



I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Monday, 21 October 2019

Time: 11.00 am

**Location: Narrabri Shire Council Chambers
46-48 Maitland Street
Narrabri**

AGENDA

Ordinary Council Meeting 21 October 2019

**Stewart Todd
GENERAL MANAGER**

PUBLIC FORUM (held outside formal Council Meeting)

The Council may hold a public forum prior to each Ordinary Meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting (listed on the Agenda).

Public forums may also be held prior to Extraordinary Council Meetings and meetings of committees of the Council.

Public forums are to be chaired by the mayor or their nominee.

Request to Speak in the Public Forum

To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 5pm on the working day before the date on which the public forum is to be held and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council, and to identify any equipment needs at 5pm on the working day before the Public Forum.

The General Manager or their delegate may refuse to allow such material to be presented.

A person may apply to speak on no more than 2 items of business on the agenda of the Council Meeting.

Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

The General Manager or their delegate may refuse an application to speak at a public forum.

No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council Meeting.

If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the Chairperson.

The Chairperson of the meeting can grant one extension of up to a maximum of two (2) minutes, should further information, be considered to be important to the Council. This is solely at the discretion of the Chair.

Speakers at public forums must not digress from their nominated item on the agenda. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a Public Forum. Questions put to a speaker must be direct, succinct and without argument. Debate will not be permitted by the speaker, Councillors or staff.

Speakers are under no obligation to answer a question. Answers by the speaker, to each question are to be limited to three (3) minutes.

Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.

The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to 5 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

The “*Request to Speak in Public Forum*”, at an Ordinary Council Meeting, can be obtained, from Council’s Administration Office, or by downloading it from Council’s website at:

<http://www.narrabri.nsw.gov.au/speaking-at-public-forum-1232.html>



USE OF MOBILE PHONES AND UNAUTHORISED RECORDING OF MEETINGS

Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

(Clause 15.20 Code of Meeting Practice)

A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the Council.

(Clause 15.21 Code of Meeting Practice)



Mayor
Cr Cathy Redding



Deputy Mayor
Cr Cameron Staines



Cr Maxine Booby



Cr Ron Campbell



Cr Ron Campey



Cr Lloyd Finlay



Cr Robert Kneale



Cr Ann Loder



Cr Annie McMahon



General Manager
Mr Stewart Todd



Director
Infrastructure Delivery
Mr Darren Raeck



Director
Corporate Services
Mr Lindsay Mason



Director
Development &
Economic Growth
Mr Daniel Boyce



Our Values



INTEGRITY

Ensuring transparency and honesty in all our activities.



LEADERSHIP

Providing guidance and direction to our community and our people.



CUSTOMER FOCUS

Delivering prompt, courteous and helpful services and being responsive to the community's changing needs.



ACCOUNTABILITY

Accepting our responsibility for the provision of quality services and information.



RESPECT

Treating everyone with courtesy, dignity and fairness.



EXCELLENCE

Being recognised for providing services, programs and information which consistently meet and exceeds standards.



Our Strategic Direction

OUR VISION:

A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.



THEME 1: OUR SOCIETY

Strategic Direction 1: Safe, Inclusive and Connected Community

A safe, supportive community where everyone feels welcomed, valued and connected.



THEME 2: OUR ENVIRONMENT

Strategic Direction 2: Environmentally Sustainable and Productive Shire

Maintaining an healthy balance between our natural and built environments.



THEME 3: OUR ECONOMY

Strategic Direction 3: Progressive and Diverse Economy

A strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.



THEME 4: OUR CIVIC LEADERSHIP

Strategic Direction 4: Collaborative and Proactive Leadership

Working pro-actively together to achieve our shared vision with strong strategic direction.

AGENDA

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1 OPENING PRAYER BY A MEMBER OF THE NARRABRI MINISTER'S FRATERNAL

Members and officers are asked to be upstanding for the opening prayer.

2 ACKNOWLEDGEMENT OF COUNTRY

I'd like to begin by acknowledging the Traditional Owners of country throughout Australia, and in particular the Gomeroi People of the Kamilaroi Nation, and recognise their continuing connection to land, waters and culture.

