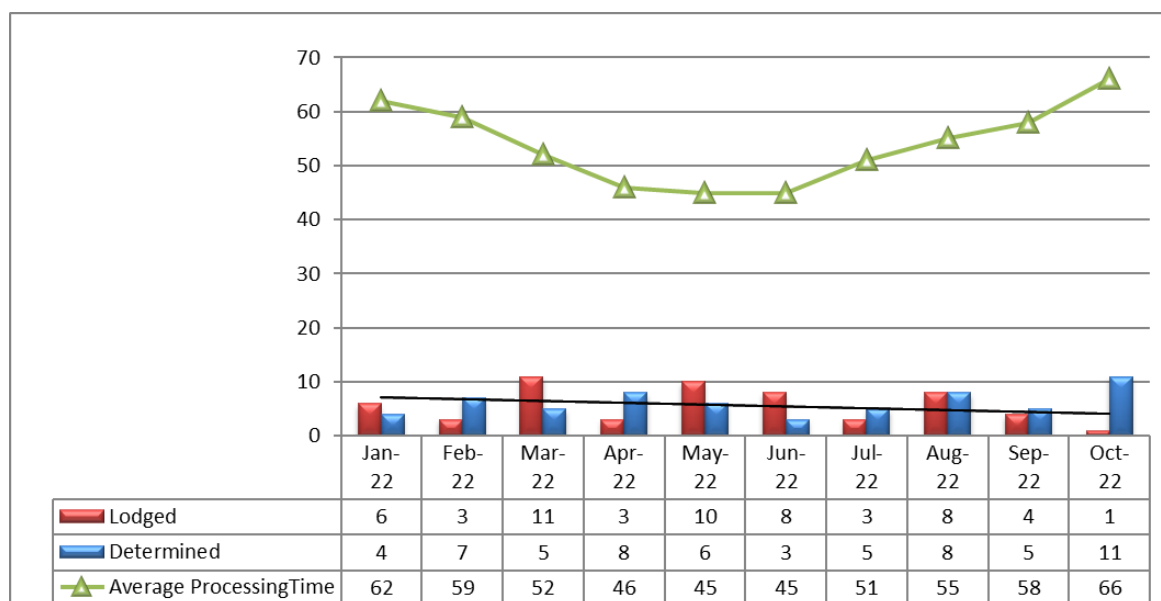
Development Applications received for the year by type – YTD October 2022:



Development Applications received for the year by locality – YTD October 2022:



Development Application Analysis – for the ten months up to the end of October 2022:



BUILDING SERVICES – SEPTEMBER & OCTOBER 2022

The Department continues to receive enquiries and provide advice on a range of planning and building matters including:

- Minor structure construction e.g., sheds
- Commercial opportunities and construction
- Basix (Building Sustainability Index)
- Bushfire requirements
- Building construction standards and requirements
- Stormwater
- Licensing and owner builder requirements
- Fees and charges
- Advice and assistance with lodgment of applications on the NSW Planning Portal

Approvals

The following Construction Certificate (C/C), Complying Development Certificate (CDC), Building Information Certificate (BIC) and S68 applications have been approved for the month of September and October 2022.

Application Type & No.	Property Description	Development/Work	\$
Construction Certificate CC 22/2022	3 Acacia Crescent Warialda	Construction of new 1 bedroom dwelling and swimming pool	\$120,000
Construction Certificate CC 25/2022	25 Maitland Street Bingara	Shed	\$40,000
Construction Certificate CC 39/2022	2199 Buckie Road Croppa Creek	Farm Building/Shed	\$146,500
Construction Certificate CC 40/2022	25 Maitland Street Bingara	Storage Shed	\$25,000

Construction Certificate CC 52/2022	1201 Upper Bingara Rd Upper Bingara	Class 8 Farm Building for storage and processing of produce (fruit)	\$389,829
Section 68 S68 15/2022	25 Keera Street Bingara	Installation of pre-manufactured dwelling and associated water supply, sewerage and stormwater work (DA 29/2022)	N/A
Section 68 S68 21/2022	26 Ridley Street Bingara	Installation of pre-manufactured dwelling and associated water supply, sewerage and stormwater work (DA 32/2022)	N/A
Section 68 S68 24/2022	Warialda Recreation Ground Holden Street Warialda	2022 Warialda Honey Festival – Amusement devices	N/A
Complying Development CDC 6/2022	5 Brigalow Street Bingara	Swimming Pool	\$40,000

The following applications have been approved by a Private Certifier.

Application Type & No.	Property Description	Development/Work	\$
Construction Certificate CC 26/2022	31 Market Street Warialda	Attached Carport	\$10,000

Number Of Complaints/Inspections September and October 2022

Type	No.	Yr. to Date	Actioned	Pending
Building	101	131	124	7

BUILDING MAINTENANCE

The Department continues to receive requests to carry out minor maintenance and these are generally dealt with in a timely manner. Otherwise, the works are scheduled into maintenance staff building activities including new works for attention.

Projects Worked On

Staff worked on the following projects during September and October 2022:

- Bingara Pre-School – Additions are nearing completion with the interior fitout complete and the new front deck constructed with only the roofing to be completed.
- Wellness and Interpretive Centre – construction has commenced and is progressing well but has been hampered by the adverse weather conditions.
- Bingara Showground (old amenities) – Upgrades have commenced on the old amenities building.



New deck at the Bingara Pre-School



Progress on the Slab at the Wellness and Interpretive Centre



Bingara Showground – upgrades to the old amenities building

Environment & Sustainability Department 29 August to 30 October 2022

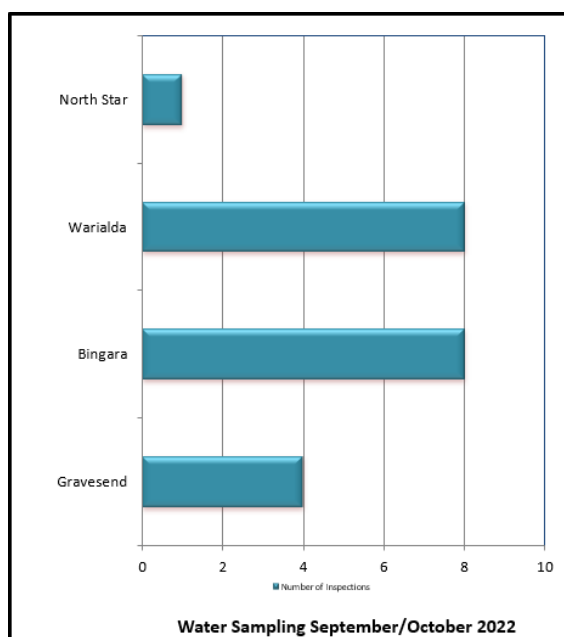
The Department continues to receive enquiries and provide advice on a range of health matters including

- Overgrown properties

- Food premises design and fit-out
- Food handling practices
- Mobile food vendors
- Food business notification
- Pet Ownership

Water Surveillance

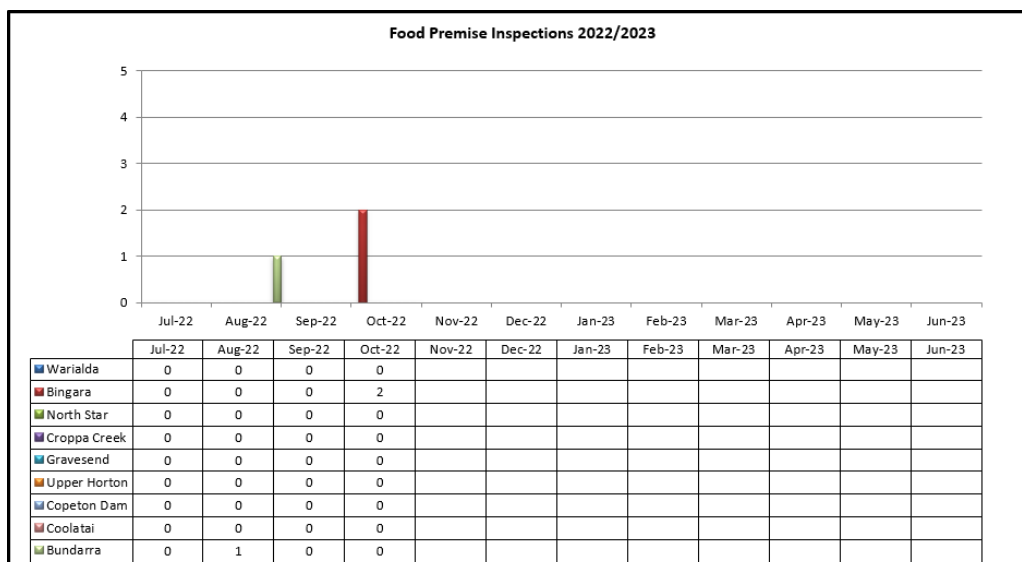
The Department continues to carry out routine sample collection for microbiological and chemical testing of the water supplies in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.



Food Inspections

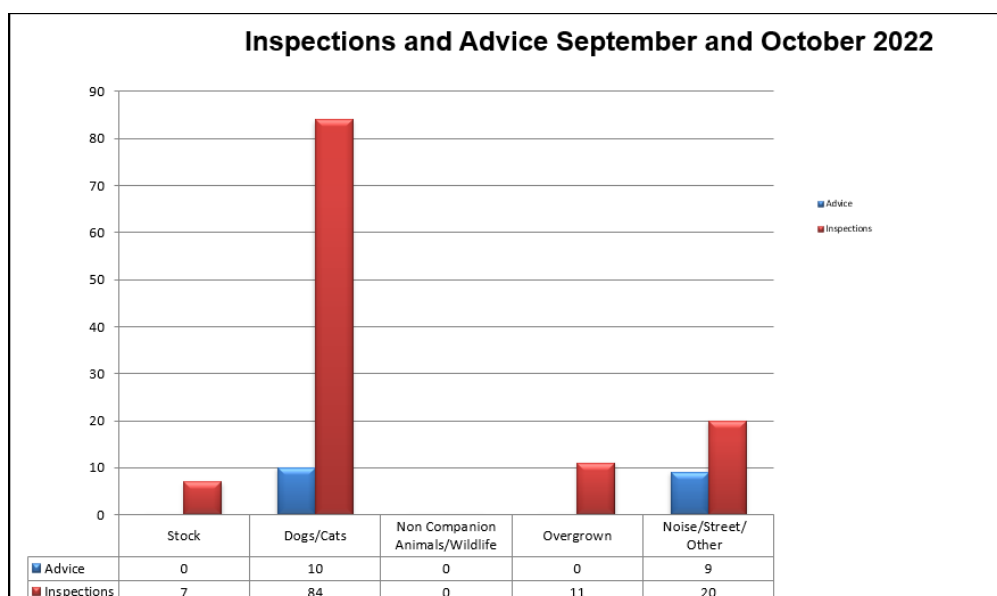
Food Premise Inspections are carried out on an annual basis for each food business. There are approximately 40 registered food service businesses within the Council area including supermarkets, clubs/pubs, motels, bakeries, cafés and takeaway food shops, mobile food vendors and school canteens. Depending on the nature of the food being served some businesses are exempt from inspection unless a complaint or issue arises.

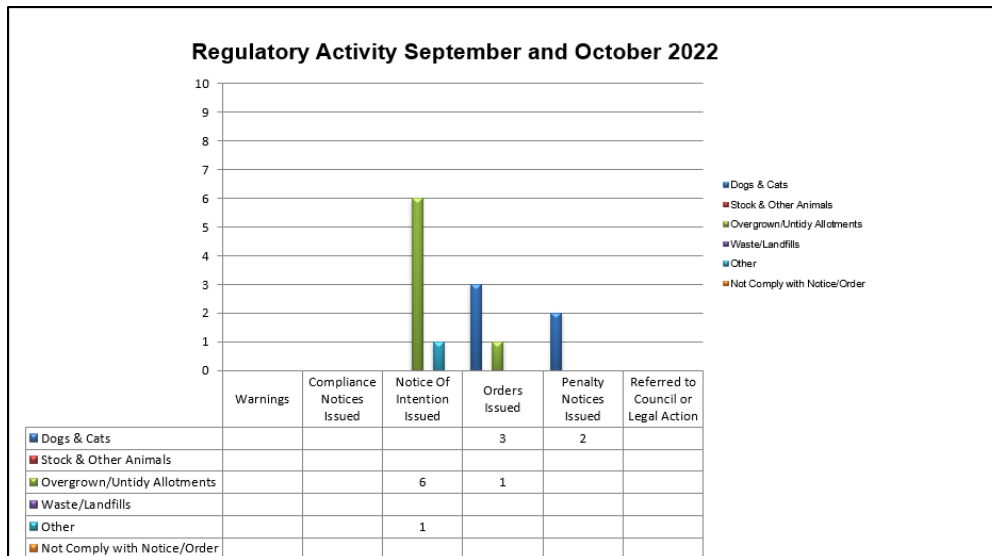
The graph below shows inspections that have been carried for the current financial year. Enquiries or complaints are actioned as necessary.



Compliance and Regulatory Control

Council receives customer requests regarding overgrown block, roaming dogs, roaming stock, noise, the keeping of animals and other concerns. These are investigated and actioned as necessary.

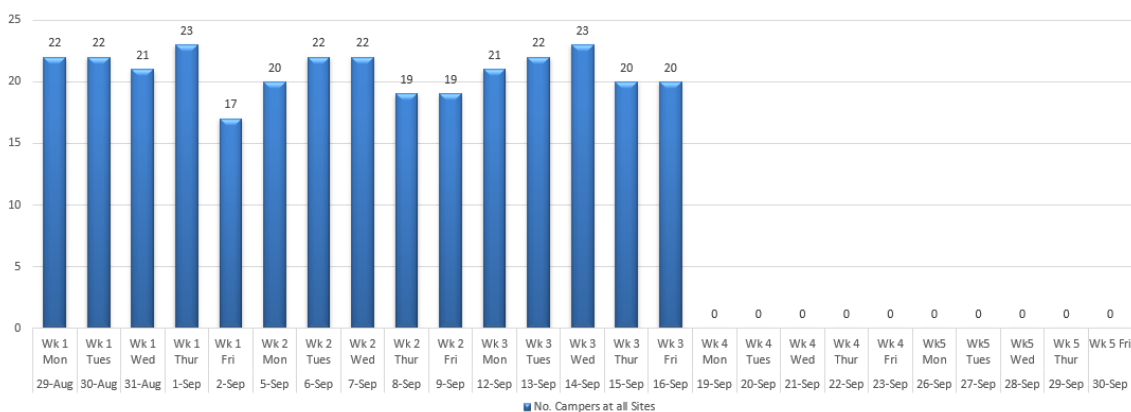


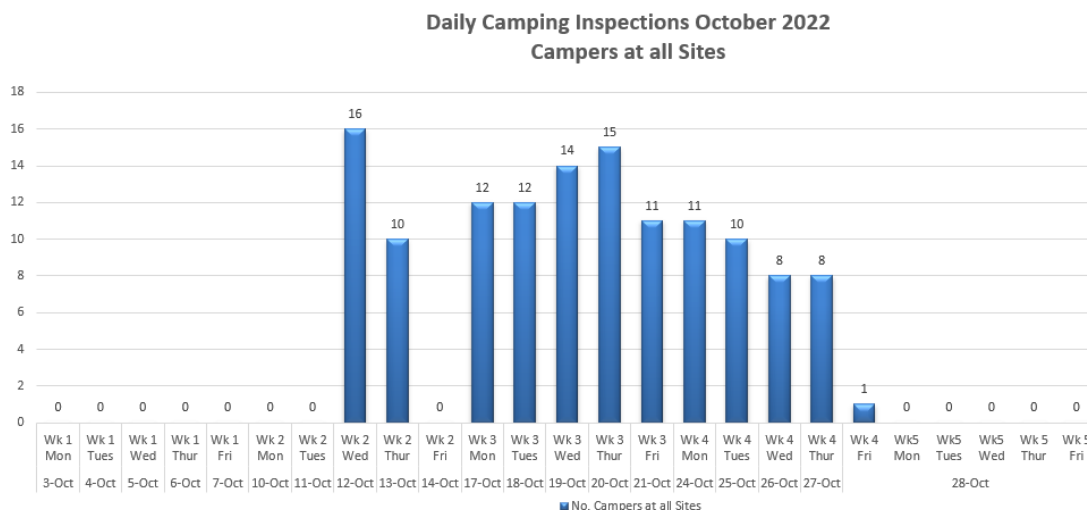


Riverside Camping

Council’s Compliance Officer aims to carry out daily checks along the river to ensure that camping is being conducted in a safe and hygienic manner. Flyers promoting local events and services are distributed to campers and enquiries from campers are addressed as required. The graphs below show total numbers of campers and the distribution of campers at the different campsites. During September and October there were two major water releases from Copeton Dam that caused flooding along the Gwydir River. All campgrounds were evacuated. Campers were permitted to stay at Bicentennial Park. The majority of those in the park then went onto the CMCA rally at the Bingara Showground, with dwindling numbers staying in the park till the end of the month. The processes that were put in after the last flooding proved effective with no incidents of loss of life or property recorded.

Daily Camping Inspections September 2022
Campers at all Sites



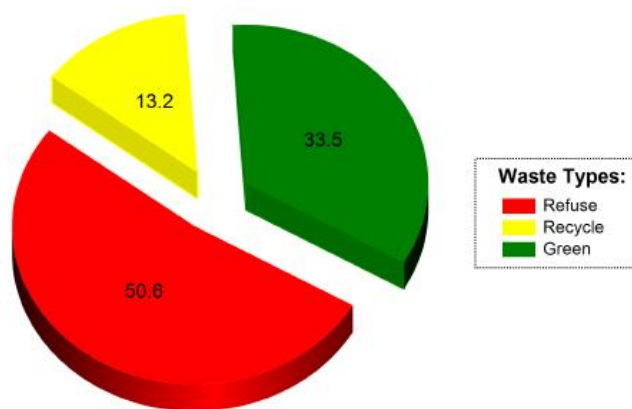


Waste Contract Services – September 2022

At the time of the report the available data from Cleanaway is for the previous reporting period.



Breakdown of Tipping for the Period



Total Tipping Tonnes: 97.32

Contaminated Recycling and Organics

No data was available for the month due to Cleanaway system maintenance.

Priority Weed Control

Property Inspection Program

Staff continue to assist land holders and the community with:

- Advice on the control of Priority Weeds and Biosecurity Duties
- Private and Public Property inspections

- Spraying of priority weeds and emerging weeds
- Authorised Officers are participating in ongoing Rapid Response Task Force in response to Parthenium Weed incursions in the Croppa Creek region and surrounds

Weeds Inspections

Property inspections are being undertaken in Section E during 2022 with property owners being offered support and advice on managing weeds. The parthenium outbreak at Croppa Creek continues to be inspected and monitored to ensure it is identified, contained and then eliminated.

The following charts show the noxious weeds inspections carried out in 2022.

Priority Weeds Inspections for the Month of September 2022

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Private Property	3	370	-	Sweet Briar, Green Cestrum, Blackberry, Pattersons Curse, African Boxthorn
Private Property – High Risk	1	300	-	Sweet Briar, Blackberry
Private Property – Re-inspection	1	30		None Found
Roadside – High Risk Pathways	10	1366.20	274.23	African Boxthorn, Mimosa Bush, Tree Pear, Pattersons Curse, St Johns Wort, Feral Fruit Trees
Roadside	13	582.65	116.53	Pattersons Curse, Mimosa Bush, Tree Pear, African Boxthorn, Mother of Millions, Sweet Briar, Blackberry
Waterways – High Risk	2	18.5	3.7	African Boxthorn, Mimosa Bush, Chinese Elm, Tree Pear Pattersons Curse
Other Council Lands	1	1	-	None Found
Recreational Areas	1	100	-	Tree Pear, Tiger Pear
ARTC	1	0.25	1.25	Pattersons Curse
NWLLS Reserves	1	0.5	2.5	None Found
Quarries	1	1	-	Common Pear, Tiger Pear, Silverleaf Nightshade
Grain Handling Site	1	0.25	-	Pattersons Curse
Truck Stops	1	2	-	African Boxthorn, Pattersons Curse
Machinery Washdown Bay	1	1	0.2	None Found

Priority Weeds Inspections for the Month of October 2022

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Private Property	1	60	-	St Johns Wort
Private Property – Re Inspection	1	50	-	St Johns Wort, Sweet Briar
Private Property – High Risk	1	150		St Johns Wort, African Boxthorn
Private Property – High Risk Re-inspection	2	85	17	None Found
Roadside	8	106.72	533.6	Pattersons Curse, Sweet Briar, St Johns Wort, Blackberry, Honey Locut, Tree Pear
Roadside – High Risk	5	127.25	636.25	Patersons Curse, Harissa Cactus, Tree Pear, Common Pear, Sweet Briar, St Johns Wort
Council	8	105.3	-	St Johns Wort, Chinese Elm, Tree Pear, Aloe, White Cedar
Dept of Lands	1	0.5	-	None found

Priority Weeds Control Works for September and October 2022

<i>Road</i>	<i>Weed Code</i>	<i>Area - Ha</i>	<i>Length of Road</i>	<i>High Risk Pathways</i>	<i>Roadside</i>	<i>Private Works</i>	<i>other</i>
SR 32 Pallal Rd	Pattersons Curse	60	12		1		
SR 3 Elcombe Rd	Pattersons Curse	245	49	1			
Eulourie Rd	Pattersons Curse	60	12		1		
River Rd	Tiger Pear, Box Thorn	30	6	1	1		
Agincourt Rd	Tree Pear, Box Thorn	5	1		1		
Agincourt Rd	Tree Pear, Box Thorn	50	10		1		
Agincourt Rd	Tree Pear, Box Thorn	77.5	15.5		1		
Agincourt Rd	Tree Pear, Box Thorn	10	2		1		
North Star Rd	Tree Pear	150	30	1	1		

North Star Rd	Pattersons Curse	275	55	1	1		
Bruxner Hwy	Pattersons Curse	125	25	1	1		
Croppa Creek Rd	Pattersons Curse	15	3	1	1		
Croppa Creek Rd	Pattersons Curse	15	3	1	1		
North Star Rd	Pattersons Curse	125	25	1	1		
Agincourt Rd	Pattersons Curse	20	4				
Boundry Creek Rd	Pattersons Curse	50	10		1		
Eulourie Rd	Pattersons Curse	50	10	1			
Caroda Rd	Pattersons Curse	65	13	1			
Bingara Common – below Golf Course	Green Cestrum, African Boxthorn	10					1
Agincourt Rd	Tree Pear	40	8		1		
Agincourt Rd	Tree Pear	80	16		1		
North Star Rd	Tree Pear	10	2	1	1		
Agincourt Rd	African Boxthorn, Pattersons Curse	50	10		1		
Moreena Rd	Pattersons Curse	50	10		1		
Croppa Creek Rd	Pattersons Curse	25	5	1	1		
Eden Forest Rd	Pattersons Curse	15	3	1	1		
Caroda Rd	Pattersons Curse	70	14		1		
Gwydir Hwy	Pattersons Curse	200	40	1	1		
River Rd	Pattersons Curse	115	23	1	1		
Crooble Rd/Railway St Crooble	Pattersons Curse	1.5	0.3		1		
Caroda Rd	Pattersons Curse	5	10	1	1		
Caroda Rd	African Boxthorn	2	4	1	1		
Copeton Dam Rd	Green Cestrum	2	5	1	1		
Copeton Dam Rd	Yellow Bells	2	5	1	1		
North Star Rd	Pattersons Curse		80	1	1		
Bruxner Hwy	Pattersons Curse		25	1	1		

Gwydir Hwy	Pattersons Curse		40	1	1		
Croppa Creek Rd	Pattersons Curse		2.5	1	1		
Croppa Creek Rd	Pattersons Curse		2.5	1	1		
North Star Rd	Pattersons Curse		20	1	1		
Againcourt Rd	Pattersons Curse		1		1		
North Star Rd	Pattersons Curse		5	1	1		
Allandale Rd	Pattersons Curse		8		1		
Munsies Rd	Pattersons Curse		12.5		1		

The Planning & Environment Department report for September and October 2022 was compiled with information available at the time of preparing the report.

COMMUNITY ASSETS

Caravan Parks

Elisha Tonks resigned from her part-time position at the Bingara Caravan Park.

Dan Hall resigned from his position at Warialda Caravan Park.

We thank Elisha and Dan for their contribution and dedication to their respective roles.

Repairs were carried out on one of the commercial dryers at the Bingara Caravan Park, as were repairs to the roof of the amenities block.

A new pressure cleaner was purchased for the Bingara Caravan Park.

Pools

The Bingara Pool opened on Saturday 1 October. The pool hosted several early aqua aerobics sessions for the CMCA Rally visitors.

The award winning Aquafit classes, which are run by Bingara Multi-Purpose Service staff, commenced this month. These classes occur before the pool opens at least twice a week. Swimming Club has started for the season on Wednesday nights.

In the weeks before the opening of the Warialda Pool, the 50-metre pool was repainted. In addition, the wading pool tiles were ground, and a resin applied. The wading pool was then also painted. Unfortunately, the painting proved unsatisfactory, and the contractor had to redo some of the painting works. This delayed the opening of the pool.

A replacement foot valve was also fitted by Council staff.

The pool opened on Friday 28 October.

A new freezer was purchased for the Warialda Pool.

Cranky Rock

The caretaker at the Cranky Rock Reserve vacated the residence and left her role earlier than expected. It is not known when she left. Council staff put immediate measures in place so that the Reserve continued to be available to the public, the animals were watered and fed, and the amenities cleaned. Council is currently negotiating with an interested party to caretake the Reserve.

The site information for September and October 2022 were not provided by the caretaker before she left.

Myall Creek

The following table shows the number of people who entered comments into the onsite visitor platforms.

Month	Total
August 2022	246
September 2022	263
October 2022	206

Some of the comments this month were made by people from Finland, France, Canada, New Zealand, Hobart, Melbourne, Perth, Canberra, Victoria, Brisbane, Gold Coast, Sunshine Coast, Newcastle, Orange, Ballina, and Grafton, and included:

“Hopefully this successful act of reconciliation will spread throughout the country.”

“Audio Soundtrail made this visit very real. Thank you.”

“Splendid memorial to a tragic event.”

Property Management

Whitfeld Place units were inspected during the reporting period for maintenance requirements.

Gwydir Libraries

Statistics	Bingara	Warialda	Gwydir
Door Count	2006	1270	
Loans	1553	424	
New Members	6	4	
E-resource Users			22
Downloads			203
PC usage	146	100	
WIFI usage	320	145	
Programs	53	30	
Adult Program attendees	125	67	
Children Program attendees	189	171	

Home Delivery	6	4	
Institution Delivery	2	2	
Seniors Be Connected sessions	14	7	
Community Support Hub	28	10	

Both libraries continue as community support hubs with community members and visitors requiring assistance with printing, copying, scanning, emailing, phone assistance, form completion, job applications, resumes and cover letters.

Bingara Library

- The library space has been used for meetings by the community Op Shop, Anglicare, Arts North West and Council staff assisting with Development Applications.
- Library staff helped with the printing of the Anglican Flower Show programs.
- The community Op Shop used the back library area to prepare for their recent fashion parade.
- The library provided the Toy Library with bulk book loans to have available for families to read or borrow directly from the Toy Library.
- Library staff go over to the CHSP office on a Tuesday morning to deliver or collect any books or audio CDs from clients who attend the morning gathering.
- Library staff have assisted Anglicare staff with printing of forms for clients, assistance in completion and scanning and emailing forms. Anglicare also used the library space to meet with a client in a neutral space.
- University students and school students have used the library to do study and preparation for exams.
- Teachers have used the library space to do marking and preparation work.
- Library staff worked with the Bingara Tourist Officer to find information for a lady in Sydney who phoned seeking local history knowledge and information. This was a successful outcome with the lady planning to visit Bingara and explore the Gwydir Shire.
- After School programs has seen new children join in the fun for Term 4. Afternoon programs included homework help, project assistance and research, craft, Lego challenges, board games, STEM activities, learning how to look at the library catalogue and reserving books.
- Wednesday games morning for seniors continues to be successful with more participants attending each week and various games being played. A newly joined participant attended with her assistant and expressed her appreciation of this program as it gives her reason to get out of the house each Wednesday morning.
- Home schoolers visit the library every Wednesday morning. This group is very appreciative of the weekly sessions. They access the library to reserve and

borrow resources, use the computer and Wi-Fi facilities, and print off schoolwork.

- The library has been very popular with tourists, especially CMCA Rally participants, using the space for Wi-Fi connection, reading a magazine/paper, using public computers and printing. Lengthy visitors can sign up for a visitor's membership to the library, allowing them to borrow resources for the duration of their stay.
- The library was involved in the CMCA Rally, hosting several information sessions for the visitors to discuss public library and resources available to them whilst travelling and visiting.
- The library children entered the CMCA Rally's window decorating competition for their street party. The afternoon program children and the home school children all created 70s themed decorations to add to the library window. The library windows theme was 'Peace, Love and Books'. Many people have complimented the children's artworks and the children are all very proud of their combined masterpiece.
- Children's Week was celebrated each afternoon from 22-30 October with special craft activities and afternoon tea.
- Get On-line Week was held from 24-28 October. Twenty-five Be Connected participants accepted the challenge to try one thing new.

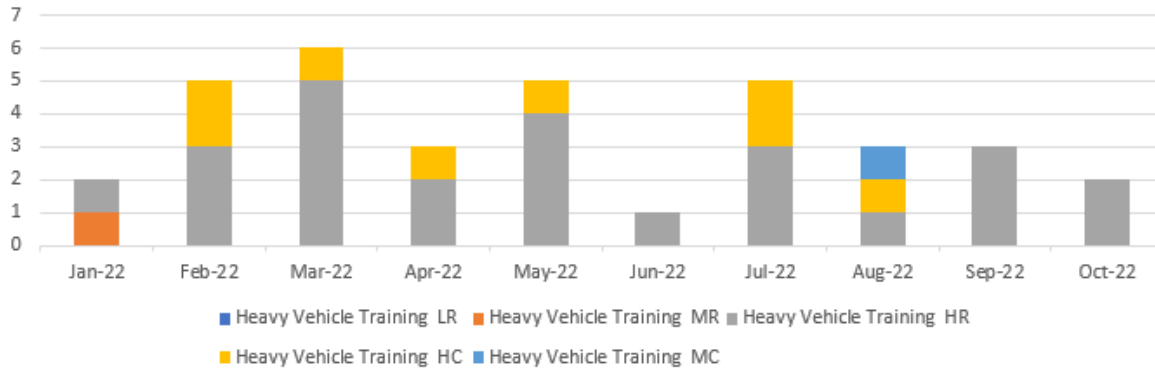
Warialda Library

- The annual Halloween Party for library children was held on Saturday 15 October. This proved to be a fun filled event once again with 20 children in attendance.
- After School programs continue to be well attended with Wednesday's Book Club the most popular session.
- Deliveries to individuals at home, Naroo residents and the hospital continue.
- Senior programs such as Meet and Greet, Golden Oldie craft continue.
- Be Connected 'Tech Savvy' continues to be successful every Tuesday and Thursday morning.
- Storytime sessions are held with the Toy Library children monthly.
- The library children participate in a Pen Pals' program with Naroo and Whiddon residents.
- Naroo craft session
- Children's Week was celebrated each afternoon from 22-30 October with special craft activities.

Gwydir Learning Region Training

Heavy Vehicle Training and Assessment

GLR Training Heavy Vehicle Training & Assessment January - October 2022



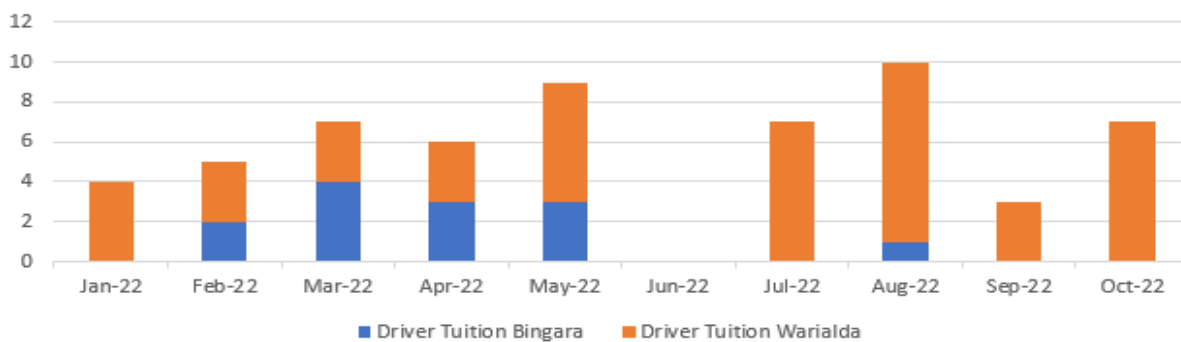
The graph above illustrates heavy vehicle training provided for the 2022 calendar year.

Throughout the month of October, five new enquiries have been received. One application for smart and skilled funding has been submitted to Training Services NSW and approved.

Learner Driver Tuition

The graph below indicates driving tuition provided from January to October 2022.

GLR Training Driving Tuition January - October 2022



Gwydir Career Start Program Receives Honourable Mention from Minister for Regional Development, Local Government and Territories

Gwydir Shire Council’s ‘Gwydir Career Start Program’ was nominated in the ‘Career Starter’ category of the 2022 National Awards for Local Government.

The National Awards for Local Government are an annual celebration of the best Australian Local Government achievements. The awards highlight innovative and resourceful solutions implemented by local governments that make a difference to their local communities.

Although not being named the winner, the program received an honourable mention from The Hon Kristy McBain MP, minister for Regional Development, Local Government and Territories.

Nomination submitted:

In 2019, Council launched the Gwydir Career Start Initiative, a promotion and more focused approach to our already successful trainee and apprenticeship program.

The program provides an exceptional opportunity for local school students and job seekers to gain valuable skills and work experience in a Local Government environment while studying to obtain a nationally recognised qualification.

The program gives Council the ability to train, develop and mould their school based and mainstream trainees and apprentices into valuable, qualified, and productive employees, whilst also meeting Council's succession planning goals. – Put simple, it allows us to 'grow our own'!

Distance, financial restraints and the nature of rural life can be deterrents for residents to pursue further education and training. Our program aims to alleviate these challenges by providing guidance and opportunities enabling participants to reach their full potential and enhance their employability.

Gwydir Shire Council is fortunate to have an excellent working relationship with local schools who are very supportive of the SBTs (School Based Trainees) and provide assistance well above expectation to ensure their success.

Our current cluster, aging from 15 to 54, includes seven SBTs, five trainees and eight apprentices, who are working towards qualifications in the following vocations: Horticulture, Carpentry, Water Operations, Automotive, Information Services, Business Administration, Plumbing, Aged Care and Plant Operation.

The Council has sponsored a considerable number of staff to gain their Certificate IV Assessment and Workplace Training. This qualification enables the supervising staff to support trainees and apprentices and to act as effective mentors. This initiative is one of the contributing factors to the success of the Gwydir Career Start Program.

Vocational education is the catalyst to developing confident, competent and constructive employees, in turn ensuring productive and successful workplaces.

Gwydir Shire Council considers its employees as its most valuable asset and this statement is supported by the investment the organisation makes in the development and wellbeing of all its staff.

The Gwydir Career Start Program directly contributes to Gwydir Shire Council fulfilling its Corporate Vision; 'To be the recognised leader in Local Government through continuous learning and sustainability'.

Boosting Apprenticeship Commencements

The Australian Government is providing *Boosting Apprenticeship Commencements (BAC)* and *Completing Apprenticeship Commencements (CAC)* wage subsidy to support employers and Group Training Organisations to take on new apprentices and trainees in an effort to assist with the recovery of the economy from the impact of the COVID-19 pandemic.

The subsidy provides up to 50 per cent of the Australian Trainee/Apprentice’s gross wage (maximum \$7,000 per quarter for a 12 month period from the date of commencement).

BAC and CAC payments claimed by Gwydir Shire Council during October 2022:

Claim Period	Number of Employees	Claimed/Paid
1 April to 30 June 2022 (BAC)	12	\$64,644
1 April to 30 June 2022 (CAC)	6	\$3,259
School Based Trainee Commencement Claims	2	\$4,000

Country Education Foundation (CEF) – Gwydir Learning Region (GLR)

The Country Education Foundation of Australia held its National Conference and Annual Alumni Awards in Canberra on Saturday 22 October 2022. CEF GLR were represented at the conference by two staff members.

Guest speakers addressed issues including cybersecurity, national and local funding opportunities and ideas, student support, health and wellbeing, and committee management.

The Gwydir branch of CEF proudly nominated Louisa Gilmour for her outstanding post HSC academic achievements. Louisa’s nomination read:

The Gwydir Learning Region branch of Country Education Foundation proudly nominates Louisa Gilmour for a 2022 CEF Rising Star Award.

Louisa completed her HSC at Warialda High School in 2020 and commenced a double degree in Arts and Media at Macquarie University in 2021.

Louisa is an amazing young lady with a maturity beyond her years. Her vibrant personality, cheerful demeanour, motivation to excel and vision for the future is inspiring to all that know her.

The Gilmour family have faced adversities, both medical and environmental, and Louisa has been their shining light throughout each and every difficult situation.

Louisa excels in the field of visual arts, and her artistic achievements to date are nothing short of astounding. Her accomplishments so far include:

- *Selected for Art Express which recognises outstanding HSC student artworks throughout the state by exhibiting a curated collection across NSW*
- *Received the William Dobell Art Prize for Art Express recognising exemplary creation*
- *Nominated for Encore which recognises outstanding HSC Music performances*
- *Received Leaders and Achievers entry to Macquarie University based upon exceptional HSC results and service to the community*
- *2021 Young Citizen of the Year Award*

- *Academic Excellence for the 2021 Academic Year across the Arts Faculty at Macquarie University*
- *Attained the highest result in Screen Practice and Production Unit, achieving the rank of 1/623 students*
- *Awarded the Macquarie University Highest Achiever in a Faculty of Study for Semester 1 2022 across the Arts Faculty, as a result of consecutive High Distinctions across all Screen units*
- *Selected to direct short film and head large crew, receiving full marks for creative execution*
- *Collaborated with Vision Australia to create tactile plates for the Art Gallery of NSW to enable vision impaired individuals to experience the artworks*
- *Selected as an O-Week leader at Dunmore Lang College to help rural students assimilate into city life*
- *Selected as Youth mentor at Dunmore Lang College to promote and support students moving away from home to come to university*
- *Elected as Magazine Committee for Dunmore Lang College.*

Louisa's future aspirations including gaining an internship at a film or TV production company to gain experience and connections, and ideally be given the creative liberty to compose score for film and/or write screenplays to be directed. Her ultimate goal is to work at Air Studios in London, where the most prominent film scores are recorded and written.

Louisa would like to write films drawing upon her experiences growing up in a rural community to bring into the public eye the struggles and triumphs of living off the land and existing in a small, tight-knit community.

CEF GLR are very proud to be a part of Louisa's journey and we await in anticipation to see where the future takes our incredibly talented rising star. Her potential is limitless, and the world is her oyster.

Gwydir Media and Communications (GMC)

Campervan and Motorhome Club of Australia (CMCA) Rally

Despite torrential rain, the 2022 Campervan and Motorhome Show was very well received, with visitors enjoying Gwydir's friendly hospitality.

Wet weather threatened to cancel the Street Carnival, which was coordinated with Council staff. However, the carnival proceeded with a pared back event which proved to be an excellent finale to the week and a great opportunity for the CMCA visitors to mix with the locals.

Bingara Community Practice

The GMC team have finalised the website for the Bingara Community Practice. It is now live and can be found by visiting, www.bingaracommunitypractice.com.au

The Bingara Community Practice has been provided with a website user manual and one on one training planned for the coming weeks.

Aging and Disability Survey

The GMC team have been working with Gwydir Shire Council Aged Care Manager and the Disability Access Committee to develop a survey which will be distributed throughout the Gwydir community to better understand the challenges and barriers people living in our community face.

The survey outcomes will assist with the development of the 2023-2027 Gwydir Disability Inclusion Action Plan.

The survey was distributed to schools, community groups and organisations throughout the Shire and was also accessible online.

The Gwydir News

The Gwydir News Editor has implemented several initiatives, most notably the introduction of a monthly advertising feature. This initiative is a way of encouraging businesses to take up advertising and has already having a positive impact on sales.

Advertising features will be based around key events and dates such as Christmas, Mother's Day, The Warialda Off Road, Harvest and Easter.

The Gwydir News Facebook page has also had some positive results with 124 new followers in the last month, and posts reaching over 18,000 users.

The Living Classroom (TLC)

TLC continues to be a popular place for celebrations, meetings and workshops with the following groups using the facility over the reporting period: Water NSW staff for river training, Northern Inland Risk Group, Inverell Motorcycle Restorers, and Bingara U3A armchair travel. Due to the wet weather several meetings were postponed or cancelled.

Council staff planted over 130 new trees in rip lines throughout the northwestern corner of the site. A further 120 trees were planted out by the local group Gwydir Ark.



Furthermore, TLC staff assisted other Council departments with various tasks including tree removal and wood chipping after a severe storm in Warialda, fixing a

variety of equipment, and the propagation of seedlings for the Maitland Street



gardens.

The Roxy Theatre

Due to wet weather, Council's Youth Services hosted a movie screening on Saturday 8 October. The event was to be held outdoors at Gwydir Oval.

During the week of 17 October, the CMCA Rally organisers conducted rock 'n' roll daily dance lessons in The Roxy for its members.

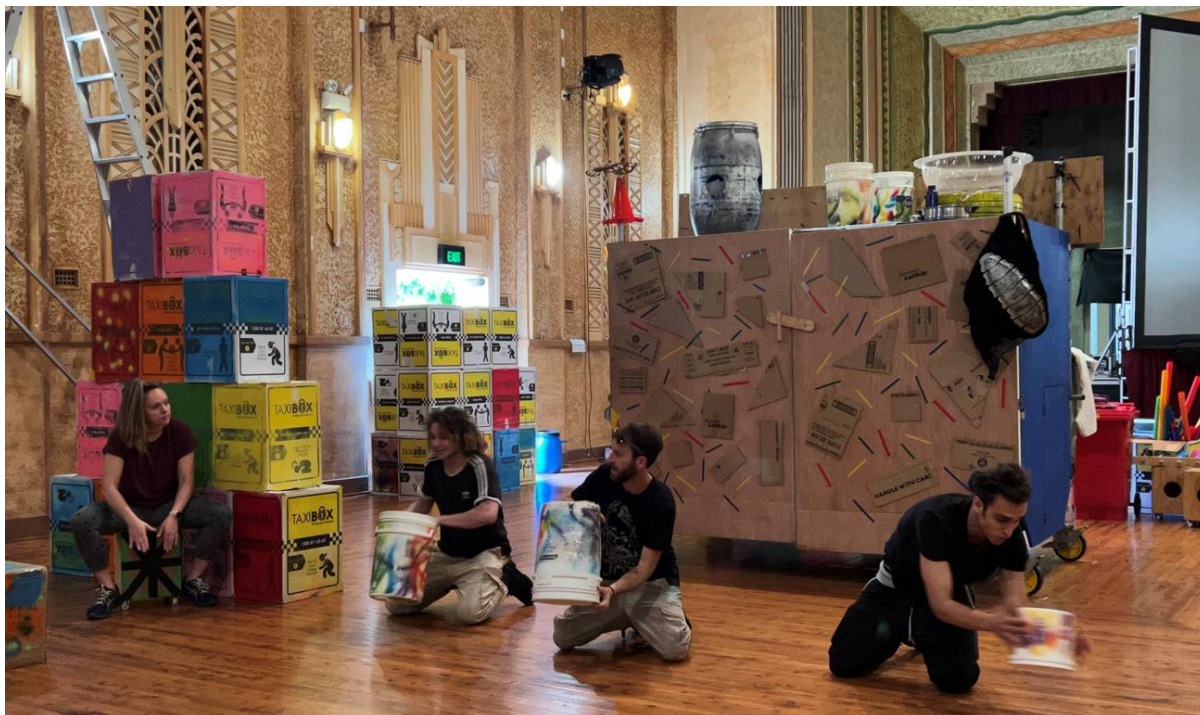
Extra tours of the Roxy Complex were conducted throughout the CMCA Rally.

The Girls' Glow program continued weekly during the month.

On Wednesday 12 October, the North West Theatre Company (NWTC) hosted a trivia night for the CMCA Rally volunteers. Approximately 120 people attended and enjoyed a fun filled evening.

The NWTC then hosted a movie, wine, and cheese evening on Wednesday 19 October during the CMCA Rally. A special feature of the night saw a Rally member play an organ before the screening. Council staff organised for an organ to be borrowed from the Bingara Anglican Church for the recital.

The NWTC hosted *The Box Show* produced by Junkyard Beats and Critical Stages



Touring on Wednesday 26 October. This show was high energy, very professional and engaging.

The NWTC closed the month with a screening of the movie *The Green Book* on Sunday 30 October.

Bingara Medical Centre Transition

Council staff continued to support the newly formed Bingara Community Practice and to negotiate with Rural and Remote Medical Services for the transfer of the medical records, and medical and administration equipment and items, at no cost. It was hoped that the transfer would be effective on 31 October, however this was not achieved, and the actual transfer occurred at 5:00pm on Friday 4 November.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

Nil

8.2 Organisation & Community Services Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: Leeah Daley, OCD Director

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

The monthly Organisation and Community Services Report details the activities carried out by the Department during October 2022.

TABLED ITEMS Nil

BACKGROUND

The monthly Organisation and Community Services report forms part of a regular reporting regime. The purpose of the report is to inform Council of the activities carried out within the Department.

COMMENT

AGED CARE – NAROO FRAIL AGED HOSTEL

Resident News & Outings

This month was again a difficult month for outings and adventures due to the weather conditions and flooding. This month we held Carers Week and we celebrated with a Sip & Sound afternoon. We invited resident's family members and past carers. We had a lovely afternoon tea filled with stories and laughs. Activities staff were busy again on the foot spas and offering our beautiful residents some pampering.







Commonwealth Home Support Program (CHSP) – Warialda/Delungra

Meetings

Next meeting with CHSP Manager will be at Bingara CHSP, 8 October 2022 starting at 2pm.

Volunteers

Drivers and Day Centre volunteers attended a Carers Luncheon at the Commercial Hotel in Warialda on 12 October 2022 where twelve volunteers attended. With great food and company, a great time was had by all. This was arranged through funding from the Carers Grant which is applied for each year.

Transport and Trips

Clients enjoyed their fortnightly trip to Inverell which included some delicious morning tea followed by some shopping and then a lovely lunch. Outings have been minimal due to clients attending other appointments or being out of the district.

Social Support

Social Support is always given to clients attending our Day Centres, on our fortnightly outings, when Meals on Wheels are delivered as well as transporting our clients to and from appointments.

Day Centres

Client Day Centre numbers between Warialda and Delungra are down again due to clients having other appointments and being away, however those who have been attending are enjoying this service.

Food Service

The new summer menu has started for our Meals on Wheels clients, which has brought about some very positive comments. A congratulations to Naroo catering staff for producing such delicious meals every time.

Warialda/Delungra CHSP October 2022 Report		
	Delungra	Warialda
Day Centre		
Total Active Clients	19	99
Clients Receiving Service	10	53
Total Meals	42	157
Hours Clients Receive in Centre	153	468
Social Support		
Number of Clients	10	53
Individual Hours	0	96
Group Hours	153	372
Total Hours Received	153	468
Food Service – Meals on Wheels		
Clients	0	12
Meals	0	195
Transport		
Number of Clients	1	6
Number of Trips	7	100
Access Bus to Inverell		
Number of Clients	1	8
Number of Trips	2	2
Volunteers		
Number of Volunteers – October	1	26
Monthly Volunteer Hours	16	481



CAERERS LUNCH @COMMERCIAL HOTEL 20.10.2022

Commonwealth Home Support Program (CHSP) – Bingara

Advisory Committee Meetings

No meetings were held in October.

Volunteers

Bingara CHSP was supported by 9 volunteers with 480 hours (about 3 weeks) of services during October by way of Out-of-Town Transport, Centre Based Day Care and local transport.

The hours that volunteers work is determined by the time spent with clients by way of transportation, group social support and individual social support.

Transport and Trips

Out of Town Transport remain around the same in October with 164 trips for the month servicing 32 clients.

The Access Bus made two trips to Inverell in October, servicing 12 clients. The Bus was also used for some out-of-town trips to medical appointments when both other vehicles were fully booked.

Volunteers carry out regular maintenance checks on the vehicles when they are not in use as well as the routine cleaning after every trip.

The Local Transport service was less during October.

Social Support

Group Social Support Group held in the Linger longer room on Tuesdays has maintained good numbers attending regular morning tea/lunches in October, four being held this month. The monthly Group Social Support outing in October enjoyed lunch at the Imperial Hotel in Bingara. It was attended by 15 clients & volunteers.

Food Service

Meals on Wheels numbers in October was reduced to 10 clients.

Meals on Wheels is coordinated by the Bingara CHSP Staff and the Meals provided by the Bingara MPS.

BINGARA CHSP MONTHLY REPORT October 2022	
DAY CENTRE	
Total active clients	14
Clients receiving service	12
Total meals	38
Hours clients receive in centre	190
SOCIAL SUPPORT	
Number of clients	47
Individual Hours	290
Group Hours	190
Total Hours received	480
FOOD SERVICE (Meals on Wheels)	
Clients	10
Meals	161
TRANSPORT	
Number of clients	32
Number of trips	164
TRANSPORT (YOUTH)	
Number of clients	0
Number of trips	0
ACCESS BUS - INVERELL	
Number of Clients	12
Number of Trips (per month)	2
VOLUNTEERS	
Number of volunteers	9
Number of hours	480

SOCIAL SERVICES

Bingara Neighbourhood Centre

Funding body – NSW Department of Communities and Justice

Bingara Neighbourhood Centre continues to assist community groups with grant applications and attend to the needs of the general public through advocacy and referral to other services.

Assistance was provided to flood affected families to source funding.

S355 Committees

Bingara Community Op Shop has been continually active in the community with events and workshops including The Huntington’s Walk and hair shave where members of the group shaved their heads to raise money for this worthy cause. There was a John Denver sing-along, a silent auction, fashion parades featuring volunteers and Council staff and catering for the CMCA rally. The group also provided a much-needed service to Council by folding just over 2000 letters for postal distribution.

All these happenings helped to raise money for the Op Shop which will in turn be donated back to the Bingara Community. This month’s donations include - Bingara Central School \$500, Legacy \$1000, Community Comfort \$4,000, local clinic \$5,000, and Huntington’s \$200.

For interest, a summary of the financials of the last month shows the input that the CMCA has made.

25th September to 8th October	Total Income	\$5,494.00
9th October to 22nd October	Total Income	\$7,821.22

Work has begun on the shed and many volunteers have given their time to make this project happen. There are more community members offering to volunteer every day and the Op Shop is thriving as a community hub.



Centrelink

Centrelink remained open for normal operation hours except for the October Long Weekend.

Youth Services

Funding body – NSW Department of Communities and Justice

Whilst reviewing data from the youth forums held in Warialda earlier in the year, staff identified that free movies with popcorn were mentioned as an activity young people would like to participate in. Conversations were held with some Bingara youth, and it was decided to investigate the possibility of a Ghostbusters movie marathon, showing all four Ghostbuster films over two weekends. This proved to be cost prohibitive, so the decision was made to show the latest movie in the Ghostbusters franchise, being the 2021 film Ghostbusters: Afterlife.

Plans to show the film at Warialda Recreation Ground and Gwydir Oval on the last weekend of the Spring School Holidays were rained out so, both showings were moved indoors to The Memorial Hall and The Roxy Theatre. The free popcorn proved to be a hit with all. A big thank you to the small crew who attended the Warialda screening for cleaning up after themselves. Thank you to those who braved the weather to come to the screening at The Roxy, though Council staff were disappointed by the mess that was left and the damage in the male toilets. A huge thank you to two of the IT staff members for helping with the set-up of the screens.

Youth Mentoring Program

Month	Number of participants
August	1
September	1
October	1

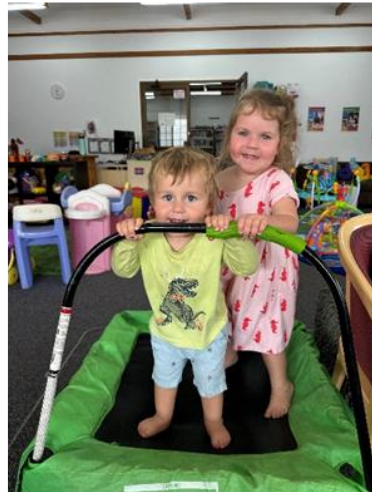
The Youth mentoring program has been assisting young people with Centrelink, Medicare, job applications, behaviour management & resumes.

Supported Playgroup Development Worker

Funding Body – Department of Communities and Justice

Warialda Toy Library	Aug 2022	Sept 2022	Oct 2022
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	49	49	95
Full borrowing memberships (new and/or renewed)	1	0	1
Non borrowing memberships (new and/or renew)	1	1	1
Casual borrowing memberships (new and/or renewed)	0	1	0
Commemorative Birth Certificate applications received	0	0	0
Toys returned	7	12	6
Toys borrowed	9	5	11
Groups using the service (FDC (Family Day Care) carer, Pharmacy)	0	0	1
Tuesday group morning session x 4	15	20	33
Wednesday group morning session x 4	16	5	14
Thursday group morning session x 4	11	24	39
Friday group morning session x 2	7	0	9

During October, the numbers of attendees increased, which was wonderful to see despite some families being affected by the floods. This month children engaged in fine motor skills, gross motor skills, beading, painting, craft, puzzles, and book reading. These activities were suitable for all ages and developmental levels.



On Thursday 13 October, our local Physiotherapist and Toy Library member, gave her time to come and speak to the families about all things Women’s health and any issues that they may be facing before and after childbirth. The Guest Speaker was able to provide the mothers with exercises and tips on ways to improve their health. This is a topic that will be covered at the service on a regular basis to support the Families.

On Thursday 27 October, the Warialda Toy Library held the annual Children’s Week event. Children engaged in many different activities, with the farmyard animals on the farm mat with tractors, bouncing, throwing, catching balls and pretend play in the home corner area. The families were also provided with a sausage sizzle for lunch. This was also a great turnout for the event as the original date had changed due to several families not being able to make it to the previous date. Children's Week is celebrated with a theme based on an Article from the United Nations Convention on the Rights of the Child (UNCRC). "All children have the right to an adequate standard of living including house, food and clothes that support their development". Article 27 identifies children's development being inclusive of their physical, mental, spiritual, moral, and social development. We strongly support this convention within all children's services across the Shire.



Bingara Toy Library

Funding body – NSW Department of Education and Communities/ Department of Communities and Justice

Particulars	Aug 2022	Sept 2022	Oct 2022
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	66	71	60
Full borrowing memberships (new and/or renewed)	0	0	0
Non borrowing memberships (new and/or renew)	1	0	1
Casual borrowing memberships (new and/or renewed)	0	0	0
Commemorative Birth Certificate – Voucher memberships	0	0	0
Toys returned	3	2	0
Toys borrowed	2	0	2
Children/Group using the service (FDC carer, pharmacy)	1	0	1
Tuesday group morning session x 4	8	10	10
Wednesday group morning session x 4	5	31	35
Thursday group morning session x 3	5	8	7
KSK group afternoon session x 7	54	46	30

This month was a mixed month with adjustments due to daylight savings, school holidays, excitement for families with visitors or going on holidays, the long weekend and the pool opening, which all happened in the first week of the month.

The local Bingara CWA branch provided staff with a cheque for \$200 towards fresh sand for the backyard play area sandpit. This will be purchased from the local IGA & Hardware store providing even more support to local businesses.

Big rains this month had families flooded in or having the children go home straight after school.

Playgroup children were provided with many different activities this month to enhance their development and build new skills by way of playdough, goop, threading, stories, paint with stamps, chalk, balls in water table bowl just to name a few. The chat topics this month with the mums were childhood illnesses, behaviours, and routine by way of books available here to borrow and all the events coming up in the service or in our shire.



The Rural Outreach Support session was via email this month due to their staff being unable to attend. A PDF booklet of recipes, budget saving tips and handy cooking tips was forwarded, printed out, discussed, and viewed by the families in attendance that day. Those families were emailed this booklet.

Children’s Week was celebrated on Wednesday 26 with the Bingara Preschool at their service. A sausage sizzle was enjoyed by the families, children, and staff for this occasion. The families enjoyed meeting the preschool director and staff, were able to talk about enrolment for next year and joined in on the activities set out for the children. The grounds at preschool were gorgeous with all that natural shade to congregate under to mingle and play.



The Kool Skool Kids program was back in full swing once school returned. The children were given different options each afternoon to do either inside or outside depending on that rainy weather. For Tuesday 25 during Children’s Week, they were treated to butter popcorn, which was very much enjoyed.



The dietitian from Hunter New England Health has been booked to visit and give a presentation in early November.

Bingara Preschool

Funding Body – Early Childhood Education and Care Directorate

NSW Department of Education and Communities.

Days	October 2022
Tuesday	27
Wednesday	28
Thursday	27
Friday	26

Professional Development and Training

Webinar Training

Last Friday an Educator attended two webinar training courses. One was about ‘Loosing Yourself in Paperwork’ and the other was on ‘Leadership.’ The Educator commented that these training courses supplied useful notes and information that will be shared with the team. These two webinars were chosen by the Educator and addressed in her Training and Development Plan for 2022.

CPR and First Aid Training

On Monday 17th October, all the Bingara Preschool team attended either the First Aid Training or CPR training component (depending on what they were due for). The Educators at Bingara Preschool must update their First Aid Certificate every three years and their CPR component of the course annually.

Children’s Week Celebrations

Children’s Week is an annual event celebrated in Australia held around the fourth Wednesday in October. This year to celebrate Children’s Week, Bingara Preschool welcomed the Toy Library (The Gwydir Toy Libraries Coordinator, families, and their children) for a morning visit to play and explore outside. The Gwydir Toy Libraries Coordinator organised and cooked the sausage sizzle for the children, their families, and the Educators. The focus of holding a Children’s Week event is to widen the community’s view on children, their rights, and their achievements.



Rainbow Dress Up Day

From the children’s interests, the Educators organised a ‘Rainbow Dress Up Day.’ A note was created and sent home with each family outlining the Rainbow Dress Up Day was on Thursday 27th October. Each child was encouraged and supported to dress in a range of colours, or alternatively one colour. The message to the children was that all colours are important and make up a rainbow.



Renovations

The Bingara Preschool extension is nearly completed. The Building Services team are currently working on building the deck and the hard roof that will cover the deck. This month, the plastering, tiling, painting, and flooring has been completed.



Tharawonga Mobile Resource Unit

Funding body – Australian Government Department of Education, Skills, and Employment.

Days and Venues	September 2022	Total
Monday at Yetman	5 (extra casual places 4)	9
Tuesday at North Star	11 (extra casual places 3)	14
Wednesday at Yallaroi	6 (extra casual places 1)	7
Thursday at Gravesend	3 (extra casual places 0)	3
Friday at Croppa Creek	9 (extra casual places 0)	9

Service Closures – The service was non-operational for school holidays 3 - 7 October. The service was then closed due to adverse weather, flooding, and road conditions from Thursday 20 October – Friday 28 October. This decision was made for the health and safety of children, families, and staff. Educators provided resources and learning opportunities for children and families to engage with at home. We are offering support for families affected by flooding to the best of our abilities.

Significant Celebrations – Children participated in celebrating Grandparents Day by making cards and drawing their grandparents in the cards. Educators supported children to label and provide an explanation of their drawing. We aimed to facilitate celebrations Sunday 30 October, but this has been postponed due to service closure. Families provided their preference for children to mail cards to their grandparents or bring them home to deliver in person.

Staffing – The current Tharawonga Director has taken 12 months maternity leave, with the Educational Leader stepping up into the Acting Directors role. With this we also welcome two fresh staff members to our team, one is completing her Certificate III in Early Childhood and Care Services and the other is completing her Diploma to further her education. We are working to develop our professional relationships to ensure a positive, collaborative, and supportive workplace.

Yetman – Children and educators have been enjoying the warmer weather. We have been staying outside to soak up the sunshine and participate in an outdoor obstacle course – using balance beams and bean bags – where the children must demonstrate balance and their coordination skills. Educators focused their intentional teaching around basic knowledge of colours, numbers, and letters. The children are really interested and engaged in playing totem tennis, using their hand eye coordination and turn taking skills. We also have been loving expressing our creativity by messy painting with both our hands and tractors.



North Star – Children enjoyed exploring the sensory tray set up with ice cubes, oats, green food colouring, shaving cream, shells, and tongs. They mixed everything together with their hands, feeling the different textures. They shared their knowledge of dangerous animals and ways to stay safe in the bush. Children built fires using small diggers and tractors to push up twigs, gum nuts and other natural matter and burn them off. This play supports children’s language development, social skills, and ability to interact verbally and nonverbally, and sense of identity and belonging. Children constructed with the magnetic shapes, learning about the attract and repel qualities of magnets, how to plan and construct to achieve their ideas, and developing resilience to work through the challenges of failures. Educators’ intentional teaching continued around shape, colour and number recognition with educators working one-on-one with children and facilitating the use of education apps on the iPad. Following children’s interest in maps and location, children drew maps of their homes, farms, drive to preschool or another significant area in their life.



Yallaroi – Gross motor movement challenges and games were popular with children this month. Playing totem tennis with peers, digging holes in the sand pit with rakes and shovels, balancing on the sea saw with bean bags on their heads, and playing group games like hide-and-seek, what’s the time Mr. Wolf, and passing a hula hoop around a circle provided opportunities for children to develop their strength, balance, coordination, and sense of safety in movement. Educators supported this further with dancing to Tootie Ta and Freeze. Children engaged with real tools – hammering nails into loose wooden pieces. They ensured to put on hard hat, safety vests, and goggles to become construction workers and fix things in their play. One child shared about his trip to Germany and brought some amazing items in to show his peers. He talked about visiting the armory at a real castle, going on the train to the country and shooting with his family. He shared his plane boarding pass, photos of the German countryside, armor books and the target he shot at with his Opa.



Gravesend – Children explored the local playground and educators supplied additions resources to the outdoor environment including bikes, a mower and a red car and cones. The children experimented with the buttons and levers on the mower, lifting the cap to look inside for fuel. They transferred their knowledge from their home culture (farming), asking the educator for oil and then using a watering can fill the mower with oil. The children replaced the cap and stood behind the mower, pushing it along to mow the lawn. Pretend play is a focus at Gravesend due to the lower numbers. This play encourages children to engage in conversation amongst themselves, promotes turn taking, and builds their imagination. Children and educators built the Gravesend children’s hospital which had beds, babies’ doctor resources and doctor dress up. This promoted conversation and cooperative play.



Croppa Creek – During term 4 out Intentional Teaching is geared towards school readiness. Educators focused on developing children’s reading comprehension and literacy. An educator read *The Very Cranky Bear* to the children, guided a discussion about the story and its characters, and then provided an opportunity for children to draw their own book cover and story. This experience introduces children to characters, rhyming words and builds children’s phonological awareness. First word bingo was also available to the children this month which promotes turn taking, conversations amongst children and object recognition further developing literacy.



TOURISM, AND ROXY THEATRE COMPLEX

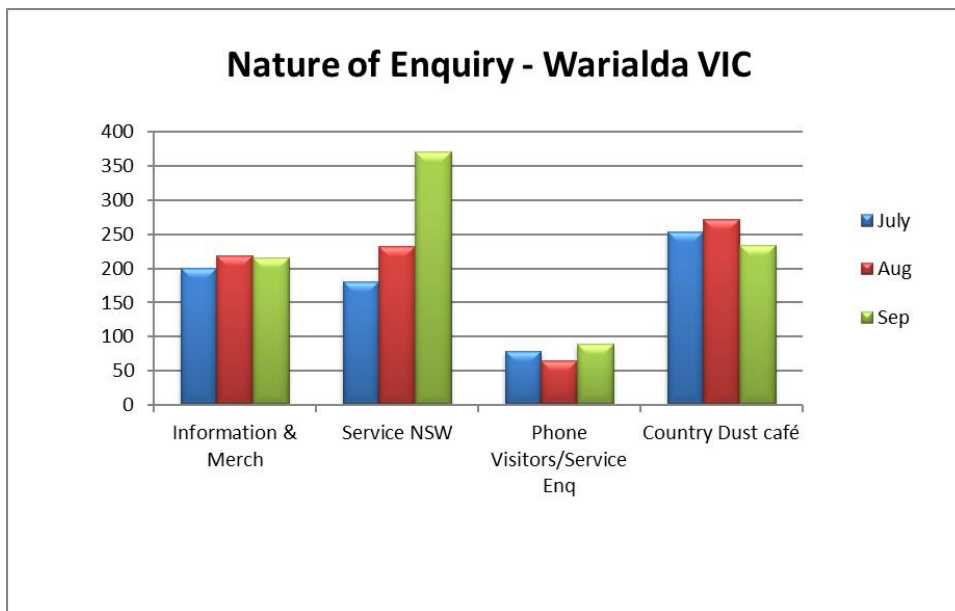
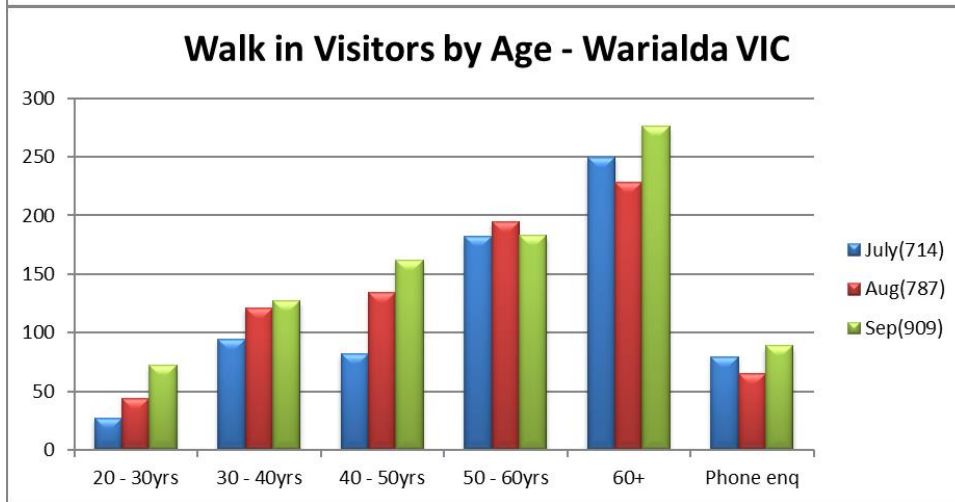
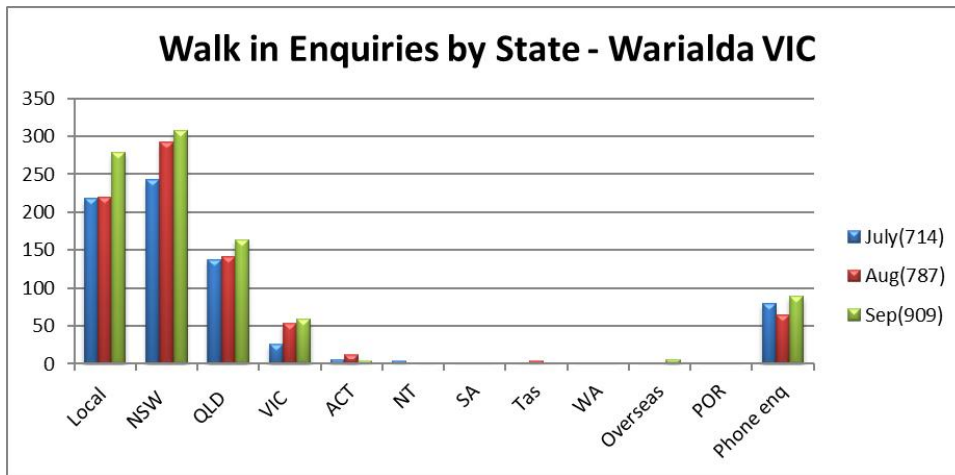
Tourism

Warialda Visitor Information Centre

July 2022		August 2022		September 2022	
Opening Hours	147	Opening Hours	161	Opening Hours	154
Volunteering Hours	18	Volunteering Hours	15.5	Volunteering Hours	16

Income	Jul	Aug	Sept
Centre Hire	0	0	0
Merchandise Sales – Ex GST	\$845.85	\$995.21	\$1294.50
Subtotal	\$845.85	\$995.21	\$1294.50
Total Monthly Income	\$845.85	\$995.21	\$1294.50

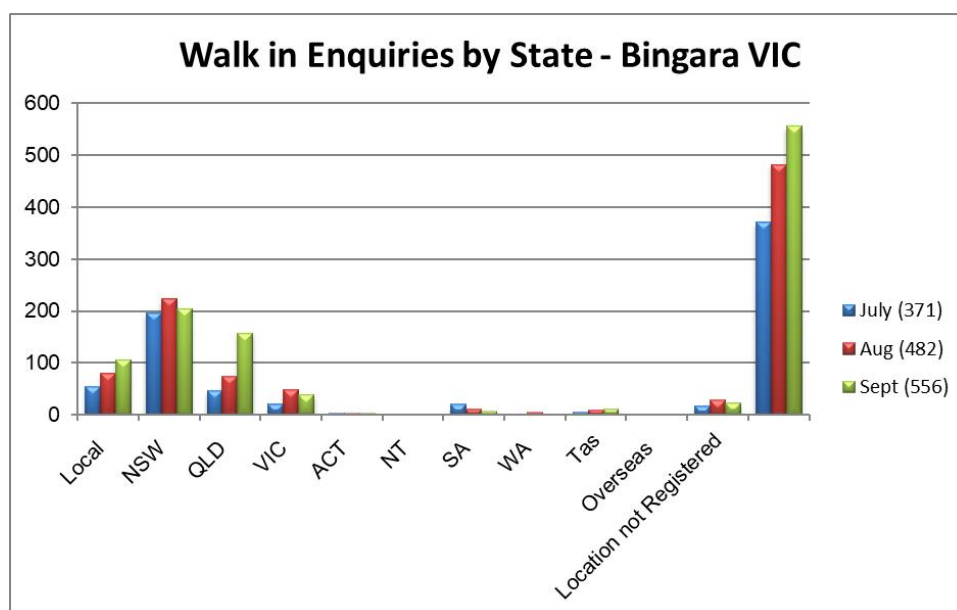
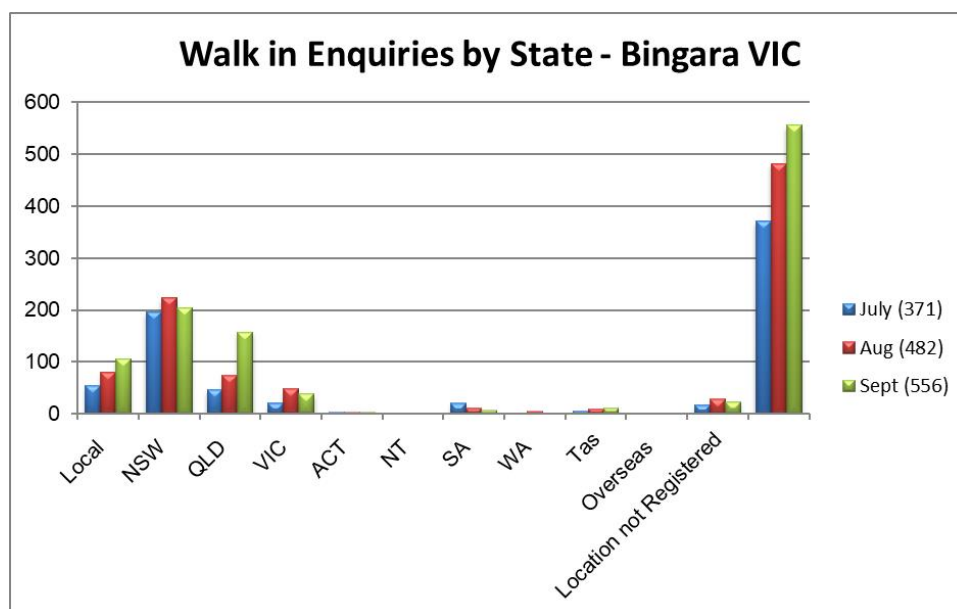
Visitors at Warialda VIC	Jul	Aug	Sept
Visitors	200	219	215
RMS	181	232	371
Café	254	271	234
Phone Visitor / Service NSW enquiries	79	65	89
Total	714	787	909

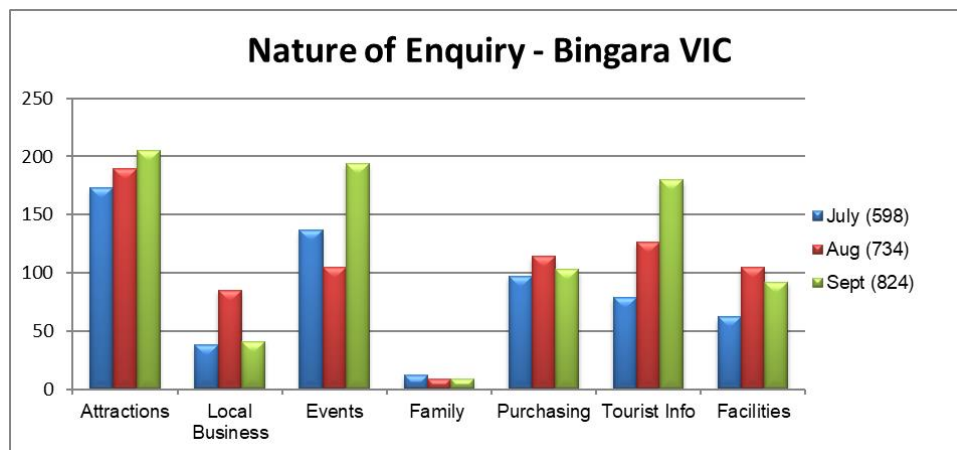


Bingara Visitor Information Centre

July 2022		August 2022		September 2022	
Opening Hours	164	Opening Hours	179.50	Opening Hours	172
Volunteering Hours	27.5	Volunteering Hours	30	Volunteering Hours	29

Income	Jul	Aug	Sept
Products on Consignment	0	0	0
Merchandise Sales – Ex GST	\$792.66	\$1200.00	\$1441.16
Subtotal	\$792.66	\$1200.00	\$1441.16
Less payments to consignees	0	0	0
Total Merchandise Sales	\$792.66	\$1200.00	\$1441.16
VIC Commission received on Event bookings undertaken on behalf of Community Groups – Subtotal			
Total Monthly Income Bingara VIC	\$792.66	\$1200.00	\$1441.16
Roxy Tour Income	\$276.37	\$500.00	\$573.64
Visitors at Bingara VIC	\$371	482	556





Comments

Tourism

Tourist figures are up slightly at 556 which may be due to some travellers checking us out before coming back for the CMCA Rally in October. Included in this, there were numerous road condition questions and camping closure questions.

Roxy Tours

Increased with approximately 57 people participating day tours.

Not shown in the Tourism income section of the table are the following amounts which the VIC undertook in collecting, processing on behalf other Council Business Units or Community Groups (such as Roxy Management productions, NWTC productions, The Living Classroom etc. (accommodation hire and Classroom hire).

TLC and Bunkhouse fee processing and invoicing generated through the VIC

Totalled \$ 3395.00 this included two 3-day package bookings (Quilters Retreat @ \$1350.00 and a private function @ \$1350.00 = \$2700.00) other hirers included NSLA x a 1-day workshop @ \$255.00 plus a further 2-day workshops @ \$390.00 and Regional Australia Bank with a ½ day of presentations @ \$50.00.

CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward

Department	Outstanding as at 1 October 2022	Completed since 1 October 2022	Outstanding as at 1 November 2022

Technical Services	40	23	17
Environment and Sustainability	23	17	6
Town Utilities Parks and Gardens	13	8	5
Building Services	10	7	3
Total Outstanding	86	55	31

CRM's - 1 October 2022 to 1 November 2022

Department	Received during October 2022	Completed during October 2022	Outstanding as at 1 November 2022
Technical Services	63	16	47
Environment and Sustainability	22	5	17
Town Utilities Parks and Gardens	28	1	27
Building Services	14	8	6
Executive	1	1	0
Organisation and Community Services	2	1	1
Totals	130	32	98

CRMs received since 1 October 2022 and still outstanding as at 1 November 2022

Department	Open
Technical Services	64
Environment and Sustainability	23
Town Utilities Parks and Gardens	32
Building Services	9
Executive	0
Organisation and Community Services	1
Total	129

CONSULTATION

Consultation has occurred within the Organisation and Community Development Directorate.

POLICY IMPLICATIONS

Policy implications are those relating to the 2021/2022 Operational Plan and the Policies of Gwydir Shire Council.

FINANCIAL IMPLICATIONS

The activities carried out by the Organisation and Community Services Department are in line with the 2021/2022 Operational Plan.

STRATEGIC IMPLICATIONS

The activities undertaken by the Organisation and Community Services Department regarding social and environmental factors are targeted in line with the 2021/2022 Operational Plan.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Monthly Action Progress Report October November 2022 [8.2.1 - 23 pages]
2. Gwydir Shire Council Community Engagement Strategy 2023 2027 November Council Meet [8.2.2 - 14 pages]

Monthly Action Progress Report October, November 2022


Goal 1: A healthy and cohesive community

A liveable community has pride of place, ease of access, community harmony, a mobile and healthy population that participates in community life, a feeling of safety and security, a strong vibrant cultural base and places to relax, study and play.



1.1: We have healthy and inviting spaces and places





We have access to a range of high quality health care services. All residents are supported in living a healthy and active life through the opportunity to participate in recreation activities.

1.1.1: Improve local access to health services



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.1.2	Support Gwydir Shire's health initiatives	Community Assets Manager	In Progress	20%		









1.1.2: Encourage and enable healthy lifestyle choices









Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Oversee the operation of Council's Aquatic Centres	Community Assets Manager	In Progress	25%		
1.1.2.2	Annual Swimming Pool Inspection Program	Building Services Manager	In Progress	0%	October - Inspections to be scheduled in 1st half of 2023.	



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Manager	In Progress	20%		
1.1.2.4	Implement a strong Wellness and Enablement plan within the Gwydir Shire Council through the CHSP program	Aged Care Manager	In Progress	80%	October - Ongoing	
1.1.2.6	Reedy Creek Footpath - Stage 1 - Construction of Bicycle/Walking Path - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	Completed	100%		
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	Not Started	0%		

1.1.3: Provide the right places, spaces and activities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.5	Implement Council's library programs	Community Assets Manager	In Progress	30%		
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	Building Services Manager	In Progress	15%	October - Common room slab poured. Concrete footings for Interpretive centre poured.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.2	Be a centre of leadership in child development, education and care as well as support for families and community	Social Services Manager	Not Updated	0%		
1.1.3.3	Annual Tree Planting program	Town Utilities and Plant Manager	In Progress	15%		
1.1.3.4	Bingara Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant walking/cycle paths	Engineering Services Shire Engineer	In Progress	5%		
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	10%		
1.1.3.6	Build our reputation as 'best choice' for families, children and young people to discover their abilities and reach their potential in life	Social Services Manager	Not Updated	0%		
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel	Aged Care Manager	In Progress	50%	October - In progress through Lifestyle program	
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Organisation & Community Services Director	Not Updated	0%		
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	Not Started	0%	October - Project delayed, investigation, design and public consultation will commence as soon as staff available.	


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.10	Off Leash Dog Exercise Areas Bingara - Gravesend - Warialda - Local Roads and Community Infrastructure Program	Planning & Environment Manager	In Progress	95%		
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Organisation & Community Services Director	In Progress	70%		
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes.	Social Services Manager	Not Updated	0%		
1.1.3.13	Provide high levels of hygiene to councils' community assets	Community Assets Manager	In Progress	20%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	90%		
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	30%		
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	In Progress	5%	October - In the process of amending design and obtaining current quotations for work as estimate over allocated budget.	
1.1.3.17	Warialda Fitness Centre Amenities Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Finance Manager	In Progress	10%	October - Our RFQ closed on Monday 10/10/22 @ 5pm and despite reminding contractor that the RFQ was closing we only received one quote back. The quote was provided by Randall Group and as this quote was in the allocated budget through the LRCI pregame, it was recommended that we accept the quote. This was approved by Max on 11/10/2022 and the RFQ was accepted through vendor penal and closed. I will be in contact with Randall group to discuss time frames.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths.	Engineering Services Shire Engineer	In Progress	5%		
1.1.3.19	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	Deferred	0%		


1.2: Our community is an inviting and vibrant place to live

Our community is strong, safe and connected with equal access to the services and facilities that ensure a great quality of life for all ages. Community pride and a sense of belonging are fostered through having a caring and connected community, with suitable programs and activities for all ages and abilities. Our residents' lives are enriched through access to lifelong learning opportunities as well as activities and events that celebrate our culture and encourage participation.


1.2.1: Enable accessible and affordable lifestyle options

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	90%	October - 10 OPT Warialda listed with McGregors and Ray White. Offer accepted, sales contract to be signed by GM 26/10/2022.	

1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Manager	In Progress	20%		

1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Rollout out the planned schedule of events reviewing the concept, target audience and success of each event	Community Assets Manager	In Progress	20%		








Goal 2: Building the business base












A productive community provides people with positive choices for investment, employment and study. An innovative, diverse and resilient economy requires collaboration between local people and other levels of government to ensure that funding for infrastructure and economic development exists to support market strength and diversity.








2.1: Our economy is growing and supported








Our business community is prepared for future growth and challenges. We welcome new business development opportunities and work with private enterprise to establish strategic partnerships aligned to the creation of employment and industry in our community. Tourism is embraced by all facets of our community and Gwydir Shire Council is seen as a destination of choice for travellers.

2.1.1: Plan for and develop the right assets and infrastructure




Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.1	Annual Power and Telemetry upgrade program	Town Utilities and Plant Manager	In Progress	15%		
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	In Progress	80%		
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	50%		
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	In Progress	25%		
2.1.1.5	Bingara Showground Amenities - Repairs and Maintenance Project	Building Services Manager	In Progress	60%	October - External contractor unavailable to carry out work. Internal lining and painting to be completed.	
2.1.1.6	Building Services Repairs and Maintenance Program for 2022-2023	Building Services Manager	In Progress	20%	October - Ongoing action.	
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	October - Works currently underway in conjunction with other flood damage priorities	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.8	Fixing Local Roads Round 3 - Resheeting of Getta Getta Road from North Star Road to Inverell Shire	Engineering Services Shire Engineer	In Progress	5%		
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	In Progress	20%		
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	Deferred	0%	October - RFQ to be completed prior to advertising.	
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%		
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	10%		
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	Deferred	0%		
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	20%	October - Submission for funding has been reviewed by TfNSW however approval not yet issued.	
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	25%		
2.1.1.16	Annual Renewals Program - Sewer mains relining/replacement	Town Utilities and Plant Manager	In Progress	5%		
2.1.1.17	Annual Heavy Plant Replacement Program	Town Utilities and Plant Manager	In Progress	15%		
2.1.1.18	Annual Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	15%		


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.19	Reedy Creek Access Road Construction - Stage 2 - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	15%	October - Design works in progress.	
2.1.1.21	The Living Classroom - Emergency Accommodation and Tourism Opportunities - Black Summer Bushfire Recovery Grants Program	General Manager	Not Updated	0%		
2.1.1.22	The Living Classroom Bunkhouse - Deck expansion project	Building Services Manager	Completed	100%	October - Project completed.	
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Engineering Services Shire Engineer	In Progress	5%		
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	Deferred	0%		
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	35%		
2.1.1.26	Warialda Works Depot project- Extend awning off lunchroom	Building Services Manager	In Progress	5%	October - Materials ordered and arrived. Works to be scheduled.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.28	Fixing Local Roads Round 1 Funding - Transport for NSW - Sealing of Horton Road from Horton Village to MR133 Killarney Gap Road	Engineering Services Shire Engineer	In Progress	45%		
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program Sealing of IB Bore Road from North Star to Moree Plains Shire	Engineering Services Shire Engineer	In Progress	5%		
2.1.1.34	Develop 10 year stormwater plan	Engineering Services Shire Engineer	In Progress	40%		
2.1.1.36	Deliver RMCC annual works program	Works Coordinator	In Progress	30%	October - RMCC works on budget and on schedule.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	30%	October - RFQ being developed for concrete works	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	45%	October - Works progress significantly affected by poor weather and additional natural disaster declaration.	
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Shire Engineer	In Progress	5%		

2.1.2: Support the growth of our business community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.2.1	Develop links and implement programs to improve the local economy	Community Assets Manager	In Progress	20%		
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	70%		
2.1.2.4	Support the development of Chambers of Commerce; B2B networks and collaborations; and develop relationships between Council and local businesses	General Manager	Completed	100%		


2.1.3: Promote our community as the place to visit, live, work and invest

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Build on key relationships with stakeholders to enhance the Gwydir Shire tourism profile	Organisation & Community Services Director	Not Updated	0%		

2.2: We are skilled and have access to excellent educational opportunities

Our lives are enriched through access to quality education which enables the development of a skilled workforce and the uptake of local job opportunities.

2.2.2: Build on our quality education and training opportunities (including through the GLR)

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	Community Assets Manager	In Progress	25%		




Goal 3: An environmentally responsible Shire

A sustainable community is characterised by our appreciation of natural surroundings and biodiversity. This is supported by responsible planning and management practices and the lifestyle actions we agree to, to reduce our impact on the natural environment and to conserve valuable resources.


3.1: Our community understands and embraces environmental change

We respect and value our natural environment, understand the effects of our actions and make wise decisions to retain balance. We endeavour to use all our natural resources wisely with a view to minimising the impact on our natural environment.



3.1.1: Encourage respectful planning, balanced growth and good design

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	0%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Manager	In Progress	5%		

3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Annual Telemetry & Technology upgrades	Town Utilities and Plant Manager	In Progress	50%		


3.1.3: Value, protect and enhance our natural environment

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Manager	In Progress	20%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Manager	In Progress	0%		




3.2: We use & manage our natural resources wisely

We take responsibility for the management and consumption of our valuable resources and recognise the impact that our actions have both today and on future generations.


3.2.1: Develop a clean energy future

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Street lighting coverage across the local networks throughout the shire	Planning & Environment Manager	In Progress	20%		


3.2.2: Use our water wisely

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.2.1	Annual Water Main replacement program	Town Utilities and Plant Manager	In Progress	5%		
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	50%		
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	In Progress	50%		

3.2.3: Reduce, reuse and recover waste

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Planning & Environment Manager	In Progress	20%		

3.2.4: Identify and make best use of our resource land

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.2.2	Ensure that there is suitable residential land and premises available to facilitate growth	General Manager	Completed	100%		


Goal 4: Proactive regional and local leadership

A collaborative community is informed, has responsible decision making and a sound financial position supported by capable leaders, functional assets and efficient operations to meet the changing needs of the community.



4.1: We are an engaged & connected community

Our thoughts and ideas are valued; we are empowered with the knowledge and have the opportunity to participate. The Council provides the community with timely information about local issues and includes opportunities for the community to participate in initiatives. Community consultation continues throughout the period of the Community Strategic Plan to ensure that residents are engaged and connected.





4.1.1: Encourage an informed community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.1.1	Provide effective communication initiatives to service the community	Community Assets Manager	In Progress	25%		

4.1.2: Enable broad, rich and meaningful engagement to occur

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.2.1	A review of the effectiveness of communication channels used throughout Gwydir Shire to the wider community. And improvements on how Gwydir Shire communicate events and happening within our Community	Media and Communications Team Leader	In Progress	90%		
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	50%	October - Community Engagement Strategy is progressing and due to go to November Council meeting prior to going on display.	


4.1.3: Build on our sense of community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.3.1	Achieve positive connections with organisations central to child development, social inclusion, health and education.	Social Services Manager	Not Updated	0%		
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	Not Updated	0%		
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	Not Updated	0%		
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children and their families.	Social Services Manager	Not Updated	0%		




4.2: We work together to achieve our goals

We respect our community leaders who listen to and act on our behalf, and value our community's knowledge, experience and ideas which help us implement our vision for the future together.

4.2.1: Build strong relationships and shared responsibilities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.2.1.1	Manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	25%		

4.2.2: Work in partnership to plan for the future

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.2.2.1	Acquire, disseminate and apply new knowledge to grow evidence informed practice.	Social Services Manager	Not Updated	0%		
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive and individualised outcomes for families.	Social Services Manager	Not Updated	0%		
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	Not Updated	0%		

Goal 5: Organisational management


The main objective of organisational management is to ensure maximum outputs within minimum resources and effort. Effective organisational management ensures smooth and coordinated functioning of the Council bringing additional benefit to the community, staff and Councillors.

5.1: Corporate management






Good corporate management is about having the right processes for making and implementing strategic decisions.


5.1.1: Financial management and accountability systems

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.1	Complete all legislative reporting requirements for Community Home Support Program (CHSP)	Aged Care Manager	Completed	0%	October - Completed by due date	✓
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Aged Care Manager	Completed	0%	October - Completed by due date	✓
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	In Progress	75%	October - In progress. Quality Indicators completed. Prudential reporting in progress and due 31st October	●
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Aged Care Manager	In Progress	0%	October - Awaiting DA and tenders for works	●
5.1.1.5	Implement the Business Improvement Fund grant monies as per the Activity Work plan and Indicative Activity Budget	Aged Care Manager	In Progress	70%	October - Ongoing. Reports submitted as required	●
5.1.1.13	Develop contract management documentation templates	Chief Financial Officer	In Progress	30%		●




Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.14	Review policies and procedures associated with contracts and procurement in line with LG Procurement regulations, including staff training.	Chief Financial Officer	In Progress	30%		

5.1.2: Information management systems



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks and systems.	Business Improvement & IT Coordinator	In Progress	30%	October - The software budget is on track. There have been no reported incidents. Progress has been made towards getting the Authority API working. I suspect it will be working by the end of the coming month and work towards getting the DA portal integrated can commence.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	In Progress	55%	October - Still waiting for the period to be completed to send to the GNB.	
5.1.2.3	IT capital replacement program.	Business Improvement & IT Coordinator	In Progress	90%	October - There are a few additions to the Councillor iPads that will replace laptops. Once this is complete it will only be peripheral devices that will be needed to complete this task.	
5.1.2.4	Further the digitisation efforts of Council's records management to ensure the integrity of information for the future.	Business Improvement & IT Coordinator	In Progress	30%	October - Challenge Services in Tamworth have collected the finance assessment files for digitisation. We will check the outcome of this project before sending the aged care files later on in the financial year.	
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Business Improvement & IT Coordinator	In Progress	25%	October - Authority integrations have been put aside for now as the project is lower in priority than others. We will be spending more time working towards getting our RMAAT score to the baseline of 3 through policy changes in the coming months.	




Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.6	Software Renewal Program - 22/23 Financial Year	Business Improvement & IT Coordinator	In Progress	44%	October - There have been some invoices come through that are major software components of our IT environment. I expect these will have most of the renewals for the financial year complete.	