We pay our respects to their Elders past, present and emerging.

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

Councillors are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest, you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

5 ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL (PUBLIC EXCLUDED) MEETING

Extract from Council's Code of Meeting Practice:

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,

- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

6 PRESENTATIONS

Presentation requests received to date:

- Nil.

7 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 24 September 2019 comprising Minute Nos 201/2019 to 230/2019 as circularised be confirmed and signed as a correct record by the Mayor.

RECOMMENDATION

That the minutes of the Extraordinary Council Meeting of the Narrabri Shire Council held on 17 October 2019 as circularised be confirmed and signed as a correct record by the Mayor.

**MINUTES OF NARRABRI SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON TUESDAY, 24 SEPTEMBER 2019 AT 1.07PM**

PRESENT: Cr Catherine Redding (Mayor), Cr Robert Kneale (Deputy Mayor), Cr Maxine Booby, Cr Ron Campbell, Cr Ron Campey, Cr Lloyd Finlay, Cr Ann Loder, Cr Cameron Staines.

IN ATTENDANCE: Stewart Todd (General Manager), Lindsay Mason (Director Corporate Services), Darren Raeck (Director Infrastructure Delivery), Daniel Boyce (Manager Planning & Regulatory Services), Delece Hartnett (Administration).

Proceedings of the meeting commenced at 1.07pm.

1 OPENING PRAYER BY A MEMBER OF THE NARRABRI MINISTER'S FRATERNAL

Members and officers were upstanding for the opening prayer by Pastor Renee Ritchie of Namoi Christian Fellowship Narrabri, in association with the Narrabri Ministers Fraternal.

2 ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the Traditional Owners of the land on which the Council met, the Kamilaroi people, and paid her respects to Elders past, present and emerging.

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

MINUTE 201/2019

Moved: Cr Ron Campey Seconded: Cr Maxine Booby

That the apology received from Cr McMahon be accepted and leave of absence granted.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

- Nil.

5 ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL (PUBLIC EXCLUDED) MEETING

- Nil.

6 PRESENTATIONS

Presentation requests received to date:

- Nil.

7 CONFIRMATION OF MINUTES

MINUTE 202/2019

Moved: Cr Robert Kneale Seconded: Cr Lloyd Finlay

That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 27 August 2019 comprising Minute Nos 171/2019 to 193/2019 as circularised be confirmed and signed as a correct record by the Mayor.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

MINUTE 203/2019

Moved: Cr Robert Kneale Seconded: Cr Lloyd Finlay

That the minutes of Extraordinary Council Meeting of the Narrabri Shire Council held on 12 September 2019 comprising Minute Nos 194/2019 to 200/2019 as circularised be confirmed and signed as a correct record by the Mayor.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

7 MAYORAL MINUTE

7.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR AUGUST/SEPTEMBER 2019**MINUTE 204/2019**

Moved: Cr Catherine Redding

That Council note the Mayoral Appointments for the period August/September 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

7.2 MAYORAL MINUTE - REQUEST FOR DONATION - THE LONG RIDE**MINUTE 205/2019**

Moved: Cr Catherine Redding Seconded: Cr Cameron Staines

That Council support the request for donation from the Prostate Cancer Foundation of Australia, 'The Long Ride' in the amount of \$500.00.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

8 OUR SOCIETY**8.1 NARRABRI WEST ROUNDABOUT - NSW GOVERNMENT RESPONSE****MINUTE 206/2019**

Moved: Cr Ann Loder Seconded: Cr Maxine Booby

- 1. That Council note the response from the NSW Government, on the safety concerns of the roundabout at the intersection of the Newell Highway, adjacent to Narrabri West Primary School.**
- 2. That Council submit to Transport NSW evidence of accidents and 'near misses' that have been supplied to Council recently, in support of Council's request for a formal review of the subject roundabout.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

8.2 WATERLOO CREEK STATE HERITAGE REGISTER NOMINATION**MINUTE 207/2019**

Moved: Cr Ron Campey Seconded: Cr Maxine Booby

That Council support the lodgement of the application to the NSW Heritage Council by Wee Waa Local Aboriginal Lands Council for listing of the Waterloo Creek Massacre Site on the State Heritage Register.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