5.1.3: Administrative and support functions




Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Coordinator	In Progress	20%	October - The prerequisite work for the DA portal integration is still underway. The GL restructure will need to be done in conjunction with mapping out our services so that reporting and data collection each year is possible for the services that we review.	
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	45%		
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	25%		



5.1.4: Workforce planning

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	Not Updated	0%		
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Organisation & Community Services Director	In Progress	0%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Organisation & Community Services Director	Not Updated	0%		
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	In Progress	60%	October - Education plan in place	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	In Progress	25%		

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
	Council Public Roads	GIS Officer	Not Updated	0%		
5.1.5.1	Embed Workplace Health & Safety into business as usual practice throughout the organisation	Risk & Safety Coordinator	Not Updated	0%		
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk & Safety Coordinator	In Progress	20%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	50%	October - Ongoing	
LCR	Meet all of Councils Legislative Compliance & Reporting requirements as set by the Office of Local Government (OLG)	Integrated Planning Reporting & Governance Officer	In Progress	25%		

Gwydir Shire Council Community Engagement Strategy

Acknowledgement to Country

**ACKNOWLEDGEMENT
TO COUNTRY**

Council acknowledges the traditional owners of the land, the Kamilaroi People and pays its respect to Elders both past and present.



Table of Contents

1. Foreword

Message from the Mayor/GM/DGM

Thanks to our community (have this as a caption on a separate page with an image of community filling the page)

Thank you to the people who contribute their views, ideas and reflections to help shape our community. We seek your ongoing involvement and participation in conversations, activities and workshops showcasing the principles and practices of community engagement. We appreciate your time and your interest and look forward to fostering a deeper relationship with our community on important matters that require your collaboration.

Insert some demographic info from Census –

- **Youth – 10-24 yrs – 688 in 2021**
- **Senior – 60yrs and older – 1791 in 2021**
- **Businesses – 767 in 2020**
- **Primary business industry – Agriculture, forestry and fishing – 472 in 2020**
- **Aged Pension – 882 in 2020**
- **Disability Support Pension – 286 in 2020**
- **Family Tax Benefit A – 334 in 2020**
- **Carer Allowance – 202 in 2020**
- **Children enrolled in preschool – 100 in 2021**
- **Working age population (15-64 years) – 54.8% in 2020**
- **Industry of Employment – Farming/Agriculture – 519 in 2021**
 - **Local Government Administration – 128 in 2021**
 - **Aged Care Residential Services – 85 in 2021**

- **Estimated resident population – 4910 in 2020**
- **Estimated resident Aboriginal and Torres Strait Islander population – 343 in 2021**
- **Population with long-term health condition – 3105 in 2021**
- **People with mental health condition (including depression and anxiety) – 430 in 2021**
- **Persons with a disability – 1175 in 2018**

Persons who are carers – 799 in 2018

Background

With lively communities, creeks and rivers that run right through town, natural wonders like Cranky Rock, the Glacial Area and Horton Falls and an abundance of walking trails – Gwydir Shire is a nature lovers paradise. Our Shire is vast in size yet small in population, with a geographical spread of over 9,000 square kilometres. The Gwydir Shire community are invested in the decisions that affect where and how they live. To in Gwydir Shire is to be connected. To be part of a genuine community that values resilience, sustainability, opportunity, creativity, collaboration and forward thinking.

This Community Engagement Strategy outlines our approach to engaging with the community and stakeholders. It provides transparency and clarity for all stakeholders so they can understand their role in the decision-making process.

The Integrated Planning and Reporting framework is built on the principle that **all members of the community have a right, and a responsibility to contribute to their community's future**. It is an intent of Gwydir Shire Council to engage with our community, using effective engagement practices, on major issues and plans affecting the future of the shire and activities that have a significant impact on the community.

The framework aims to shape change focused on the shire and community priorities developed through broad and representative community participation. It helps improve the experience of all participants involved in community engagement to achieve the highest quality of process and results.

While engagement does not replace the final decision-making of the elected Council, community engagement plays an important role ensuring the final recommendations made by staff are equitable and well-informed.

Principles/Values guiding engagement

What is community engagement?

“Any process that involves the community in problem solving or decision making and uses community input to make better decisions”

Definition of community engagement IAP2

Effective and meaningful engagement is at the heart of local government and the integrated planning and reporting (IP&R) process. It helps our communities shape their own futures and helps inform the vision and direction of council.

Community participation is a guiding principle of effective and accountable local government. We are required to engage the communities that we serve – the people, organisations and businesses that have an invested interest in the future of Gwydir Shire and are impacted by the decisions made by Gwydir Shire Council.

The Community Engagement Strategy (this document) is a framework for how we will engage communities in the decisions made at Gwydir Shire Council. It outlines the legislative requirements, guiding principles, approaches and processes we use to ensure our engagement is clear, accountable, meaningful, inclusive and accessible to the diverse community that we serve. It describes the role communities play in our decisions about projects, policies, strategies, programs and services.






Council Decision Making Criteria (look at pg 5 of City of Bayswater)

- **Strategic Direction**
 - Does it fit in with our strategic direction as outlined in the Community Strategic Plan?
- **Community Views**
 - What does the community think?
 - Were they provided with adequate information when providing feedback
- **Equity**
 - Are we ensuring equitable distribution of benefits in the community?
 - Does the option consider and balance current and future community needs?
- **Risks**
 - What type of risks are involved?
 - Does it fit in with our risk tolerance level?
- **Costs**
 - How well does the option fit in with the Long-Term Financial Plan?
 - What is required to manage the whole of life costs of the asset/project/service?

Reference social justice principles – equity, access, participation and rights.

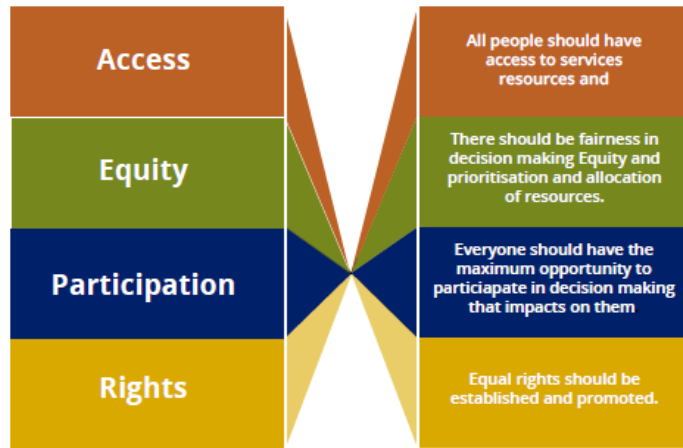
Our Community Engagement Strategy has been developed around the Social Justice Principles.

Council’s community engagement principles aim to ensure that our engagement:

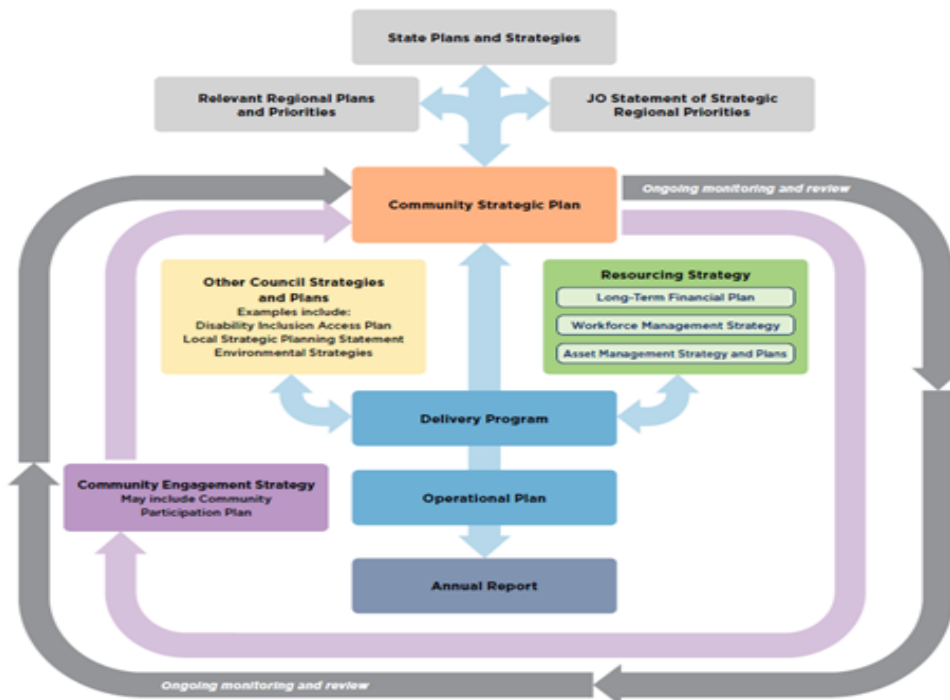
-  Has a clear purpose, objective and approach
-  Is easy for the community to access and participate in
-  Is clear and simple
-  Builds trust and understanding
-  Is meaningful, authentic and adds value



Is evaluated and improved



Legislative Requirements – use infographic in current ip&r docs



Gwydir Shire Council has a legislative obligation under the Local Government Act 1993 to ensure that we plan strategically using the integrated planning and reposting framework for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.

All councils in NSW are required to operate within the NSW Local Government Integrated Planning and Reporting (IP&R) Framework. This framework was introduced to facilitate a strong and sustainable local government system by ensuring all local councils have in place strategic plans, underpinned by community priorities and supported by appropriate resources.

The IP&R Framework encourages councils to view their plans holistically to understand how they relate to each other, and in doing so, leverage maximum results. Ultimately, it aims to provide greater accountability and transparency in local government, by strengthening councils' strategic focus, streamlining reporting processes and making it easier for the community to understand and track councils' progress on identified priorities.

Council's Community Engagement Strategy (CES) forms part of the integrated planning and reporting framework that all NSW councils must follow. This Strategy supports the development of all council plans, policies, programs and key activities whether related to the IP&R framework or other legislation.

Key objectives

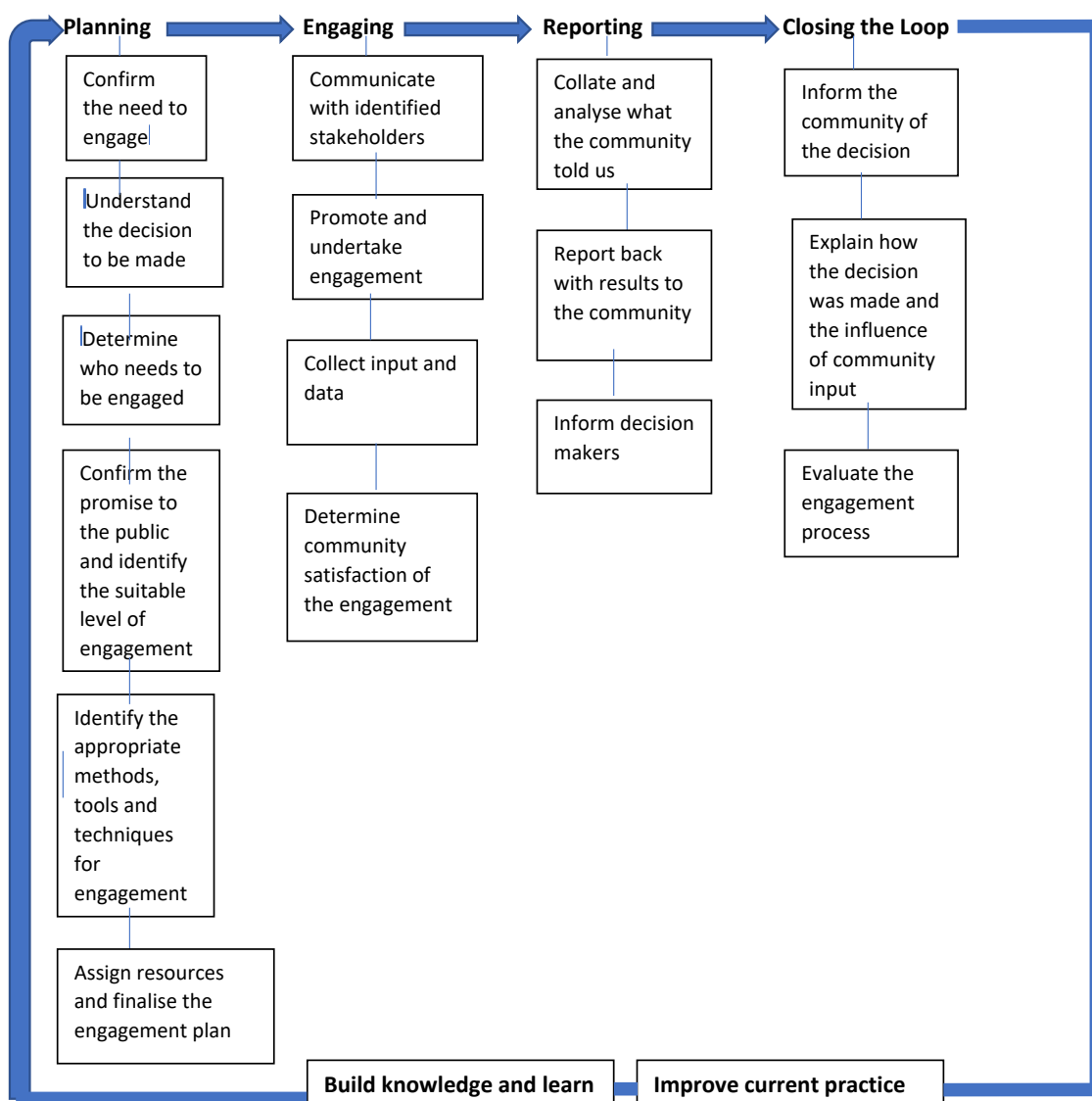
The Community Engagement Strategy will guide how we plan and undertake engagement activities. Successful engagement programs are underpinned by careful preparation and thorough planning. Every project or scenario is different and requires scoping and planning to reflect its unique context and constraints.

We use the IAP2 public participation spectrum to determine the most suitable level of participation for each project, considering who the project will impact, how much impact the project will have and how interested the community might be in the project.

While some circumstances will only require or allow engagement at an informing level, others will require a more in-depth level of engagement and a greater level of influence on the outcome. The communication and engagement methods are then designed to support the identified level of engagement.

Gwydir Shire Council follows the below process when implementing community and stakeholder engagement. This ensures a planned process that is consistent and aligned with our principles for community engagement.

Gwydir Shire Council follows the below process when implementing community and stakeholder engagement. This ensures a planned process that is consistent and aligned with our principles for community engagement.



Challenges to Engagement (Risks and Opportunities) this can be as a funky image (See Lake Mac)

It is often challenging to involve the community in planning processes, being as Shire that is small in population yet geographically vast is one of those challenges. But it is important for the long-term success of the Community Strategic Plan that as many community members as possible are involved in its development.

At Gwydir Shire Council we are continually reviewing our methods of engagement with the aim of improving our processes so that we can reach every member of the community and work toward breaking down barriers to participation.

Managing Risk

It is important that risks continue to be monitored, assessed and managed once the engagement activity has started. Plans should be put in place to reduce the likelihood and or impact of a potential risk.

Council has identified some risks and challenges when undertaking engagement activities including:

Limited Participation: Engagement needs to be broadly promoted and in a format that ensures all members of the community can actively participate

Accessibility: Engagement needs to take place in accessible locations across the Shire and use both digital and traditional face-to-face methods

Resource and Timing Constraints: Council must ensure there are a range of opportunities and sufficient information available to encourage high levels of participation from the community

Lack of Internal Engagement: Invoke early conversations with staff around opportunities for involvement

Consultation Fatigue: Ensure engagement is meaningful and staggered in a way that reduces the risk of the community and key stakeholders feeling overwhelmed

Scope Creep and Expectations: Providing context and scope to help manage community expectations and defining the aims of engagement

Failure to engage hard to reach groups: To reach certain groups such as young people, families and minority groups a targeted approach to engagement is needed

Stakeholders -

Stakeholder groups within the community and how we may engage these groups

Gwydir Shire Council residents and ratepayers

State and Federal Members

Relevant government agencies (including NSW Department of Education, Department of Communities and Justice, NSW Health, Office of Local Government, Destination NSW, Transport NSW, Department of Planning and Environment, NSW Police, NSW Fire and Rescue, State Emergency Service NSW, NSW Rural Fire Service, Namoi Joint Organisation of Councils)

Community-centred committees (including Vision 20/20, Warialda Chamber of Commerce, Gwydir Youth Advisory Committee, Disability Inclusion Access Committee, Naroo Hostel Advisory Committee, North West Theatre Company, Bingara Lions Club, Warialda Rotary, Warialda Apex)

Interest and industry groups (including Central Northern Regional Libraries, Arts North West, Local Emergency Management Committee, Australian Rural Roads Group, Norther Slopes Landcare Association, Gwydir Learning Region, Namoi Joint O

Community groups (including Warialda historical society, Bingara District Historical Society, Bingara Special Events Committee, Warialda Events Committee)

Local business community

Elected Officials and Council Roles and Responsibilities

Role	Responsibilities
The Mayor	<p>Along with the General Manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community</p> <p>Promote partnerships between the council and key stakeholders</p> <p>To act as the spokesperson for the council to promote engagement on council priorities and key strategic plans such as the Community Strategic Plan</p>
Mayor and Councillors	<p>Promote engagement on key strategic plans and priorities through communication, support, and participation in community engagement for the development of the integrated planning and reporting framework</p> <p>Participate in the development of the integrated planning and reporting framework including the Community Strategic Plan</p> <p>Participate in community engagement activities alongside council staff</p> <p>Endorse the Community Strategic Plan on behalf of the community and approve the remaining Integrated Planning and Reporting documents like the Delivery Program and Operational Plan</p>
General Manager	<p>Oversee preparation and delivery of the integrated planning and reporting framework and endorsement of these documents by the elected council</p> <p>Ensure that the community is given sufficient information that allows them to participate in the integrated planning and reporting process in a meaningful way</p> <p>Advise on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to council</p>
Council staff	<p>Work with and support the General Manager in the development of key strategies and plans and engage the community</p> <p>Implement the Community Engagement Strategy and provide timely information to the General Manager in relation to community views obtained during the engagement process</p>

4 & 5 – Implementation & Engagement Tools

Consultation Feedback Could potentially just have these randomly bubbled around a page to make it look more appealing

A range of engagement techniques have been successful in raising awareness and when seeking input and feedback that inform the development of our Community Engagement Strategy and other strategic plans, policies, programs and strategies including:

Digital surveys and suggestion box	Community meetings
Social media channels	Newspaper articles
Staff newsletters	e-newsletter
Advertisement	Notice board
Deliberative panels	Community newsletter and mailouts
Rate notice flyer	Mayoral column
TV and Radio	YouTube videos
Use of QR Code technology	Face to face and one-on-one discussion

How will we Engage the Community? Need to work out some way of making these look appealing instead of just in a table

Phase Once – Review and Plan Engagement

Inform

The elected council and staff have an important role in establishing an environment where effective communication can happen. Communicating helps various stakeholders to share, understand and support the end result or decisions that guide the delivery of services across the Shire.

It is the provision of one-way communication, where Council provides balanced and objective information. This can also include educating or advising the community on Council services, facilities, issues and activities to enable the community to actively participate in the decision making process.

Level of Participation	Channel of Information	In Practice
Inform	Website, social media, e-newsletters	Provide information via: Council’s website Social media channels including Facebook, Instagram and YouTube

	Advertisements, public notices, signs, letters, business cards, and Gwydir News	Information could include: - Inviting the community to participate in engagement - outlining how people can find out more information - instructing how to be involved - outlining timeframes for consultation - describe the reason for engagement
	Customer Service and libraries	Information can be accessed during public exhibition at both customer service offices and libraries

Phase Two – Developing Ideas and options and starting conversations

Consult & Involve

Effective decision making relies on input from a range of sources including the community, professional advisors, Government stakeholders and others. In this area of the spectrum, Council asks and listens to the community.

Council obtains feedback from the community regarding views, solutions, alternatives and proposals to inform and influence the outcome of Council decisions and actions. We will make use of local knowledge and expertise in planning and implementation ensuring meaningful engagement takes place.

Level of Participation	Channel of Information	In Practice
Consult and Involve	Community meetings and workshops	Meetings with community members and key stakeholders (in person or online) to provide an opportunity to discuss an issue or gather feedback on projects.
	Council/Committee meetings	Members of the community can attend and participate in Council’s meeting process prior to a decision being made, as identified in the Code of Meeting Practice.
	Surveys	Using online and offline surveys to garner community feedback
	Digital Engagement Platform e.g. Join the Conversation	Use council’s website capabilities and QR Code technology to create a platform where the community can provide

		feedback on community engagement projects via, discussion forums, mapping tools, surveys, question and answers, polls and submissions and idea walls
	Meet and greet sessions	Provide opportunities for face-to-face engagement by attending a small event like ‘coffee with a councillor’ to gather information and provide feedback on items of interest
	Pop-Up Stalls	Provide resources and support to prominent community-centred council groups like Vision 20/20, Rotary, Warialda Chamber of Commerce, and community leaders to host pop-up stalls to gather information, develop ideas and start conversations

Phase Three – Refining ideas/suggestions into Strategy

Collaborate and Empower

In this area of the spectrum networks, government agencies, organisations, businesses, key stakeholders and community members work together to identify preferred solutions and alternatives once issues and interests are well understood, leading to an agreed outcome.

In local government the elected Council is responsible for making policy, strategic and budget decisions. As such, empower has limited application and refers to community development and community capacity building initiatives whereby Council provides opportunities and resources for communities to contribute their skills and talents.

Community members in this area of the spectrum are empowered to become more involved in building their own future to foster and sustain positive change.

Level of Participation	Channel of Information	In Practice
Collaborate and empower	Community-Centred Council Committees	Council may approach influential S355 committees of council in accordance with relevant laws and council policies and procedures to assist in achieving objectives under the Community Strategic Plan. Participants in such committees can be made up of Council staff, Councillors, external agencies and skilled community members

	Deliberative processes	Deliberative forums are used for in-depth discussion and consideration of an issue by a cross-section of the community to provide well-informed feedback on a particular issue
	Community and stakeholder reference groups	Groups of community and stakeholders that meet with staff, Councillors or others to work through an issue, determine a decision for a project, policy or plan and provide advice
	Workshops	Councill and Senior staff workshops to break down visions, into strategies and actions

Phase Four – Evaluate the process and level of public participation

Assess the level of Impact

The level of community input is directly related to the nature, complexity and the expected level of impact on the community due to the issue, plan or project presented. Not all issues require public participation. The community will become involved according to its perception of the seriousness of the issue.

It may be necessary to re-evaluate the level of impact and vary the engagement activities and level of public participation due to a misalignment or change in the situation. It is also important to gauge the receptiveness of the organisation to community feedback and the resources that will be available.

There are three levels of impact that can affect public participation

- **Low** – Small change or improvement to a facility or service at the local level. Little effect on the community. Low or no risk of controversy
- **Medium** – Loss of or significant change to a facility or service at the local level or less significant impact across the Gwydir Shire LGA. Potential for controversy.
- **High** – Significant change that is considered of high value across the Gwydir Shire LGA or a large part of the Shire. High controversial issue or project.

Level of Participation	Channel of Information	In Practice
Compliance and Review	Website, social media, newspaper, customer service	Development and endorsement of Community Strategic Plan in line with integrated planning and reporting framework and based upon results of public participation

	Website, social media, newspaper	<p>Development and adoption of other strategic plans including Delivery Program and Operational Plan</p> <p>Provide feedback on progression of plans via council’s website</p> <p>Promote actions from plans being achieved on various channels including Facebook, Instagram and Gwydir News</p>
	Community groups and leaders	<p>Review engagement process and level of public participation through workshop with key stakeholders and community groups</p> <p>Monitor results and work on continuous improvement practices with significant partners</p> <p>Continue to foster trusting and respectful partnerships to increase levels of participation</p>

6. Evaluation and Measurement

To measure and evaluate the effectiveness of our engagement, we asses:



participation levels in engagement activities, considering the nature of the project



the quality of responses in terms of relevance to the program or project



assessment of relevant engagement methods appropriate to stakeholders



verbal and written feedback from the community
on the effectiveness of engagement activities



achievement of the identified engagement
principles and objectives within the
Community Engagement Strategy



Inclusive community representation.

These evaluation results will be used to improve future engagement strategies and methods.

This strategy will be reviewed within three months of local government elections, as part of the broader review of the Community Strategic Plan, or as required in the event of legislative changes or requirements.

8.3 October Councillor Activity Report

File Reference: NA

Delivery Program

Goal: 4. Proactive regional and local leadership

Outcome: 4.1 We are an engaged and connected community

Strategy: 4.1.1 Encourage an informed community

Author: Administration Assistant

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

BACKGROUND

October 2022		
Councillor	Event	Date
Cr John Coulton (Mayor)	Ken Davey Zoom Meeting	12 th Oct.
	NSW Grants Commission – Warialda Council Chambers	13 th Oct.
	Inverell Legacy Centre Opening and luncheon - Inverell	16 th Oct.
	LGNSW online forum on IPart review of the rate peg methodology – Teams meeting	18 th Oct.
	N2NS Phase 1 Council Catch up – teams meeting	19 th Oct.
	Regular NS2B Briefing – Teams meeting	19 th Oct.
	Ordinary Council Meeting – Warialda Council Chambers	20 th Oct.
	Bushfire Management Committee Meeting – Moree Fire Control Centre or via Teams meeting	21 st Oct.
	LG NSW Annual Conference – Hunter Valley	22 nd – 25 th Oct.
	National Local Roads & Transport Congress - Hobart	28 th Oct – 6 th Nov.
Cr Catherine Egan (Deputy Mayor)	Special events Committee Meeting – Roxy Conference Room	11 th Oct.
	NSW Grants Commission Meeting – Warialda Council Chambers	13 th Oct.
	CMCA Opening Reception – Bingara Showground	16 th Oct.
	Duties of Justice of the Peace talk at CMCA	18 th Oct.

	Rally	
	LGNSW online forum on IPart review of the rate peg methodology – Teams Meeting	18 th Oct.
	Ordinary Council Meeting – Warialda Council Chambers	20 th Oct.
	LG NSW Annual Conference – Hunter Valley	22 nd – 25 th Oct.
	Extraordinary New England REMC Meeting - Weather Brief – Teams Meeting	4 th Oct.
	NSW Grants Commission Update Meeting – Warialda Council Chambers	13 th Oct.
	LGNSW online forum on IPart review of the rate peg methodology – Teams Meeting	18 th Oct.
Cr David Coulton	Ordinary Council Meeting – Warialda Council Chambers	20 th Oct.
	Historical Society Meeting – Warialda Museum	20 th Oct.
	Bushfire Management Committee Meeting – Moree Fire Control Centre	21 st Oct.
	LG NSW Annual Conference – Hunter Valley	22 nd – 25 th Oct.
	National Local Roads & Transport Congress - Hobart	28 th Oct. – 6 th Nov.
	NSW Grants Commission Meeting – Warialda Council Chambers	13 th Oct.
	LGNSW online forum on IPart review of the rate peg methodology – Teams Meeting	18 th Oct.
Cr Geoff Smith	Ordinary Council Meeting - Warialda Council Chambers	20 th Oct.
	Bushfire Management Committee Meeting – Moree Fire Control Centre	21 st Oct.
	Meeting – Service Level Agreement & Senior Management Team Meetings – Bingara Fire Control Centre	24 th Oct.
Cr Lyndon Mulligan	NSW Grants Commission – Warialda Council Chambers	13 th Oct.
	LGNSW online forum on IPart review of the rate peg methodology – Teams meeting	18 th Oct.
Cr Marilyn Dixon	Special events Committee Meeting – The Roxy Conference Room	11 th Oct.
	NSW Grants Commission – Warialda Council Chambers	13 th Oct.
	Disability Meeting – Warialda Council Chambers	14 th Oct.
	LGNSW online forum on IPart review of the rate peg methodology – Teams meeting	18 th Oct.
	Ordinary Council Meeting – Warialda Council Chambers	20 th Oct.
	LG NSW Annual Conference – Hunter Valley	22 nd – 25 th Oct.

Cr Tiffany Galvin	Special Events Committee Meeting – The Roxy Conference Room	11 th Oct.
	NSW Grants Commission – Warialda Council Chambers	13 th Oct.
	Disability Meeting – Warialda Council Chambers	14 th Oct.
	LGNSW online forum on IPart review of the rate peg methodology – Teams meeting	18 th Oct.
	Ordinary Council Meeting – Warialda Council Chambers	20 th Oct.
	LG NSW Annual Conference – Hunter Valley	22 nd – 25 th Oct
	Disability Survey Review	28 th Oct.
Cr Jim Moore	NSW Grants Commission Update Meeting – Warialda Council Chambers	13 th Oct.
	LGNSW online forum on IPart review of the rate peg methodology – Teams Meeting	18 th Oct.
	Ordinary Council Meeting – Warialda Council Chambers	20 th Oct.
	Bushfire Management Committee Meeting – Moree Fire Control Centre	21 st Oct.
	LG NSW Annual Conference – Hunter Valley	22 nd – 25 th Oct.
	NSW Grants Commission Update Meeting – Warialda Council Chambers	13 th Oct.
Cr Chris Matthews	LGNSW online forum on IPart review of the rate peg methodology – Teams Meeting	18 th Oct.
	LG NSW Annual Conference – Hunter Valley	22 nd – 25 th Oct.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

Nil

8.4 Old Yallaroi Depot Aquisition

File Reference:	NA
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Delivery Program

Goal:	2. Building the business base
Outcome:	2.1 Our economy is growing and supported
Strategy:	2.1.1 Plan for and develop the right assets and infrastructure
Author:	Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

The purpose of this report is to seek Council approval to compulsorily acquire lands at the outskirts of Warialda, on Gragin Road for the purposes of providing Council Depot and Storage Facilities and to inform Council of the due process required to compulsorily acquire lands.

The Council has received consent from the Department of Planning and Environment, Crown Lands (DPE-CL) to be served with a proposed acquisition notice (PAN) acquire Lot 2 DP 1098009 (see attachment **AT-1**) being Crown land and part of Reserve 95763 for Local Government Purposes.

TABLED ITEMS Nil

BACKGROUND

Lot 2 DP 1098009 was part of land previously subject to Special Lease 1969-1 Warialda for Depot held by Yallaroi Shire Council commencing 1 October 1970. The land was subsequently reserved for Local Government Purposes at the end of 1982 and Council is now Crown land Manager of that land under the *Crown Land Management Act 2016*. The land was classified as "Operational" upon transfer to the Council as Crown Land Manager.

Earlier this year, Council received consent from the DPE-CL to be served with a PAN. (see attachment **AT-2**).

COMMENT

This proposal is to acquire the land to secure Warialda's future by ensuring it owns the land in which is services the community. Servicing the community through a reliance on Crown land has proven less reliable over the past decade and it is considered prudent to consolidate the Council's core land portfolio on an opportune basis.

The land is required to meet the engineering demands associated with the repetitive devastating damage that has been caused to the Council's road network by major

flooding over recent years. This has been reinforced by the number of flood events in 2022.

In normal times, the Council's annual roadworks program is approximately \$6M and the Council's current Depot is able to handle the basic requirements for plant, staff and stock items within this amount. The current Depot does however have limitations for the stockpiling of materials required in the construction and maintenance of the road network.

Currently the Council has a flood damage works program of \$50M in addition to its normal works program of \$6M. The flooding event in October 2022 will add to this total.

An increase of this magnitude requires additional space for the stockpiling of materials, additional staff and the parking of additional plant and equipment in order to facilitate the delivery of essential services.

The site also has very good qualities for the storage of road materials such as gravel, aggregate and other related materials. The site is currently being used for this purpose.

Lot 2 DP 1098009 is well situated at the outskirts of Warialda, on Gragin Road approximately 250m west of the Warialda bypass.

The location's close accessibility to the Warialda bypass and the Gwydir Highway is also another factor in its favour.

The proposed acquisition will confer on Council the right to hold the land in a freehold estate which, in turn, will provide Council with the right to construct and / or transfer Council depots and storage facilities to the site without approval from other authorities.

The area of the Crown land of 2.274 Ha and is highly suitable for use as a Council Depot and Storage Facility.

Council is the owner of Lot 1 DP 1098009 which is enclosed by Lot 2 DP 1098009. Council is also the owner of Lot 1 DP 1157814. Council currently benefits from two easements over Lot 2 DP 1098009 in favour of Lot 1 DP 1098009 and Lot 1 DP 1157814 (see attachment **AT-1**).

The neighbouring land to the east is part of Reserve 10596 for Camping managed by Local Lands Services.

DPE-CL has advised that the land is not subject to Aboriginal Land Claim under the Aboriginal Land Rights Act 1983.

Council's opinion is that Native title has been extinguished. **AT-3** shows the status report of prepared by Lands Advisory Services in April of this year.

If Council is to finalise the acquisition of the site for Council Depot and Storage Facilities the following is required:

- An application to the Office of Local Government for acquisition under the *Local Government Act 1993* is prepared, submitted and approved by the Governor.
- The procurement of legal opinion that native title is extinguished to be submitted with the application to the Office of Local Government.
- The issuing of PANs to DPE-CL
- To placement of an Acquisition notice in the NSW Government Gazette and the subsequent lodging of dealings to create title in favour of Council
- The payment of compensation to the DPE-CL.

A valuation of the site is yet to be obtained; however, the statutory land value as at 1 July 2021 was \$41,600. Council may expect to pay a similar value for the acquisition.

Other costs for valuation, legal opinion and administration are likely to be between \$10,000 and \$20,000.

Consultation:

Consultation has occurred with Council staff and Staff from the DPE-CL.

OFFICER RECOMMENDATION

THAT Council proceed with the compulsory acquisition of the land described as Lot 2 DP 1098009 for the purpose of Council Depot and Storage Facilities in accordance with sections 186 and 187 of the *Local Government Act 1993* and in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.

FURTHER that Council make an application to the Minister and the Governor for approval to acquire the land described as Lot 2 DP 1098009 and easements burdening Lot 2 DP 1098009 by compulsory process under section 186(1) and 187 of the *Local Government Act 1993* for the purpose of industrial land precinct in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

FURTHER that Council as owner of Lot 1 DP 1098009 authorises the acquisition and annulment of its rights of an easement for access 10.06 wide over Lot 2 DP 1098009 benefiting Lot 1 DP 1098009 by compulsory process under section 186(1) and 187 of the *Local Government Act 1993* for the purpose of industrial land precinct in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

FURTHER that Council as owner of Lot 1 DP 1157814 authorises the acquisition and annulment of its rights of an easement for access and rising main 10.06 wide as it affects Lot 2 DP 1098009 by compulsory process under section 186(1) and 187 of the *Local Government Act 1993* for the purpose of

industrial land precinct in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

FURTHER that Council does not acquire minerals in the land.

FURTHER that the land is to be classified as operational land in accordance with section 31 (2) of the *Local Government Act 1993*.

FURTHER that for the purposes of section 30 of the *Land Acquisition (Just Terms Compensation) Act 1991*, the Council agrees to the land being acquired for compensation, set at the market value of the land, as agreed by the General Manager and the Department of Planning and Environment – Crown Lands.

FURTHER that for the purposes of section 30 of the *Land Acquisition (Just Terms Compensation) Act 1991*, Council as the beneficial owner of the said easement for access 10.06 wide over Lot 2 DP 1098009 and the said easement for access and rising main 10.06 wide as it affects Lot 2 DP 1098009 agrees that any compensation be set at \$Nil.

FURTHER that Council delegate to the General Manager or his delegate the power to do anything further as necessary to give effect to the compulsory acquisition including obtaining any necessary approvals and publishing any necessary notices in the Gazette.

FURTHER that authority be granted to the General Manager to affix the Common Seal of the Council to any documentation required to give effect to this resolution.

ATTACHMENTS

1. Attachment A T-1 DP 1098009 [8.4.1 - 1 page]
2. Attachment A T-2 Department of Planning and Environment – Crown lands – No objection to PAN [8.4.2 - 5 pages]
3. Attachment A T-3 Lands Advisory Services Pty Ltd – Status Report [8.4.3 - 21 pages]

DP1098009

Registered: 10/06/2006

Title System: CROWN LAND

Purpose: FIRST TITLE ISSUE

Ref. Map: TOWN#

Last Plan: PARISH

PLAN OF: SUBDIVISION OF LOT 324 D.P. 751137

Lengths are in metres. Reduction Ratio 1: 1250

L.G.A.: WARRALDA GWYDIR

Locality: WARRIALDA

Parish: WARRIALDA

County: BURNETT

This is sheet 1 of my plan in sheets. (Delete if inapplicable)

Surveyors (Practice) Regulation 2001
 I, JAMES L. NOAD, M.S. AUST.,
 of BOX 349 INVERELL 2360
 a surveyor registered under the Surveyors Act, 1920, certify that
 the survey represented in this plan is accurate, has been made
 in accordance with the Surveyors (Practice) Regulation 2001
 and was completed on 30/8/02.
 The survey relates to LOT 1 & EASEMENT
 FOR ACCESS 10.06 WIDE
 (Specify the land actually surveyed or specify any land shown
 in the plan that is not the subject of the survey)
 Signature: *J. Noad* Date: 30/8/02
 Surveyor registered under the Surveyors Act, 1920
 Datum Line: G-H Type: Urban/Rural

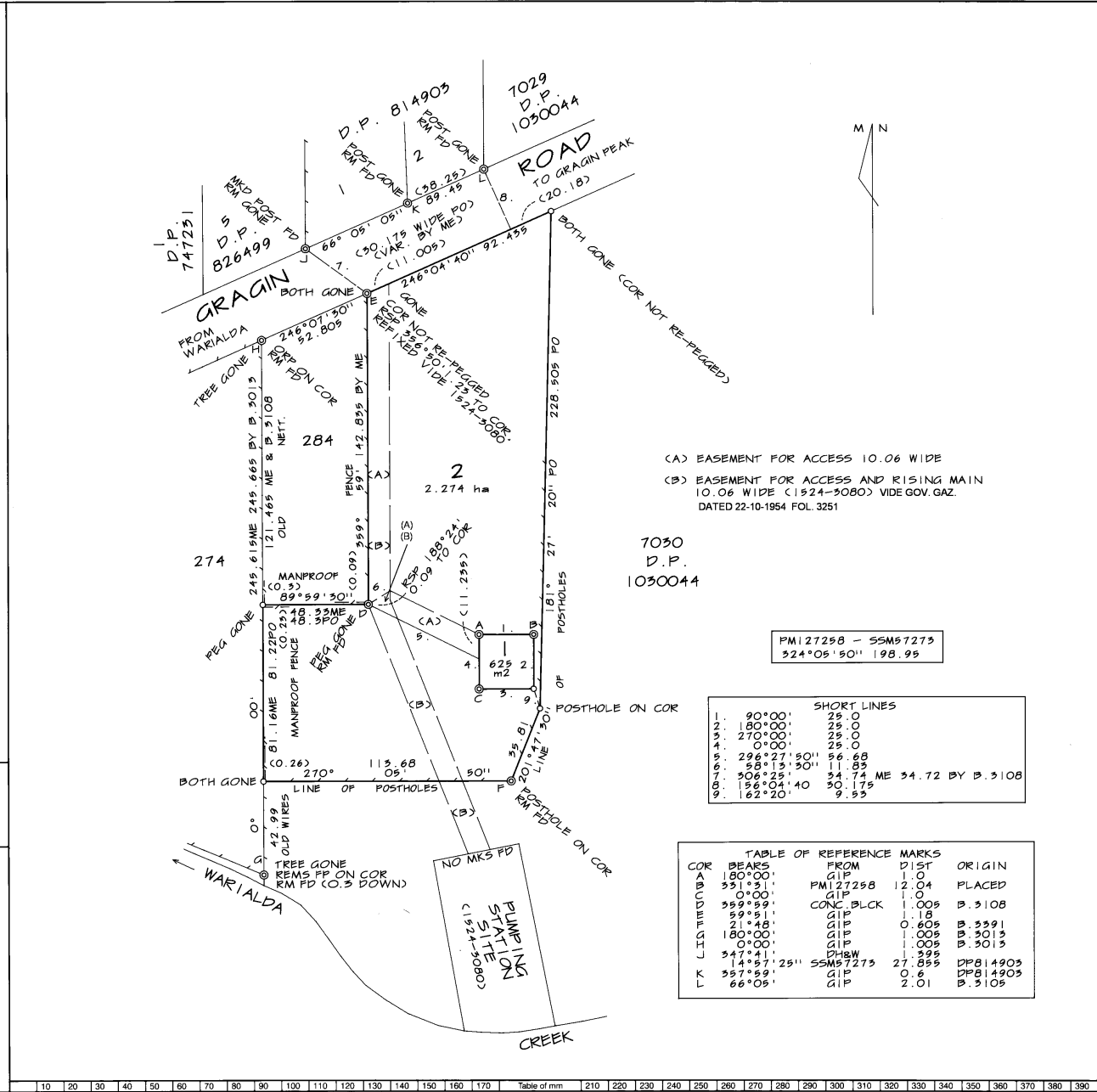
Plans used in preparation of survey/compilation
 B. 3013-1951, B. 3108-1951
 B. 3391-1951, 1524-3080
 DPB14903

PANEL FOR USE ONLY for statements of intention to dedicate public roads, to create public reserves, drainage reserves, assessments, restrictions on the use of land or positive covenants.

PURSUANT TO SECS 88B
 CONVEYANCING ACT 1919
 AS AMENDED IT IS
 INTENDED TO CREATE:
 1. EASEMENT FOR ACCESS
 10.06 WIDE

OFFICE USE ONLY

NOTATION B AMENDED SEC 2010/1556 4.11.2010



(A) EASEMENT FOR ACCESS 10.06 WIDE
 (B) EASEMENT FOR ACCESS AND RISING MAIN
 10.06 WIDE (1524-3080) VIDE GOV. GAZ.
 DATED 22-10-1954 FOL. 3251

7030
 D.P.
 1030044

PM127258 - 55M57273
 324°05' 50" 198.95

SHORT LINES		
1.	90°00'	25.0
2.	180°00'	25.0
3.	270°00'	25.0
4.	0°00'	25.0
5.	296°27'50"	56.68
6.	58°13'30"	11.85
7.	306°25'	34.74 ME 34.72 BY B.3108
8.	156°04'40	30.175
9.	162°20'	9.55

TABLE OF REFERENCE MARKS				
COR	BEARS	FROM	DIST	ORIGIN
A	180°00'	GIP	1.0	PLACED
B	351°31'	PM127258	12.04	
C	0°00'	GIP	1.0	
D	359°59'	CONC. BLOCK	1.005	B.3108
E	59°51'	GIP	1.18	
F	21°48'	GIP	0.605	B.3391
G	180°00'	GIP	1.005	B.3013
H	0°00'	GIP	1.005	B.3013
I	347°41'	DHSW	27.395	DPB14903
J	148°17'	55M57273	27.855	DPB14903
K	357°59'	GIP	0.6	B.3105
L	66°05'	GIP	2.01	B.3105

Reg: R689649 / Doc: DP 1098009 P / Rev: 08-Nov-2010 / NSW IRS / Pgs: ALL / Prt: 20-Apr-2022 12:09 / Seq: 1 of 1
 Office of the Registrar-General / SFC: TRISBANCH / Ref: 16.1111

SIGNATURES AND SEALS ONLY

Crown Lands Office Approval
 PLAN APPROVED: *Williams*
 Authorized Officer
 Land District: WARRIALDA
 Paper No: ME 02 H 84
 Field Book: pages

Subdivision Certificate
 I certify that the provisions of s. 109J of the Environmental Planning and Assessment Act 1979 have been satisfied in relation to the proposed SUBDIVISION set out herein
 (Insert 'subdivision' or 'new road')
 Me 224/2005
 *Authorized Person (General Manager/Approved Condition)
 Consent Authority: Gwydir Shire Council
 Date of endorsement: 17th November, 2005
 Accreditation No.:
 Subdivision Certificate No.: 224/2005
 File No.: 32

When the plan is to be lodged electronically in the Land Titles Office, it should include a signature in an electronic or digital format approved by the Registrar-General.
 *Delete whichever is inapplicable

SURVEYOR'S REFERENCE: 13,003

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Table of mm: 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 210 220 230 240 250 260 270 280 290 300 310 320 330 340 350 360 370 380 390



Department of Planning and Environment

Reference: 22/02537
Your Ref: Yallaroi Shire Depot / 18.1111
Account: 634281

25 May 2022

Gwydir Shire Council C/- Craig Barnes LANDSAS
Attn: Craig Barnes
PO Box 2317
DANGAR NSW 2309

By Email: craig.barnes@landsas.com.au

Dear Craig,

Proposed compulsory acquisition by Gwydir Shire Council for Lot 2 DP 1098009, WARIALDA.

The Department of Planning and Environment (the department) refers to Gwydir Shire Council's (the authority) proposed acquisition of Lot 2 DP 1098009, as shown in the attached diagram, for the purpose of Council depot and storage facility.

Registered owners interest

The department has no objection to receiving a proposed acquisition notice (PAN) from the authority to acquire the registered owners interest in the subject land, in accordance with the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991* (LAJTCA).

Other interests

It is the authority's responsibility to resolve any and all interests in the land (not limited to those identified in this letter) before gazettal, in accordance with Section 12 of LAJTCA.

Further information about addressing interests in the land other than that of the registered owner is provided in Attachment A. Additional interested parties identified by the department as at the date of this letter are listed in Attachment B.

Compensation

The LAJTCA makes provision for compensation in relation to all parties' interests in the land to be agreed prior to the gazettal or determined at gazettal by the Valuer General.

Agreement to compensation prior to the gazettal of the acquisition provides authorities with internal accounting and planning benefits and can help avoid statutory interest accruing. **The authority must have resolved all other interests in the land prior to making an offer of compensation to the department and to contact the department in the first instance should it wish to consider negotiation of compensation.** Any offer must be supported by a recent valuation from a certified practicing valuer made in accordance with API practice guidelines.