8.3 BELLATA RECREATION PRECINCT PLAN**MINUTE 208/2019**

Moved: Cr Cameron Staines Seconded: Cr Ron Campbell

- 1. That Council endorse the draft Bellata Recreation Precinct Plan 2019, comprising three (3) options, for public exhibition for a minimum of 28 days, during the exhibition period call for and accept submissions from the public on the draft Plan,**
- 2. That Council make provision for Bellata residents to have ‘face-to-face consultation’ with Councillors and Council staff, located within Bellata township, to be completed within the first half of the proposed consultation/exhibition period.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

8.4 NOTICE OF MOTION - WEE WAA DOCTOR HOUSING**MINUTE 209/2019**

Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay

- 1. That the General Manager investigate the funding and purchase/construction of suitable duplex accommodation for doctors in Wee Waa, utilising the available proceeds from the sale of the former doctors’ residence as preliminary funding.**
- 2. That the 2019/2020 Operational Plan be amended accordingly.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

9 OUR ENVIRONMENT

9.1 DRAFT WEE WAA LEVEE RISK MANAGEMENT STUDY AND PLAN

MINUTE 210/2019

Moved: Cr Maxine Booby Seconded: Cr Robert Kneale

1. That Council adopt the Minutes of the Narrabri Shire Floodplain Risk Management Committee meeting held on 15 March 2019.
2. That Council adopt the Minutes of the Narrabri Shire Floodplain Risk Management Committee meeting held on 30 July 2019.
3. That Council endorse the draft Wee Waa Levee Risk Management Study and Plan for public exhibition for a minimum of 28 days, during the exhibition period call for and accept submissions from the public on the draft Plan.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

9.2 AMENDMENT OF SECTION 7.11 CONTRIBUTIONS PLAN

MINUTE 211/2019

Moved: Cr Ron Campey Seconded: Cr Ron Campbell

That Council adopt the amended Narrabri Shire Section 7.11 Contributions Plan 2016.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

9.3 AMENDMENT OF SECTION 7.12 FIXED DEVELOPMENT CONSENT LEVIES CONTRIBUTIONS PLAN

MINUTE 212/2019

Moved: Cr Lloyd Finlay Seconded: Cr Maxine Booby

That Council adopt the Narrabri Shire Fixed Development Consent Levies Contributions Plan.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

10 OUR ECONOMY

10.1 DEVELOPMENT APPLICATION 77/2019 - PROPOSED TWO LOT SUBDIVISION OF 1 GUEST STREET, NARRABRI**MINUTE 213/2019**

Moved: Cr Ron Campbell Seconded: Cr Ron Campey

That Council grant consent for the Development Application 77/2019 for the subdivision of Lot 38 DP 1040539 1 Guest Street, Narrabri into two (2) lots by granting consent to the application subject to conditions in Attachment 2.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11 OUR CIVIC LEADERSHIP

11.1 REQUEST FOR LEAVE OF ABSENCE - COUNCILLOR MCMAHON**MINUTE 214/2019**

Moved: Cr Ron Campey Seconded: Cr Cameron Staines

That Council grant leave of absence for Councillor McMahon for the period 17 October 2019 to 31 October 2019 inclusive, the period includes one (1) Ordinary Meeting of Council.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.2 DELEGATES REPORT - NEW ENGLAND JOINT ORGANISATION MEETING - AUGUST 2019**MINUTE 215/2019**

Moved: Cr Catherine Redding Seconded: Cr Ron Campey

That Council note Mayor Redding's Delegates Report on the New England Joint Organisation (NEJO) Meeting held on Monday 26 August 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.3 DELEGATES REPORT - MAULES CREEK COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 14 AUGUST 2019**MINUTE 216/2019**

Moved: Cr Robert Kneale Seconded: Cr Cameron Staines

That Council note Cr Kneale's Delegate Report from the Maules Creek Coal Community Consultative Committee Meeting held on Wednesday 14 August 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.4 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 15 AUGUST 2019**MINUTE 217/2019**

Moved: Cr Lloyd Finlay Seconded: Cr Cameron Staines

That Council note Cr Finlay's Delegates Report from the Boggabri Coal Community Consultative Committee held on 15 August 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

At 2:42 pm, Cr Ron Campbell left the meeting.