Department of Planning and Environment



Alternatively, the Office of the Valuer General will appoint a registered valuer to make a determination of compensation for the acquisition at gazettal.

The LAJTCA provides for payment to become due upon gazettal and as such, authorities should make payment upon gazettal or receipt of the determination from the Valuer General to minimise the amount of statutory interest payable. Payment of statutory interest is mandatory to comply with the Act.

A tax invoice for compensation will not be issued by the department without prior arrangement. Payment can be made via direct deposit to Crown Land account below.

Bank: Westpac
BSB: 032-001
Account: 112078
Name: Crown Lands
Reference number: **634281** (Crown Land acquisition account number)

Until such time as the acquisition has been finalised, entry upon or use of the Crown land for any purpose will require the acquiring authority to obtain a tenure or written consent from Crown Lands.

For any further enquiries or lodgement of the above, please contact the Acquisitions Team via email cl.acquisitions@crowland.nsw.gov.au.

Yours sincerely,

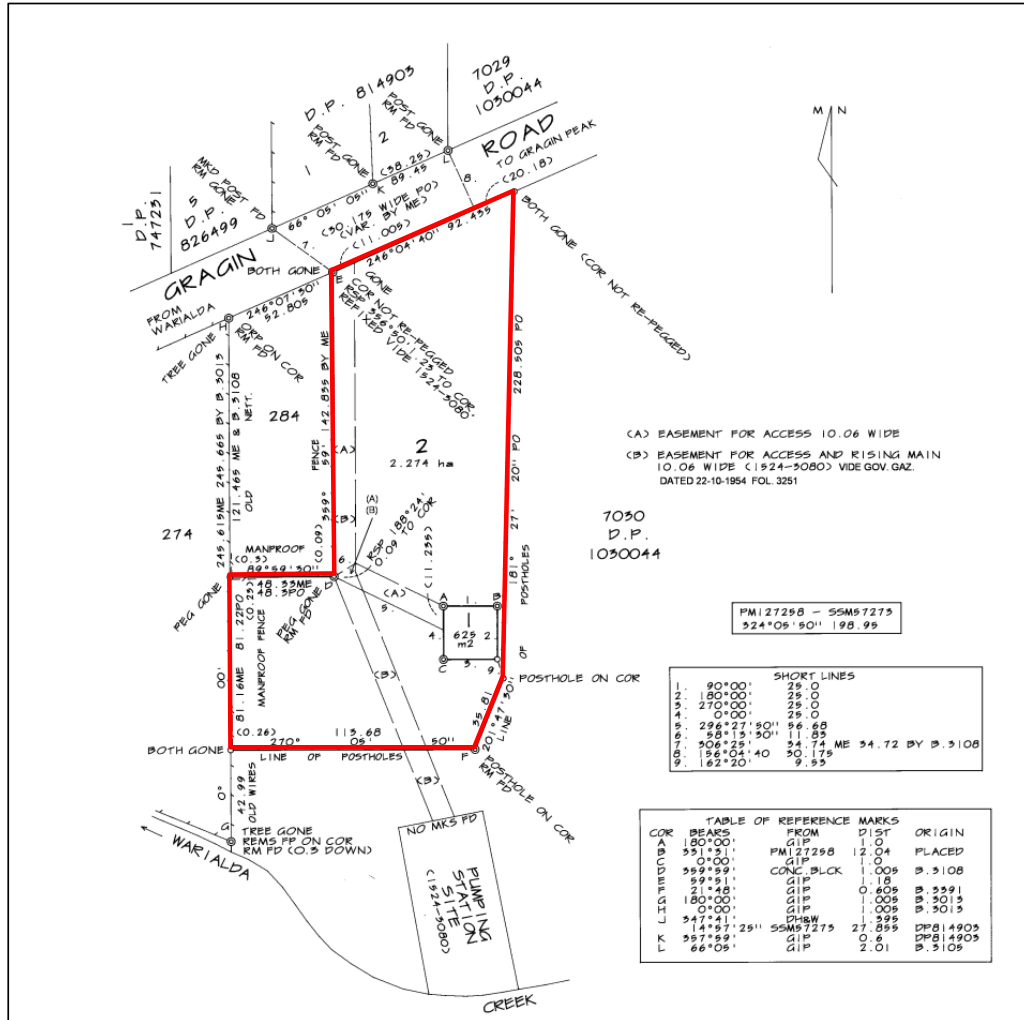
A handwritten signature in black ink, appearing to read 'Zoe Parsons'.

Zoe Parsons
Property Development Project Officer
Strategic Sales & Disposal Unit – Customer & Systems
NSW Department of Planning and Environment – Crown Lands

Department of Planning and Environment



Diagram:



Department of Planning and Environment



ATTACHMENT A - ADDRESSING INTERESTS IN CROWN LAND SUBJECT TO COMPULSORY ACQUISITION

All parties with an interest in the Crown land that will be affected by the proposed acquisition are to be afforded the rights to be notified and claim compensation if appropriate, in accordance with Section 12 of LAJTCA. Such parties known to the department at the date of this letter are noted in Attachment B.

All interests must be addressed prior to the issue of a PAN to the impacted parties.

Aboriginal Land Claim

Where an undetermined Aboriginal Land Claims (ALC) affects the subject land, the authority is to contact the claimant Aboriginal Land Council in order to ensure any inchoate interests the relevant Aboriginal Land Council may hold are addressed.

An ALC may be lodged over the subject land at any time during the acquisition process. Authorities are encouraged to make their own enquiries of the Office of the Registrar - Aboriginal Land Rights Act 1983 (NSW), to ensure all claims are identified and appropriately dealt with before an acquisition proceeds to gazette notification.

Native title

Native title is presumed to exist over all Crown land until evidence of extinguishment is found or a determination is made in response to a Native Title Claim under the *Commonwealth Native Title Act 1993*. Authorities are to make their own enquiries to the Native Title Registrar to ensure all current claims are identified and appropriately dealt with before an acquisition proceeds to gazette notification.

Where evidence of native title extinguishment has not been identified for Crown land subject to a proposed acquisition, the authority is to issue a PAN to the Native Title Corporation (NTSCorp) in addition to any Native title claimant/s.

Further information on native title can be found at <https://www.industry.nsw.gov.au/lands/what-we-do/our-work/native-title>.

Tenure holders and Crown land managers

The authority is requested to contact the identified tenure holders and Crown land managers regarding impact on their interests in the subject land.

Travelling stock reserve

Travelling Stock Reserves are managed by Local Land Services. The authority is requested to contact the manager of any Travelling Stock Reserves affected by the proposed acquisition.

Reserve for Trigonometrical purpose

Trigonometrical stations are managed by Surveyor General of NSW. The authority is requested to contact the Surveyor General of NSW – Department of Customer Services Spatial Services for any Reserves for trigonometrical purpose affected by the proposed acquisition.

Department of Planning and Environment



ATTACHMENT B – OTHER INTERESTED PARTIES

Proposed compulsory acquisition by Gwydir Shire Council for Lot 2 DP 1098009, WARIALDA.

As at 25 May 2022:

	Reference number	Interested party
Native title presumed to exist	-	Native Title Corporation (NTSCorp)
Registered Native title claims	NC2011/006	Gomeri People C/- NTSCorp Level 1, 44-70 Rosehill Street, REDFERN, NSW 2016



ABN : 11 607 533 862

Mr Norm Headford
Gwydir Shire Council
Locked Bag 5
BINGARA NSW 2404

Our Ref : 22.223
20 April 2022

Via email : nheadford@gwydir.nsw.gov.au

Dear Mr Headford

Yallaroi Depot site, Warialda

As requested, I have reviewed the land status of land at Warialda being Lot 2 DP 1098009

Land Status

The land is held by The State of New South Wales and is Crown land under the *Crown Land Management Act 2016* (CLMA) (see **Tag A**). The Land is listed in Table 1 showing the purpose for which the land is reserved with the legislation employed in the reservation process.

Table 1 - Crown land affected

Lot / DP	No / Purpose / Gazette Date	Legislative Base
2 / 1098009 ¹ (see Tag B)	R.95763 for Local Government Purposes – 31 Dec 1981 (see Tag F and Tag G for diagram)	Section 28 <i>Crown Lands Consolidation Act 1913</i> .

- The Council of the Shire of Yallaroi was appointed trustee of R.95763 in accordance with section 37P of the *Crown Lands Consolidation Act 1913* on 31 December 1981 (see **Tag H**). The Warialda Local Government (R95763) Reserve Trust was the corporate name assigned to the reserve trust under Clause 4(3) of the Schedule 8 of the *Crown Lands Act 1989* on 23 November 1990 (see **Tag I**).

Following various legislative changes in the management of Crown land Gwydir Shire Council is now Crown land manager of R.95763 for the purposes of the CLMA.

- A search of the National Native Title Tribunal Registers on 20 April 2022 indicates:
 - The subject land is within the area of native title claim by the Gomeroi People lodged 20 December 2011 (see **Tag K**).
 - No determination of native title has yet been made, and

¹ Lot 2 DP 1098009 is subject to an Easement for Access 10.06 wide acquired by Gwydir Shire Council on 26 March 2010 (see **Tag C**) and an Easement for Access and Rising Main 10.06 wide resumed by Yallaroi Shire Council on 22 October 1954 (see **Tag D**)(see **Tag E** for easement diagram).

Lands Advisory Services Pty Ltd
PO Box 2317, Dangar, New South Wales, 2309
E : craig.barnes@landsas.com.au T : 0428 474 542



- c. no Indigenous Land Use Agreement has been registered affecting R.95763.
3. We are not aware of any compulsory acquisitions of native title or future act protection determinations which would impact the R.95763.
4. We are not aware of the any native title certificates under the CLMA having been issued.
5. For the purposes of Section 8.7(1) of the CLMA:
 - The affected part of R.95763 is *relevant land*
 - none of the affected part of R.95763 is *excluded land*
 - Gwydir Shire Council is the *Responsible Person*.
6. Lot 2 DP 1098009 was part of land previously subject to Special Lease 1969-1 Warialda for Depot under the provisions of the *Crown Lands Consolidation Act 1913* to Yallaroi Shire Council commencing 1 October 1970 (see **Tag J** and **Tag G** for diagram).

“Depot” is a scheduled interests in Part 1 Schedule 1 Section 3(8) of the *Native Title Act 1993*. It is my opinion that the granting of Special Lease 1969-1 Warialda is consistent with Section 23B(2)(c)(i) of the *Native Title Act 1993* and that native title is likely to be extinguished.²

Historical Status

7. Lot 2 DP 1098009 was part of Reserve 10596 for Camping notified 8 February 1890, pursuant to Section 101 of the *Crown Lands Act 1884* (see **Tag L** and **Tag M** for diagram³).⁴

Aboriginal Land Rights

On 20 April 2022 the Department of Planning and Environment - Crown Land (DPE-CL) advised (see **Tag O**) that their records indicate that the land is not subject to claim under *Aboriginal Land Rights Act 1983*.

Please feel free to contact me

Yours Faithfully,

Craig Barnes
Managing Director
Lands Advisory Services Pty Ltd

² Please note that only the Federal Court of Australia or a higher court may make a determination of native title.

³ **Tag M** is the 1st edition of the map of the Village of Warialda placed into production 11 November 1890.

⁴ The relevant part of R.10596 was revoked on 13 March 1970 (see **Tag N**).





LAND
REGISTRY
SERVICES

Title Search

Information Provided Through
triSearch (Website)
Ph. 1300 064 452 Fax.

Tag A

NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 2/1098009

SEARCH DATE	TIME	EDITION NO	DATE
5/4/2022	12:36 PM	-	-

LAND

LOT 2 IN DEPOSITED PLAN 1098009
AT WARIALDA
LOCAL GOVERNMENT AREA GWYDIR
PARISH OF WARIALDA COUNTY OF BURNETT
TITLE DIAGRAM DP1098009

FIRST SCHEDULE

THE STATE OF NEW SOUTH WALES

SECOND SCHEDULE (4 NOTIFICATIONS)

- * 1 LAND EXCLUDES MINERALS (S.171 CROWN LANDS ACT 1989)
- * 2 NOTIFICATION IN GOVERNMENT GAZETTE DATED 22.10.1954 FOL 3251
EASEMENT FOR ACCESS AND RISING MAIN 10.06 METRE(S) WIDE
AFFECTING THE PART(S) SHOWN SO DESIGNATED (B) IN THE TITLE
DIAGRAM
- * 3 DP1098009 EASEMENT FOR ACCESS 10.06 METRE(S) WIDE AFFECTING THE
PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- * 4 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN
LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER
DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT
OF THE MINISTER.

NOTATIONS

AF409656 NOTE: EASEMENT FOR ACCESS 10.06 WIDE DESIGNATED (A) IN
DP1098009 ACQUIRED FOR COUNCIL PURPOSES GAZ. 26.3.2010 FOL.1768

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

18.1111

PRINTED ON 5/4/2022

* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. triSearch an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

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Received: 05/04/2022 12:36:37

DP1098009

Registered: 10/06/2006
Title System: CROWN LAND
Purpose: FIRST TITLE ISSUE
Ref. Map: TOWN#
Last Plan: PARISH

PLAN OF: SUBDIVISION OF LOT 324 D.P. 751137

Lengths are in metres. Reduction Ratio 1: 1250

L.G.A.: WARRALDA GWYDIR
Locality: WARRIALDA
Parish: WARRIALDA
County: BURNETT

This is sheet 1 of my plan in sheets. (Delete if inapplicable)

Surveyors (Practice) Regulation 2001
I, JAMES L. NOAD, M.L.S., AUST.
a surveyor registered under the Surveyors Act, 1920, certify that the survey represented in this plan is accurate, has been made in accordance with the Surveyors (Practice) Regulation 2001 and was completed on 30/8/02.
The survey relates to LOT 1 & EASEMENT FOR ACCESS 10.06 WIDE FOR ACCESS 10.06 WIDE.
(Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey)
Signature: J. Noad Date: 30/8/02
Surveyor registered under the Surveyors Act, 1920
Datum Line: G-H Type: Urban/Rural

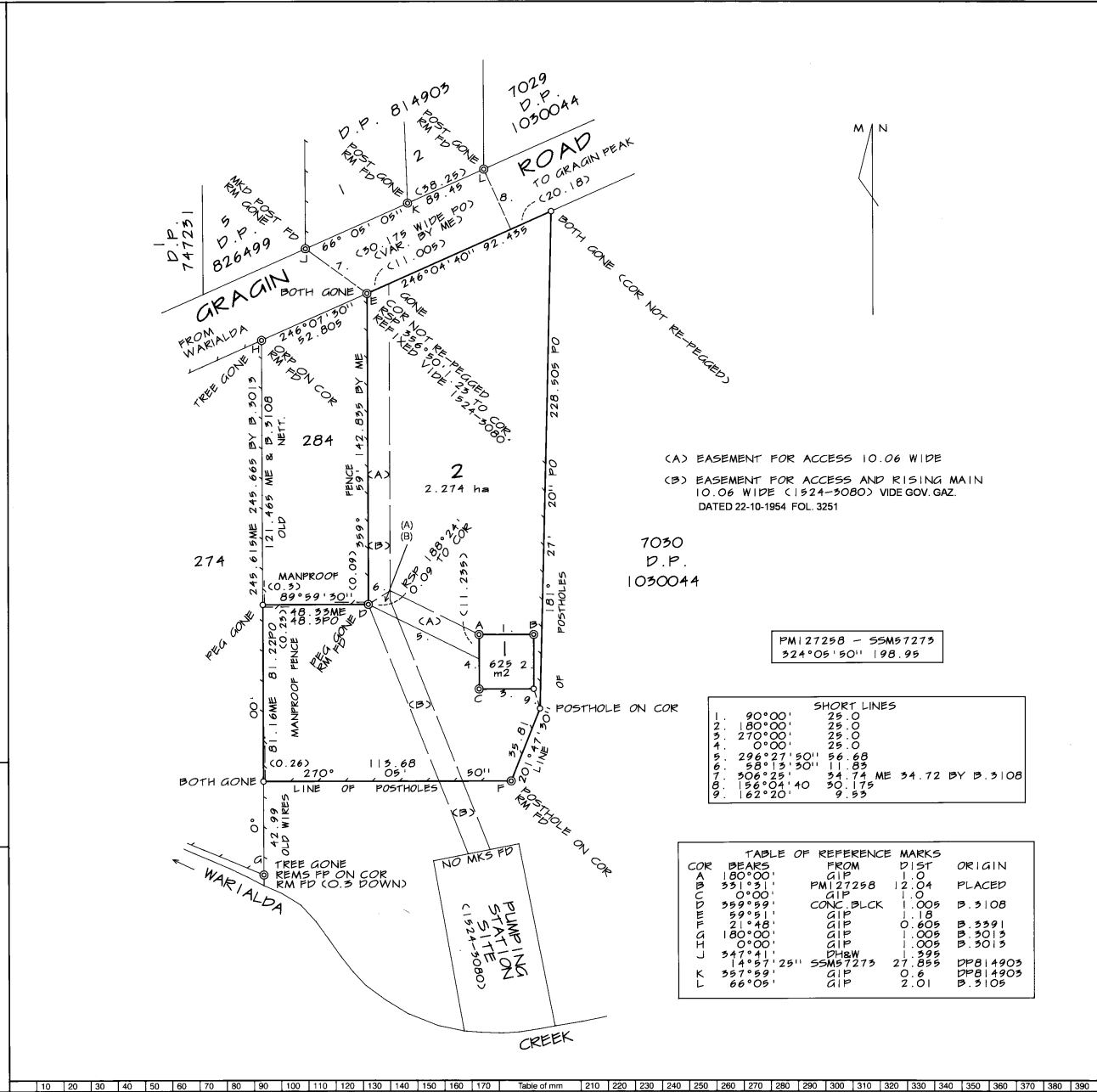
Plans used in preparation of survey/compilation
B. 3013-1951, B. 3108-1951
B. 3391-1951, 1524-3080
DPB14903

PANEL FOR USE ONLY for statements of intention to dedicate public roads, to create public reserves, drainage reserves, assessments, restrictions on the use of land or positive covenants.

PURSUANT TO SECS 88B CONVEYANCING ACT 1919 AS AMENDED IT IS INTENDED TO CREATE:
1. EASEMENT FOR ACCESS 10.06 WIDE

OFFICE USE ONLY

NOTATION BY AMENDED SEC 20(1)(5) 4.11.2010



(A) EASEMENT FOR ACCESS 10.06 WIDE
(B) EASEMENT FOR ACCESS AND RISING MAIN 10.06 WIDE (1524-3080) VIDE GOV. GAZ. DATED 22-10-1954 VOL. 3251

7030 D.P. 1030044

PM127258 - 55M57273
324°05' 50" 198.95

Table with 2 columns: SHORT LINES and values. Includes bearings and distances for various lines.

TABLE OF REFERENCE MARKS. Columns: COR, BEARS, FROM, DIST, ORIGIN. Lists various markers and their locations.

Req: R689649 / Doc: DP 1098009 P / Rev: 08-Nov-2010 / NSW IRS / Pgs: ALL / Prt: 20-Apr-2022 12:09 / Seq: 1 of 1
Office of the Registrar-General / REGISTRAR / Ref: 16.1111

SIGNATURES AND SEALS ONLY
Crown Lands Office Approval
PLAN APPROVED: [Signature]
Authorized Officer: WARRIALDA
Paper No: ME 02 H 84
Field Book: pages
Subdivision Certificate
I certify that the provisions of s. 109J of the Environmental Planning and Assessment Act 1979 have been satisfied in relation to the proposed SUBDIVISION set out herein.
(Insert 'subdivision' or 'new road')
Authorized Person (General Manager/Approved Condition): Gwydir Shire Council
Consent Authority: 24 November 2005
Date of endorsement:
Accreditation No.:
Subdivision Certificate No.: 224/2005
File No.: 32
When the plan is to be lodged electronically in the Land Titles Office, it should include a signature in an electronic or digital format approved by the Registrar-General.
*Delete whichever is inapplicable

PRIVATE ADVERTISEMENTS

COUNCIL NOTICES

CAMPBELLTOWN CITY COUNCIL

Roads Act 1993, Section 10
Dedication of Land as Public Road

NOTICE is hereby given pursuant to section 10 of the Roads Act, 1993 that the land described in the Schedule below is dedicated to the public as road. PAUL TOSI, General Manager, Campbelltown City Council, PO Box 57, Campbelltown NSW 2560.

SCHEDULE

Lot 21 in DP 575388. [5157]

CARRATHOOL SHIRE COUNCIL

Roads Act 1993, Section 162
Road Naming

NOTICE is hereby given that Carrathool Shire Council, in pursuance of section 162 of the Roads Act 1993, has named the following roads within the Villages of Hillston, Goolgowi and Merriwagga:

<i>Location</i>	<i>New Road Name</i>
New service lane off Kidman Way, Goolgowi.	Alpens Lane
New service lane off Mid Western Highway, Goolgowi.	Saleyard Lane
Unnamed lane, between Charny Street and Marne Street, Merriwagga.	Bulge Lane
Unnamed lane, between Charny Street and Mons Street, Merriwagga.	Ypres Lane
Unnamed lane, between Corio Street and Lallat Street, Merriwagga.	Somme Lane
Unnamed lane, between Fleury Street and Charny Street, Merriwagga.	Devon Lane
Unnamed lane, between Fleury Street and Charny Street, Merriwagga.	Pilkem Lane
Unnamed lane, between Marne Street and Corio Street, Merriwagga.	Flanders Lane
Unnamed lane, between Marne Street and Lallat Street, Merriwagga.	Belsen Lane
Unnamed lane, between Mons Street and Marne Street, Merriwagga.	Verdun Lane
Unnamed street, part of Melbergen Road, Merriwagga.	Fleury Street
Unnamed road, between Kidman Way and Lachlan Valley Way, Hillston.	Smith Road
Unnamed lane, off McGee Street, Hillston.	Gould Lane
Unnamed lane, off MR368, Hillston.	Elders Lane
Unnamed lane, between Bunyip Street and Lowan Street, Goolgowi.	Bunyip Lane
Unnamed lane, between Christoff Street and Napier Street, Goolgowi.	Napier Lane
Unnamed lane, between Moira Street and Bunyip Street, Goolgowi.	Cobram Lane
Unnamed lane, between Moira Street and Lowan Street, Goolgowi.	Lowan Lane

Unnamed lane, between Napier Street and Moira Street, Goolgowi.	Moira Lane
Unnamed lane, between Stipa Street and Moira Street, Goolgowi.	Combo Lane
Unnamed lane, between Stipa Street and Napier Street, Goolgowi.	Napier Lane
Unnamed lane, between Zara Street and Moira Street, Goolgowi.	Myotts Lane
Unnamed lane, between Zara Street and Stipa Street, Goolgowi.	Stipa Lane
Unnamed street, off Bradys Road, Goolgowi.	Christoff Street
Unnamed street, off Midwestern Highway, Goolgowi.	Cobram Street
Unnamed road, off Kidman Way, Goolgowi.	Wollarma Road

Authorised by resolution of Council on 20 April 2004. The above road names have been advertised and notified. KEN CROSKELL, General Manager, Carrathool Shire Council, Cobram Street (PO Box 12), Goolgowi NSW 2652. [5158]

GWYDIR SHIRE COUNCIL

Local Government Act 1993
Land Acquisition (Just Terms Compensation) Act 1991
Notice of Compulsory Acquisition of Land

GWYDIR SHIRE COUNCIL declares with the approval of Her Excellency the Governor that the land described in Schedule A and the interest described in Schedule B below, excluding any mines or deposits or minerals in the land, are acquired by compulsory process in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 for the purposes of water supply.

Dated at Warialda this 2nd day of December 2009. MAX EASTCOTT, General Manager, Locked Bag 5, Bingara NSW 2404.

SCHEDULE A

Lot 1, DP 1098009.

SCHEDULE B

Easement for access 10.06 wide shown marked "A" on DP 1098009. [5159]

LAKE MACQUARIE CITY COUNCIL

Proposed Naming of Roads

LAKE MACQUARIE CITY COUNCIL advises that in accordance with section 162.1 of the Roads Act 1993 and Part 2, Division 2, Clause 7, Roads Regulations 2008 it proposes to name the following road:

<i>Location / Description</i>	<i>Proposed Road Name</i>
Subdivision of Lot 11, DP 1066866 at 19 Grattoir Place, Toronto	Woodbine Place
Origin of Name: 1927 Parish of Awaba, A J Woodbine was an adjoining landowner	

NOTICE OF RESUMPTION OF EASEMENT OVER LAND BY YALLAROI SHIRE COUNCIL.—Local Government Act, 1919.—Whereas on the fourteenth day of August, one thousand nine hundred and fifty-three, the Yallaroi Shire Council (hereinafter called "the Council") resolved, in pursuance of the Local Government Act, 1919, to resume an easement or right to use the surface, under-surface and subsoil of the land described in the Schedule hereto for the purpose of access and rising main for the **Warialda** Water Supply; and whereas the Council further resolved to make an application for the approval of the Governor to cause a notice of the resumption of the easement or right over such land, together with a description of such land, to be published in the Gazette and in a newspaper circulating in the area in which such land is located; and whereas on the eighth day of September, one thousand nine hundred and fifty-four, upon the application of the Council, His Excellency the Governor, with the advice of the Executive Council, approved of a notice of the resumption of an easement or right over the land described in the said Schedule for such purpose, together with a description of such land, to be published in the Gazette and a newspaper circulating in the area in which the land is located: Now, therefore, the Council, with the approval of His Excellency the Governor, with the advice of the Executive Council as aforesaid, doth hereby give notice that an easement or right to use the surface, under-surface and subsoil of the land described in the Schedule hereto for the purpose aforesaid, is hereby resumed by the Council under the provisions of the Local Government Act, 1919, aforesaid; and the Council doth hereby also give notice that a plan of such land has been filed in the office of the Yallaroi Shire Council, at the Council Chambers, **Warialda**, and with the Surveyor-General at the Department of Lands, Sydney, which plans are open for public inspection; and the Council doth hereby also give notice that upon the publication of this notice and description in the Schedule hereto an easement or right to use for the purpose aforesaid the surface, under-surface and subsoil of the land described in the Schedule hereto becomes, for the purposes and subject to the provisions of the said Act, vested in the Council freed and discharged from all trusts, obligations, estates, interests, contracts, charges, rates, rights of way or easements whatsoever.

C. S. PYRKE, President.

The Common Seal of the Council of the Shire of Yallaroi was hereunto affixed this eighteenth day of October, 1954, in pursuance of a resolution of the Council passed on the eighth day of October, 1954.

A. W. GUILLAN, Shire Clerk.

SCHEDULE.

All that piece or parcel of land 50 links wide situate in the Shire of Yallaroi, parish of **Warialda**, and county of Burnett, being part of Camping Reserve 10,596: Commencing on the south-eastern side of the road 150 links wide from **Warialda** to Gragin at the north-eastern corner of portion 284; and bounded thence on the north-west by that side of that road bearing 66 degrees 8 minutes 30 seconds 54.67 links; on the east, north-east, south-east and south-west by lines successively bearing 180 degrees 7 chains 22.45 links, 158 degrees 21 minutes 6 chains 13.5 links, 258 degrees 55 minutes 20 seconds 50.87 links and 338 degrees 21 minutes 6 chains 13.7 links to the south-eastern corner of the said portion 284; and on the west by the eastern boundary of that portion bearing 360 degrees 7 chains 9.9 links to the point of commencement.

3112—£4 13s.

IN the will of AILEEN SARAH BARKLEY, late of 50 St. Margaret's road, Ruislip, Middlesex, England, but formerly of Bungalow-avenue, Balgowlah, in the State of New South Wales, widow, deceased.—Probate granted by the Supreme Court of New South Wales on 12th October, 1954.—Pursuant to the Wills, Probate and Administration Act, 1898-1947 (Testator's Family Maintenance and Guardianship of Infants Act, 1916-1938, and Trustee Act, 1925-1942), The Trustees Executors and Agency Company Limited, the executor of the will of the said Aileen Sarah Barkley, who died on 24th March, 1954, hereby gives notice that creditors and others having any claim against or to the estate of the said deceased are required to send in particulars of their claims to the said executor at 401 Collins-street, Melbourne, Victoria, on or before the 31st December, 1954, at the expiration of which time the said executor will distribute the assets, having regard only to the claims of which it then has notice.—Dated the 22nd day of October, 1954. J. E. A. FLORANCE & FLORANCE, Proctors, 115 Pitt-street, Sydney. 3127—£1 5s.

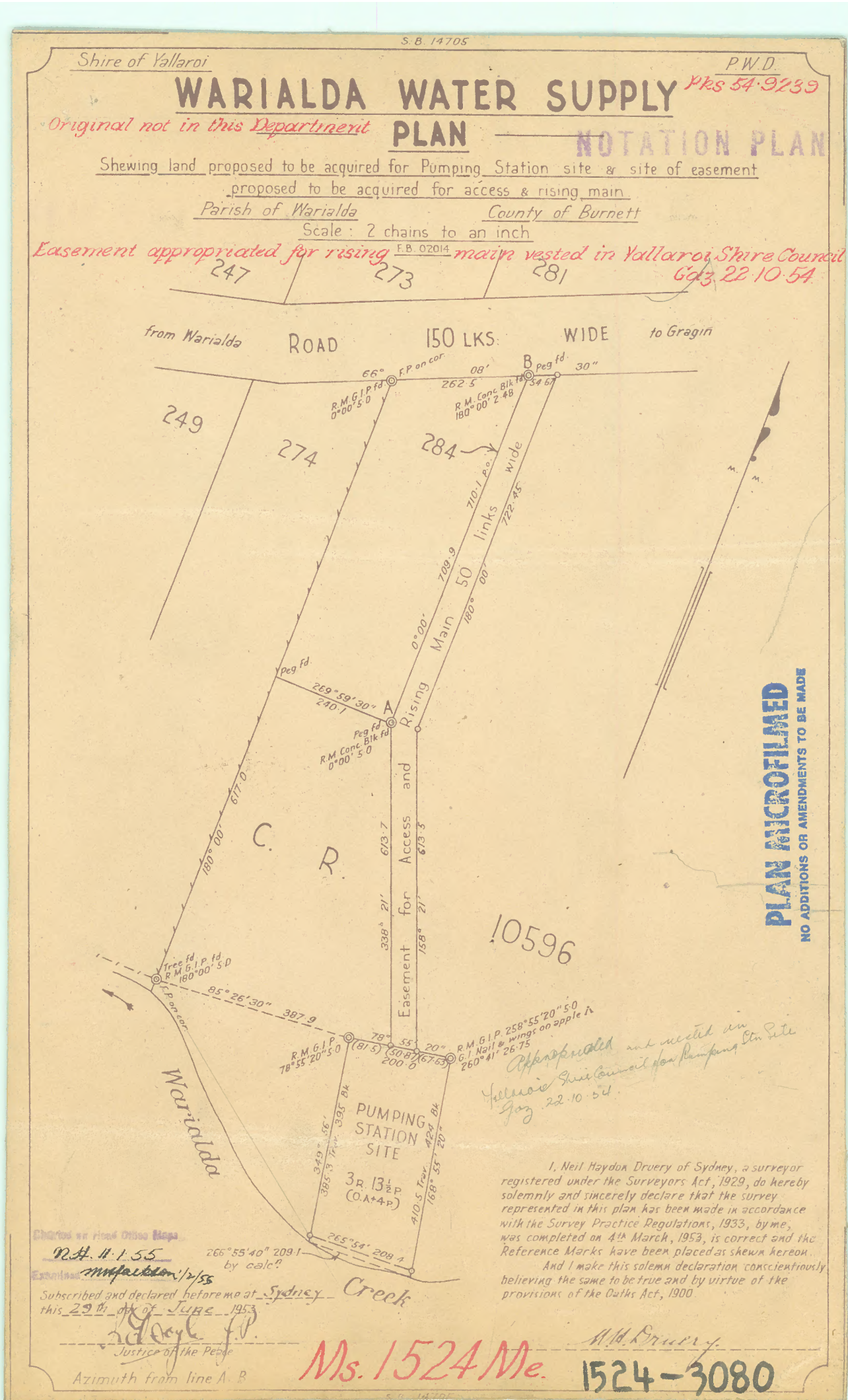
RE will of GEORGE WELLINGTON REED BROWN, late of Copmanhurst (formerly of Whiteman Creek), in the State of New South Wales, retired farmer, deceased.—Probate granted by Supreme Court of New South Wales on 12th October, 1954.—Pursuant to the Wills, Probate and Administration Act, 1898-1947, Testator's Family Maintenance and Guardianship

of Infants Act, 1916-1938, and Trustee Act, 1925-1942, Annie Elizabeth Brown and Wallace Brown, the executrix and executor of the will of the said George Wellington Reed Brown, who died on the 8th August, 1954, hereby give notice that creditors and others having any claim against or to the estate of the said deceased are required to send particulars of their claims to the said executrix and executor in care of the undersigned D. J. Lobban, Craig & Radcliffe, at their address hereinafter mentioned, on or before the 31st day of December, 1954, at the expiration of which time the said executrix and executor will distribute the assets of the said deceased to the persons entitled, having regard only to the claims of which they then have notice.—Dated this 15th day of October, A.D. 1954. D. J. LOBBAN, CRAIG & RADCLIFFE, Proctors for the Executrix and Executor, A.M.P. Chambers, Grafton. By their Agents,—CLAYTON, UTZ & COMPANY, Solicitors, 136 Liverpool-street, Sydney. 3035—£1 5s.

IN the Supreme Court of New South Wales.—Probate Jurisdiction.—Re will of WALTER MAY BROWN, late of Moomboodool, in the State of New South Wales, farmer, deceased.—Probate granted by the Supreme Court of New South Wales on the 6th October, 1954.—Pursuant to the Wills, Probate and Administration Act, 1898-1947, Testator's Family Maintenance and Guardianship of Infants Act, 1916-1938, and Trustee Act, 1925-1942, William Robert Cashmere, the executor of the will of the said Walter May Brown, who died on the 29th May, 1954, hereby gives notice that creditors and others having any claim against or to the estate of the said deceased are required to send particulars of their claims to the said executor, in care of the undermentioned Cater & Dalton, at their offices hereunder mentioned, on or before the 29th December, 1954, at the expiration of which time the said executor will distribute the assets of the said deceased to the persons entitled, having regard only to the claims of which he then has notice.—Dated the 15th day of October, 1954. CATER & DALTON, Proctors for the said William Robert Cashmere, 9 Wade-avenue, Leeton. By their City Agents,—JONES, JONES & JONES, Solicitors, 183 Pitt-street, Sydney. 3089—£1 5s.

IN the Supreme Court of New South Wales.—Probate Jurisdiction.—In the will of FREDERICK BURKINSHAW, late of Hopetoun-street, Bulli, in the State of New South Wales, retired hotelkeeper, deceased.—NOTICE TO CREDITORS.—Pursuant to the Wills, Probate and Administration Act, 1898, and the Testator's Family Maintenance and Guardianship of Infants Act, 1916, and the Trustee Act, 1925.—Notice is hereby given that every creditor or other person having any claim against the estate of Frederick Burkinshaw, the abovenamed deceased, who died on the 23rd day of March, 1941 and administration, with the will annexed, of the unadministered portion of whose estate was on the 19th day of July, 1954, granted by the Supreme Court of New South Wales to Richard Frederick Mott Burkinshaw, of Bondi, in the said State, hotel broker, a son of the said deceased, is required to send particulars in writing of such claim to the said Richard Frederick Mott Burkinshaw, in care of the undersigned Messrs. John A. K. Shaw, Lewis & Co., at their office hereunder mentioned, on or before the 30th day of December, 1954, at the expiration of which time the said Richard Frederick Mott Burkinshaw will proceed to distribute the assets of the said deceased amongst the persons entitled thereto, having regard only to the claims of which he then has notice; and notice is hereby further given that the said Richard Frederick Mott Burkinshaw will not be liable, for the assets or any part thereof so distributed, to any person of whose claim he shall not have had notice at the time of such distribution.—Dated this 20th day of October, 1954. JOHN A. K. SHAW, LEWIS & CO., Proctors for the Administrator, Wingello House, Angel-place, Sydney. 3147—£1 10s.

IN the Supreme Court of New South Wales.—Probate Jurisdiction.—Re will of THOMAS PETER CARR, late of Sydney, in the State of New South Wales, retired, deceased.—Probate granted by the Supreme Court of New South Wales on the 11th day of August, 1954.—Pursuant to the Wills, Probate and Administration Act, 1898-1947, Testator's Family Maintenance and Guardianship of Infants Act, 1916-1938, and Trustee Act, 1925-1942, Ernest Thomas Augwood Carr and William Edmund Frederic Satchell, the executors of the will of the said Thomas Peter Carr, who died on the 29th day of May, 1954, hereby give notice that creditors and others having any claim against or to the estate of the said deceased are required to send in particulars of their claims to the said executors, care of Messrs. Priddle, Gosling, Dalrymple and Sillar, Wingello House, Angel-place, Sydney, on or before the 24th day of December, 1954, at the expiration of which time the said executors will distribute the assets of the said deceased to the persons entitled, having regard only to the claims of which they then have notice.—Dated this 14th day of October, 1954. PRIDDLE, GOBLING, DALRYMPLE & SILLAR, Proctors for the Executors, Wingello House, Angel-place, Sydney. 3083—£1 5s.



(6739) Sydney, 31st December, 1981.

WITHDRAWAL FROM LEASES

IN pursuance of the provisions of section 233 (1), Crown Lands Consolidation Act, 1913, the Crown lands described hereunder are withdrawn from the leases specified for the purposes mentioned.

A. R. L. GORDON, Minister for Lands.

Land District—Metropolitan; Municipality—Woollahra

Parish Alexandria, County Cumberland portion 1509 of 436.5 square metres and portion 1475 of 486.7 square metres, being the whole of Special Leases 1970-21 and 1972-10, held by The Australian Boy Scouts Association; withdrawn as from 12th November, 1981, for the purpose of "Special Lease". MN80 H 30 and MN79 H 1152.

Land District—Warialda; Shire—Yallaroi

Parish and Town Warialda, County Burnett, portion 324 of 2.335 hectares, being the whole of Special Lease 1969-1, held by Yallaroi Shire Council; withdrawn for the purpose of "Local Government Purposes". ME80 H 368.

(6737) Sydney, 31st December, 1981.

SPECIAL PURCHASES

APPLICATIONS made under section 66, Crown Lands Consolidation Act, 1913, by the undermentioned persons, have been approved in respect of the Crown lands described hereunder. The amounts called for must be paid on demand to the Department of Local Government and Lands.

A. R. L. GORDON, Minister for Lands.

Land District—Deniliquin; Shire—Berrigan

Parish Nangunia, County Denison, Special Purchase 1981-52, portion 102 of 8 094 square metres; proposed grantee, Mary Veronica McLennan, "Corinda", Berrigan 2712; costs incurred, \$32; price of land, \$300; ad valorem stamp duty, \$3.75; less deposit, \$48, lodged with application on 21st August, 1981; amount called for, \$287.75. HY80 H 6.

Land District—Deniliquin; Shire—Jerilderie

Parish Yanko, County Urana, Special Purchase 1981-41, portions 60 and 61 of 4.047 hectares; proposed grantee, Pooginook Pty Ltd, "Pooginook", Jerilderie 2716; costs incurred, \$32; price of land, \$300; ad valorem stamp duty, \$3.75; less deposit, \$48, lodged with application on 3rd July, 1981; amount called for, \$287.75. HY79 H 276.

Land District—Hillston; Shire—Carrathool

Parish Bolton, County Nicholson, Special Purchase 1980-132, lots 1 to 18, D.P. 43624, of 2.38 hectares, Village of Goolgowi; proposed grantee, The Council of the Shire of Carrathool, P.O. Box 12, Goolgowi 2677; costs incurred, \$48; price of land, \$2,000; survey costs, \$2,200; ad valorem stamp duty, \$25; less deposit, \$43, lodged with application on 27th November, 1980 and \$2,200 survey costs paid 21st April, 1981; amount called for, \$2,030. HY80 H 595.

(6735) Sydney, 31st December, 1981.

RESERVES FROM SALE

IN pursuance of the provisions of section 28, Crown Lands Consolidation Act, 1913, I declare that the Crown lands described hereunder shall be reserved from sale for the public purposes specified and such lands are reserved accordingly.

A. R. L. GORDON, Minister for Lands.

FOR ACCESS

Land District—Moree; Shire—Moree Plains

No. 95760, Parish Paleranga, County Stapylton, 83.942 hectares, being portion 8, lots 32 and 33, D.P. 43325, Tarpaulin Creek within D.P. 43325 and lot 38, D.P. 43326. ME80 H 575.

NOTE: The affected part of R. 93928 for Future Public Requirements, notified 7th November, 1980, is hereby revoked.

FOR FUTURE PUBLIC REQUIREMENTS

Land District—Moruya; Shire—Eurobodalla

No. 95761, Parish Bateman, County St Vincent, about 3.61 hectares at Batemans Bay, being portions 269, 270 and 274 and the Crown land bounded by portions 184, 228, 139, 234, Crown Street, portion 8 and the public road generally southwest of portions 269, 274, 275, end of road, 277 and 278. NA81 H 1034.

Land District and Shire—Warren

No. 95762, Parish Warren, County Oxley, 866.3 square metres, being allotment 17, section 18, Town of Warren. DB81 H 2293.

FOR LOCAL GOVERNMENT PURPOSES

Land District—Warialda; Shire—Yallaroi

No. 95763, Parish and Town Warialda, County Burnett, 2.335 hectares, being portion 324. ME80 H 368.

FOR POLICE BOYS' CLUB

Lana District and Shire—Cowra

No. 95764, Parish Cowra, County Bathurst, 5 192 square metres within Suburban lands of the Town of Cowra, being lot 284, D.P. 257144. OE81 R 133.

NOTE: R. 91351 for Youth Centre, notified 22nd December, 1978, is revoked.

(6736) Sydney, 31st December, 1981.

ADDITIONS TO RESERVES FROM SALE

IN pursuance of the provisions of section 28, Crown Lands Consolidation Act, 1913, I declare that the Crown lands described hereunder shall be added to the lands within the reserves specified in parentheses hereunder and such lands are added accordingly.

A. R. L. GORDON, Minister for Lands.

FOR PUBLIC RECREATION

Land District and City—Bathurst

Parish and County Bathurst, about 1 hectare, being part portion 92 within Quarry Reserve 16233 and the non-public road north of R. 95626 for Public Recreation, notified 16th October, 1981. (R. 95626, notified 16th October, 1981.) OE81 R 119.

NOTE: Quarry Reserve 16233, notified 27th August, 1892, is revoked.

FOR SHOWGROUND AND PUBLIC RECREATION

Land District—Dunedoo Central; Shire—Coolah

Parish Bolaro, County Lincoln, 7 352 square metres, being lot 206, D.P. 43485. (R. 83113, notified 7th April, 1961, and 2nd July, 1976.) DB80 R 149.

FOR RACECOURSE AND PUBLIC RECREATION

Land District and Shire—Urana

Parish Waugh, County Urana, 5.355 hectares, being lot 210, D.P. 43169. (R. 67478, notified 1st April, 1938.) WA80 H 126.

FOR RESCUE STATION

Land District—Walgett North; Shire—Walgett

Parish Wallangulla, County Finch, about 69 square metres, being a strip of land 1.2 metres wide within lot 77, D.P. 40746, and adjoining the southwestern boundary of that lot together with the splayed corner adjoining allotment 1, section 27, Town of Lightning Ridge, being closed road, Gazette, 2nd May, 1980. (R. 94081, notified 23rd January, 1981.) W.L.C. 79-1585.

NOTE: The affected part of R. 93229 for Fire Brigade Station, notified 25th July, 1980, is hereby revoked.

(6491) Western Lands Commission,
Sydney, 31st December, 1981.

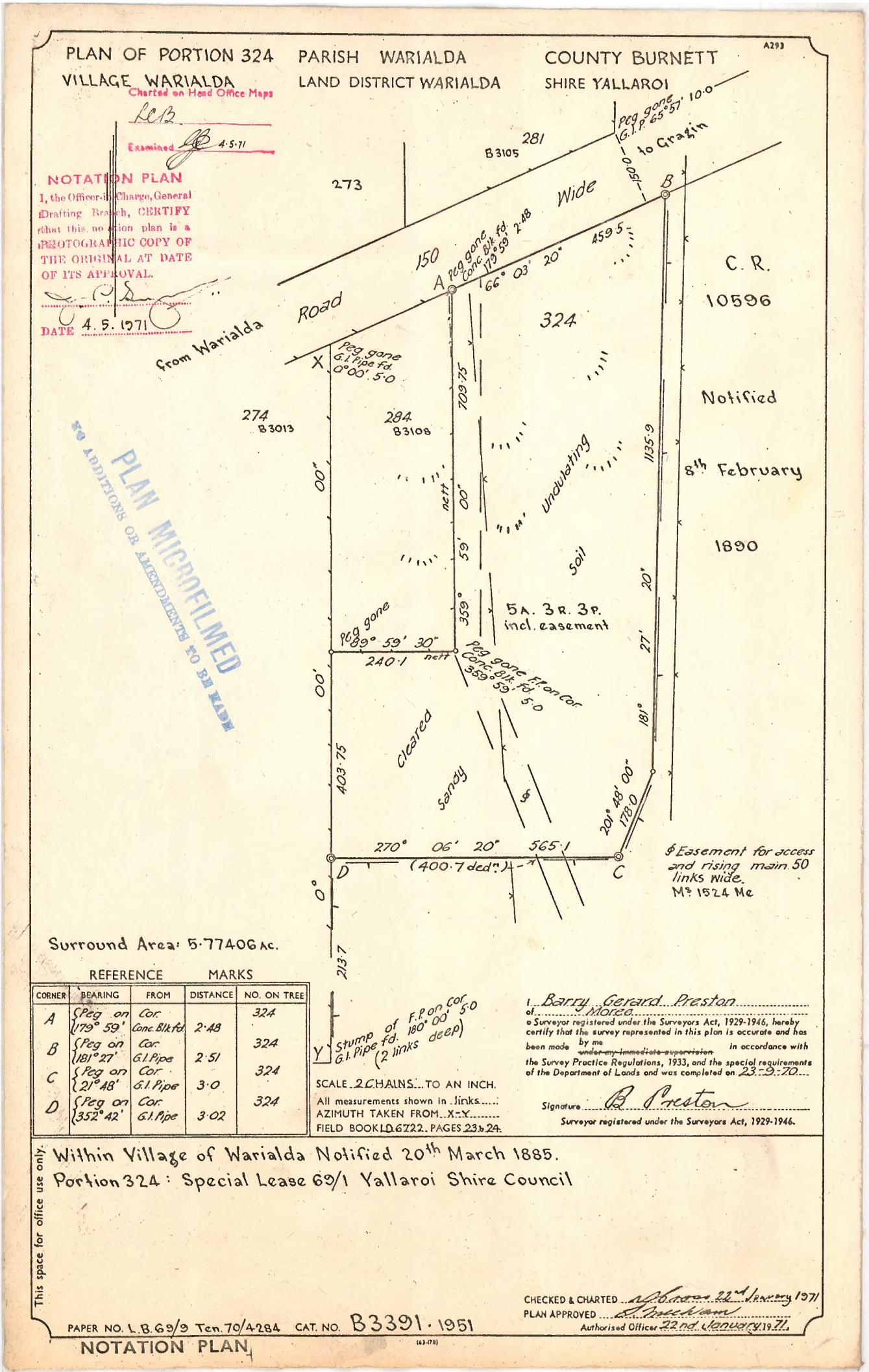
IMPROVEMENT PURCHASE

APPLICATION made under section 62, Crown Lands Consolidation Act, 1913, by the undermentioned persons has been approved in respect of the improved Crown land described hereunder. Title is limited to the surface and 15.24 metres below and the purchasers will have no claim against the Crown or Mining lessee in the event of subsidence.

A. R. L. GORDON, Minister for Lands.

Land District—Willyama; City—Broken Hill

Parish Picton, County Yancowinna, Improvement Purchase 1977-3, comprising allotment 4 of 872.6 square metres, section 84 at Broken Hill; price, \$1,000 the lot; applicants, Edward Levy Bowne and Laurel May Bowne, as joint tenants, of 104 Brown Street, Broken Hill 2880. W.L.C. 79-53.



LANDS DEPARTMENT NOTICES

APPOINTMENT Department of Lands

THE following appointment is hereby notified:

Mr R. Neilson, Member of the Local Land Board for the Land District of Dungog, to take effect from 30th November, 1981.

A. R. L. GORDON, Minister for Lands.

(6733) Sydney, 31st December, 1981.

APPOINTMENT OF TRUSTEE

IN pursuance of the provisions of section 37o, Crown Lands Consolidation Act, 1913, the undermentioned person is appointed to be a trustee of the reserve particularized hereunder.

A. R. L. GORDON, Minister for Lands.

*Land District—Braidwood; Shire—Tallaganda
Parish—Krawarree; County—Murray*

Reserve 46380 for Public Recreation at Gundillion, notified 8th March, 1911: James John O'Brien in place of James Wilfred Dempsey. GB79 R 48.

(6734) Sydney, 31st December, 1981.

APPOINTMENT OF TRUSTEES

IN pursuance of the provisions of section 37p, Crown Lands Consolidation Act, 1913, the undermentioned corporations are appointed to be sole trustees of the reserves particularized hereunder.

A. R. L. GORDON, Minister for Lands.

*Land District and Shire—Cowra
Parish—Cowra; County—Bathurst*

Reserve 95764 for Police Boys' Club at Cowra, notified this day: *The Federation of N.S.W. Police-Citizens Boys' Clubs.* OE81 R 133.

*Land District—Newcastle; Shire—Port Stephens
Parish—Tomaree; County—Gloucester*

Reserve 94421 for Homes for the Aged at Shoal Bay, notified 20th March, 1981: *Nelson Bay R.S.L. and Citizens Retirement Village Limited.* MD80 R 269.

*Land District—Warialda; Shire—Yallaroi
Parish—Warialda; County—Burnett*

Reserve 95763 for Local Government Purposes at Warialda, notified this day: *The Council of the Shire of Yallaroi.* ME80 H 368.

(6764) Sydney, 31st December, 1981.

NOTIFICATION UNDER THE PUBLIC ROADS ACT, 1902, OF RESUMPTIONS AND WITHDRAWALS OF LANDS FOR ROADS, RESUMPTIONS AND WITHDRAWALS OF SEVERED LANDS, OF DECLARATION OF ROADS TO BE PUBLIC ROADS AND OF CLOSING OF ROADS

IN pursuance of the provisions of the Public Roads Act, 1902, the lands hereunder described are resumed or withdrawn for road; such roads and the additional roads particularized hereunder are hereby declared to be public roads and dedicated to the public accordingly (except where otherwise stated); the lands hereunder described are resumed or withdrawn as severed lands; and the roads specified are hereby closed.

A. R. L. GORDON, Minister for Lands.

Descriptions

*Parish Harrington, County Macquarie, Land District Taree,
City of Greater Taree*

Widening and deviation of part of road within portions 1 and 16—D.P. 43899 (Council's reference R2/11). TE80 H 4398.

Lands resumed for road: Lots 1, 2 and 3.

Titles affected and areas resumed: Old System Title (8 796 square metres) and Old System Title (7 949 square metres).

Land District and Shire Hay, Parish Hay, County Waradgeri

Widening of road (laneway) within D.P. 3167 (portion 38), D.P. 42537. (Council's reference: RM:190.) HY81 H 1610.

Lands resumed for road: Lots 1 and 2.

Titles affected and areas resumed: C.T. 7180-142 (289.4 square metres); C.T. 3077-239 (299.5 square metres).

*Parish Beneree, County Bathurst, Land District Orange,
Shire Cabonne*

Widening of part of Spring Terrace Road within portions 132 and 66—D.P. 42947 (Council's reference R/178-405/10). OE81 H 1778.

Lands resumed for road: Lots 1 and 2.

Titles affected and areas resumed: C.G. 1906-201 (2 553 square metres) and Old System Title (1 726 square metres).

(6765) Sydney, 31st December, 1981.

NOTIFICATION OF PROPOSED CLOSING OF ROADS

IN pursuance of the provisions of the Public Roads Act, 1902, I propose to consider the closing of the roads hereunder described.

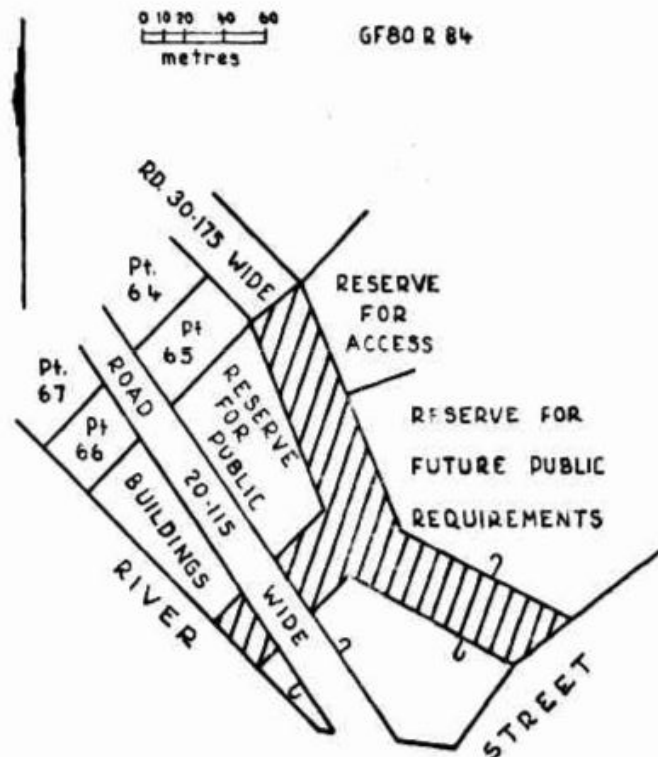
All persons interested are hereby called upon to set forth in writing and forward to the officer specified in the notice for the purpose, within one month from the date of publication of this notice, any objections which may appear to them to exist to these proposals.

A. R. L. GORDON, Minister for Lands.

Descriptions

Land District—Grafton; Shire—Nymboida

Village Dundurrabin, Parish Blicks, County Fitzroy. Roads shown by hatching on diagram hereunder. Objections should be forwarded to the Officer-in-Charge, Land Board Office, Grafton. GF80 R 84.



NOTE: If closed it is proposed that the roads be used for future public purposes in accordance with Nymboida Shire Council's proposed Local Environmental Plan.

Land District—Maitland; City—Greater Cessnock

Aboring Pty Limited. Booth Street, adjoining allotments 1, 2 and 3, section 19 in D.P. 15155, Parish Pokolbin, County Northumberland. Objections should be forwarded to the Officer-in-Charge, Land Board Office, East Maitland. MD81 H 1400.

(6763) Sydney, 31st December, 1981.

NOTIFICATION OF CLOSING OF ROADS

IN pursuance of the provisions of the Public Roads Act, 1902, the roads hereunder specified are closed and the lands comprised therein are freed and discharged from any rights of the public or any person to the same as highways.

A. R. L. GORDON, Minister for Lands.

Descriptions

Land District—Metropolitan; City—Parramatta

The Council of the City of Parramatta. Road, being lot 27 in D.P. 241952. Parish Field of Mars, County Cumberland. Rds 78-1380.

ASSIGNMENT OF CORPORATE NAMES TO RESERVE TRUSTS

Pursuant to Clause 4(3) of Schedule 8 of the Crown Lands Act, 1989 the corporate name in Column C is assigned to the reserve trust constituted for the reserve or dedication specified opposite thereto in Columns A and B.

GARRY WEST, M.P.,
MINISTER FOR TOURISM, LANDS AND FORESTS

DUBBO LANDS OFFICE

PART 1. RESERVES

COLUMN A NUMBER	COLUMN B LOCATION	COLUMN C CORPORATE NAME	COLUMN D TRUST MANAGER
11	COOLAH	QUEENSBOROUGH PARK WEST (R11) RESERVE TRUST	COOLAH SHIRE COUNCIL
1592	MENDOORAN	BRAMBIL PARK (R1592) RESERVE TRUST	COOLAH SHIRE COUNCIL
1995	GIRILAMBONE	GIRILAMBONE RECREATION (R1995) RESERVE TRUST	BOGAN SHIRE COUNCIL
2100	NEVERTIRE	NEVERTIRE PARK (R2100) RESERVE TRUST	WARREN SHIRE COUNCIL
5890	DUBBO	DUBBO RIVERBANK (R5890) RESERVE TRUST	DUBBO CITY COUNCIL
16121	WARREN	VICTORIA OVAL (R16121) RESERVE TRUST	WARREN SHIRE COUNCIL
19729	EUCHAREENA	EUCHAREENA RECREATION (R19729) RESERVE TRUST	WELLINGTON SHIRE COUNCIL
20772	HOLLAR	HARRY HARVEY MEMORIAL PARK (R20772) RESERVE TRUST	MUDGEESHOOT SHIRE COUNCIL
24311	DUBBO	DUBBO GAOL (R24311) RESERVE TRUST	DUBBO CITY COUNCIL
24511	COONAMBLE	WARRENA WEIR RECREATION (R24511) RESERVE TRUST	COONAMBLE SHIRE COUNCIL
34976	COLLARENEBRI	COLLARENEBRI CARAVAN PARK (R34976) RESERVE TRUST	WALGETT SHIRE COUNCIL
36399	BARADINE	BARADINE SPORTS OVAL (R36399) RESERVE TRUST	COONABARABRAM SHIRE COUNCIL
40891	MUDGEESHOOT	VICTORIA PARK (R40891) RESERVE TRUST	MUDGEESHOOT SHIRE COUNCIL
42238	GEURIE	TOM CULKIN OVAL (R42238) RESERVE TRUST	WELLINGTON SHIRE COUNCIL
42933	DRIPISTONE	DRIPISTONE RECREATION (R42933) RESERVE TRUST	WELLINGTON SHIRE COUNCIL
45013	QUAMBONE	QUAMBONE RACECOURSE (R45013) RESERVE TRUST	COONAMBLE SHIRE COUNCIL
46099	DUBBO	DUBBO RECREATION (R46099) RESERVE TRUST	DUBBO CITY COUNCIL
46646	COONABARABRAM	COONABARABRAM RACECOURSE (R46646) RESERVE TRUST	COONABARABRAM SHIRE COUNCIL
46722	DUNEDOO	LIONS CARAVAN PARK (R46722) RESERVE TRUST	COOLAH SHIRE COUNCIL

23 November 1990

OFFICIAL NOTICES

10211

COLUMN A NUMBER	COLUMN B LOCATION	COLUMN C CORPORATE NAME	COLUMN D TRUST MANAGER
94493	NARRABRI	COOMA OVAL (R94493) RESERVE TRUST	NARRABRI SHIRE COUNCIL
94622	NARRABRI	GATELY FIELD (R94622) RESERVE TRUST	NARRABRI SHIRE COUNCIL
94632	BINGARA	SALTERS INN MUSEUM (R94632) RESERVE TRUST	BINGARA SHIRE COUNCIL
95523	MOREE	JELICOE PARK (R95523) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
95528	MUNGINDI	MUNGINDI RUBBISH DEPOT (R95528) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
95529	MUNGINDI	MUNGINDI RUBBISH DEPOT (R95529) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
95763	MARIALDA	MARIALDA LOCAL GOVERNMENT (R95763) RESERVE TRUST	YALLAROI SHIRE COUNCIL
96798	GRAVESEND	GRAVESEND (R96798) RESERVE TRUST	YALLAROI SHIRE COUNCIL
96808	NARRABRI	NARRABRI SEWERAGE (R96808) RESERVE TRUST	NARRABRI SHIRE COUNCIL
96869	MOREE	ASHLEY RUBBISH DEPOT (R96869) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
97298	MARIALDA	MARIALDA POUND (R97298) RESERVE TRUST	YALLAROI SHIRE COUNCIL
97683	MUNGINDI	MUNGINDI RECREATION (R97683) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
97769	GRAVESEND	GRAVESEND BUSH FIRE BRIGADE (R97769) RESERVE TRUST	YALLAROI SHIRE COUNCIL
98032	ROMENA	ROMENA RECREATION (R98032) RESERVE TRUST	WALGETT SHIRE COUNCIL
98171	NARRABRI	OLD NARRABRI GAOL (R98171) RESERVE TRUST	NARRABRI SHIRE COUNCIL
160009	MOREE	MOREE COUNCIL DEPOT (R160009) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
160014	MOREE	BOOBERA LAGOON (R160014) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
160028	BOGGABILLA	BOGGABILLA WATER SUPPLY (R160028) RESERVE TRUST	MOREE PLAINS SHIRE COUNCIL
160031	WEE WAA	WEE WAA SCHOOL FOR SUB-NORMAL CHILDREN (R160031) RESERVE TRUST	THE WEE WAA DISTRICT HOSPITAL

NEW SOUTH WALES GOVERNMENT GAZETTE No. 161

Tag J

(6635)

NOTIFICATION OF GRANTING OF SPECIAL LEASES IN PERPETUITY

Sydney, 26th March, 1971.

It is hereby notified that the Special Leases in perpetuity of the lands specified in the annexed Schedule have been granted to the undermentioned persons.

The leases are subject to the provisions of the Crown Lands Consolidation Act, 1913, and the Regulations thereunder, and to the special conditions, provisions, exceptions, covenants, and reservations set out at the foot of the Schedule.

The annual rental shown is for the first ten years of the term of the lease only and is subject to redetermination at

the end of that period and at the end of each subsequent period of ten years.

Any amounts which have been paid in excess will be refunded upon application to the Under Secretary for Lands. If not claimed, the amounts will be appropriated to future charges as they fall due.

Any amount payable by the lessee must be paid to the Under Secretary for Lands, Sydney. A notice calling for

payment will shortly be issued by the Under Secretary for Lands.

Non-payment will render the lease liable to forfeiture, and should forfeiture be declared all moneys lodged with the application will become forfeited to the Crown.

Notices calling for payment of amounts falling due in the future will be issued prior to the date upon which such amounts become due and payable.

T. L. LEWIS, Minister for Lands.

SCHEDULE

Reg. No. of papers	No. of lease	Name and address of lessee	Situation and area of land	Purpose of lease	Date of commencement of lease	Annual rent	(1) Stamp duty; (2) Amount of expenses	Rent for use and occupation prior to commencement of lease chargeable from—	Subsidiary accounts			Shire or municipality
									(1) Survey fee; (2) Crown improvements; (3) Road construction costs	No. of instalments	First instalment due on—	
Tenure 1968-3931	1965-18, Maitland.	Chalmers, Arthur Ronald, and Vogt, Norman, as trustees of Kurri Kurri District Golf Club, c.o. The Honorary Secretary, Kurri Kurri.	Parish Heddon, County Northumberland, portion 775. Title restricted to surface and depth of 50 feet. Area, 67 acres 1 rood (including easement).	Recreation (golf course).	12 April, 1969 ..	\$ 21.00	(2) \$ 22.00	(1) \$ 9.00	1	On demand.	Greater Cessnock.
1970-4284	1969-1, Warialda.	Yallaroi Shire Council, c.o. The Shire Clerk, Hope Street, Warialda.	Parish Warialda, County Burnett, portion 324. Area, 5 acres 3 roods 3 perches (including easement).	Depot ..	1 Oct., 1970 ..	36.00	(2) 16.00	(1) 128.97	1	On demand.	Yallaroi.
1970-3876	1969-7, Wellington.	Hannelly, Norma Jean, Molong Street, Stuart Town.	Parish Ironbarks, County Wellington, portion 328. Area, about 3 roods 3 perches.	Residence ..	1 Feb., 1971 ..	12.00	(2) 10.00	(1) 115.64 (2)a	1	On demand.	Wellington.
1970-4277	1969-4, Bathurst.	Shaw, George Herbert, House 5, Australian Oil Refining Ltd, Kurnell.	Parish Jocelyn, County Westmoreland, allotments 10 and 11, section 5. Area, 2 roods.	Residence ..	1 Mar., 1971 ..	6.00	(2) 10.00	(1) 30.00	1	On demand.	Oberon.
1971-534	1970-4, Wellington.	Playford, Mrs Roberta Christine, "Minimba", Dripstone.	Parish Galwadgere, County Wellington, portion 37. Area, 2 acres.	Residence ..	1 Mar., 1971 ..	12.00	(2) 16.00	10-10-70	(1) 44.00	1	On demand.	Wellington.
1970-6198	1969-1, Quirindi.	Frith, Athol John, McGrath, Kenneth James, and Norvill, John Kenneth, as trustees of Murrurundi Bowling Club.	Parish Murrurundi, County Brisbane, allotment 5, section 19. Area, 1 acre 0 rood 10½ perches.	Erection of buildings and recreation (clubhouse and bowling greens).	1 Feb., 1971 ..	75.00	(2) 16.00	16-10-70	(2) 3,140.00 (1) 153.00	20 1	On demand. 28-4-71 On demand.	Murrurundi.

1012 NEW SOUTH WALES GOVERNMENT GAZETTE No 34 [26 MARCH, 1971

NOTIFICATION OF GRANTING OF SPECIAL LEASES IN PERPETUITY—continued

Reg. No. of papers	No. of lease	Name and address of lessee	Situation and area of land	Purpose of lease	Term of lease	Annual rent	(1) Stamp duty; (2) Amount of expenses	Rent for use and occupation prior to commencement of lease chargeable from—	Subsidiary accounts			Shire or municipality
									(1) Survey fee; (2) Crown improvements; (3) Road construction costs	No. of instalments	First instalment due on—	
Tenure 1971-273	1970-7, Taree.	Fenton, Kenneth Randolph, and Fenton, Thelma Olivia Patricia, c.o. Main Road, Crowdy Head.	Parish Harrington, County Macquarie, portions 309 and 310. Area, 1 rood 8 perches.	Residence and store.	1 April, 1971 ..	\$ 174.00	\$ (1) 3.00 (2) 10.00 <i>b</i>	\$ (1) 20.00	1	On demand.	Manning.
1970-194	1970-1, Crookwell.	Samuels, William Maurice, Pratten, Walter James, and Bailey, Alfred Lionel, as trustees of Crookwell Golf Club, c.o. Mr A. L. Bailey, Goulburn Street, Crookwell.	Parish Crookwell, County King, portion 364. Area, 2 roods 23½ perches.	Recreation (club-house).	1 April, 1971 ..	170.00	(1) 3.00 (2) 10.00	(1) 118.67 (2) <i>a</i>	1	On demand.	Crookwell.

a Crown's claim to improvements be waived outright. Taree.

b Permissive Occupancy 1965-49, Taree is terminated as from 31st March, 1971; any excess moneys are to be applied to Special Lease 1970-7, Taree.

SPECIAL CONDITIONS, PROVISIONS, EXCEPTIONS, COVENANTS, AND RESERVATIONS

Special Lease 1965-18, Maitland. Trustees of Kurri Kurri Golf Club.—The lease shall be subject to subsections 1 to 6, 9 to 13, 15, 18, 19, 22, 24 to 26, 28, 33, 34, 44, 59, 65, and 66 of Regulation No. 106 (as amended), and to following special condition: If and when called upon to do so the lessee shall surrender without compensation so much of the lease as is required for the construction of the proposed county road shown approximately by green hatching, diagram "B".

Special Lease 1969-1, Wyallda. Yallaroi Shire Council.—The lease shall be subject to subsections 1, 2, 5, 6, 9 to 12, 18, 19, 24, 33 to 35, 44, 59, and 65 to 67 of Regulation No. 106 (as amended).

Special Lease 1969-7, Wellington. N. J. Hannelly.—The lease shall be subject to subsections 1, 2, 5, 9 to 12, 15, 18, 25, 26, 28, 32, 59, 65, and 66 of Regulation No. 106 (as amended), and to following special conditions: (a) The lessee shall keep the premises and the adjacent area near the creek in a clean and tidy condition and no refuse shall be allowed to accumulate thereon. (b) The lessee shall not permit any objectionable matter to be discharged into the adjacent creek.

Special Lease 1969-4, Bathurst. G. H. Shaw.—The lease shall be subject to subsections 1, 2, 5, 9 to 12, 15, 18, 23, 25, 26, 28, 59, and 65 to 67 of Regulation No. 106 (as amended).

Special Lease 1970-4, Wellington. Mrs R. C. Playford.—The lease shall be subject to subsections 1, 2, 5, 9 to 13, 15, 18, 19, 25, 26, 28, 44, 59, 65, and 66 of Regulation No. 106 (as amended).

Special Lease 1969-1, Quirindi. Trustees of Murrurundi Bowling Club.—The lease shall be subject to subsections 1, 2, 5, 9 to 12, 24 to 26, 28, 59, and 65 to 67 of Regulation No. 106 (as amended).

Special Lease 1970-7, Taree. K. and T. Fenton.—The lease shall be subject to subsections 1, 2, 5, 7, 9 to 12, 25, 26, 28, 44, 57, 59, and 65 to 67 of Regulation No. 106 (as amended).

Special Lease 1970-1, Crookwell. Trustees of Crookwell Golf Club.—The lease shall be subject to subsections 1 to 3, 9 to 13, 15, 16, 24, 25, 26, 28, 59, and 65 to 67 of Regulation No. 106 (as amended).

26 MARCH, 1971

NEW SOUTH WALES GOVERNMENT GAZETTE No. 34

1013

Tag K

NATIVE TITLE DETERMINATION APPLICATION

Gomeri People

 Gomeri People

Register Attachment:
NSD37/2019 (NC2011/006)
Map of the area covered by the application
Attachment C of the Application
Page 1 of 1, A4, 20/01/2012

Location of Acquisition Application



NORTH

0 25

KILOMETRES

Latitude and Longitude based on Geocentric Datum of Australia 1994
Non Projection

© Commonwealth of Australia 2011

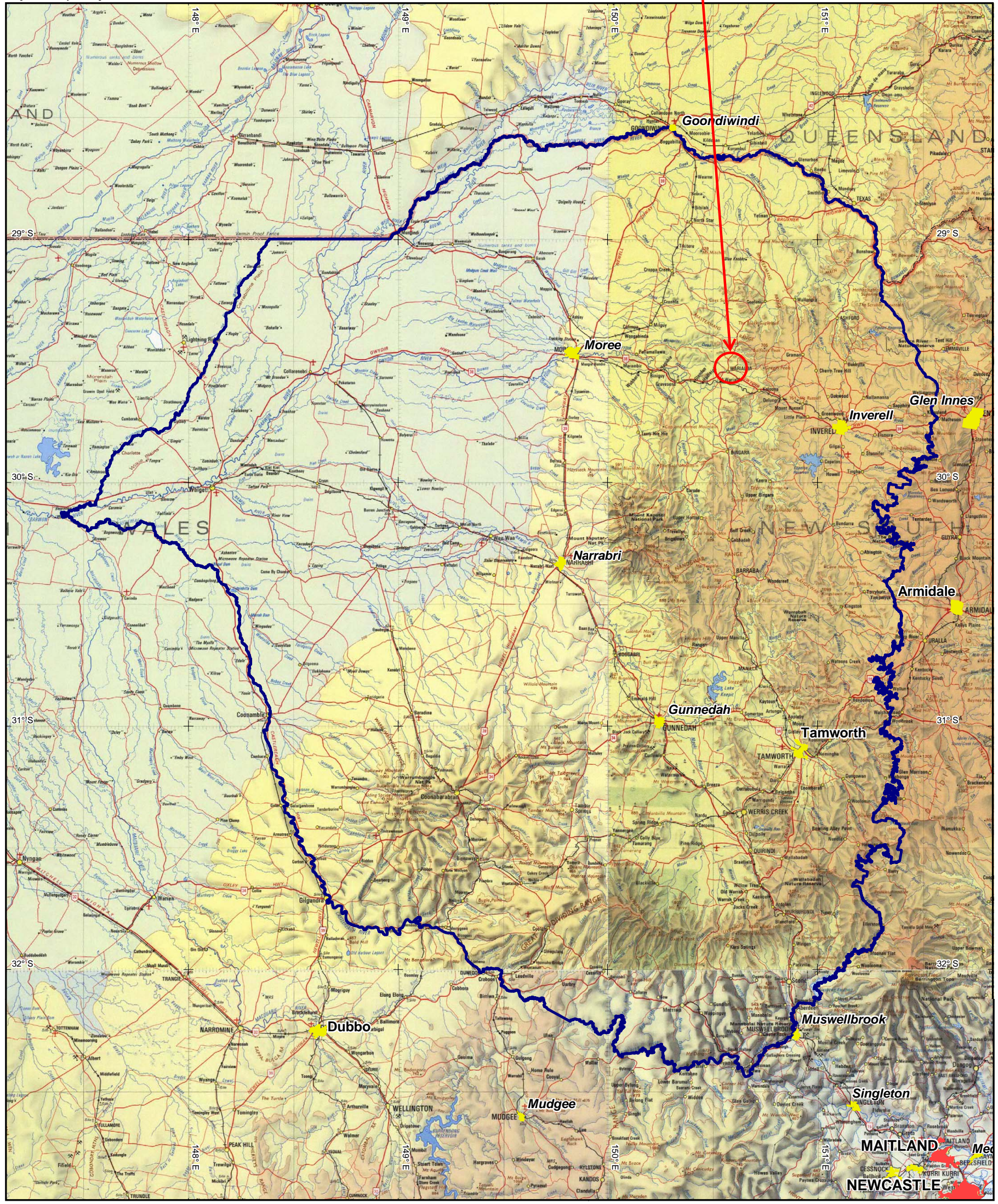
The Registrar, the National Native Title Tribunal and its staff, members and agents and the Commonwealth (collectively the Commonwealth) accept no liability and give no undertakings, guarantees or warranties concerning the accuracy, completeness or fitness for purpose of the information provided. In return for you receiving this information you agree to release and indemnify the Commonwealth and third party data suppliers in respect of all claims, expenses, losses, damages and costs arising directly or indirectly from your use of the information and the use of the information you obtained by any third party.

NOTE: To determine areas subject to claim within the external boundary, reference to the application description is necessary.
Application boundary data compiled by the NNTT from data sourced from DOL (NSW).

Topographic image data is © Commonwealth of Australia and is used under licence from Geoscience Australia 2008

NOTE: Topographic images should be used as a guide only.

Map created by: Geospatial Services, National Native Title Tribunal (09/12/2011)



Filepath: P:\GEO_INFO\Products\NSW\NTDA\Proposed\Gomeri\Mapping\GT2011_1789\20111209_Gomeri_topo_A3P.wor Map Ref: 20111209_Gomeri_Topo_A3P.pdf



[881] Department of Lands,
Sydney, 8th February, 1890.
**RESERVE FROM SALE FOR TEMPORARY COMMON
FOR THE USE OF THE RESIDENTS AT SHELL-
HARBOUR.**

HIS Excellency the Governor, with the advice of the Executive Council, directs it to be notified that, in pursuance of the provisions of the 101st section of the Crown Lands Act of 1884, the land specified in the Schedule appended hereto shall be reserved from sale for temporary common for the use of the residents at Shellharbour, and is hereby reserved accordingly.

JAMES N. BRUNKER.

No. 10,534. County of Camden, parish of Terragong, area about 288 acres: Commencing on the left bank of the Minnamurra Rivulet at a point bearing north 15 degrees west, and distant 2 chains from a peg marked \uparrow over ν , and bounded thence on the south-east by a line bearing south 80 degrees 30 minutes west to the western margin of Terragong Swamp; thence on the west and north by the margin of that swamp, northerly and easterly to the left bank of the Minnamurra Rivulet aforesaid, and by that bank upwards to the point of commencement.

Plan catalogued C. 35-2,061 Roll.
[Ms. 89-19,456.]

[887] Department of Lands,
Sydney, 8th February, 1890.

RESERVES FROM SALE FOR CAMPING.

HIS Excellency the Governor, with the advice of the Executive Council, directs it to be notified that, in pursuance of the provisions of the 101st section of the Crown Lands Act of 1884, the land specified in the Schedule appended hereto shall be reserved from sale for camping, and is hereby reserved accordingly.

JAMES N. BRUNKER.

CENTRAL DIVISION.

LAND DISTRICT OF WARIALDA.

No. 10,592. County of Burnett, parish of Warialda, within the suburban boundaries of Warialda, containing an area of about 40 acres. The Crown Lands within the following boundaries: Commencing on the left bank of the Warialda Creek, at the intersection of the west boundary of the suburban lands, as notified 20th March, 1885; and bounded thence on the west by that suburban boundary south to the road from Bingara to Warialda; thence by the northern side of that road north-easterly to meet the south prolongation of the west side of West-street; thence by that prolongation north to Warialda Creek aforesaid; and thence by that creek downwards, to the point of commencement.

In lieu of parts of travelling stock reserves 354 and 363, cancelled this day.
[Ms. 89-17,325]

No. 10,593. County of Burnett, parish of Warialda, within the suburban boundaries of Warialda, containing an area of about 110 acres. The Crown Lands within the following boundaries: Commencing at the intersection of the north side of High-street with the west side of West-street; and bounded thence on the west by the prolongation of the west side of West-street north to the suburban boundary of the village of Warialda, as notified 20th March, 1885; thence by that suburban boundary east about 32 chains to the western side of a road $1\frac{1}{2}$ chains wide; thence by the western side of that road southerly to the north side of High-street; and thence by that side of High-street west, to the point of commencement.

In lieu of part of travelling stock reserve 352, notified 5th January, 1875, and cancelled this day.
[Ms. 89-17,325]

No. 10,594. County of Burnett, parish of Warialda, within the suburban boundaries of Warialda, containing an area of about 155 acres. The Crown Lands within the following boundaries: Commencing on the left bank of Warialda Creek, at the intersection of the east boundary of the suburban lands at Warialda, as notified 20th March, 1885; and bounded thence on the east and south by parts of the east and south boundaries of the suburban lands bearing south about 64 chains, and west about 21 chains to the eastern side of the road from Warialda to Inverell; thence by the eastern side of that road north-westerly to the east side of East-street; thence by the east side of East-street north to the south-west corner of allotment 2 of section 42; thence by the south boundaries of allotments 2 aforesaid, 3, and 4 of section 42 to the south-east corner of the last-mentioned allotment; thence by the east boundary of allotment 4 aforesaid, and its prolongation north to Warialda Creek; and thence by that creek upwards, to the point of commencement.

In lieu of part of travelling stock reserve 360, cancelled this day.
[Ms. 89-17,325]

No. 10,596. County of Burnett, parish of Warialda, within the suburban boundaries of Warialda, containing an area of about 240 acres. The Crown Lands within the following boundaries: Commencing on the right bank of Warialda Creek, at the intersection of the east side of East-street; and bounded thence on the west by the east side of East-street and its prolongation north to the north boundary of the suburban lands at Warialda, as notified on the 20th March, 1885; thence by that suburban boundary and part of the east boundary of the suburban lands east and south to the Warialda Creek; and thence by that creek downwards, to the point of commencement.
[Ms. 89-17,325]

[856] Department of Lands,
Sydney, 8th February, 1890.

RESERVES FROM SALE FOR TRAVELLING STOCK.

HIS Excellency the Governor, with the advice of the Executive Council, directs it to be notified that, in pursuance of the provisions of the 101st section of the Crown Lands Act of 1884, the land specified in the Schedule appended hereto shall be reserved from sale for travelling stock, and is hereby reserved accordingly.

JAMES N. BRUNKER.

WESTERN DIVISION.

LAND DISTRICT OF BOURKE.

Within the leasehold and resumed areas of Maranoa Holding No. 62, notified 11th July, 1885.

No. 10,659. County of Irrara, parish of Mukudjeroo, containing an area of about 2,520 acres. The Crown Lands within 80 chains south-westerly from the southern side of the surveyed road from Bourke to Hungerford, via Mukudjeroo Waterhole, from the western boundary of camping reserve 576, notified 17th December, 1883, to the eastern boundary of travelling stock reserve 8,787, notified 23rd March, 1889.

In lieu of part of travelling stock reserve 8,777, cancelled this day.
[Ms. 90-181]

LAND DISTRICT OF COBAR.

Within the leasehold area of Nymagee Holding No. 30 and the leasehold and resumed areas of The Priory Holding No. 74, notified 11th July, 1885.

No. 10,713. County of Mouramba, parishes of Wills and Knox, containing an area of about 2,400 acres. The Crown Lands within 40 chains in rectangular distance southerly of the southerly side of part of the surveyed road 3 chains wide from Nymagee to The Priory; bounded on the east and part of the north by the western and part of the southern boundaries of portion P.W.P. 28 of 639 acres 3 roods; and on the west by part of the eastern boundary of camping and water reserve 3,023, notified 6th October, 1884.

In lieu of travelling stock reserve 3,020, cancelled this day.
Ms. 89-19,239]

[885] Department of Lands,
Sydney, 8th February, 1890.

**RESERVE FROM SALE FOR WATER SUPPLY
AND CAMPING.**

HIS Excellency the Governor, with the advice of the Executive Council, directs it to be notified that, in pursuance of the provisions of the 101st section of the Crown Lands Act of 1884, the land specified in the Schedule appended hereto shall be reserved from sale for water supply and camping, and is hereby reserved accordingly.

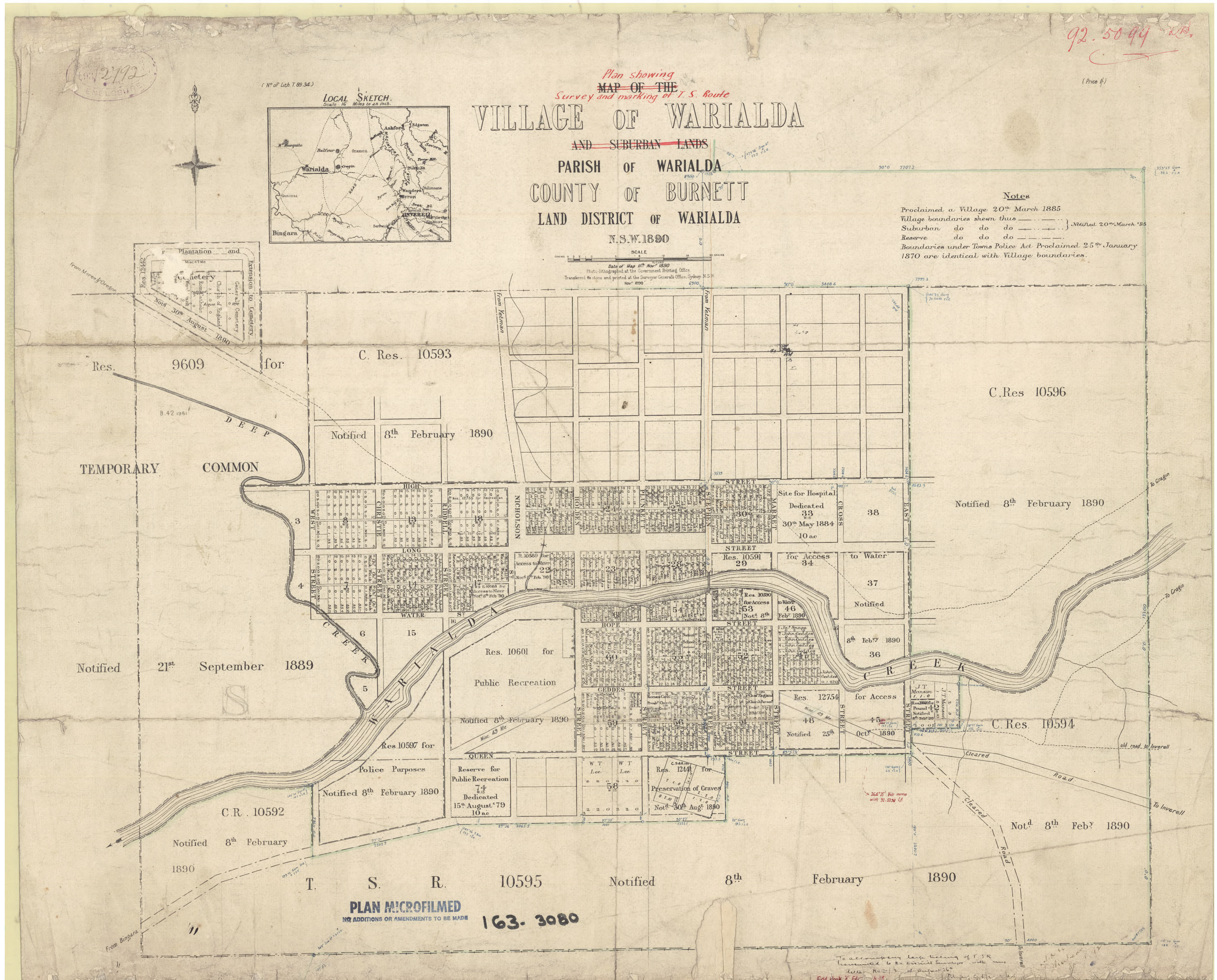
JAMES N. BRUNKER.

EASTERN DIVISION.

LAND DISTRICT OF CARCOAR.

No. 10,687. County of Georgiana, parish of Carrawa, containing an area of about 100 acres. The Crown Lands within the following boundaries: Commencing at the north-west corner of portion 21, J. Nowlan's 23 acres 39 perches; and bounded thence on the east by the west boundaries of that portion and portion 22, and part of the west boundary of portion 23 bearing south to a point east of the north-east corner of portion 14; thence on the south by a line partly forming the north boundary of that portion bearing west to the right bank of Grove Creek; thence by that creek downwards to a point south of the south-west corner of portion 13; thence on part of the west by a line bearing north to that corner of that portion; thence on part of the north and on the remainder of the west by the south boundary of portion 13 aforesaid bearing east, and by its east boundary and the east boundary of portion 12 bearing north to the south boundary of portion 19; and thence on the remainder of the north by a line partly forming part of the south boundaries of that portion and portion 20 bearing east, to the point of commencement.

In lieu of part of village reserve at Long Swamp, notified 24th December, 1861, cancelled this day.
[Ms. 89-19,492]



912

NEW SOUTH WALES GOVERNMENT GAZETTE No. 38

[13 MARCH, 1970

(8107)

Department of Lands, Sydney, 13th March, 1970.

GEOGRAPHICAL NAMES ACT, 1966

HAVING reviewed certain geographical names in ARALUEN 8826 I and II, and BATEMANS BAY 8926 III, 1:100,000 map areas, on AAS 1:50,000 maps of ARALUEN, and BENDEThERA, and on AAS 1:63,360 map of MORUYA, Counties Dampier and St Vincent, the Geographical Names Board of New South Wales proposes to delete two geographical names and assign new geographical names as indicated hereunder.

ARALUEN AND BENDEThERA MAPS

<i>Geographical Name Proposed to be Deleted</i>	<i>Designation</i>	<i>Proposed New Geographical Name</i>
Deua River (from its source to Araluen Creek Junction)	River	Deua River (from its source to tidal limits (near Kiara)).

MORUYA MAP

<i>Geographical Name Proposed to be Deleted</i>	<i>Designation</i>	<i>Proposed New Geographical Name</i>
Moruya River (from Araluen Creek junction to the Tasman Sea).	River	Moruya River (from tidal limits (near Kiara) to Tasman Sea)).

D. C. MILLER, Secretary, Geographical Names Board.

(8172)

Sydney, 13th March, 1970.

REVOCATION OF RESERVES FROM SALE, LEASE, Etc.

IT is hereby notified that under the provisions of section 30 of the Crown Lands Consolidation Act, 1913, the reserves from sale, lease, etc., hereunder described, are hereby revoked.

T. L. LEWIS, Minister for Lands.

Land District	Reserve No.	Purpose	Date of Notification	Parish	County	Shire, etc.	Area	Part Revoked	Papers No.
Bellingen ..	78682	For future public requirements.	29 June, 1956	Leigh ..	Fitzroy ..	Bellingen ..	ac. r. p. 6 3 0 (about).	The whole	T. 66-3633
Blayney ..	80878	do do ..	25 July, 1958	Mulgunnia	Georgiana	Abercrombie	284 2 0	The whole; being portion 46. G. 6546-1506.	L.B. 68-786 T. 70-494
Metropolitan	56146	From sale or lease generally.	11 May, 1923	Bulgo ..	Cumberland	City of Greater Wollongong.	0 2 0 (about).	Bed of Hacking River within portion 31.	T. 69-66
Mudgee ..	73242	For public utility ..	29 July, 1949	Moolarben	Phillip ..	Cudgegong and Merriwa.	1826 0 0	Portion 222.. P. 3751-2125 R.	T. 70-884
Murwillumbah	82882	For future public requirements.	4 Nov., 1960	Terranora ..	Rous ..	Tweed ..	1 0 16½	Part within portion 651. R. 9983-1789.	T. 69-7244
Newcastle ..	72017	do do ..	30 Aug., 1946	Tomaree ..	Gloucester ..	Pt Stephens	0 0 26½	Allotment 13, section 10. G. 6447-1497 R.	T. 69-4926
Tamworth	For access to water ..	24 Dec., 1861	Dungowan ..	Parry ..	Nundle	2 0 30	Part within portion 249. P. 2782-1764.	T. 70-847
Taree ..	78347	For future public requirements.	24 Feb., 1956	Tuncurry ..	Gloucester ..	Manning ..	0 1 0	That part within allotment 5, section 32. Plan Tuncurry 89.	T. 70-536
Warialda ..	10596	For camping	8 Feb., 1890	Warialda ..	Burnett ..	Yallaroi ..	6 0 0 (about).	Part withdrawn from Pastures Protection Board control this day.	T. 70-357
Yass and Gunning.	57229	For forest reserve ..	9 Apr., 1926	Manton ..	Swain ..	Gunning and Goodradigbee.	2078 8 0 (about).	The whole, exclusive of the part within portion 155.	A. 65-72
Do ..	58345	For firewood	23 Oct., 1925	do ..	do ..	do ..	2810 0 0 (about).	do do do ..	do
Yass ..	74012	For soil conservation ..	9 Feb., 1951	do ..	do ..	Goodradigbee.	278 1 0	The whole	do

(8173)

Sydney, 13th March, 1970.

REVOCATION OF NOTIFICATION OF A CLASSIFIED AREA

IT is hereby notified that, in pursuance of the provisions of the Crown Lands Consolidation Act, 1913, the notification of a classified area is hereby revoked in respect of the area particularized hereunder.

T. L. LEWIS, Minister for Lands.

Land District	Class of holding for which the land was set apart	Date of Notification	Parish	County	Shire	Area	Part Revoked	Papers No.
Newcastle ..	Suburban Holding Area No. 3259.	8 Dec., 1961	Wallarah ..	Northumberland.	Lake Macquarie.	ac. r. p. 0 0 25½	Allotment 20, section 14. Swansea 65.	T. 69-2662

Reserve No. 87500 at Forestville, Parish Manly Cove, County Cumberland, Land District Metropolitan, notified 14th November, 1969, for Charitable Organizations: Anthony David Cohen, Ian Edmund Joseph Moutray, Jack Edward Powell, John McFwan O'Sullivan, Owen Lester Rowell, Lawrence Malcolm Stark and Warren John Townley. Pks 70-50.

An area of 513 acres at Lithgow Valley, Parish Lett, County Cook, Land District Lithgow, dedicated 14th March, 1881, for Public Recreation: John Harold Swane (as an additional trustee). Pks 63-2967.

(8097) Sydney, 13th March, 1970.