At 2:46 pm, Cr Ron Campbell returned to the meeting.

11.5 DELEGATES REPORT – LEARDS' FOREST ENVIRONMENTAL TRUST COMMITTEE MEETING - THURSDAY 16 MAY 2019**MINUTE 218/2019**

Moved: Cr Lloyd Finlay Seconded: Cr Robert Kneale

- 1. That Council note Cr Finlay's Delegates Report from the Leards' Forest Environmental Trust Inc Committee Meeting held on Thursday 16 May 2019.**
- 2. That Council write to the Leards' Forest Environmental Trust to clarify the requirements to release funds under s356 of the Local Government Act 1993, noting that the council decision is for the release of funds, not a decision on the application merits of all projects received.**
- 3. That Council offer to release the funding under its various VPA's relating to the Leards' Forest Environmental Trust, only after agreement from the Trust to accept the funds**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.6 ELECTORAL COMMISSION - 2020 COUNCIL ELECTIONS**MINUTE 219/2019**

Moved: Cr Ron Campbell Seconded: Cr Robert Kneale

1. That Council pursuant to section 296(2), (3) and (5A) 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. That Council pursuant to section 296(2), (3) and (5A) of the Act, as applied and modified by section 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. That Council pursuant to section 296(2), (3) and (5A) of the Act, as applied and modified by section 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.7 INVESTMENT REPORT - AUGUST 2019**MINUTE 220/2019**

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

That Council note the Investment Report for August 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

SUSPENSION OF STANDING ORDERS**MINUTE 221/2019**

Moved: Cr Lloyd Finlay Seconded: Cr Maxine Booby

A motion was moved that Council suspend standing orders for a break at 2.57pm.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

RESUMPTION OF STANDING ORDERS**MINUTE 222/2019**

Moved: Cr Ann Loder Seconded: Cr Maxine Booby

A motion was moved that Council resume standing orders at 3.19pm.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.8 ORDINARY COUNCIL MEETING DATES 2019/2020**MINUTE 223/2019**

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

That Council set the following dates for its Ordinary Meetings for the ensuing 12-month period; taking place at the Narrabri Shire Council Chamber:

- 1. Tuesday 22 October 2019 commencing at 1.00pm.**
- 2. Tuesday 26 November 2019 commencing at 1.00pm.**
- 3. Tuesday 17 December 2019 commencing at 1.00pm**
- 4. Tuesday 25 February 2020 commencing at 1.00pm.**
- 5. Tuesday 24 March 2020 commencing at 1.00pm.**
- 6. Tuesday 28 April 2020 commencing at 1.00pm.**
- 7. Tuesday 26 May 2020 commencing at 1.00pm.**
- 8. Tuesday 23 June 2020 commencing at 1.00pm.**
- 9. Tuesday 28 July 2020 commencing at 1.00pm.**
- 10. Tuesday 25 August 2020 commencing at 1.00pm.**
- 11. Tuesday 22 September 2020 commencing at 1.00pm.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

MOTION

That Council create the Office of Deputy Mayor.

- LOST 3/5**

CARRIED 6/2

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Against: Nil

CARRIED 8/0

MINUTE 226/2019

Moved: Cr Maxine Booby Seconded: Cr Ann Loder

That Council return to open Ordinary Council Meeting at 3.54pm.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.10 ANNUAL APPOINTMENT TO COUNCIL COMMITTEES

MINUTE 227/2019

Moved: Cr Maxine Booby Seconded: Cr Ron Campbell

- 1. That Council appoint Councillor representation to its various Advisory and Special Purpose Committees.**
- 2. That Council dissolve the China Engagement Advisory Committee.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