WITHDRAWAL FROM SPECIAL LEASE

IT is hereby notified that, under the provisions of section 233 (1) of the Crown Lands Consolidation Act, 1913, the lands described in the Schedule hereunder are withdrawn from Special Leases 1964-6 and 1964-5 Rylstone, for settlement.

T. L. LEWIS, Minister for Lands.

Land District and Shire—Rylstone

Parish Murrumbo, County Phillip, 100 acres 1 rood 20 perches, being portions 80 and 79. Plan P. 4468-2125. Ten. 69-6706.

(8098) Sydney, 13th March, 1970.

WITHDRAWAL FROM SPECIAL LEASE

IT is hereby notified that, under the provisions of section 233 of the Crown Lands Consolidation Act, 1913, as amended, the lands described in the Schedule hereunder are withdrawn from Special Lease 60-38, Taree, standing in the name of the Girl Guides' Association of New South Wales, for the purpose of "Erection of Buildings (Guide Hall)".

T. L. LEWIS, Minister for Lands.

Land District—Taree; Shire—Stroud

Parish and Town Forster, County Gloucester, allotment 1, section 25 of 37½ perches. Forster 73-2035. Ten. 70-309.

(8100) Sydney, 13th March, 1970.

LAPSING OF AUCTION PURCHASES

IT is hereby notified that the Auction Purchases of Crown land hereunder particularized are declared lapsed, but such lapsings will not take effect until the expiration of thirty clear days after the date of this notification.

T. L. LEWIS, Minister for Lands.

Land District and Municipality—Deniliquin

Parish North Deniliquin, County Townsend, Auction Purchase 1967-141, allotment 13, section 58, of 32½ perches, at North Deniliquin; holder, Patrick Joseph Sugrue. Ten. 69-6773.

Land District—Nowra; Shire—Shoalhaven

Parish Coolangatta, County Camden, Auction Purchase 1968-398, allotment 18, section 24, of 26½ perches, at Shoalhaven Heads; holder, Shirley Harcla. Ten. 69-6610.

Land District and Municipality—Port Macquarie

Parish and County Macquarie, Auction Purchase 1966-291, allotment 1, section 3, of 28½ perches, at Cathie Creek; holder, Robert Francis Donnelly. Ten. 70-634.

Parish and County Macquarie, Auction Purchase 68-488, allotment 3, section 1, of 24 perches, at Cathie Creek; holder, Kenneth Marshall. Ten. 70-176.

(8101) Sydney, 13th March, 1970.

SPECIAL PURCHASES

IT is hereby notified that the applicants mentioned below are permitted to purchase the areas of land hereunder particularized. The amounts called for below must be paid into the Department of Lands, Sydney.

T. L. LEWIS, Minister for Lands.

Land District and Municipality—Dubbo

Parish Dubbo, County Lincoln, Special Purchase 1969-44 under section 66 (2) (b), portion 406 of 1 acre 1½ perches; proposed grantee, Egg Marketing Board for the State of New South Wales, c.o. the Secretary, P.O. Box 43, Lidcombe; costs incurred, \$97.20; price of land, \$3,500; deed fee, \$10;

ad valorem stamp duty, \$45; fixed stamp duty, 75 cents; less amount lodged with application, \$20; amount called for, \$3,632.95. Ten. 70-436.

Land District—Metropolitan; Municipality—Hurstville

Parish St George, County Cumberland, Special Purchase 1969-72 under section 66 (1) (a), allotment 37, section 4 of 1½ perches, at Lugarno; proposed grantees, John Oliver Nichol and June Nichol of 7 Lugarno Parade, Lugarno; costs incurred, \$30.20; price of land, \$2,000; deed fee, \$10; ad valorem stamp duty, \$25; fixed stamp duty, 75 cents; less amount lodged with application, \$20; amount called for, \$2,045.95. Ten. 70-653.

Land District—Nowra; Shire—Shoalhaven

Parish Wallaya, County Camden, Special Purchase 1968-101 under section 66 (1) (a), portion 253 of 2 acres; proposed grantee, Francis Aloysius McRae of "Gilray", Kangaroo Valley; costs incurred, \$91.53; price of land, \$40; deed fee, \$10; ad valorem stamp duty, \$1.25; fixed stamp duty, 75 cents; less amount lodged with application, \$20; amount called for, \$123.53. Ten. 69-5592.

(8182) Sydney, 13th March, 1970.

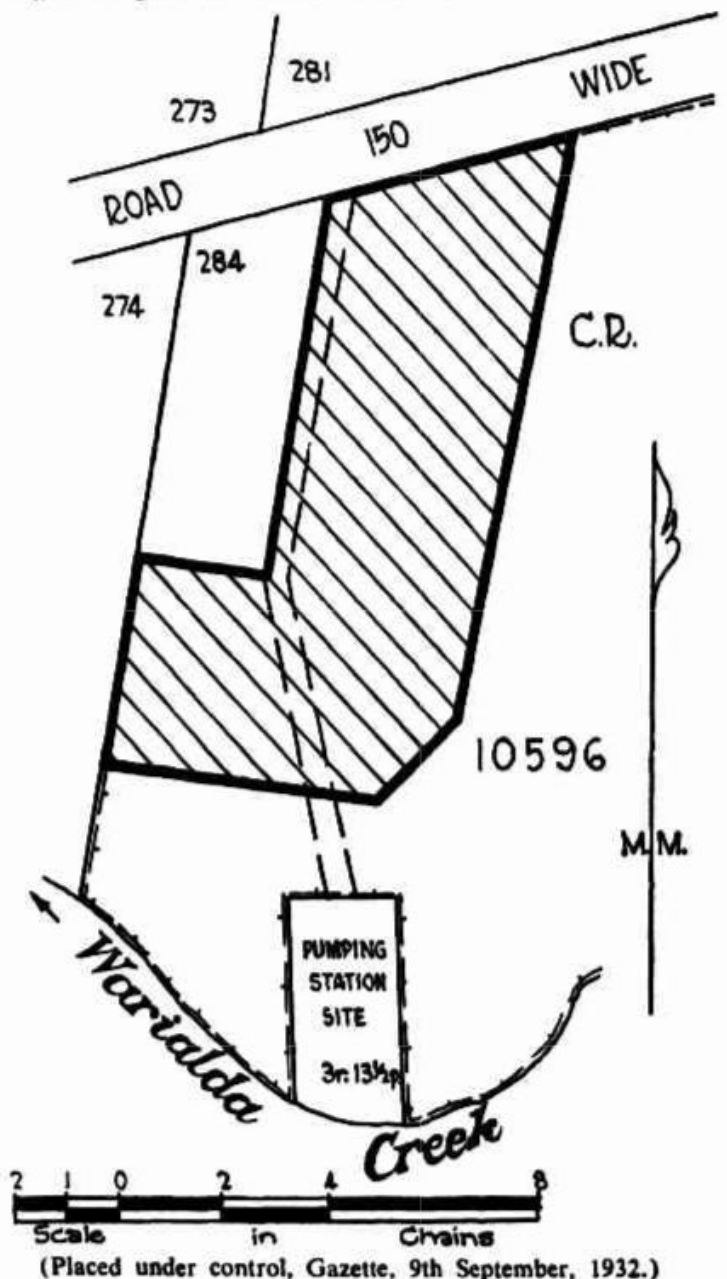
WITHDRAWAL OF CAMPING RESERVE FROM THE CONTROL OF PASTURES PROTECTION BOARD

IT is hereby notified that, in pursuance of the provisions of section 42 of the Pastures Protection Act, 1934-1957, the part of the Camping Reserve particularized hereunder shall be and the same is hereby withdrawn from the control of the Pastures Protection Board for the district mentioned.

T. L. LEWIS, Minister for Lands.

Land Board District—Moree; Pastures Protection District—Warialda

Parish Warialda, County Burnett; Reserve No. 10596, for Camping. Part withdrawn—about 6 acres, as shown by hatching on diagram hereunder. Ten. 70-357.





TO	Craig Barnes
FROM	Carmel Smith
DATE	20-Apr-2022
SUBJECT	Aboriginal Land Claims Request LANDSEARCH/2057 – Lot/DP Based Search

Good Afternoon,

I have conducted a search of the Crown Lands databases on 20-Apr-2022, the results have been determined as follows.

ALC Query Report as at 20-Apr-2022 2:04 PM with Search Parameters: Lot/DP

This information has been provided in good faith. Whilst all effort has been made to ensure the accuracy and completeness of the information the data providers take no responsibility for errors or omissions nor any loss or damage that may result from the use of this information. Copyright Department of Planning and Environment - Crown Lands 2022.

Anomalies in data can occur, where a lot subject of a proposed project does not appear on this list it is recommended an ALC search request be sent to alc@crowmland.nsw.gov.au for confirmation.

Please Note: The report only shows results for those parcels which are affected by an Aboriginal Land Claim/s.

The land under investigation is not currently subject of any undetermined Aboriginal Land Claims.

Please be aware the Office of the Registrar Aboriginal Land Rights Act is the responsible authority for maintaining the currency and accuracy of the Aboriginal Land Claims register. Any anomalies identified in a response from the Office of the Registrar should be raised with the Office of the Registrar.

For further information on Aboriginal Land Claim please visit www.industry.nsw.gov.au/lands or contact our unit on (02) 6883 3396.

Regards,

Carmel Smith

Phone: (02) 6883 3396
 Email: alc@crowmland.nsw.gov.au

CT_ALC_SEARCH_RESULTS

Lot searched for LANDSEARCH/2057

Search Area

Land Summary

	Land Identifier	Suburb	Parish	County	Local Government Area
1	Lot 2/1098009	WARIALDA	WARIALDA	BURNETT	GWYDIR

8.5 Child Safe - Code of Conduct & Commitment Statement

File Reference:	N/A
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Delivery Program

Goal:	1. A healthy and cohesive community 5. Organisational management
Outcome:	1.1 We have healthy and inviting spaces and places
Strategy:	1.1.3 Provide the right places, spaces and activities 1.2.2 A shared responsibility for community safety
Author:	Leeah Daley – Organisation and Community Development Director

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends that the council approve the Child Safe Code of Conduct and Child Safe Organisation Commitment Statement and endorse the Child Safe Organisation Action Plan.

TABLED ITEMS Nil

BACKGROUND

The Child Safe Scheme and the Child Safe Standards that now apply to all local government entities were developed from the findings from the Nation Royal Commission into Institutional Responses to Child Sexual Abuse which handed down its findings in 2017.

Councils, as leaders in the community and providers of recreational spaces and services for children and young people, were identified as having a responsibility to ensure they are child safe institutions.

The [Children's Guardian Amendment \(Child safe scheme\) Bill 2021](#) was passed on 10 November 2021. This Bill has triggered new responsibilities for all council staff, volunteers and councillors to protect and listen to the children and young people in their community.

Each NSW Council is required to adopt the 10 Child Safe Standards, and subsequent legislation to become 'child-safe' organisations.

COMMENT

The 10 Child Safe Standards are based on the recommendations from the [Royal Commission into Institutional Responses to Child Sexual Abuse](#)

A child safe organisation consciously and systematically:

- Creates an environment where children's safety and wellbeing is at the centre of thought, values and actions.
- Places emphasis on genuine engagement with and valuing of children and young people.
- Creates conditions that reduce the likelihood of harm to children and young people.
- Creates conditions that increase the likelihood of identifying any harm.
- Responds to any concerns, disclosures, allegations, or suspicions of harm.

National Redress Scheme

The National Redress scheme is part of the Federal Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. All Councillors, and Mayors specifically, have new obligations under these reforms, which the State Government has committed Councils to undertake.

New Legislation

New legislation, which was introduced during 2018 in response to the Royal Commission that apply to Local Government are outlined below.

[Child Protection \(Working With Children\) Amendment Statutory Review Act 2018 NSW \(April 2018\)](#)

Implications – new sections of this legislation make it an offence for an employer to fail to obtain and verify the details of a worker employed to work with children or to keep a record of the details that were obtained. The bill provides for penalty infringement notices to be served on employers who fail to ensure that staff working with children have obtained clearance.

[Criminal Legislation Amendment \(Child Sexual Abuse\) Act \(June 2018\)](#)

Implications – The 'failing to protect' offence where a person will commit an offence if they know that another adult in the organisation who works with children poses a serious risk of physically or sexually abusing a child.

This also includes the 'failing to report' offence where a person will commit an offence for failing to report child abuse. The new offence, Section 316A, will apply where a person knows, Believes or reasonably ought to know that a children abuse offence has been committed against a child.

[Civil Liability Amendment \(Organisation Child Abuse Liability\) Act 2018 \(October 2018\)](#)

Implications – Councils can be held vicariously liable for the abuse of children perpetrated by people who are employed by council and by people who are 'akin to employees' of council, this may include volunteers and contractors.

In addition, councils who do not take reasonable steps to prevent child abuse of children in their care, may be liable in a negligence action.

[Children's Guardian Act 2019 \(November 2019\)](#)

Implications – Councils will have the obligation to investigate reportable allegations which are allegations that an employee who is engaged to provide services to children, or who is required to hold a Working with Children Check (WWCC), has engaged in sexual offences, neglect or assault or ill-treatment of a child, and to make determinations about reportable convictions, which are convictions for an offence.

The Act requires an employee of an approved education and care service to report to the General Manager of the council a reportable allegation or reportable conviction that relates to an employee of the service. The Act also requires a relevant entity to have a code of conduct and policies to prevent and detect reportable conduct by employees of the entity.

A summary of the Children's Guardian Act 2019 compiled by Local Government NSW is attached for your information.

Action Taken to Ensure Gwydir is a Child Safe Organisation

A small committee was formed internally to consider the legislative changes and the additional actions that needed to be undertaken to ensure that Gwydir Shire Council is a Child Safe Organisation.

As the council would appreciate from the opening of this report the obligation towards child safety is now not just applicable to our children and youth services. Consideration had to be given to the whole of council operations, services and policies.

The Committee utilised the Office of the Children's Guardian – *A guide to the Child Safe Standards* to assess the current practices at council and to develop an action plan for improvement and compliance. The Guide assisted the committee to put measures in place to ensure that all staff understand how their roles and responsibilities can make council and their community safer.

Maintaining a child safe organisation requires strong leadership. It will be an ongoing process where elected members, staff and volunteers will be provided the training and resources to continue to learn, monitor and review. The action plan and associated documentation will assist management to embed child safety in the attitudes, behaviours and practices of council officers working at every level of our organisation.

Attached are the following documents for consideration by the council:

- Code of Conduct and Child Safe Organisation Commitment Statement
- Child Safe Organisation Action Plan

OFFICER RECOMMENDATION

THAT council approve the Child Safe Code of Conduct and Child Safe Organisation Commitment Statement and endorse the Child Safe Organisation Action Plan.

ATTACHMENTS

1. Child Safe Organisation Action Plan [**8.5.1** - 16 pages]
2. Childrens Guardian Act summary [**8.5.2** - 1 page]
3. Gwydir Shire Council Code of Conduct and Child Safe Organisation Commitment Statem [**8.5.3** - 6 pages]



Gwydir Shire Council
**Child Safe Action
Plan 2023-2027**

File Reference: S5686
Version 1:
Council Resolution: Pages 16

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Document data

Department	Social Services???
Responsible Manager	Leeah Daley
Date Adopted	or Approved under Delegation, General Manager
File reference	S5686
Version no	1
Next Review	2027 or as required

Revision record

Date	Version	Revision details	Officer	Next Review
1/11/2022	1	Child Safe Action Plan Initial Document	C McClymont	2027

Objectives

To acknowledge that Gwydir Shire Council is a Child Safe Organisation and is committed to the ongoing safety and support of children and young people within our communities.

The objectives of the Child Safe Standards have been designed to:

- Help drive cultural change in organisations
- Be principle-based and outcome-focused
- Be flexible enough that they can be adapted by organisations of varying sizes and characteristics
- Avoid placing undue burden on organisations
- Help organisations address multiple risks
- Balance caution and caring
- Be a benchmark against which organisations can assess their child safe capability and set performance targets
- Be of equal importance and interrelated.

Policy Statement – Gwydir Shire Council Commitment to Child Safety

Gwydir Shire Council is committed to the safety, wellbeing and empowerment of all children and young people throughout our Shire, including indigenous children, those from culturally and linguistically diverse backgrounds and children and young people with disability.

Gwydir Shire Council, including all staff, volunteers and other partners have a zero-tolerance approach to any form of child abuse in both the physical and online environments. We support the rights of children, and we will act immediately and accordingly to ensure an environment is maintained where children feel safe, respected, valued, and always empowered.

We know that being a leading child safe organisation is about more than having the right policies and procedures in place. It requires conscious actions and proactive behaviours to protect children from harm. It means creating a culture of safety that extends from participation and education through to ensuring all members of the organisation feel safe and secure in reporting inappropriate behaviour.

It is essential that everyone at Gwydir Shire Council understands the important responsibilities they have in relation to child safety. We are committed to educating our elected members, employees, volunteers, contractors, consultants, other partners, and the wider community in this regard.

We want children to have a voice and know that their views are listened to and respected and that they are given opportunities to contribute. Together we can provide an environment where children feel safe, respected, valued, and encouraged to reach their full potential.

Background

In 2013, the Australian Government established a Royal Commission into Institutional Responses to Child Sexual Abuse *(Royal Commission) in response to community concern about widespread reports of cases where Australian institutions failed to protect children from sexual abuse. The Commission's final recommendations emphasised that members of the public, children and young people, parents, carers, families, and communities should feel confident that organisations working with children provide safe environments in which children's rights, needs and interests are met.

The Child Safe Standards recommended by the Royal Commission provide a framework for making organisations safer for children. Based on extensive research and consultation, the Standards provide tangible guidance for organisations to create cultures, adopt strategies and act to put the interests of children first and to keep them safe from harm.

What is a Child Safe Organisation?

The Office of the Children's Guardian defines a 'Child Safe Organisation' as one that creates cultures, adopts strategies and acts to prevent harm to children, including sexual abuse. The Australian and New Zealand Children's Commissioners and

Guardians define a child safe organisation as one that systematically:

- Creates conditions to reduce the likelihood of children being harm
- Creates conditions that increase the likelihood of identifying and reporting harm
- Responds appropriately to disclosures, allegations and suspicions of harm.

Australia is one of 194 countries that have committed to the United Nations Convention on the Rights of the Child. Organisations and people working with children in NSW share responsibility for keeping children safe. Applying the Child Safe Standards makes it easier for children, parents, carers and staff to share their understanding of child safety across different settings and promotes consistency across these environments.

Purpose

Child Safe Standards and Principles

In 2019 all Parties, Commonwealth, state, and territory, confirmed their commitment to the National Principles for Child Safe Organisations. The National Office for Child Safety released the National Principles for Child Safe Organisations. These are derived from the Child Safe Standards recommended by the Royal Commission which relate specifically to child sexual abuse. The Child Safe Standards complement the National Principles and include other forms of abuse including psychological, emotional, and physical as well as neglect.

Both the NSW Child Safe Standards and the National Principles describe the necessary elements for child safe practices. The Office of the Children's Guardian considers organisations in NSW that are implementing the National Principles will be simultaneously implementing the Child Safe Standards.

The Child Safe Standards are principle-based and focused on outcomes, not prescriptive compliance, allowing organisations to implement them in ways that are meaningful and achievable to an individual organisation. The Child Safe Standards are designed to drive cultural change in organisations so that they can create, maintain, and improve their child safe practices. By implementing the Standards, Gwydir Shire

Council will build a culture where abuse of children is prevented, responded to, and reported.

The Child Safe Standards are:

1. Child safety is embedded in organisational leadership, governance, and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities re informed and involved
4. Equity is upheld and diverse needs are considered
5. People working with children are suitable and supported
6. Processes to respond to complaints of child abuse are child focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the organisation is child safe

Standard 1

Child safety is embedded in organisational leadership, governance and culture

Applying the Standard	Action	Indicators of Success
Leaders and staff champion a set of core values that inform the organisation's approach to child safety	Provide education to Councillors and staff to develop awareness on the Child Safe Standards and the role they play	Child safety is embedded in day-to-day practices Child Safe Policy
Leaders demonstrate attitudes and behaviours that prioritise the safety of children through the behaviours and practices they reward and challenge	Identify individuals throughout the organisation who can champion Child Safety and assist staff and volunteers when further information may be required	Staff follow the Code of Conduct and child safe procedures Participation in child protection training Identify and respond to children and young people at risk of harm
Leaders incorporate risk management of child abuse into decision-making and actively monitor risks to child safety	Build awareness of council's Child Safe Commitment Statement through various marketing and communication channels both internally and externally e.g., email,	Risk management strategies prioritise the needs of children and young people

	intranet, newsletters, social media, posters etc.	Gwydir Shire Council Commitment to Child Safety Statement
Leaders encourage day-to-day practices that prioritise child safety	Review contacts to include clauses around Child Safety and ensure that Council only works with those who have their own child safe measures in place	Organisational culture creates an environment where it is difficult for abuse to occur
Leaders set clear expectations around child safety and ensure they are followed by staff	Provide appropriate educational resources and learning tools to staff and volunteers via council's various channels	Staff appropriately respond to and report child abuse
Leaders promote a culture of reporting and record keeping	Staff that work closely with children are provided with more in-depth training	Children feel safer knowing they have input into the organisation
	Staff will be provided with relevant training that supports them in understanding their obligations in reporting, sharing information and record keeping	Staff appropriately respond to, report and record child and young people at risk of harm and have been provided the resources and support to be confident in doing so

Standard 2

Children participate in decisions affecting them and are taken seriously

Applying the Standard	Actions	Indicators of Success
Children's participation is embedded in organisational practice through feedback mechanisms	Develop material that is child-focused for display in key council sites that children visit e.g., libraries, preschools and children's services identifying what to do and who they can talk to if they feel uncomfortable	Children are aware of what is unacceptable behaviour and who to talk to if they are unsure
Opportunities are created for children to be included in organisational decision-making	Engage with children when council is developing plans, events and strategies to get their views	Children understand that they are listened to and respected
Children are given information on internal and external support services	Develop learning tools to display information that is child friendly	Children speak up about their safety and the safety of their friends
Staff are provided with knowledge and skills to support children's participations	Ensure staff are aware of their responsibilities to consult	Children are aware they can access support services when needed and know how to do this

		Community Engagement Strategy
Staff encourage peer support for children	Programs are developed through appropriate channels to ensure children are aware of the importance of peer support	Children speak up about their safety and the safety of their friends
Adults understand what safety means to children	Distribute the Child Safe Commitment Statement to stakeholders and the provision of information through training and toolbox talks	Application of skills obtained through training
Age-appropriate information that describes how adults should behave is provided to children and consistently reinforced	Develop material that is child focused for display in key council sites e.g., libraries, preschools, and children's services, identifying what to do and who they can talk to if they feel uncomfortable	Children know how adults should behave and who they can talk to if they are unsure

Standard 3

Families and communities are informed and involved

Applying the Standard	Actions	Indicators of Success
Leaders and staff encourage families to take an active role in keeping children safe	Provide education to community groups to help them become child safe organisations	Families feel welcome and participate
Policies and procedures (including Code of Conduct) are clearly communicated to parents and carers	Provide child safety information to the community via various communication channels e.g., Gwydir News, Council Facebook page, website	Families and the community support the organisation to be safer for children
Families and community members are encouraged to provide feedback on how the organisation keeps children safe, and this information is acted upon where necessary	Hold information sessions for parents, carers, staff and children on child safety through the communication team	Families and the community are comfortable asking questions on how the organisation prioritises child safety
	Provide child friendly information for display at key sites across the Shire e.g., libraries, parks, pools	Families and the community are comfortable asking questions on how the organisation prioritises child safety
	Consult families when developing council plans, strategies and events	Families and the community are comfortable asking

		questions on how the organisation prioritises child safety
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Standard 4

Equity is upheld and diverse needs are taken into account

Applying the Standard	Actions	Indicators of Success
Leaders and staff understand barriers that prevent children from disclosing abuse or adults from recognising children's disclosures	Council will actively include all sectors of the community when planning projects for advice and to ensure that the needs of the whole community, including Aboriginal and Torres Strait Islander children, children with disability and children from Culturally and Linguistically Diverse (CALD) backgrounds are heard.	Children with diverse needs speak up about concerns around their safety and the safety of their friends, and adults take them seriously
Leaders and staff identify and respect the diverse needs, abilities and backgrounds of children, and understand the value of treating them equally.	Council's Disability Inclusion Action Plan is reviewed to ensure that children and young people are included. If they are not recommendations can be made for inclusion.	Children are not disadvantaged by programs and activities
All staff are given information about the factors that increase a child's vulnerability to harm	Council actively ensures that all children within the Shire have access to information, support and complaints processes through education and resource provision	Organisational culture allows all children including those with diverse needs to feel valued
Leaders ensure that the workforce reflects the diversity of the children it provides services to, where possible	Equal Employment Opportunities (EEO's) are offered Develop a Gwydir Shire Council diversity and inclusion statement and strategy	Develop diversity and inclusion strategy
Leaders and staff adapt activities and services to ensure all children feel included	Council leaders and staff are given the resources required for the provision of activities and services that are inclusive	Increased participation of children in community-based activities

Standard 5

People working with children are suitable and supported

Applying the Standard	Actions	Indicators of Success
Leaders expect that recruitment does not rely only on the Working With Children Check (WWCC), and support ongoing training opportunities for all staff	Council's Child Safety Commitment Statement is included in all position descriptions The requirement for a WWCC for all new employees will be included on all job advertisements	Staff recruitment and supervision practices prioritise child safety
Hiring managers are trained in child safe recruitment practices	Add Child Safety into the recruitment process for all roles Identify and Respond to Risk of Harm training for all managers	Children are safe around staff
Staff recruitment includes job advertisements that identify your organisation as valuing child safety	Include child safe questions in the interview process Include Child Safety Commitment Statement in job advertisements	Staff have, or are working towards having suitable skills and experience to work with children and are aware of the Child Safety Commitment
Recruitment processes involve a range of interview questions to establish staff suitability	Include education and resources e.g., scenario-based videos, short Q&A learning and documentation into induction processes for all new recruits	Staff attitudes and behaviours create and maintain a child safe culture
Background and reference checks are carried out and recorded	Copies of verified WWCC are recoded in Councils record system Ensure all staff in child related work have refresher training each year on child safe standards	Staff values align with the organisation's commitment to child safety
Recruitment processes involve a thorough pre-employment process to support child safety	Working With Children Check (WWCC) becomes a mandatory requirement of pre-employment process for all positions	Staff recruitment and supervision practices prioritise child safety
Supervision includes regular reviews to check whether staff are following Code of Conduct and other child safe policies	Obtain feedback to gauge levels of awareness	Child safety is embedded in everyday practice
Staff, families and the community are aware of recruitment and other child	Provide information resources to increase awareness and enhance	Child safety is embedded in everyday practice

safe human resource practices	child safety measures in place	
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Standard 6

Processes to respond to complaints of child abuse (or other concerns) are child-focused

Applying the Standard	Actions	Indicators of Success
Leaders create a culture where complaints are taken seriously, and all adults take responsibility for the safety of children	Review organisations complaints handling policy to ensure that it is child-centred and clearly identifies roles and responsibilities and correct processes for dealing with child related complaints	Organisational culture where complaints are taken seriously and acted on
Leaders clearly explain that breaches of the Code of Conduct will result in disciplinary action	Staff to be made aware of the Child Safe Organisation policies and procedures and ramifications of any breach of these documents	Breaches of policy are acted on and documented
Staff are given support and information on what and how to report, including to external bodies	Appropriate training is provided to those responsible in complaints handling to ensure they are responded to promptly and thoroughly	Staff feel confident in the process for reporting
Accessible processes are provided to enable children, staff and others to make complaints	Ensure that complaints handling procedures and systems can be easily understood by children, families, staff and volunteers	Children and young people and other are confident in reporting
Procedures describe likely time frames, review processes and potential outcomes of complaints	Policies and procedures are developed to reflect the Child Safe Standards including timeframes	Implementation of Child Safe Organisation Policy
Complaints are handled confidentially	Ensure all events have a child safe champion and that this person is known so that children and others know who to talk to if they feel uncomfortable	Child Safe Officers within the organisation are easily identifiable
Processes are reviewed at regular intervals and after complaints are made	Ensure that all record keeping laws are adhered including accessibility and retention of records	Implementation of Child Safe Organisation Policy
Complaint handling procedures are publicly available	Ensure all procedures and policies are accessible through a variety of communicable channels	Publications are available through all council communication channels

Staff are offered a variety of learning strategies	A variety of training methods are provided to staff including digital and face to face	Councils' training platforms active and utilised and training is recorded in Pulse
Documents are confidential where required	Review and implement existing confidentiality policies and procedures	State Records Act, policies and procedures are adhered to

Standard 7

Staff are equipped with the knowledge, skills and awareness to keep children safe, through continual education and training

Applying the Standard	Actions	Indicators of Success
Leaders provide ongoing education and training opportunities for all staff	Ensure that all staff are adequately trained and are aware of processes involved in complaint management, including how to manage a complaint either made by a child or in relation to a child protection incident	Staff feel confident to identify, respond to and report children and young people at risk of harm
Training provides staff with the knowledge, skills and confidence to prevent and identify abuse, and to respond to complaints	Provide readily accessible training modules for all staff to have the ability to conduct their own refresher training at any time. Can also be used for casual staff, short-term staff, contractors etc.	The organisation has a culture of continual learning
Staff who are involved in roles and situations with higher risk are provided more advanced training opportunities	Staff in these roles are required to do refresher courses in child protection on an annual basis	Regularly updated and reviewed training plan
Where possible, the organisations employ a child safety officer responsible for training	Child safety training will be integrated into our training plans	Child safety training acknowledged and recorded through Pulse
Specialised training is provided to staff working in high-risk situations or with vulnerable children	Conduct in-depth training on a more regular basis for leaders and staff in child related roles	Child safety training acknowledged and recorded through Pulse
Training is regularly reviewed in response to emerging best practices	Monitor industry developments and update training plans accordingly	Regularly updated and reviewed training plan
Attendance at conferences and other forums to learn about improvements in child safe practices	Identify key staff and incorporate professional development into training plans	Professional development acknowledged and recorded through Pulse

Standard 8

Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur

Applying the Standard	Actions	Indicators of Success
Leaders set expectations about behavioural standards for staff interacting with children in physical and online environments	Review and monitor security settings and activity on public devices and in public settings	Opportunities to harm children are reduced or removed
	Expectations are set by leaders through the implementation of the Standards set out in the Code of Conduct and related policies	Opportunities to harm children are reduced or removed
Risk assessments identify areas where adults have opportunities to interact with children unsupervised, including for one-off events and overnight camps	Include child safety in all business unit risk assessments/registers	Children engage in creative and safe activities
Physical environments are altered to increase natural lines of sight while respecting a child's right to privacy	When designing public spaces ensure that child safety is incorporated	Public spaces are designed and built in accordance with these Principles
Higher-risk areas such as change rooms, cars, boarding facilities and offsite locations are managed using specific safety measures, such as spot checks and logbooks	Provide signage for Council owned buildings/facilities identifying that Gwydir Shire is a child safe organisation Include QR code on signage that links to information	Children's privacy is balanced with the need to keep them safe
Children are provided information about online safety and regularly encourage to tell staff about negative experiences	Add child safe information on all council owned technology for accessibility by users in a format that is accessible to all members of the community	An effective communication medium is identified to ensure children's privacy is balanced with the need to keep them safe
Staff and parents are provided information about risks in the online environment, such as online grooming, cyber bullying and sexting*	Quarterly distributed information regarding online safety on all council platforms	Child safety is embedded in council cyber communication

* Sexually explicit messages or images sent or received online

Standard 9

Implementation of the Child Safe Standards is continuously reviewed and improved

Applying the Standard	Action	Indicators of Success
Leaders maintain a culture of continuous improvement to ensure that policies and procedures are implemented and routinely reviewed even though staffing may change	Organisational review to identify levels of professional development required on Child Safe policy, procedure and reporting requirements	Leaders and staff are open to change
Leaders know the value of continuous monitoring, open conversations and exploring new ways to keep children safe	Identify how each department can comply with Child Safe Standards across the organisation	Leaders and staff participate in departmental reviews
Child safe policies and practices are regularly reviewed	Relevant stakeholders are engaged to ensure that all Council policies promote child safety and comply with relevant legislation Provide training to the council consultative committee to ensure all policies that are presented are compliant with Child Safe Standards	The organisational culture creates an environment of ongoing learning and improvement
Staff refer to the Standards when creating, reviewing or evaluating child safe policies and procedures	Provide up to date access to Child Safe Standards when creating or reviewing policies and procedures	Up to date policies and procedures that adhere to industry standard
Leaders and staff review critical incidents to identify the root cause of the problem, identify risks to the safety of children and make improvements	Regular review of policies, procedures and staff awareness particularly after an incident to identify areas of improvement	Opportunities to harm children are reduced or removed
	Child safety added to internal risk management audits	Opportunities to harm children are reduced or removed
Children are supported to provide feedback and this information is acted on	Feedback avenues for children are identified and incorporated into engagement	Children are included in all engagement

Standard 10

Policies and procedures document how the organisation is child safe

Applying the Standard	Actions	Indicators of Success
Child safe policies are specific to the organisation and its environment, and they address local risks to the safety of children	Review procedures, policies, agreements etc. related to other child related working environments e.g., Libraries, Youth Council, Preschools	Staff and the community understand the organisations approach to child safety
Child safe policies, Codes of Conduct and complaint handling procedures are publicly accessible	Provide easily accessible information on council's website and other communication channels	Staff and the community know that the organisation takes child safety seriously
Policies and procedures are available in child-friendly and accessible formats that pay attention to children's diverse characteristics, cultural background and abilities	Policies and procedures are formatted in a way that is easily interpreted by children of all abilities and backgrounds	Staff, children, parents and carers know where to find the organisation's child safe policies and procedures
Staff follow child safe policies and procedures	Make all Child Safe policies and procedures accessible to all staff. Include elements of child safety in performance review and induction processes	Staff, parents, carers and the community can use policies and procedures to hold the organisation to account
Documents are saved in accordance with NSW record keeping requirements	State Records Act (1998) is adhered to	Records are kept in accordance with the State Records Act (1998)

Definitions

Children – refers to all children and young people under the age of 18

Complaint – means any suggestion of abuse or harm that is disclosed, witnessed or demonstrated by a child. Typically, three categories of behaviour are the subject of a complaint:

- **Concerning conduct** – behaviours or patterns of behaviour that are a risk to the safety of children. This also refers to ambiguous behaviours that are potentially inappropriate for children to be exposed to but may not necessarily be indicators of abuse occurring. The sharing of inappropriate jokes may be an example of this
- **Misconduct** – behaviours that constitute a breach of the institution's Code of Conduct

- **Criminal conduct** – conduct that, if proven, would constitute a criminal offence.

Equity and Equality – Equity encourages people to live to their full potential. Equality is treating everyone the same. If someone is disadvantaged, they may not achieve the same outcome as a non-disadvantaged person if they are treated 'equally' because they may need more support.

Grooming – occurs when an adult person engages in conduct that exposes a child to indecent material or provides a child with an intoxicating substance or with any financial or other material benefit with the intention of making it easier to procure the child for unlawful sexual activity*. It means gaining or increasing access to a child, parents or co-workers in order to facilitate abuse. The process involves building trust, obtaining compliance and maintaining secrecy to protect the abuser from being caught. Grooming is commonly an incremental process and can involve stages of increased intensity. It may consist of many separate actions that, in isolation, are not necessarily criminal or abusive. Grooming behaviour may not be obvious to the victim or to a bystander and can co-exist with behaviour that occurs in normal relationships between adults and children. Children do not need to be alone to be groomed. They are usually sexually abused by someone they know. Online communication and pornography can be used as tools for grooming.

Leader – means anyone in a position of authority in a child-related organisation including board members, managers and supervisors. One of the findings of the Royal Commission, however, was that all adults have a responsibility for child safety, so leadership is a shared responsibility in this context.

Organisational Culture – means the organisation's values as demonstrated on a day-to-day basis by its leaders and staff, and as experienced by the children they care for. It is founded on the organisation's values and supported by leadership and governance.

Staff – refers to all employees, volunteers and contractors.

* See s21 of the Children's Guardian Act 2019.

Legislative References

Local Government Act 1993

State Records Act 1998

Children's Guardian Act 2019



Children's Guardian Act 2019

Councils may need to update processes, policies and training to help ensure the safety of children and to adopt the changes in the NSW *Children's Guardian Act 2019*, which was passed by NSW Parliament on 21 November 2019.

The *Children's Guardian Act 2019* (the **Act**) is the NSW Government's most recent response to the Royal Commission into institutional responses to child sexual abuse.

Relevantly to councils, the Act enables the Children's Guardian to regulate out-of-home care of children and administer a reportable conduct scheme to prevent, identify and respond to child abuse. The Children's Guardian also has new powers under the Act to investigate and conduct inquiries into reports about allegations of child abuse by employees of children's services.

All councils, county councils and Joint Organisations are *relevant entities* for the purposes of the Act. This means that councils will have obligations to investigate *reportable allegations*, which are allegations that an employee who is engaged to provide services to children or who is required to hold a Working with Children Check (**WWCC**) has engaged in sexual offences, neglect or assault or ill-treatment of a child, and to make determinations about *reportable convictions*, which are convictions for an offence.

The Act requires an employee of an approved education and care service to report to the general manager of the council a reportable allegation or reportable conviction that relates to an employee of the service.

The Act also requires a relevant entity to have a code of conduct and policies in place to prevent and detect reportable conduct by employees of the entity.

The Act strengthens the reportable conduct scheme by extending it to cover contractors and volunteers who are required to hold a WWCC and extends it to cover the outside-work conduct of employees of public authorities, such as councils, who are required to hold a WWCC.

The Act consolidates:

- the Office of the Children's Guardian's responsibilities into one Act. It also transfers the reportable conduct scheme and oversight of the Official Community Visitors scheme for out-of-home-care services from the Ombudsman to the Children's Guardian. This brings responsibility for the reportable conduct scheme under the same agency that administers the WWCC.

The Act extends:

- existing protections for people who make reports to the Department of Communities and Justice in good faith by providing these reporters with protection against all civil and criminal liability.

Further information is available in the [parliamentary speech](#) by Gareth Ward MP, Minister for Families, Communities and Disability Services or on the [website](#) of the Office of Children's Guardian.

Councils requiring assistance with legal responsibilities can contact LGNSW's Legal Officer on 9242 4125.

Councils requiring assistance with prevention and child safe institutions can contact [Elizabeth Robertson](#), LGNSW Senior Policy Officer, on 9242 4028.



Gwydir Shire Council
**Child Safe
Organisation Code of
Conduct and
Commitment
Statement**

File Reference: ## Version #:
Council Pages ##
Resolution:

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Document data

Department	Social Services?
Responsible Manager	Suzanne Webber/Leeah Daley
Date Adopted	or Approved under Delegation, General Manager
File reference	####
Version no	1
Next Review	Next scheduled review date

Revision record

Date	Version	Revision details	Officer	Next Review
Nov 2022	1	Initial Document	C McClymont	2025

Child Safety Commitment Statement

Gwydir Shire Council is committed to the safety, wellbeing and empowerment of all children and young people throughout our Shire, including indigenous children, those from culturally and linguistically diverse backgrounds and children and young with disability.

All Gwydir Shire Council staff, volunteers and other partners have a zero-tolerance approach to any form of child abuse in both the physical, psychological, and online environments. We support the rights of children and young people, and we will act immediately and accordingly to ensure an environment is maintained where they feel safe, respected, valued, and always empowered.

We know that being a leading child safe organisation is about more than having the right policies and procedures in place. It requires conscious actions and proactive behaviours to protect children from harm. It means creating a culture of safety that extends from participation and education through to ensuring all members of our organisation feel safe and secure in reporting inappropriate behaviour.

It is essential that everyone at Gwydir Shire Council understand the important responsibilities they have in relation to child safety, and we are committed to educating our elected members, employees, volunteers, contractors, consultants, other partners and the wider community in this regard.

We want children to have a voice and know that their views are listened to and respected and that they are given opportunities to contribute. Together we can provide an environment where children feel safe, respected, valued, and encouraged to reach their full potential.

Code of Conduct

We are committed to creating and maintaining an environment that promotes the safety of all children. This includes encouraging a culture where the prevention and reporting of abuse is supported and encouraged. All staff and volunteers are responsible for promoting the safety, wellbeing and empowerment of children.

This Code of Conduct sets expectations for how our employees, volunteers, contractors and other associates should behave around children and identifies positive child safe behaviours that we encourage all adults to support. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill-treatment and neglect. It also identifies behaviours that we consider unacceptable. Engaging in unacceptable behaviour is a breach of this Code of Conduct and may result in managerial or disciplinary action. Gwydir Shire Council's Child Safe Policy provides more information about these different types of abuse.

It is important to note that some of Council's services will have their own legal and moral obligations that meet the commitments of child safety e.g., preschools, youth services, toy libraries and vacation care. In these instances, the appropriate policies and procedures will be acknowledged and adhered to.

All staff, volunteers, and others employed by council, including contractors, for specified activities are responsible for the safety, wellbeing and empowerment of children and young people who engage directly or indirectly with Gwydir Shire Council. All are

expected to act in accordance with all relevant legislation, this Code of Conduct and Council's policies and procedures.

Gwydir Shire staff, volunteers, contractors and other associates Will:

- Treat all children and young people with respect
- Listen to and value children and young people's ideas and opinions
- Welcome all children and their families and their carers by being inclusive
- Actively promote cultural safety and inclusion
- Listen to children and respond to them appropriately
- Welcome parents and carers to participate in decision about matters that involve the safety of their children
- Report any conflicts of interest (such as outside relationship with a child)
- Adhere to all relevant Australian and NSW legislation and our own child safe policies and procedures
- Participate in all compulsory training
- Raise concerns with management if risks to child safety are identified, including cultural, environmental, and operational risks
- Report and act on any concerns or observed breaches of this Code of Conduct
- Take reasonable steps to protect children from abuse
- Respect the privacy of children and their families by keeping all information about child protection concerns confidential
- Inform parents and carers if there are situations that need to be safely managed but are outside the boundaries of this Code of Conduct
- Take a child seriously if they disclose harm or abuse
- Ensure breaches of this Code are reported immediately
- Uphold the rights of the child and always prioritise their needs

Gwydir Shire staff, volunteers, contractors and other associates Will Not:

- Condone or participate in illegal, unsafe, or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming
- Ignore or disregard any concerns, suspicions, or disclosures of child abuse
- Exaggerate or trivialise child abuse issues
- Use hurtful, discriminatory, or offensive behaviour or language with children
- Fail to report information to police if they know a child has been abused
- Engage in unwarranted and inappropriate touching involving a child
- Persistently criticise and/or denigrate a child
- Deliberately prevent a child from forming friendships
- Verbally assault a child or create a climate of fear
- Offer children and young people alcohol, cigarettes, or other drugs
- Show children pornographic images
- Encourage a child to communicate with them in a private setting e.g., alone in a room or via online methods
- Share details of sexual experiences with a child
- Use sexual language or gestures in the presence of children

I understand the following types of behaviour may be of concern:

- Being alone with a child or young person when there is no professional reason for doing so
- Physically touching or digitally engaging with children or young person when you do not have a reason for doing so
- Speaking to a child in an inappropriate manner

All elected members, staff, volunteers, contractors and other associates of Gwydir Shire Council are encouraged to speak up if they have concerns about the safety of children. Complaints about a breach of this Code of Conduct must be reported to our Mandatory Reporting Officer Suzanne Webber via her phone 02 6724 2071 or via email mail@gwydir.nsw.gov.au with the subject line reading URGENT: Attention Suzanne Webber.

Some breaches of this Code of Conduct may need to be reported to the NSW Police, the Department of Communities and Justice and the Office of the Children's Guardian. Our Complaint Handling Policy provides more information about our reporting obligations to external authorities as well as describing protections and confidentiality provisions for anyone making a report. The policy can be found on Council's website www.gwydir.nsw.gov.au or by contacting 02 6724 2000.

Elected members, staff, volunteers, contractors and/or other associates who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role, suspension or termination from the organisation. Detailed descriptions of breaches are found in our Disciplinary Policy. This can be found on Council's website www.gwydir.nsw.gov.au

Legislative References

Local Government Act 1993

Children's Guardian Act 2019

State Records Act 1998

PLEASE NOTE:

An adult in an organisation will commit an offence if they know another adult there poses risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so.

All adults in NSW are required to report information to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused.



I have read this Code of Conduct and agree to abide by it and its terms.

Name: _____

Signature: _____

Date: _____

8.6 2024 Local Government Elections

File Reference:	NA
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Delivery Program

Goal:	5. Organisational management
Outcome:	5.1 Corporate management
Strategy:	5.1.5 Provision of responsible internal governance
Author:	Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil**IN BRIEF/SUMMARY RECOMMENDATION**

The NSW Electoral Commission has noted this Council's resolution to appoint the SEC to conduct the 2024 local government elections and has requested that the following resolution be adopted.

OFFICER RECOMMENDATION

THAT Gwydir Shire Council resolves that an election arrangement be entered into for the Electoral Commissioner to administer all elections, council polls and constitutional referenda (s. 296(3) *Local Government Act 1993*)

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

ATTACHMENTS

Nil

8.7 Councillor Professional Development

File Reference: N/A

Delivery Program

Goal: 4. Proactive regional and local leadership

Outcome: 4.2 We work together to achieve our goals

Strategy: 4.2.2 Work in partnership to plan for the future

Author: Leeah Daley – Organisation and Community Director

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report outlines the requirements from the Office of Local Government for council to provide individual Professional Development Plans for elected members.

TABLED ITEMS Nil

BACKGROUND

Ongoing professional development for Mayors and Councillors is now mandatory in NSW.

As part of council's professional development program, an ongoing professional development plan must be developed for the Mayor and each councillor.

The training program is required to span the term of the council with individual activities implemented over time according to priority and accessibility.

The individual elected member professional development plans are yet to be finalised.

It is important to note that the councillor professional development programs are not aligned with the induction program for Mayors and Councillors undertaken when first elected.

COMMENT

Local Government NSW has developed a Local Government Capability Framework. This Framework describes the knowledge, skills and personal attributes needed by mayors and councillors to represent their communities whilst on council and to also deliver community outcomes.

Assessment

As a first step an assessment is required of the knowledge, skills and personal attributes of each councillor. Once this is established then a comparison is made against skills identified as being needed by elected members to effectively serve their community. Any identified shortfall in knowledge, skills or attributes identified

through this process should form the basis of the professional development plans for the Mayor and each of the Councillors.

Activities

The professional development plan for each of the elected members must outline how their individual development needs are going to be met within the council term.

Reporting

Councils are required to publicly report each year in the annual report on the participation of the elected members in the council's induction and professional development programs. The information required to be reported on in the Annual Report includes:

- The name of each elected member who participated in any ongoing professional development program during the year
- The number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- The total cost of any professional development activities and any other training provided to the mayor and councillors during the relevant year.

Local Government Capability Framework

Local Government NSW has developed a Local Government Capability Framework. This describes the knowledge, skills and personal attributes needed by mayors and councillors to represent their communities on council and to deliver community outcomes. Please refer to Appendix G of the attached *Councillor Induction and Professional Development Guidelines 2018*. It has been suggested that Councillor Professional Development Plans be designed around the assessment of skills and personal attributes outlined in the Capability Framework.

Action Required

Draft individual Professional Development Plans are currently being drawn for all elected members outlining professional development activities that have been undertaken since the start of the term. They will be available the day of the council meeting for your consideration. Additional assessment will need to be gathered through a one-on-one discussion with Leeah Daley to undertake assessment and record existing skills and record any additional professional development activities that each councillor wishes to undertake during their term.

OFFICER RECOMMENDATION

THAT the report is noted

ATTACHMENTS

1. Councillor Induction & Professional Development Guidelines 2018 [8.7.1 - 70 pages]

Councillor Induction And Professional Development Guidelines

2018



COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES

2018

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About these guidelines

The *Councillor Induction and Professional Development Guidelines* (the Guidelines) have been issued under section 23A of the *Local Government Act 1993* (the Act) to assist general managers and council staff to develop, deliver, evaluate and report on the induction and professional development programs they are required to provide mayors and councillors under the *Local Government (General) Regulation 2005* (the Regulation). Councils are required to consider the Guidelines when

undertaking these activities. These Guidelines also apply to county councils, and where relevant, joint organisations.

The Guidelines have also been developed to ensure mayors and councillors are aware of the knowledge, skills and personal attributes expected of them in their civic roles under the Act, and of the support their council should be providing to ensure they are able to effectively fulfil their roles.

These Guidelines are divided into five parts:

Part A	explains the statutory requirements for induction and professional development programs for mayors and councillors in NSW.
Part B	guides councils on how to develop and deliver information sessions to potential candidates considering nominating for election.
Part C	guides councils on how to develop and deliver induction programs for newly elected and returning mayors and councillors.
Part D	guides councils on how to develop and deliver ongoing professional development programs that ensure mayors and councillors continue to develop their capabilities throughout their terms in office.
Part E	outlines how councils are to report on the induction and professional development activities offered to mayors and councillors and their participation in those activities.

It is acknowledged that many NSW councils already provide induction and ongoing professional development programs for mayors and councillors. It is also recognised that the needs and circumstances of councils vary as do the capabilities of individual mayors and councillors, as well as their development needs. The aim of the Regulation and the Guidelines is to ensure that all mayors and councillors across the state have access to such programs, and that the programs delivered by councils meet a consistent minimum standard. The Guidelines have also been designed to be used flexibly by councils and to accommodate, and in some cases build upon, existing programs.

These Guidelines include:

- details of the capabilities (ie the knowledge, skills and attributes) that mayors and councillors are required to have or to acquire in order to fulfil their roles effectively
- a framework for the development of pre-election information sessions for candidates, and induction and ongoing professional development programs for elected members
- information about the developmental stages of each program and what to consider at each stage, and
- checklists of the content that is required in candidate information sessions and induction programs for elected members.

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Introduction

Background

Mayors and councillors come from a diverse range of backgrounds and bring different knowledge, skills, perspectives and insights to their roles. This is one of the strengths of a democratic and representative system of local government.

However, few new mayors or councillors have extensive knowledge of the system of local government, how a council works, or the full scope of their roles and responsibilities when they assume office for the first time. Some are unaware of the need for mayors and councillors to work as a team, despite their political differences, to make decisions that are in the best interests of the community. There may be others who, if they had been fully aware prior to their election of the nature of the role of a mayor or councillor and of the time commitment involved, may not have nominated to stand.

The role exercised by mayors and councillors is a very demanding one and the community rightly has high expectations of the performance of the mayor and councillors. As the governing body of the council, mayors and councillors must work together as a cohesive team to meet the needs of the community. The multi-faceted nature of the roles also requires mayors and councillors to have a wide variety of skills, experience and knowledge, along with the time, passion and commitment to achieve results for the community.

From their first council meeting, mayors and councillors will be required to work together to make important decisions on behalf of their communities, and to take responsibility for those decisions. These decisions will impact on local communities, the services and infrastructure delivered by the council, and the local natural and built environments. They will often involve significant use of public money. Proper induction into their roles, and the building of the governing body as a unified

and collaborative team, are vital if mayors and councillors are to be effective from the start of their terms in office.

Some mayors and councillors may need to develop knowledge and skills in a broad range of areas that are unfamiliar to them in order to undertake their roles successfully. These may include, for example, understanding council meeting procedures or land use planning requirements or interpreting financial statements.

Even experienced mayors and councillors say they can find it challenging to keep abreast of changes to the legislative and policy context for local government as well as changes to their councils' policies and procedures.

Ongoing professional development and training, as well as early relationship building between councillors, is essential if the community is to be well served by their elected representatives on council.

Statutory requirements

The Act prescribes the roles and responsibilities of mayors and councillors both collectively as the governing body of the council, and as individual members of the governing body. It also places a responsibility on each mayor and councillor to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To assist mayors and councillors to meet this obligation, the Regulation requires general managers to deliver induction and ongoing professional development programs that will help mayors and councillors to acquire and maintain the skills necessary to perform their roles. Mayors and councillors have a reciprocal obligation to participate in these programs. Part A of these Guidelines further explains what is required of councils, mayors and councillors under the Regulation.

Councillor Induction and Professional Development Guidelines

Each council is required to publicly report on participation in the council's induction and professional development program. Part E of these Guidelines outlines these reporting requirements.

Induction and professional development – an overview

Pre-election candidate information sessions

Whilst not a mandatory requirement, it is recommended that general managers begin induction and professional development activities by holding at least one candidate information session for people considering nominating for election prior to the election.

These sessions are to be designed to ensure potential candidates are fully aware and informed of what will be expected of them if they are elected. Part B of these Guidelines provides more information about how each council could develop and deliver candidate information sessions.

Induction programs

An induction program is a process used within many businesses, government agencies and non-government bodies to welcome new people to an organisation and to prepare them for their new roles.

An induction program ensures the organisation provides a person commencing a new role with all the information they need to do their job in the first few months. It also enables the person to become a useful, integrated member of the organisation, rather than being 'thrown in at the deep end' without understanding how to perform their role, or how it fits in with the rest of the organisation.

In the local government context, a good councillor induction program can build early positive relationships and teamwork between councillors, increase productivity and provide essential knowledge from the moment a mayor or councillor is elected. This can ensure newly elected mayors and councillors become more productive in a shorter period of time.

Councillor induction programs are mandatory in NSW under the Regulation. Part C of these Guidelines outlines how each council should develop its councillor induction program.

Professional development programs

A professional development program is any program which involves a deliberate and ongoing process of improving and increasing the professional knowledge, competence, skill and effectiveness of people in the workplace through professional development activities specific to their needs.

In local government, an effective professional development program can ensure mayors and councillors fill any skills or knowledge gaps they have that may otherwise prevent them from making the best possible contributions to their communities.

Ongoing professional development programs for mayors and councillors are mandatory in NSW under the Regulation. Part D of these Guidelines outlines how each council should develop its councillor professional development program.





Part A:
Statutory and
Policy Context

Statutory requirements

Under section 232(1)(g) of the Act, all mayors and councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To support this, the general manager is required under the Regulation to ensure the delivery of:

- an **induction program** for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election, and
- an **ongoing professional development program** for the mayor and each councillor over the term of the council to assist them to acquire and maintain the skills necessary to perform their roles. The content of the ongoing professional development program is to be determined in consultation with the mayor and each councillor. It must be needs-based and reflect the specific skills, knowledge and personal attributes required by the mayor, each individual councillor and the governing body as a whole, to perform their roles effectively.

These requirements also apply to councillors and mayors elected during the term of a council to fill a casual vacancy.

Under the Regulation, mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or professional development program. Councils are also required to report on the participation of the mayor and councillors in these programs.

Principles, roles and responsibilities under the Act

Councils are required to apply the five sets of guiding principles prescribed under the Act in exercising their functions. These principles (outlined in **Appendix A**) seek to ensure that each council carries out its functions in a way that facilitates the creation of a strong, healthy and prosperous local community. Mayors and councillors must understand these principles and be able to apply them when exercising their functions.

The Act also prescribes the roles and responsibilities of mayors and councillors, both collectively as the governing body of the council, and individually as members of the governing body (these are outlined in **Appendix B**). Mayors and councillors must have a strong understanding of their prescribed roles and responsibilities under the Act in order to be able to fulfil them.

Councils must design their induction and professional development programs to ensure that mayors and councillors have the capabilities (ie the knowledge, skills and attributes) needed to apply the guiding principles and to effectively undertake their prescribed roles and responsibilities.

Reporting requirements

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their duties.

To facilitate this accountability, councils are required under the Regulation to report each year in their annual reports on the participation of the mayor and each councillor in the induction and professional development program during that year.

Councillor Induction and Professional Development Guidelines

The information to be reported includes:

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

These reporting requirements do not apply to joint organisations.

Councils may also wish to consider other mechanisms to reinforce their commitment to ongoing professional development for the mayor and councillors, and develop a structured approach for realising this commitment in practice.

This may be done through developing and adopting a resolution or a charter as a statement of commitment to support ongoing professional development for the mayor and councillors.

Alternatively, councils may wish to develop and adopt a councillor induction and professional development policy. A model policy is provided in **Appendix C**.

Council policy

Each council needs to enshrine its commitment to uphold these statutory requirements and to the induction and ongoing professional development of mayors and councillors in all relevant council policies. This will ensure that councillor induction and professional development is embedded in council's values and operations, and that an effective induction and ongoing professional development program is implemented.

Each council should also ensure that its ongoing professional development program is accommodated by and reflected in its councillor expenses and facilities policy.¹ The expenses and facilities policy should make clear and adequate provision for relevant training and professional development activities as legitimate expenses.

Budget

Each council should allocate an annual budget to support induction and professional development activities to be undertaken in that year. Progress against expenditure of the budget allocation should be reported on a quarterly basis as part of the budgetary cycle.

Councils will need to determine the size of the budget allocation, which may change annually, depending on training needs. It is to be expected that costs will be higher in the first year of council's term due to the need to deliver an induction program. The delivery program financial estimates and the Long Term Financial Plan will reflect the varying training and development budget requirements over the term of the council.

¹ A councillor expenses and facilities policy must be prepared by each council in accordance with section 252 of the Act and the Office of Local Government's *Guidelines for the payment of expenses and the provision of facilities to mayors and councillors in NSW*.



Part B:

**Pre-Election Information Session
for Potential Candidates**

Benefits of a pre-election candidate information session

It is vital that people who are considering nominating for election to a council have a solid understanding of the role before they nominate. This includes an understanding of what will be expected of them should they be elected, and the legislative boundaries they must work within.

Being fully informed will ensure that candidates who nominate have seriously considered whether they have the knowledge, skills and personal attributes required to fulfil the responsibilities of civic office (noting that the specific knowledge required can be developed if these skills and personal attributes are present). Being fully informed will also assist them to judge whether they will be able to effectively meet the demands of representing their community on council.

Whilst not a mandatory requirement, it is recommended that the general manager ensure at least one candidate information session is held prior to nomination day for people considering nominating for election to council.

The benefits of a pre-election information session/s include:

- candidates being fully informed about the:
 - roles and responsibilities of a mayor and/or councillor
 - legislation and council policies they are expected to comply with
 - time commitment required, and
 - skills, knowledge and personal attributes needed
- candidates being given the opportunity to learn from experienced mayors and councillors
- candidates being given the opportunity to ask council any questions about the role
- candidates being aware of the financial and other support available to them to fulfil the role of a mayor and/or councillor

- candidates understanding that their behaviour as a mayor and/or councillor will be governed by council's code of conduct and that there are penalties for breaches
- council being able to provide potential candidates ahead of time the key dates of any known events that they will be required to participate in during council's term if they are elected so they can make tentative arrangements to attend (for example, council meetings, induction)
- the community benefiting from each candidate seeking election based on a platform that reflects what they can and cannot do or achieve as councillor, and
- reduced tension and conflict due to newly elected mayors and councillors having a better understanding of their roles and what can be achieved by a unified governing body.

Delivering a pre-election candidate information session

Accessibility

The communities served by councils are diverse, and this should be reflected in the people elected to councils. Candidate information sessions therefore need to be highly accessible to ensure as many candidates as possible that wish to attend are physically able to. This includes the venue selected, transportation options available nearby, the time the session is held and the way information is presented and delivered, particularly for people who are visually or hearing impaired.

To ensure candidates that may not be able to attend due to mobility issues or their regional geographic location are not excluded, councils should publish as much information from the candidate information sessions as possible online. Councils, particularly those in regional areas, are encouraged to webcast candidate information sessions.

Councillor Induction and Professional Development Guidelines

Timing

Councils can choose when to hold their candidate information session/s, but at least one session should be held before the deadline for nomination to allow potential candidates to be fully informed before they nominate for election. The session/s could be held at council premises, or another appropriate public venue/s, at a convenient time that will enable as many potential candidates as possible to attend. For councils divided into wards, councils could consider the benefit of holding sessions in different wards.

During the information session, councils are encouraged to recommend to candidates that they attend a council meeting/s or a council committee meeting/s to gain further insight into council decision making and meeting practice. The timing of candidate information sessions should allow for candidates to attend a meeting if they wish, and therefore would be best held before a council meeting.

Councils will need to ensure that the details of the candidate information session/s are well advertised in the local community (for example, the council's website, local radio, social media, newspapers, and/or any other effective means) so that any potential candidates are aware the information session/s is being held.

Content

A checklist of the content to be included in a candidate information session/s is provided in **Appendix D**. Recommended content covers the:

- role of council
- roles and responsibilities of the governing body, mayor, councillors, general manager and other staff
- legal and ethical responsibilities of the mayor and councillors
- time commitment required of a mayor and councillor
- support available to assist the mayor and councillors in their roles, and
- knowledge, skills and personal attributes required to successfully fulfil the roles of mayor and councillor.

Delivery

The candidate information session/s is best delivered by the person who is most able to engage attendees and deliver the content in a way that will achieve the outcomes sought. This person could be the general manager, another staff member or an external provider. If the information session/s is not presented by the general manager it is recommended that the general manager still be present to answer any questions.

Mayors or councillors from previous council terms may also be invited to provide an overview of their experience in council, and any significant issues they think potential candidates should consider before deciding whether to nominate. This could take the form of an informal talk, a panel discussion or a councillor question and answer session. Whilst they are welcome to attend, it is not appropriate to invite currently elected members to present at candidate information sessions as current members may choose to re-nominate for election. Current members, however, are able to attend as an audience member if they wish.

Consideration should be given to which delivery method, or combination of delivery methods, would best suit the information being conveyed and should recognise that attendees are likely to have a variety of learning styles.

Resource sharing

There are parts of each council's candidate information session/s that will be common to all councils, for example, the roles and responsibilities of mayors and councillors and the election process.

To achieve greater efficiency, councils are encouraged to share candidate information session resources or jointly hold parts of their session/s with other councils. Joint and regional organisations are also encouraged to develop and/or deliver regional candidate information sessions on behalf of their member councils that candidates can attend. These common sessions could be supplemented by member councils with individual sessions at each council or online content that provides local information specific to that council.

Printed and face-to-face training resources, such as the candidate information pack and other visual aids used in sessions, could also be shared between councils, or developed by joint or regional organisations on behalf of their member councils.

The NSW Electoral Commission provides a range of information and educational resources about the election process and the legal obligations of candidates when nominating and campaigning that council may wish to use. More information can be found at www.elections.nsw.gov.au and www.votensw.info.

Candidate information pack

Councils are encouraged to prepare a candidate information pack for attendees that provides key information for continued consideration after the information session/s. This can take the form of printed material presented in a folder that potential candidates can take away and read, or a dedicated

section on council's website that provides all the necessary information. The pack can also include any relevant information or resources made available by external bodies. The NSW Electoral Commission, for example, provides a range of educational resources that guide candidates through the election process.

3. Evaluation

It is recommended that the information session/s be evaluated by council to determine how effective it was in helping potential candidates understand what is involved in being a councillor or mayor, and to enable them to assess their suitability for these roles. Councils could do this by seeking the views of attendees at the end of a session.

For greater insight, councils may also consider surveying the councillors elected approximately six months after the election to assess whether they feel the session gave them an accurate view of their roles and responsibilities, or whether they would have benefitted from any other information being given at the sessions.

The outcomes achieved from the information session/s could include, at a minimum, potential candidates fully understanding:

- the roles and responsibilities of a councillor and mayor, including the knowledge, skills and personal attributes needed to perform these roles effectively
- the legislation, code of conduct and other council policies they will need to comply with
- the time commitment that will be required from them, and
- the financial and other support available to them to fulfil the role of a mayor and/or councillor.

The evaluation could assess whether these outcomes were achieved.

Part C: Induction Program for Mayors and Councillors

Benefits of a councillor induction program

Holding an induction program for councillors (including a supplementary component for mayors) each council term is a mandatory requirement under the Regulation. The mayor and all councillors are expected to participate in all induction activities.

The induction program will enable the mayor and councillors to quickly become familiar with how the council works, the rules under which it operates and the complexities of the roles. It is a vital way to ensure new and returning mayors and councillors get the information they need to be effective leaders from the very beginning of the council's term.

It is important that the councillor induction program is not simply used to present dry facts. It is also a vital opportunity to talk with councillors and the mayor about the accepted values and behaviours of the council that they have become a part of.

The induction program is also an invaluable opportunity to sow the seeds for a governing body that functions as a strong, collaborative team. It provides the chance for the mayor and each councillor to understand what motivated their new colleagues to become councillors, and to bond as a team with a common focus on making a difference for the community. It can also be used as an opportunity to have early conversations about how they would like to operate as a team to work towards common goals and to identify success factors for council and the community. It can also establish clear roles and responsibilities and build trust and positive working relationships.

The induction program will benefit mayors and councillors by:

- providing them with access to essential information in a structured and consistent way that will assist them to function well in their role and to make informed and effective decisions from the start of their term in office

- enabling more active and rapid participation in the business of the council
- enabling them to meet, build rapport, share knowledge and experiences, and form positive working relationships with each other
- identifying common goals and a shared vision as a governing body
- introducing councillors to staff to help break down any 'us and them' divide and create one team working for the community whilst still recognising the legislated separation between the two groups
- providing an opportunity for appropriate role models and mentoring relationships to be established between experienced mayors and councillors and new councillors
- helping them to understand key legislation
- helping them to understand their prescribed roles and responsibilities
- briefing them on the 'big picture', and providing them with a clear understanding of council's health and performance
- enabling them to understand and agree on the key issues and tasks for the new council, and to build a vision for the governing body's term
- enabling them to understand key council information, policies and procedures
- enabling them to understand the council and the local government area
- enabling them to feel empowered with key information about the integrated planning and reporting processes and their opportunities for influence, and
- increasing their self-confidence in their ability to perform their roles.

An induction program should also be delivered for any councillors or a mayor elected during the term of a council to fill a casual vacancy.

Councillor Induction and Professional Development Guidelines

Returning councillors

Because local government is complex and subject to change, the mayor and all councillors, both new and experienced, are expected to participate in the councillor induction program at the commencement of each council term.

Whilst returning councillors may already know much of the information provided in the induction program, their attendance at these sessions will demonstrate to new councillors that their roles and responsibilities are important. Returning councillors can also contribute valuable information and lessons learnt from previous council terms, and help build a positive and collaborative culture for the new governing body.

Important aspects of the induction program include building trust and positive relationships between the members of the new governing body, establishing working bonds, and the mayor and councillors determining how they can work together as a team. The mayor and all councillors need to be part of this process.

For returning mayors, council can assess the prior knowledge and experience of the returning mayor and provide refresher training as needed as part of the supplementary mayoral component of the induction program. This includes mayors elected midway through the council term who are also expected to undergo mayoral induction.

County councils

County councils are required to deliver an induction program for their member councillors. This includes new members who are appointed to fill a casual vacancy.

Induction programs for county councils are to be delivered as an external supplementary component of the induction program each member participated in at their home council.

This supplementary external component is to be delivered by the county council and focus on providing the councillor the information

they need to know about the county council in order to fulfil their role. This could include, for example:

- early functions required of members such as the election of the chairperson
- the functions and directions of the county council
- the county council's business activity strategic plan
- financial information
- applicable regulatory requirements (e.g. for water supply or sewerage infrastructure)
- staffing, and
- local issues.

County councils should also include team building activities in their induction programs (as described below) to set a positive and unifying foundation for the operation of the county council.

Joint organisations

Joint organisations are not required to deliver an induction program for the voting representatives who are elected to their board.

However, joint organisations may choose to deliver an induction program to all board members (including voting representatives and non-voting representatives) to ensure they understand their responsibilities and the role and functions of their joint organisation. Where joint organisations undertake operational functions or deliver services on behalf of member councils, it is strongly recommended that joint organisation board members receive a briefing on these and relevant financial information as part of any induction offered.

Joint organisations may also include team building activities (as described below) to set a positive and unifying foundation for the operation of the joint organisation.

Delivering a councillor induction program

Accessibility

Councillor induction programs need to be highly accessible to ensure that all councillors are able to attend, particularly those with mobility issues or other impairments which may cause attendance to be difficult. Councils should therefore select options which maximise the accessibility of induction sessions. This includes the venue selected, transportation options available nearby, the time the session is held and the way information is presented and delivered, particularly for the sight or hearing impaired.

Councils are also encouraged to publish as much induction material as possible online to enable councillors to access induction materials and other relevant council information when needed.

Planning

Councils should aim to have their induction programs finalised in time to provide potential candidates the proposed induction timetable at the candidate information session/s. Candidates can then make tentative arrangements to enable them to attend the induction program straight after the election if they are elected.

It is important that councillors feel welcome when they start their terms. This will send a supportive message that builds on the positive culture being encouraged for the governing body. Council should also ensure that the resources each councillor and the mayor needs are set up and ready when they start. This includes any IT equipment, office facilities or other necessary resources that will ensure they are productive from their first day in office.

Timing

The Regulation allows a maximum of six months for the delivery of the induction program to provide councils the flexibility to develop an approach that best meets the needs of its mayor and councillors.

The first induction training session should take place, where practical, as soon as possible after the results of the election are declared and prior to the first council meeting. It should aim to provide councillors and the mayor with the information they need to function effectively in their roles, including in meetings, until the rest of the induction program is delivered. At a minimum, this should include training in council's code of conduct, code of meeting practice, preparation for taking the oath of office and electing the mayor (if applicable). The rest of the induction program must be delivered within six months of the polls being declared.

The delivery of the components of the induction program should be timed to reflect the information the councillors and the mayor need in the first week, the first month and the first six months of council. In addition, the relevant components of the induction program should be delivered before the review of the council's community strategic plan, and before the adoption of its delivery program.

Some councils prefer to deliver the full induction program as soon as possible to provide councillors with all of the information and induction training they need from the start of their term in office. However, this approach runs the risk of councillors feeling overloaded with information.

Other councils prefer to deliver the induction program approximately six weeks after the election so that new councillors have the opportunity to gain some practical experience first. However, this approach runs the risk of councillors not being effective or lacking confidence during the weeks preceding the induction training.

Councillor Induction and Professional Development Guidelines

Alternatively, some councils choose to use a mixture of these approaches by staging the induction program over a number of weeks. Ultimately, the optimum timing for delivery of an induction program will vary depending on local circumstances.

Content

A checklist of recommended content for induction programs for councillors and a supplementary program for mayors is provided at **Appendix E**.

There should be two core components of council's induction program:

- a knowledge-based component that ensures new mayors and councillors have the information they need to undertake their roles (this includes a supplementary component for the mayor), and
- a team-building component designed to bring councillors together to form a collaborative, positive and united governing body.

Knowledge component

In the first few weeks in particular, new mayors and councillors will need to know:

- their roles, responsibilities and legislative obligations
- what the council does and how the council operates, including an overview of integrated planning and reporting and land use planning
- their financial management responsibilities
- the key issues and tasks for the new council
- the legislation, rules, principles and political context under which councils operate
- the council's organisational structure and the roles and responsibilities of staff
- key council policies and procedures they must comply with
- the role of council meetings and how to participate effectively in them

- the support available to the mayor and councillors, and where they can go to get more information or assistance
- how to speak to the media appropriately and effectively, and
- information on the process for electing the mayor (where applicable).

Mayors will also need to know:

- the roles and responsibilities of the mayor as leader of the council, including ceremonial functions
- how to chair council meetings
- the role and functions of regional and other external bodies (including joint and regional organisations of councils) council is a member of
- how to oversee the general manager, including understanding recruitment processes and leading performance reviews
- how to lead council's integrated planning and reporting, and
- how to manage code of conduct complaints about the general manager.

Team building component

Team building activities should be held, where necessary, depending on the relationships that exist between councillors and how they are likely to function as a team. The activities should aim to ensure mayors and councillors, as a governing body, understand the need to:

- build relationships with each other based on trust and mutual respect
- contribute to a positive and ethical culture within the governing body
- encourage and facilitate collaboration with each other
- work towards consensus as members of the governing body for the benefit of the community
- manage alternative views within the governing body without damaging relationships
- champion and communicate the council's vision and strategic plans as a cohesive team

- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of council in a respectful way, even if their own positions are not adopted.

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

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

Structure and delivery

Each component of the induction program should be presented by the person who is best able to deliver the content and achieve the outcomes sought. This could be the general manager, another staff member or an external provider. Previous or current mayors or councillors may also be invited to provide an overview of their experiences on council, as might an experienced former or current mayor or councillor from outside the council.

The induction program should be conducted in a way that avoids the mayor and councillors being overloaded with information, particularly if this is at the expense of team building. This may be achieved by limiting the length of sessions, having a number of short sessions rather than one longer session and/or through the use of a range of delivery modes and materials.

Some councils structure their councillor induction programs intensively over two or more days – possibly a weekend – while others choose to hold shorter, evening sessions over several weeks. Others choose a combination of these two approaches.

Consideration should be given to which delivery method, or combination of methods, would best suit the information being conveyed and the different learning styles of councillors. Options could include:

- intensive blocks over two or more days (including weekends)
- evening or dinner sessions over several weeks
- a mix of regional and local level induction sessions
- informal briefings from the general manager and other senior staff
- guest speakers and presenters from other councils, state government agencies or other local government groups
- a guided tour of the council's administration building/s, depot, council facilities and local government area
- in-house workshops by council staff and/or professional training providers
- seminars and conferences
- panel discussions
- a mock council meeting or meetings
- training booklets and discussion papers distributed to councillors to work through at their own pace, and/or
- online information and training resources.

Where possible, presentations should be supported by written materials, including an induction manual or handbook that councillors can retain and refer to. Councils are also encouraged to publish these materials online for easy access by councillors.

Councillor Induction and Professional Development Guidelines

Resource sharing

There are parts of each council's induction program that will be common to all councils, for example, councillor roles and responsibilities, statutory frameworks, the code of conduct, the code of meeting practice and media training.

To achieve greater efficiency, councils are encouraged to share common induction resources with other councils or jointly hold parts of their induction program with other councils. Joint and regional organisations are also encouraged to develop and/or deliver the common elements of their member councils induction programs on their behalf. These common sessions can be supplemented by member councils with individual sessions that provide local information and team building activities specifically for the elected members of that council.

Printed and face-to-face training induction resources could also be shared between councils, or developed by joint or regional organisations on behalf of their member councils.

The Office of Local Government also offers 'Hit the Ground Running' workshops, held shortly after each council election, which councils may wish to include in their induction program.

Induction manual

Councils should develop an induction manual or handbook to support councillors in the first weeks following the commencement of the council's term of office. This resource may also include relevant background reference material for the longer term, and printed or online resources specifically developed for new councillors. It could also include a copy of the Councillor Handbook which has been developed by the Office of Local Government for councillors. The induction manual may be provided prior to, at or after induction training.

How the information is presented in the induction manual will affect how useful it is. For example, some councils have found that a manual is most likely to be used if the information is presented in a folder. Some councils may consider also providing the information as an online resource. An online resource may be easier for councils to keep updated and can make topic searching easier for users. It will also provide councillors easier access to council information when needed.

Appendix F provides a checklist of the content that could be included in an induction manual or online resource. Recommended content includes:

- basic information about the council
- profiles (demographic, economic etc.) of the local government area
- information about council meetings
- key planning and policy documents and information
- key legislation
- information about support for councillors, and
- useful resources from other state government agencies and independent bodies and/or details about where they may be accessed.

It is suggested that online resources include hyperlinks to electronic versions of any plans, policies or other documents referred to in the councillor induction manual.

Casual vacancies

Under the Regulation, an induction program must also be delivered by a council for any newly elected mayor or councillor who is elected to fill a casual vacancy that arises during the council term.

Evaluation

Councils should evaluate the induction program to determine what elements worked well and whether there were any deficiencies that need to be addressed.

The methodology for the evaluation should be determined when the induction program is being developed to ensure that relevant data is collected. At a minimum, the evaluation should assess whether the induction program resulted in councillors and the mayor:

- understanding the need to build trusting and positive relationships with a common purpose as a team of councillors
- understanding the need to build a cohesive and positive culture for the governing body
- understanding the need to build a positive working relationship with the general manager and other staff
- understanding their roles and the roles of internal and external stakeholders, and feeling confident in their ability to perform their roles
- understanding key council information and how council works
- being aware of all relevant legislation and council policies and procedures, and being committed to complying with them
- understanding the key issues and tasks for the new council
- being able to make informed and effective decisions from the start of their term in office

- being able to effectively participate in council meetings and apply meeting rules correctly from the start of their term in office
- being able to fulfil their integrated planning and reporting responsibilities, including financial management responsibilities
- knowing how to speak to the media appropriately, and
- feeling confident in understanding and using financial information to manage the council's finances.

In the case of the mayor, being able to:

- act as a stabilising influence and show leadership in times of crisis
- build a positive working relationship with the general manager
- oversee the general manager, including leading recruitment processes and performance reviews
- chair council meetings
- undertake their ceremonial functions
- lead the council's integrated planning and reporting, and
- manage code of conduct complaints about the general manager.

Part D:
Professional Development
Program for Mayors
and Councillors

Benefits of a professional development program for mayors and councillors

Ongoing professional development for mayors and councillors is mandatory in NSW. It is an investment which will enhance the effectiveness of a council's performance in achieving its goals.

The benefits of an ongoing professional development program for councillors and mayors include:

- mayors and councillors representing their communities to the best of their ability
- mayors and councillors feeling confident and supported in their roles
- the governing body making decisions based on a full understanding of all the key issues and consequences
- improved performance of council overall
- greater understanding of, and compliance with, legal responsibilities
- better management of the council's finances and resources, and
- mayors and councillors developing skills and knowledge that they can take into their personal and professional lives.

Developing an ongoing professional development plan

As part of council's professional development program, an ongoing professional development plan must be developed for the mayor and each councillor. The program will span the council's term, with individual activities implemented over time according to priority. The mayor and each councillor is expected to complete all the activities included in their professional development plan.

Assessment

As a first step to developing individual plans, an assessment is required of the knowledge, skills and personal attributes the mayor and each councillor bring to their roles and a comparison made against those that they need to effectively serve their community. Councils may also have additional knowledge, skills or attributes that they need elected members to possess, reflecting the specific services or particular environmental, social or economic challenges facing their community.

Any deficit in knowledge, skills or attributes identified through the assessment process should form the basis of the professional development plans developed for the mayor and each councillor. This process should be undertaken for both new and experienced mayors and councillors.

Activities

The professional development plan developed for the mayor and each councillor must outline how their individual development needs are going to be met within the council term. Professional development activities should be prioritised according to need and approved by the general manager where council funds are required.

Councillor Induction and Professional Development Guidelines

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

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

The 70/20/10 learning principle enables councils and elected members to take into account the varied learning styles the mayor and individual councillors have, as well as the time they have available for professional development, when selecting professional development activities. It also minimises the financial costs of delivering an ongoing professional development program by prioritising learning through on-the-job experiences and networking.

Resource sharing

There may be professional development activities that are common to all councillors or mayors. Councils are encouraged to share educational resources with other councils and/or jointly hold professional development activities with other councils. Joint and regional organisations are also encouraged to develop and/or deliver regional professional development activities on behalf of their member councils.

Timing

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

For example, councils should ensure that the mayor and councillors have acquired the knowledge and skills necessary to effectively contribute to the review of the community strategic plan and the development of the delivery program before these activities are undertaken.

County councils and joint organisations

County councils should offer professional development activities that are relevant to their specific functions and operations and that may be necessary to support decision making in relation to those functions and operations.

While joint organisations are not required to deliver a professional development program, they should consider offering professional development activities relevant to any functions or services provided by the joint organisation on behalf of member councils to support any decision making required by the board in relation to those activities.

Local Government Capability Framework and ‘PD in a Box’

Local Government NSW has developed a Local Government Capability Framework. This describes the knowledge, skills and personal attributes needed by mayors and councillors to represent their communities on council and to deliver community outcomes. These are listed in **Appendix G**.

The Framework is supported by ‘PD in a Box’, a free and confidential online portal that mayors and councillors can use to assess the knowledge and skills they bring to their role and self-identify gaps that require professional development. Mayors and councillors will receive an ongoing professional development plan through the portal, based on their input, which will suggest specific activities that they can participate in to build the skills and knowledge they need.

Councils are able to use this as a tool to support the development of ongoing professional development programs for their mayors and councillors.

The Local Government Capability Framework and PD in a Box can be found at www.lgnsw.org.au.

Evaluation

Councils are to evaluate their ongoing professional development program to assist the council to determine the program’s effectiveness and to identify areas of possible improvement.

The outcomes of the professional development program should, at a minimum, include councillors and mayors demonstrating the core skills and knowledge areas listed in council’s needs analysis.

The evaluation should assess whether these outcomes were achieved.

Part E: Public Reporting

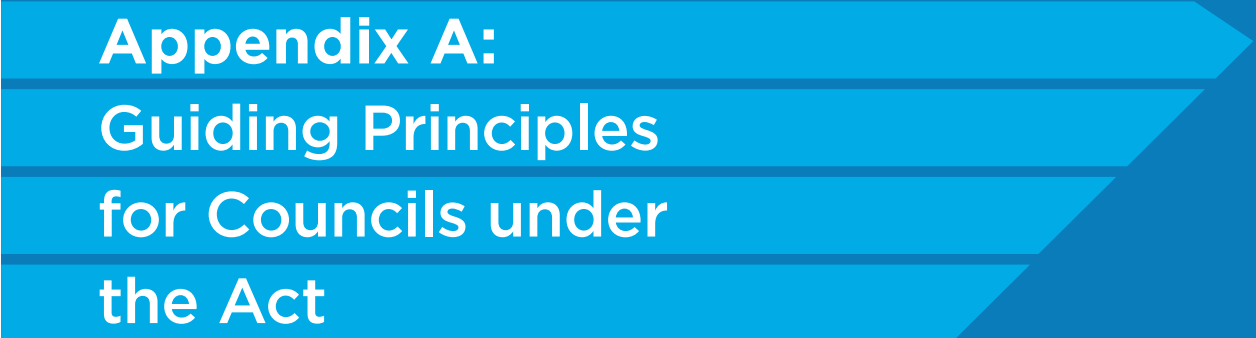
Holding elected office in a council is a role that carries with it significant responsibilities. All holders of elected offices in councils owe it to the communities that entrust them with this responsibility to ensure that they hold and maintain the skills necessary to exercise their functions effectively on behalf of the community.

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their functions. For this reason, councils are required to publicly report each year in their annual report on the participation of the mayor and each councillor in the council's induction and professional development programs during that year.

The information published in the annual report is to include:

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

These reporting requirements do not apply to joint organisations.



Appendix A: Guiding Principles for Councils under the Act

General principles (section 8A(1))

Councils should:

- provide strong and effective representation, leadership, planning and decision-making
- carry out functions in a way that provides the best possible value for residents and ratepayers
- plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community
- apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements
- work cooperatively with other councils and the state government to achieve desired outcomes for the local community
- manage lands and other assets so that current and future local community needs can be met in an affordable way
- work with others to secure appropriate services for local community needs
- act fairly, ethically and without bias in the interests of the local community, and
- be responsible employers and provide a consultative and supportive working environment for staff.

Decision-making principles (section 8A(2))

Councils should:

- recognise diverse local community needs and interests
- consider social justice principles
- consider the long-term and cumulative effects of actions on future generations, and
- consider the principles of ecologically sustainable development

Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Community participation principle (section 8A(3))

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

Principles of sound financial management (section 8B)

Council spending should be responsible and sustainable, aligning general revenue and expenses.

Councils should:

- invest in responsible and sustainable infrastructure for the benefit of the local community
- have effective financial and asset management, including sound policies and processes for:
 - performance management and reporting
 - asset maintenance and enhancement
 - funding decisions, and
 - risk management practices
- have regard to achieving intergenerational equity, including by ensuring that policy decisions are made after considering their financial effects on future generations, and by ensuring that the current generation funds the cost of its services.

Integrated planning and reporting principles (section 8C)

Councils should:

- identify and prioritise key local community needs and aspirations and consider regional priorities
- identify strategic goals to meet those needs and aspirations
- develop activities, and prioritise actions, to work towards the strategic goals
- ensure that the strategic goals, and the activities developed to work towards them, may be achieved within council resources
- regularly review and evaluate progress towards achieving strategic goals
- maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals
- collaborate with others to maximise the achievement of strategic goals
- manage risks to the local community or area or to the council effectively and proactively, and
- make appropriate evidence-based adaptations to meet changing needs and circumstances.



Appendix B: Roles and Responsibilities under the Act

Governing body of a council (section 223)

The mayor and councillors collectively comprise the governing body of a council. The role of the governing body is to:

- direct and control the affairs of the council in consultation with the general manager
- provide effective civic leadership to the local community
- ensure as far as possible the financial sustainability of the council
- ensure as far as possible that the council acts in accordance with the principles prescribed under the Act and the council's plans, programs, strategies and policies
- develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council
- determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the council's strategic plans and for the benefit of the local area
- keep the performance of the council under review, including service delivery
- make decisions necessary for the proper exercise of the council's regulatory functions
- determine the process for the appointment of the general manager and for monitoring their performance
- determine the senior staff positions within the organisation structure of the council
- consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities, and
- ensure that the council acts honestly, efficiently and appropriately.

The governing body is to consult with the general manager in directing and controlling the affairs of the council.

Individual councillors (section 232)

Councillors are individually and collectively accountable to the local community for the performance of the council. Each councillor has a responsibility to:

- be an active and contributing member of the governing body
- make considered and well informed decisions as a member of the governing body
- participate in the development of the council's integrated planning and reporting framework
- represent the collective interests of residents, ratepayers and the local community
- facilitate communication between the local community and the governing body
- uphold and represent accurately the policies and decisions of the governing body, and
- make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

The mayor (section 226)

The mayor is often considered the voice of the council and the leader of the community. While the mayor has the same roles and responsibilities as councillors, the mayor is essentially the “first among equals” and is expected to exercise a leadership role within a council. This leadership role is reflected in the mayor’s extra responsibilities.

The role of the mayor is to:

- be the leader of the council and a leader in the local community
- advance community cohesion and promote civic awareness
- be the principal member and spokesperson of the governing body, including representing the views of the council in regard to its local priorities
- exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council
- preside at meetings of the council and ensure that meetings of the council are conducted efficiently, effectively and in accordance with the Act
- ensure the timely development and adoption of the council’s strategic plans, programs and policies
- promote the effective and consistent implementation of the council’s strategic plans, programs and policies
- promote partnerships between the council and key stakeholders
- advise, consult with and provide strategic direction to the general manager in relation to the implementation of the council’s strategic plans and policies
- in conjunction with the general manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community
- carry out the civic and ceremonial functions of the mayoral office
- represent the council on regional organisations and at inter-governmental forums at the regional, state and commonwealth levels
- in consultation with the councillors, lead performance appraisals of the general manager, and
- exercise any other functions of the council that the council determines.



Appendix C:
Model Councillor
Induction and Professional
Development Policy

Purpose

The purpose of this policy is to demonstrate X Council's² commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* ('the Act').

Scope

This policy applies to all councillors of X Council, including the mayor.

Policy

Statement of commitment

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

Induction program

X Council will develop an induction program for new and returning councillors as well as a supplementary program for the mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover³:

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

² Insert name of your council.

³ Each council is to list the topics it has included in its induction program. See Part C of these Guidelines for further information.

Councillor Induction and Professional Development Guidelines

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

- how to be an effective leader of the governing body and the council
- the role of the Chair and how to chair council meetings
- the mayor’s role in integrated planning and reporting
- the mayor’s role and responsibilities under the code of conduct
- the mayor’s role and responsibilities in relation to the general manager’s employment
- the mayor’s role at regional and other representative bodies, and
- the mayor’s civic and ceremonial role.

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

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

- identify how they would like to work together as a team and identify a common vision for the governing body
- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
- understand what supports or undermines the effective functioning of the governing body

- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

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

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

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

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

Ongoing professional development program

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

Each professional development plan will span the council’s term, and identify professional development activities that the mayor or councillor will participate in. Professional development activities will be prioritised according to need and approved by the general manager where council funds are required in accordance with council’s councillor and expenses and facilities policy. The Mayor and councillors are expected to complete all the activities included in their professional development plan.

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

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

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

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

Responsibilities

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

[Identify the role or responsible staff member] is responsible for planning, scheduling and facilitating induction and professional development activities for the mayor and councillors in consultation with the general manager.

The general manager has overall responsibility for X Council's induction and professional development program.

Budget

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

Approval of training and/or expenses

Professional development activities that require council funds are to be approved by the general manager in accordance with X Council's Councillor Expenses and Facilities Policy.

Councillor Induction and Professional Development Guidelines

Evaluation

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

Reporting

The general manager of X Council will publically report each year in Council's annual report:

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



Appendix D: Candidate Information Session Content Checklist

Topic Area	Suggested Content
Role of council	<ul style="list-style-type: none"> • The role and responsibilities of local government • The guiding principles under the Act that govern council's functions • The purpose of council and committee meetings
Roles and responsibilities of councillors and staff under the Act	<ul style="list-style-type: none"> • The roles and responsibilities of the governing body and individual councillors under the Act, including in relation to integrated planning and reporting • The roles and responsibilities of the mayor as leader of the governing body, including oversight of the general manager • The strategic nature of the roles of elected members compared to the operational roles of the general manager and council staff • The regional and other bodies the council is a member of and the roles of those bodies
Legal and ethical responsibilities	<ul style="list-style-type: none"> • Requirement to take an oath of office • Requirement to meet the ethical standards prescribed under the Act and councils code of conduct, including managing pecuniary and non-pecuniary interests • Outline of the legal responsibilities of councillors under the Act and their personal responsibilities under other legislation, for example in relation to: <ul style="list-style-type: none"> - work health and safety - anti-discrimination - privacy - public access to information - record keeping and records management • Outline of any council policies that councillors will be expected to comply with, for example: <ul style="list-style-type: none"> - councillor and staff interaction policy - code of meeting practice - code of conduct - councillor expenses and facilities policy - conflicts of interest policy - gifts and benefits policy - councillor induction and professional development policy
Skills and knowledge	<ul style="list-style-type: none"> • Outline of the knowledge, skills and personal attributes needed to perform the roles of a councillor or mayor • Outline of the additional knowledge, skills and personal attributes required by the mayor

Councillor Induction and Professional Development Guidelines

Topic Area	Suggested Content
Time commitment	<ul style="list-style-type: none"> • Participation in council's councillor induction program • Participation in the mayor's supplementary induction program • Expected attendance at council meetings, including meeting days, times, frequency and possible duration • Preparation required for council meetings, for example: <ul style="list-style-type: none"> - attending pre-meeting briefings - reading business papers - ensuring councillors have a full understanding of issues requiring decisions • Potential participation in other meetings, for example extraordinary council meetings, regional bodies, external bodies • Potential attendance at community events, ceremonies and other functions • Responding to media requests and inquiries • Potential participation in formal community consultation processes • Answering letters, emails and phone calls from residents and ratepayers as well as participating in regular informal conversations • Participation in any other activities that are likely to arise and require the mayor or councillors' time
Support available to assist councillors in the role	<ul style="list-style-type: none"> • The annual fees paid to councillors and the mayor • Council's expenses and facilities policy • Council's induction and professional development program for councillors and the mayor • The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions
Ways to gain further understanding	<ul style="list-style-type: none"> • Attendance at a council meeting/s or council committee meeting/s to observe council decision making and meeting practice • NSW Electoral Commission website and other educational materials



Appendix E: Induction Program Content Checklist

Topic area	Suggested content
<p>Establishment of a well-functioning governing body</p>	<ul style="list-style-type: none"> • Team building activities to help councillors and the mayor: <ul style="list-style-type: none"> - identify how they would like to work together as a team - understand why each councillor is in office and help identify a common purpose and bond between councillors - identify a common vision for the governing body - identify what a successful term in office will look like for council and the community and what is needed from individual councillors and the mayor to achieve this - identify accepted values and behaviours - build relationships with each other based on trust and mutual respect - contribute to a positive and ethical culture within the governing body - value and develop teamwork and collaboration skills - work towards consensus as members of the governing body for the benefit of the community - manage alternative views within the governing body without damaging relationships - develop respectful negotiation and conflict resolution skills - champion and communicate the council's vision and strategic plans as a cohesive team - respect the diversity of skills and experience of the other members of the governing body - communicate and uphold the decisions of council in a respectful way, even if their own position was not adopted - understand what supports or undermines the effective functioning of the governing body - identify appropriate council meeting practice and behaviours - understand their opportunities for influence
<p>Orientation to council facilities and local government area</p>	<ul style="list-style-type: none"> • Guided tour of the council facilities available to councillors, for example, chambers, offices, utilities • Guided tour of the local government area including council facilities, significant sites and projects • Introduction to council staff to help build a positive team culture between the governing body and administration (whilst respecting the legislated separation between the two)

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
<p>Overview of the key issues and tasks for the new council</p>	<ul style="list-style-type: none"> • The demographic profile of the local government area • Council's current social and economic health and performance • The key social, environmental and economic concerns facing the community • The key issues and tasks the new council will need to address • Any issues faced by previous councils or useful historical information that may impact or assist the new council • The current community strategic plan and the process that led to its development, including its role in informing the new council's activities • Council's current delivery program, operational plan, resourcing strategy and community engagement strategy • Regional and other bodies council is a member of and the roles of those bodies • Overview of council's assets
<p>Legal and political context of local government</p>	<ul style="list-style-type: none"> • The relationship of state and commonwealth governments to local government • The statutory framework that applies to local government • Each of the guiding principles under the Act that govern council's functions • The key accountabilities of the council to the community, the NSW Government and oversight agencies • The roles and responsibilities of oversight agencies such as the: <ul style="list-style-type: none"> - Office of Local Government - Department of Planning and Environment - Environment Protection Authority - NSW Audit Office - Independent Commission Against Corruption, and - NSW Ombudsman • The role and responsibilities of the Minister for Local Government

Topic area	Suggested content
<p>Roles and responsibilities of councillors and staff</p>	<ul style="list-style-type: none"> • The process for electing the mayor (if applicable) • The roles and responsibilities of the governing body and individual councillors under the Act including: <ul style="list-style-type: none"> - the strategic nature of their role compared to the operational roles and responsibilities of the general manager and council staff and the limits on councillors role or direction in operational matters - the different roles of the governing body and the general manager in determining council's organisational structure - councillors obligations under council's code of conduct and the <i>Work Health and Safety Act 2011</i> in their dealings and behaviour towards the general manager and staff • The role and responsibilities of the mayor under the Act including: <ul style="list-style-type: none"> - the mayor's civic and ceremonial role and the functions they exercise under this - the mayor's responsibility for exercising day-to-day oversight, monitoring ongoing performance and leading annual performance reviews of the general manager • The roles and responsibilities of the general manager and council staff under the Act including: <ul style="list-style-type: none"> - the responsibility of the general manager and staff to provide timely information and advice to the mayor and councillors and the administrative and professional support necessary to discharge their functions - council's protocol or policy on councillor and staff interaction and how councillors can request assistance or information from staff or forward constituent requests to staff • The regional and other bodies the council is a member of and the roles of those bodies • How to speak to the media appropriately and effectively • Financial and other delegations • Integrated planning and reporting responsibilities

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
<p>Overview of the key functional areas of council operations and staffing</p>	<ul style="list-style-type: none"> • Council’s organisational structure • The role and responsibilities of each business unit or functional area within council, for example: <ul style="list-style-type: none"> - planning and other regulatory functions - assets and infrastructure - financial management - community services - governance - internal audit - teams responsible for implementing key council policies, strategies or programs • Council’s workforce management strategy • An overview of the requirements of the <i>Guidelines for the Appointment and Oversight of General Managers</i> released by the Office of Local Government • An overview of the general manager’s contract of employment, performance agreement and key performance indicators

Topic area	Suggested content
<p>Legal and ethical responsibilities and risk management</p>	<ul style="list-style-type: none"> • Preparation for taking the oath or affirmation of office • All legislation that councillors are expected to comply with, for example in relation to: <ul style="list-style-type: none"> - local government - work health and safety - anti-discrimination - privacy - public access to information - record keeping and records management - tendering and procurement • All council policies and protocols that councillors will be expected to comply with, for example: <ul style="list-style-type: none"> - councillor and staff interaction policy - code of meeting practice - code of conduct - conflicts of interest policy - councillor expenses and facilities policy - gifts and benefits policy - councillor induction and professional development policy - risk management and internal audit policy - media policy • In relation to council's code of conduct: <ul style="list-style-type: none"> - how to identify, disclose and manage pecuniary and non-pecuniary interests - the process for making and managing code of conduct complaints under the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> - the consequences of a breach of council's code of conduct - the definition of "corrupt conduct" under the <i>Independent Commission Against Corruption Act 1988</i> and the potential consequences of engaging in corrupt conduct • Participation in the councillor induction and professional development program • How the council manages risk, including: <ul style="list-style-type: none"> - council's risk management framework - the role of the Audit, Risk and Improvement Committee - council's internal audit function - external audit

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
Decision-making	<ul style="list-style-type: none"> • The purpose of council meetings • Prescribed meeting rules and council's code of meeting practice • The role of the chair • How to use closed meetings appropriately • What an orderly, effective and efficient council meeting looks like and how it is conducted • How councillors should prepare for a council meeting, including pre-meeting briefings • The role of business papers and meeting minutes and how to understand and interpret them • The role of committees, the committee structure adopted by the council and the functions of each of council's committees
Strategic planning	<ul style="list-style-type: none"> • The statutory requirements for integrated planning and reporting, including its conceptual basis, guiding principles and reporting requirements • How integrated planning and reporting is conducted by council including: <ul style="list-style-type: none"> - council's integrated planning and reporting frameworks, timelines and processes - the mayor's and councillors' roles - community consultation and participation - change management processes - reporting mechanisms
Land use planning	<ul style="list-style-type: none"> • Overview of the land use planning system, including: <ul style="list-style-type: none"> - relevant legislation - the role of council in land use and development approvals - the development assessment and approval process under the <i>Environmental Planning and Assessment Act 1979</i> - the role of independent panels, including Joint Regional Hearing Panels and Independent Hearing and Assessment Panels, in relation to development approvals - the delegations made with respect to development assessments and approvals - the role of environmental planning instruments and how to interpret them - the environmental planning instruments that apply to council's area and the development control plans adopted by council - delegations - the role of oversight agencies, for example, the Department of Planning and Environment and the Greater Sydney Commission - the role of the Minister for Planning

Topic area	Suggested content
Natural resource management	<ul style="list-style-type: none"> • Council's public land management responsibilities and the statutory requirements that apply to public land management • Council's natural resource management responsibilities and the regulatory frameworks under which it exercises its functions
Water management (for councils that are water utilities)	<ul style="list-style-type: none"> • Council's water management responsibilities and the regulatory frameworks under which it exercises its functions • Drinking water quality and public health responsibilities • Integrated Water Cycle Management - including water security and asset planning • Water utility operation and performance monitoring
Financial processes and financial management	<ul style="list-style-type: none"> • The responsibility of councillors for the financial management and sustainability of the council under the Act • Council's long-term financial plan and other components of council's resourcing strategy, including revenue sources • How to interpret and understand the financial information contained in financial reports prepared by council
Asset management	<ul style="list-style-type: none"> • Asset management planning requirements • Council's asset management strategy
Customer services and complaints handling	<ul style="list-style-type: none"> • Council's complaints handling process and how councillors should handle constituents' concerns
Support available to assist councillors in their role	<ul style="list-style-type: none"> • The annual fees paid to councillors and the mayor • Council's expenses and facilities policy • Ongoing professional development for the mayor and councillors • The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions
Supplementary topics for mayor	<ul style="list-style-type: none"> • How to be an effective leader of the governing body and the council • The role of the chair and how to chair council meetings • The mayor's role and responsibilities under the code of conduct • The mayor's role in integrated planning and reporting • The mayor's role and responsibilities in relation to the general manager's employment: <ul style="list-style-type: none"> - the requirements of the mayor under the <i>Guidelines for the Appointment and Oversight of General Managers</i> released by the Office of Local Government - how to conduct day-to-day oversight of the general manager including in relation to credit card use and other expenses, and - how to lead recruitment and performance reviews of the general manager • The mayors role on the regional and other bodies they attend on behalf of the council and council's position on the key issues under consideration by these bodies • The mayor's civic and ceremonial role and the community functions the mayor will be expected to attend

Appendix F:

Councillor Induction Manual

Content Checklist

Topic area	Suggested content
Governing body	<ul style="list-style-type: none"> • Summary of the shared purpose, goals, vision and success markers identified by the governing body during the induction process • Summary of the values and behaviours identified by the governing body during the induction process that will characterise the council term
Basic information about the council	<ul style="list-style-type: none"> • Organisational chart and outline of key function and service areas, including those of senior staff • Information and/or chart showing the relationships between councillors and council staff and decision-making processes • List of council facilities and map of the local government area • How to use council's IT system/s • How to raise work, health and safety issues • List of regional bodies and committees council is a member of
Profile of the local government area	<ul style="list-style-type: none"> • Information about council wards • Population statistics • Useful information about the local government area • Useful information about key issues or tasks for the new council
Information about council meetings	<ul style="list-style-type: none"> • Council's code of meeting practice • Agenda and minutes of recent meetings • Meeting times and venues • Deadlines related to meetings, business papers and minutes • List of council committees and their composition
Key planning and policy documents and information	<ul style="list-style-type: none"> • Integrated planning and reporting documents, for example, the current community strategic plan, delivery program, operational plan, community engagement strategy and resourcing strategy, workforce management strategy etc. • List of financial and other delegations • Most recent annual report • End-of-term report of last council term • Council policy documents, including council's: <ul style="list-style-type: none"> - policy register/list of policies - code of conduct - councillor expenses and facilities policy - information access policy - councillor and staff interaction policy and protocol - gifts and benefits policy - media policy - conflicts of interest policy - council's risk management framework and relevant internal audit, external audit and risk management related documents • Any other relevant plans, policies and procedures

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
Key legislation	<ul style="list-style-type: none"> • Copy of key legislation or relevant excerpts from legislation • Information about the key legislation and regulation under which council exercises its functions, for example: <ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Local Government (General) Regulation 2005</i> • <i>Environmental Planning and Assessment Act 1979</i> • <i>Protection of the Environment Operations Act 1997</i> • <i>Work Health and Safety Act 2011</i> • <i>State Records Act 1998</i> • How to access up-to-date versions of the legislation online (www.legislation.nsw.gov.au)
Information about support for councillors	<ul style="list-style-type: none"> • How to make a request or claim under council's expenses and facilities policy • Information about the induction and professional development program • Contact details of council officer/s that councillors may contact for information

Topic area	Suggested content
<p>Other useful resources and/or details about where they may be accessed</p>	<ul style="list-style-type: none"> • Induction program presentations and materials • Contact details for key organisations such as the Office of Local Government and Local Government NSW • The <i>Councillor Handbook</i> released by the Office of Local Government • Bluett’s Local Government Handbook NSW • A copy of useful publications and guidance material produced by NSW Government agencies and other bodies (where relevant) in relation to: <ul style="list-style-type: none"> - capital expenditure, tendering and procurement (Office of Local Government, Department of Finance, Services and Innovation) - the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> (Office of Local Government) - the <i>Guidelines for the Appointment and Oversight of General Managers</i> (Office of Local Government) - <i>the Internal Audit Guidelines</i> (Office of Local Government) - land-use planning and development approvals processes (Department of Planning and Environment) - public interest disclosures (NSW Ombudsman) - access to information and privacy (Information and Privacy Commission) - fraud and corruption (Independent Commission Against Corruption, NSW Audit Office) - external audit (NSW Audit Office) - annual reviews and performance audits of local government (NSW Audit Office) - anti-discrimination (Anti-Discrimination Board of NSW) - council rating determinations (Independent Pricing and Regulatory Tribunal) - councillor and mayoral remuneration (Local Government Remuneration Tribunal)



Appendix G:
Local Government
Capability Framework

Personal attributes

	Clr	Mayor
Manage self		
Talks to the mayor/councillor, general manager and other councillors about own role and responsibilities, and seeks feedback	✓	✓
Pursues responsibilities with energy, drive and commitment	✓	✓
Manages own time effectively, balancing demands in line with council priorities	✓	✓
Shows awareness of own strengths and areas for growth	✓	✓
Looks for and takes opportunities to develop knowledge and skills as a councillor	✓	✓
Honestly examines personal motivation and capability as mayor		✓
Reflects on and integrates feedback, showing a capacity and willingness to modify own behaviours		✓
Display resilience and adaptability		
Is flexible and willing to change their mind in light of new information	✓	✓
Stays calm and objective in challenging situations	✓	✓
Advocates constructively for an idea or position, even in the face of strong, contrary views	✓	✓
Listens when challenged and seeks to understand criticisms before responding	✓	✓
Stays positive and perseveres in the face of resistance or setbacks	✓	✓
Accepts public feedback and responds in a thoughtful and considered way	✓	✓
Reads situations quickly and shows leadership in times of crisis		✓
Acts as a stabilising influence in challenging and emotionally charged situations		✓
Act with integrity		
Is open, honest and consistent in words and behaviour	✓	✓
Tells the truth and admits to own mistakes	✓	✓
Maintains confidentiality	✓	✓
Takes steps to clarify ethical issues and seeks advice when unsure what to do	✓	✓
Follows the code of conduct, legislation and policies applicable to councillors/mayors	✓	✓
Speaks out against illegal and inappropriate behaviour and perceived conflicts of interest	✓	✓
Helps councillors understand their obligations to comply with the codes of conduct, legislation and policies		✓
Identifies and discusses ethical issues with councillors		✓
Promotes a culture of integrity within council and in dealings external to council		✓

Councillor Induction and Professional Development Guidelines

	Clr	Mayor
Demonstrate accountability		
Prepares appropriately for council meetings	✓	✓
Acts in the public interest and observes the highest standards of personal conduct at all times	✓	✓
Takes responsibility for fulfilling the role of councillor/mayor to the best of their ability	✓	✓
Is transparent in actions and decision making, declaring potential conflicts	✓	✓
Models the highest standards of accountability, providing transparency to enable public scrutiny		✓
Provides advice on strategies taken by council to be accountable, transparent and efficient		✓

Relationships

	Clr	Mayor
Communicate and engage		
Clearly communicates ideas and arguments	✓	✓
Adjusts tone, pace and message for different audiences	✓	✓
Listens when others are speaking and asks appropriate, respectful questions	✓	✓
Shows sensitivity to cultural, religious and other individual differences when interacting with others	✓	✓
Uses communication channels that are suitable for the diversity in the community	✓	✓
Creates opportunities for people to engage with council and contribute to public disclosure and debate	✓	✓
Community and customer focus		
Keeps up to date on current issues affecting the community	✓	✓
Shows pride in and talks positively about the community and region	✓	✓
Commits time and energy to serving the community	✓	✓
Works towards social, environmental and economic sustainability in the community/region	✓	✓
Collects and uses broad community feedback to identify opportunities for improvement	✓	✓
Builds effective relationships with a range of people who reflect the diversity in the community	✓	✓

	Cir	Mayor
Work collaboratively		
Shares information with other councillors about community issues, stakeholders and activities	✓	✓
Is respectful of council staff and receptive to their advice	✓	✓
Shows respect for the diversity of skills and experience on the governing body	✓	✓
Initiates collaborative forums on issues facing the community	✓	✓
Works together with stakeholder networks for the benefit of the community and region	✓	✓
Encourages councillors to work collaboratively		✓
Builds a productive working relationship with the general manager based on clear expectations, trust and respect		✓
Supports positive relations between the general manager and the governing body		✓
Builds partnerships between council and external stakeholders that are of strategic value to council		✓
Facilitates and supports strategic collaboration with other councils to benefit the broader region		✓
Influence and negotiate		
Uses understanding of political processes and networks to develop a negotiation strategy	✓	✓
Listens to contrary points of view and endeavours to find common ground	✓	✓
Influence others with a fair and considered approach and sound arguments	✓	✓
Avoids starting from an entrenched position and is willing to give and take	✓	✓
Wins concessions without damaging relationships	✓	✓
Establishes and maintains relationships outside council in order to find common ground and further council's position		✓
Anticipates points of contention and plans negotiations accordingly		✓
Steers discussion and debate towards achieving an acceptable outcome		✓

Councillor Induction and Professional Development Guidelines

Results

	Clr	Mayor
Plan and prioritise		
Identifies and pursues critical priorities and sets aside less critical activities	✓	✓
Contributes to setting clear performance goals that include quality measures	✓	✓
Considers council performance reports and rollover of projects when making new plans	✓	✓
Considers the impact of changes, e.g. government policy/economic conditions and budgets, on strategic plans	✓	✓
Incorporates sound risk management principles into strategic planning	✓	✓
Works with the general manager to translate strategic direction into a delivery program and operational plan		✓
Monitors progress against the delivery program and operational plan		✓
Considers council's current and potential future role within the community and region when planning		✓
Think and solve problems		
Gathers and investigates information from a variety of sources	✓	✓
Asks questions to get to the heart of the issue and define the problem clearly	✓	✓
Considers the broader context and long-term impacts of policy options	✓	✓
Works with others to assess options and identify appropriate solutions	✓	✓
Create and innovate		
Thinks about issues and opportunities from different viewpoints	✓	✓
Looks for non-obvious solutions	✓	✓
Encourages independent thinking and new ideas from others	✓	✓
Explores innovative solutions with long-standing community-wide impact	✓	✓
Deliver results		
Monitors and provides advice on the delivery of customer/community focused services	✓	✓
Instigates and champions initiatives to deliver community outcomes	✓	✓
Identifies and addresses potential risks to the achievement of council goals	✓	✓
Engages with senior staff about strategies to improve council performance		✓

Resources

	Clr	Mayor
Finance		
Uses basic financial terminology appropriately	✓	✓
Makes informed contributions to debate about the allocation of financial resources	✓	✓
Demonstrates respect for public funds and the obligation to manage council resources responsibly	✓	✓
Is aware of financial risks and strategies to manage and minimise these	✓	✓
Is able to discuss implications of council's long term financial plan, audited financial statements and budget reviews	✓	✓
Identifies and supports opportunities to generate revenue and attract investment	✓	✓
Promotes the role of sound financial management and its impact on council effectiveness		✓
Assets and tools		
Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan	✓	✓
Makes informed contributions to debate about the allocation of assets to community priorities	✓	✓
Supports asset risk minimisation strategies, plans and outcomes for council	✓	✓
Promotes the role of councils as custodians of community assets	✓	✓
Ensures asset management decisions consider long term financial sustainability	✓	✓
Promotes the role of sound asset management and its impact on long term financial sustainability		✓
Technology and information		
Uses a range of technologies to communicate and engage with the community	✓	✓
Supports the introduction of new technologies to improve the efficiency and effectiveness of the council	✓	✓
Procurement and contracts		
Exercises commercial acumen in reviewing and approving council contracts and tenders	✓	✓
Makes decisions on council tenders according to value for money, probity and community benefit	✓	✓

Civic leadership

	Clr	Mayor
Represent communities		
Makes themselves available to discuss issues and council activities with members of the community	✓	✓
Seeks to understand the range of views on complex issues in the community	✓	✓
Raises issues that are important to constituents with council	✓	✓
Treats all people in the community impartially and champions their right to be heard	✓	✓
Uses a variety of approaches to gather views from a range of individuals and organisations		✓
Advocates for local interests in dealings with external stakeholders, including other sectors and governments		✓
Inspire direction and purpose		
Demonstrates passion, enthusiasm and personal dedication to council's vision for the community	✓	✓
Champions the community strategic plan and communicates the way forward	✓	✓
Encourages community involvement in council planning processes	✓	✓
Communicates the context and parameters surrounding council strategies and plans	✓	✓
Communicates the purpose and plans using a variety of channels to reach many audiences		✓
Regularly communicates progress against the community strategic plan		✓
Govern responsibly		
Contributes constructively to debate in council	✓	✓
Works towards consensus as a member of the governing body	✓	✓
Contributes to a positive and ethical culture within the governing body	✓	✓
Participates responsibly in exercising council's employer functions in relation to the general manager	✓	✓
Acts in a way that preserves the health and safety of people in the council workplace	✓	✓
Leads constructive council meetings with a view to reaching consensus		✓
Cultivates a positive and ethical culture within the governing body		✓
Works with the general manager to ensure legal and regulatory frameworks are applied consistently by council		✓
Sets clear performance standards for the general manager and monitors progress		✓
Regularly discusses performance with the general manager and addresses performance issues early		✓

	Clr	Mayor
Make quality decisions		
Makes considered decisions on merit in the public interest	✓	✓
Considers information about the context and regulatory environment before making decisions	✓	✓
Considers financial and budget implications, including value for money, in making decisions	✓	✓
Explains council decision-making process to constituents	✓	✓
Communicates the decisions of council in a respectful way, even if own position was not adopted	✓	✓
Assists the community to understand council decisions in context, considering priorities and constraints	✓	✓
Ensures council works through issues, considering all relevant information, before making decisions		✓
Ensures council considers financial and budget implications in making decisions		✓



8.8 Monthly Investment & Rates Collection Report

File Reference: NA
Delivery Program
Goal: 5. Organisational management
Outcome: 5.1 Corporate management
Strategy: 5.1.1 Financial Management and accountability systems
Author: Helen Thomas, Chief Financial Officer

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

At each monthly Ordinary Meeting, the Council is presented with the schedule relating to Investments, as at the end of the previous month.

TABLED ITEMS Nil

BACKGROUND

In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of Council’s funds invested as at 31st October 2022.

Direct Investments

Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2022.04	NAB	AA	TD	23/11/2022	2.75%	\$1,000,000.00
NAB	2022.05	NAB	AA	TD	23/11/2022	2.75%	\$1,000,000.00
NAB	2202.06	NAB	AA	TD	23/11/2022	2.75%	\$1,000,000.00
Grand Total							\$3,000,000.00

Managed Funds

Fund	Investment Horizon	Type	Yield	Current Value
Regional Australia Bank	At Call	Cash		\$354,631.74
Regional Australia Bank Medical Centre	At Call	Cash	3.00%	\$50,000.00
Grand Total				\$404,631.74

Total Investments

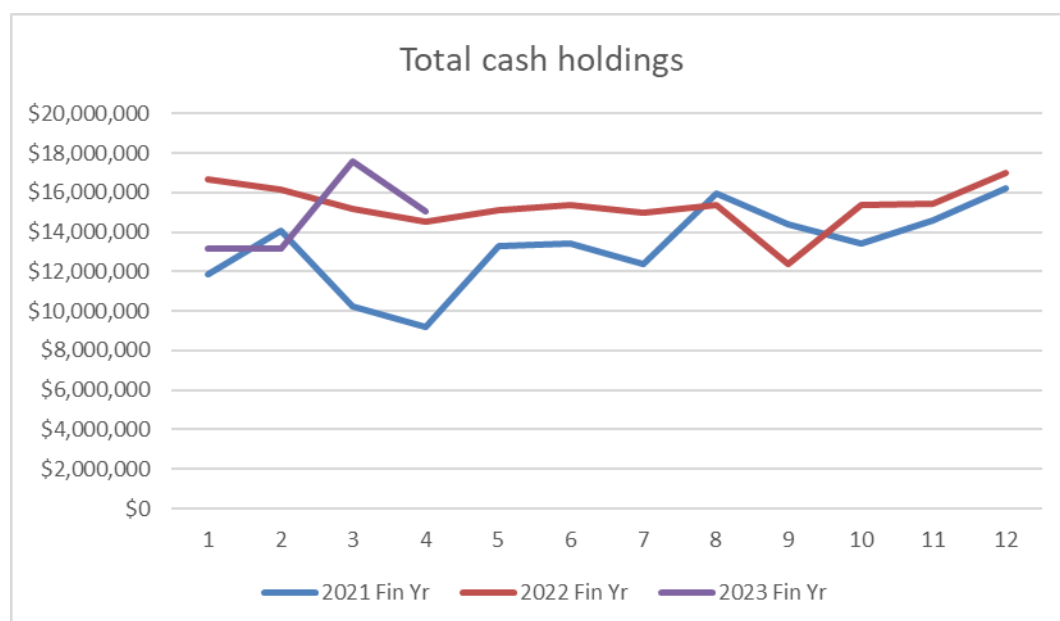
Direct Investments	\$3,000,000.00
Managed Funds	\$404,631.74
Grand Total	\$3,404,631.74

Cash and Investments

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$404,631.74
Grand Total Investments	\$3,404,631.74

Total Cash and Investments	
Investments	\$3,404,631.74
Cash at bank	\$11,628,004.25
Grand Total Cash and Investments	\$15,032,635.99

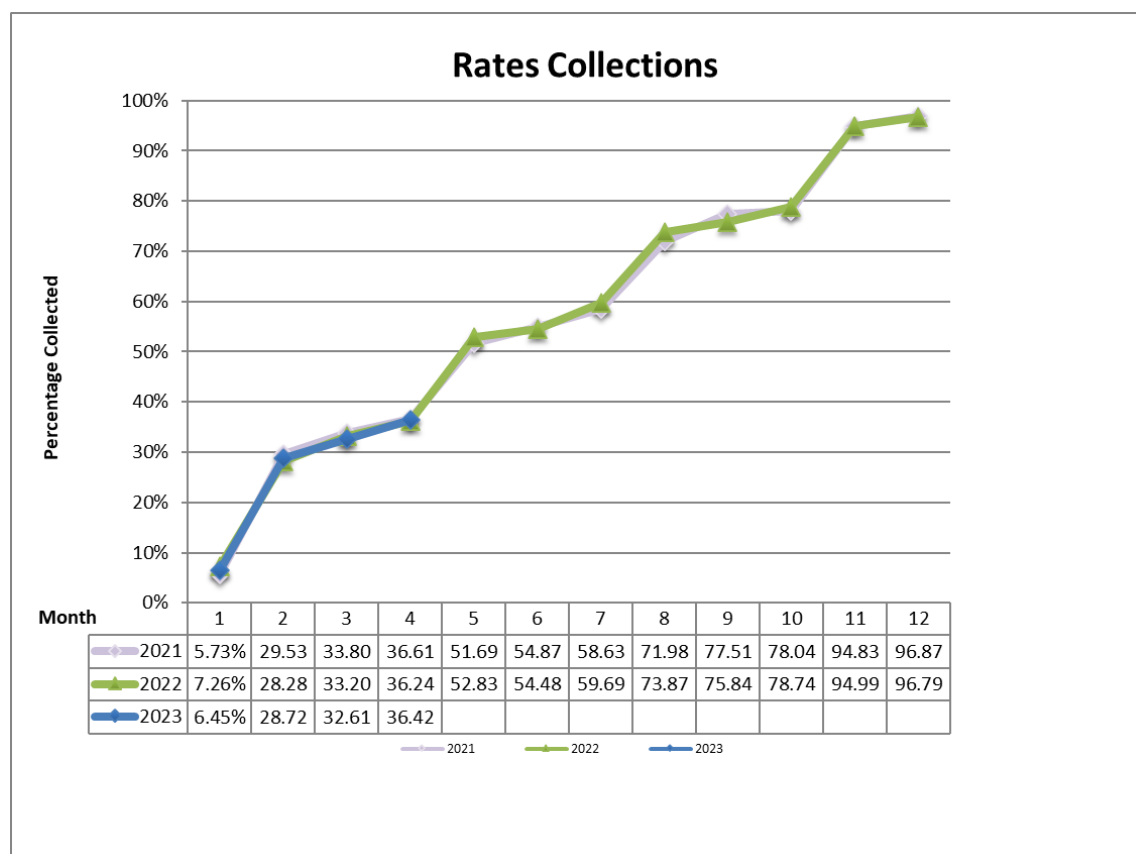
General Fund Cash	
Total cash and investments	\$15,032,635.99
LESS:	
Water fund*	-\$1,114,681.00
Sewer fund*	-\$2,937,786.00
Waste fund*	-\$4,226,033.00
Other restrictions:	
Employee leave entitlements*	-\$400,000.00
Asset replacement*	-\$1,400,000.00
Bonds and deposits	-\$899,870.22
Unexpended grants*	-\$3,300,000.00
Developer contributions	-\$539,000.00
Discretionary General Fund Cash	\$215,265.77



I, Helen Thomas, CFO and Responsible Accounting Officer for Gwydir Shire Council, certify that the Council’s investments have been made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005 and Council’s Investment Policy, as amended.

RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current years collections are up to 31 October 2022.



OFFICER RECOMMENDATION

THAT the October 2022 Monthly Investment and Rates Collection report be received.

ATTACHMENTS

Nil

8.9 Communication/ Digital Information Boards

File Reference: N/A

Delivery Program

Goal: 4. Proactive regional and local leadership

Outcome: 4.1 We are an engaged and connected community

Strategy: 4.1.1 Encourage an informed community

Author: Leeah Daley – Organisation and Community Director

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

Communication continues to be a concern for council. This report outlines options for Information Boards to be placed in Warialda and Bingara locations to assist with the dissemination of information to the public.

TABLED ITEMS Nil

BACKGROUND

Considerable discussion and investigation have been undertaken into the installation of public information boards in high traffic areas of the shire. A previous report was tabled at a council meeting outlining the possibilities and options available in the market. The Council indicated that they wanted information boards that broadcast council information, including emergency information, in key high traffic areas in Warialda and Bingara.

COMMENT

At the September Council meeting elected members clarified their vision and updated quotes have now been sourced to satisfy these criteria. Four suppliers have delivered quotes and a summary of this information is listed below.

After consultation with key stakeholders the potential locations for these boards have been identified as:

- 2 Geddes Street Warialda (the customer service/VIC)
- 33 Maitland Street Bingara (in front of the Council office).

Note – the installation planned for 33 Maitland Street must be considered along with the plans for Council Chambers development.

Additional screens could be installed in the windows of the Council office in Hope St Warialda and at the customer service office in Bingara (currently 74 Maitland St). These screens will provide real time information along with upcoming events throughout the Shire. The Information Services Team are investigating prices for the

software for these screens. The smaller screens will complement the information boards and cover high traffic areas in both towns.

In the initial discussions business advertising was discussed. After investigation, this option was not explored further because of the labour required to maintain an advertising service and more importantly because it was felt that it was more important that the information boards are not overloaded, and critical information Council is distributing does not get lost. A way to guide people to other events, businesses and information within the Shire is to direct them to the website or the Gwydir News.

A summary of the quotes is below - Updated Quotes obtained 2 November 2022

Three suppliers have advised there are no ongoing fees, only those associated with the cost of the 4G data plan that will run that software that allows staff to update the boards remotely.

The products from three suppliers have the same appearance. See below for example images provided by Milestone of the noticeboards quoted at the locations identified. Leading Edge Tamworth have provided a kiosk style proposal, these details are included below.





Milestone LED Sign Solutions – Based in Brisbane

Note: Prices will increase in January 2023

Specification	Pixels	Construction	Price
Single Sided – 2,560mm (w) x 1,440mm (h)	256 x 144 pixels	Full LED on RHS poles	Price - \$51,490.00 ex GST for both
Single Sided – 2,560mm (w) x 1,440mm (h)	512 x 288 pixels – clearer option for images along with text	Full LED on RHS poles	Price - \$70,550.00 ex GST per notice board
Single Sided – 2,880mm (w) x 1,600mm (h)	288 x 160 pixels	Full LED on RHS poles	Price - \$58,026.00 ex GST per noticeboard
Single Sided – 2,880mm (w) x 1,600mm (h)	576 x 320 pixels – clearer option for images along with text	Full LED on RHS poles	Price - \$81,766.00 ex GST

Additional information supplied by Milestone (included in email after quotes supplied):

- The powder coating is to Australian standards (which some signs are not – hence why they start to rust out very quickly).
- The power supplies are from the Meanwell brand. They are conformal coated, and fan cooled.
- LED tiles are conformal coated.
- Internal screws are stainless steel.
- All air vents are micro-meshed to stop insects making their way in. The meshes are stainless steel and replaceable.
- The cabinets are properly weatherproofed with both sills and rubber seals
- For ease of maintenance a power outlet is included within the cabinet.
- The cabinet comes with its own RCD (safety switch) already installed.
- Gas struts are used on double-sided signs to help with the facias opening and include safety stay bars as an added precaution.
- Spares such as extra LED modules, power supplies and cables are included. All of which can be changed on-site by a repair person or electrician if ever needed.
- Milestone will provide a Telstra M2M SIM for each board that will allow them visibility of the SIM on the Telstra network should any issues arise.

Electronic Signage Australia – based in Victoria

Specification	Pixels	Construction	Price
Single Sided – 2,400mm (w) x 1,600mm (h)	Full LED on RHS poles	Pixel density of 22,500 dots/m ²	Price - \$58,630.00 inc. GST
Single Sided – 2,880mm (w) x 1,600mm (h)	Full LED on RHS poles	Pixel density of 22,500 dot/m ²	Price - \$67,980.00 inc. GST

Additional information supplied by Electronic Signage Australia

The company can offer a larger screen (2880mm x 1920mm) for the same price as the 2880 x 1600mm option. The larger sized screen enables quicker lead time of 6-8 weeks as opposed to 10-12 weeks.

Signpac – based in Hornsby NSW

Specification	Pixels	Construction	Price
Single Sided – 2,560mm (w) x 1,440mm (h)	Can be either 512 x 288 or 256 x 144 pixels – price remains the same	Full LED on RHS poles	Price - \$56,540.00 inc. GST
Single Sided – 2,880mm (w) x 1,600mm (h)	Can be either 512 x 288 or 256 x 144 pixels – price remains the same	Full LED on RHS poles	Price - \$63,140.00 inc. GST

Leading Edge Innovations – based in Tamworth NSW

Specification - Premium Option	Screen details	Construction	Price
Single Sided – 55” screen 910mm (w) x 1,800mm (h)	2500 nit high brightness, high-TNI HD display (Screen)	Kiosk Style Screen	Price - \$73,969.50 inc. GST
Single Sided – 65” screen 910mm (w) x 1,800mm (h)	2500 nit high brightness, high-TNI HD display (Screen)	Kiosk Style Screen	Price - \$79,324.30 inc. GST

Annual Fees (based on 2 displays) include: -

- CMS License – self managed (12mths) - \$380 ex GST
- Network – 4G plan (12mths) - \$998 ex GST
- NOC Proactive Remote Monitoring and Phone Support (12mths) - \$1,926.86 ex GST

Premium Screen



SUREVISION

Specification – Budget Option	Screen details	Construction	Price
Single Sided – 55” screen 850mm (w) x 2,000mm (h)	2500 nit high brightness, LCD HD display (Screen)	Kiosk Style Screen	Price - \$63,781.30 inc. GST
Single Sided – 65” screen 1,010mm (w) x 2,100mm (h)	2500 nit high brightness, LCD HD display (Screen)	Kiosk Style Screen	Price - \$67,855.70 inc. GST

Annual Fees (based on 2 displays) include: -

- CMS License – self managed (12mths) - \$380 ex GST
- Network – 4G plan (12mths) - \$998 ex GST
- NOC Proactive Remote Monitoring and Phone Support (12mths) - \$1,926.86 ex GST

Budget Screen



Note: - Prices are indicative only. Final price confirmed upon site inspection and engineers' assessment.

- Proposal is valid for 30 days only.

OFFICER RECOMMENDATION

THAT Council purchase Information Boards for both Warialda and Bingara to be located at:

- 2 Geddes Street Warialda (the customer service/VIC)
- 33 Maitland Street Bingara (in front of the Council office).

FURTHER that the Information Services Team Leader to work with the companies who have provide quotations to determine the most appropriate product, value for money and best fit for the locations identified.

ATTACHMENTS

Nil

8.10 Quarterly Budget Review Statement

File Reference:	NA
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Delivery Program

Goal:	5. Organisational management
Outcome:	5.1 Corporate management
Strategy:	5.1.1 Financial Management and accountability systems
Author:	Helen Thomas, Chief Financial Officer

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends that the September Quarter Budget Review Statement be noted and that the September Quarter budget adjustments be approved.

TABLED ITEMS Nil

BACKGROUND

This report is required under the Local Government Act and associated Regulations.

COMMENT

The commentary in this report is directed at overall results. The impact on individual business units and by implication the associated service levels has not been assessed - this is the responsibility of individual directors and managers.

Changes requested in the September Quarterly review have mostly been attributed to grant funded projects and the ability to now accurately assess what funding will be received and the works able to be carried out during the financial year.

While the adjustments have a slightly negative impact on the bottom line, Council will ensure that throughout the year expenditure will be matched to as much grant funded works as possible. This will be a benefit to Councils cash position and ensure our Contracted Liability at the end of the financial year is as low as possible.

STATUTORY ENVIRONMENT

Local Government Act 1993 and associated regulations. A quarterly budget review is due within 2 months of the end of each quarter under the requirements of Clause 203 of the Local Government (General)

Regulation 2005:

203 Budget review statements and revision of estimates

1. Not later than 2 months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the management plan that the council has adopted for the relevant year, a revised estimate of the income and expenditure for that year.
2. A budget review statement must include or be accompanied by:
 1. a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
 2. if that position is unsatisfactory, recommendations for remedial action.
3. A budget review statement must also include any information required by the Code to be included in such a statement.

OFFICER RECOMMENDATION

THAT the September Quarter Budget Review Statement be noted.

FURTHER that the September Quarter budget adjustments be approved.

ATTACHMENTS

1. Quarterly Review [8.10.1 - 9 pages]

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Table of Contents	page
1. Responsible Accounting Officer's Statement	1
2. Income & Expenses Budget Review Statement's Statement	2
Recommended Changes	3
3. Capital Budget Review Statement Statement	4
Recommended Changes	5
4. Cash & Investments Budget Review Statement Statement	6
5. Contracts & Other Expenses Budget Review Statement	7
6. Consultancy & Legal Expenses Budget Review Statement	8

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

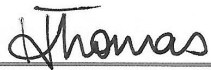
Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

30 September 2022

It is my opinion that the Quarterly Budget Review Statement for Gwydir Shire Council for the quarter ended 30/09/22 indicates that Council's projected financial position at 30/6/23 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date:

4/11/2022

Helen Thomas
Responsible Accounting Officer

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Gwydir Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2022

Income & Expenses - Council Consolidated

	Original Budget 2022/23	Approved Changes			Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than QBRs	by QBRs					
Income									
Rates and Annual Charges	(11,249,693)	-	-	(11,249,693)	(9,400)		(11,259,093)	(11,355,085)	
User Charges and Fees	(2,776,790)	-	-	(2,776,790)	(46,800)		(2,823,590)	(694,111)	
Interest and Investment Revenues	(29,000)	-	-	(29,000)	(18,000)		(47,000)	(64,323)	
Other Revenues	(3,685,834)	-	-	(3,685,834)	40,164		(3,645,670)	(363,172)	
Grants & Contributions - Operating	(9,310,259)	-	-	(9,310,259)	(828,876)		(10,139,135)	(4,747,687)	
Grants & Contributions - Capital	(26,196,209)	-	-	(26,196,209)	(4,686,651)		(30,882,860)	(6,610,598)	
Net gain from disposal of assets	(600,000)	-	-	(600,000)			(600,000)	-	
Transfer from Reserves	(2,834,000)	-	-	(2,834,000)	(225,000)		(3,059,000)	-	
Total Income from Continuing Operations	(56,681,785)	-	-	(56,681,785)	(5,774,563)		(62,456,348)	(23,824,976)	
Expenses									
Employee Costs	13,371,663	-	-	13,371,663	(1,835)		13,369,828	3,579,630	
Borrowing Costs	320,961	-	-	320,961			320,961	5,192	
Materials & Contracts	38,331,942	-	-	38,331,942	5,848,390		44,180,332	12,480,479	
Depreciation	7,795,526	-	-	7,795,526	-		7,795,526	1,948,882	
Legal Costs	14,000	-	-	14,000			14,000	4,784	
Consultants	409,000	-	-	409,000			409,000	312,644	
Other Expenses	2,942,325	-	-	2,942,325	247,207		3,189,532	1,459,466	
Net Loss from disposal of assets		-	-						
Total Expenses from Continuing Operations	63,185,417	-	-	63,185,417	6,093,762		69,279,179	19,791,077	
Net Operating Result from Continuing Operatic	6,503,632	-	-	6,503,632	319,199		6,822,831	(4,033,900)	
Discontinued Operations - Surplus/(Deficit)									
Net Operating Result from All Operations	6,503,632	-	-	6,503,632	319,199		6,822,831	(4,033,900)	
Net Operating Result before Capital Items	32,699,841	-	-	32,699,841	5,005,850		37,705,691	2,576,699	

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
User Fees and Charges	Increase in camping fees
Interest and Investment Revenue	Increase in interest rates
Other Revenues	Private works for Noxious weeds reduced
Grants & Contributions - Operating	Increase in Tharawonga income, other funding received not initially expected
Grants & Contributions - Capital	State and Federal Funding for Naro, Bingara Pool, Temp. Accommodation works etc.
Transfer from Reserves	Skatepark Funding transfer
Materials and Contracts	In line with extra funding received for works to be carried out
Other Expenses	ESL levy incorrectly budgeted prior

Gwydir Shire Council

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2022

Capital Budget - Council Consolidated

	Original Budget 2022/23	Approved Changes				Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs				
Capital Expenditure									
New Assets									
- Plant & Equipment									
- Land & Buildings									
- Other									
Renewal Assets (Replacement)									
- Plant & Equipment	1,612,000					1,612,000		1,612,000	
- Land & Buildings									
- Roads, Bridges, Footpaths	21,397,924					21,397,924		21,397,924	
Materials									
Loan Repayments (Principal)									
Waste	465,000					465,000		465,000	
Water supply	410,000					410,000	165,500	575,500	
Sewerage services	2,660,000					2,660,000		2,660,000	
Total Capital Expenditure	26,544,924					26,544,924	165,500	26,710,424	
Capital Funding									
Rates & Other United Funding									
Capital Grants & Contributions	21,215,070					21,215,070		21,215,070	
Reserves:									
- External Restrictions/Reserves	1,659,854					1,659,854		1,659,854	
- Internal Restrictions/Reserves									
New Loans									
Receipts from Sale of Assets									
- Plant & Equipment	600,000					600,000		600,000	
Waste									
Water supply	410,000					410,000	165,500	575,500	
Sewerage services	2,660,000					2,660,000		2,660,000	
Total Capital Funding	26,544,924					26,544,924	165,500	26,710,424	
Net Capital Funding - Surplus/(Deficit)									

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
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Water Supply	Bulk Meter Installations
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Gwydir Shire Council

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2022
Cash & Investments - Council Consolidated

Quarterly Budget Review Statement
 for the period 01/07/22 to 30/09/22

(\$000's)	Original Budget 2022/23	Approved Changes			Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs					
Externally Restricted ⁽¹⁾									
Aged Care Bonds	700,000	-	-	-	700,000		700,000	625,000	
Developer Contributions	539,000	-	-	-	539,000		539,000	539,000	
Water	800,000	-	-	-	800,000		800,000	1,727,000	
Sewer	2,500,000	-	-	-	2,500,000		2,500,000	3,393,000	
Domestic Waste Management	3,500,000	-	-	-	3,500,000		3,500,000	5,072,000	
Contracted Liabilities	3,000,000	-	-	-	3,000,000		3,500,000	3,985,624	
Total Externally Restricted	11,039,000	-	-	-	11,039,000	-	8,039,000	15,341,624	
(1) Funds that must be spent for a specific purpose									
Internally Restricted ⁽²⁾									
Employee Leave Entitlement	800,000	-	-	-	800,000		800,000	400,000	
Trust Accounts	50,000	-	-	-	50,000		50,000	61,000	
Total Internally Restricted	850,000	-	-	-	850,000	-	850,000	461,000	
(2) Funds that Council has earmarked for a specific purpose									
Unrestricted (ie. available after the above Restricti	1,611,000	-	-	-	1,611,000	-	4,611,000	1,811,298	
Total Cash & Investments	13,500,000	-	-	-	13,500,000	-	13,500,000	17,613,922	

Gwydir Shire Council

Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2022
Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose
Tradelink	Road supplies
Fulton Hogan	Road supplies
Johnstone Concrete	Supply and delivery of quarry products
Aztech Civil	Road supplies
WJ Matthews	2 x Backhoes
Tait Hino	FY3248 AMT/Air Series 700 Twin Steer

Quarterly Budget Review Statement
 for the period 01/07/22 to 30/09/22

Contract Value to date	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
140,073	2022	2023	Y	
110,449	2022	2023	Y	
227,461	2021	2023	Y	
830,702	2022	2023	Y	
440,727	2022	2023	Y	
306,628	2022	2023	Y	

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	312,644	y
Legal Fees	14,000	y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure includes: Project Management and Governance consultants.

9 COUNCILLORS' REPORTS

10 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

Community Services and Planning Confidential Report

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this Item, as provided for under Section 10 A (2) (a) of the Local Government Act, 1993, on the grounds the report contains personnel matters concerning particular individuals (other than councillors).

Warialda Solar Farm Lease

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this Item, as provided for under Section 10 A (2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

11 CLOSURE