<i>Advisory Committee</i>	<i>Details</i>	<i>2019/2020 Delegates</i>
Access and Inclusion Committee	As required	Member: Clr Loder Member: Clr Staines Member: Clr Campbell
Crime Prevention Advisory Committee	Quarterly	Member: Clr Loder Member: Clr Kneale Alternate: Clr Staines
Floodplain Management Advisory Committee	As required	Member: Clr Campbell Member: Clr Kneale Alternate: Clr Booby
Narrabri Airport Advisory Committee	Minimum twice per year	Member: Clr Staines Member: Clr Campbell Alternate: Cr Booby

Saleyards Advisory Committee	Minimum twice per year	<i>Member: Clr Booby</i> <i>Member: Clr Campey</i> <i>Alternate: Clr Staines</i>
The Crossing Theatre Advisory Committee	Minimum twice per year	<i>Member: Clr Campbell</i> <i>Member: Clr Kneale</i> <i>Alternate: Clr Staines</i>
Youth Centre Advisory Committee	Minimum twice per year	<i>Member: Clr Redding</i> <i>Member: Clr Finlay</i> <i>Alternate: Clr Loder</i>

<i>Section 355 Committee</i>	<i>Details</i>	<i>2019/2020 Member(s)</i>
Section 355 Gwabegar Hall Committee	Minimum twice per year	<i>Member: Clr Booby</i>

<i>Special Purpose Committee</i>	<i>Details</i>	<i>2019/2020 Member(s)</i>
Audit, Risk & Improvement Committee	Quarterly	<i>Member: Clr Staines</i>
Local Traffic Committee	As required	<i>Member: Clr Booby</i> <i>Alternate: Clr Campey</i>

MINUTE 228/2019

Moved: Cr Maxine Booby Seconded: Cr Ann Loder

That Council move into Committee of the Whole at 3.56pm.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

MINUTE 229/2019

Moved: Cr Ron Campbell Seconded: Cr Ann Loder

That Council return to open Ordinary Council Meeting at 4.08pm.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

11.11 ANNUAL APPOINTMENT OF COUNCIL DELEGATES**MINUTE 230/2019**

Moved: Cr Ron Campbell Seconded: Cr Maxine Booby

That Council appointment delegates to the various external bodies or organisations requesting or requiring Council representation.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder and Cameron Staines

Against: Nil

CARRIED 8/0

<i>Name of Body/Organisation</i>	<i>Details</i>	<i>2019/2020 Delegates</i>
Central Northern Libraries Committee	General meetings held throughout the year, agendas are sent in	<i>Delegate: Clr Redding Alternate: Clr Booby</i>
Joint Regional Planning Panel (JRPP)	As required.	<i>Delegate: Clr Staines Delegate: Clr Kneale Alternate: Clr Campey</i>
Lillian Hulbert Memorial Prize Committee	Held when the Prize is open.	<i>Delegate: Mayor</i>
Leards Forest Environmental Trust Committee	Quarterly meetings	<i>Delegate: Clr Finlay Alternate: Clr Kneale</i>
Myall Creek Memorial Committee	Annually	<i>Delegate: Clr Redding Delegate: Clr Loder Alternate: Clr McMahon</i>
Namoi Water	Agenda and Minutes are sent in	<i>Delegate: Clr Loder Alternate: Clr McMahon</i>
Narrabri Bush Fire Management Committee	Two a year, one before bush fire season and one after bush fire season	<i>Delegate: Clr Staines Alternate: Clr McMahon</i>
Narrabri Hospital Advisory Committee	Held every month, second month at 2pm, Narrabri Hospital	<i>Delegate: Clr Loder Alternate: Clr Redding</i>
Wee Waa Hospital Advisory Committee	Held every second month, first Thursday of the month at 1pm, Wee Waa Hospital	<i>Delegate: Clr Booby Alternate: Clr McMahon</i>

Community Consultative Committees (CCC)

<i>Name of Body/Organisation</i>	<i>Details</i>	<i>2019/2020 Delegates</i>
Boggabri Coal Community Consultation Committee	Quarterly meetings, onsite, will send agenda and minutes in	<i>Delegate: Clr Kneale Alternate: Clr Finlay</i>
Maules Creek Coal Mine Community Consultative Committee	Quarterly meetings	<i>Delegate: Clr Kneale Alternate: Clr Finlay</i>
Narrabri Coal Mine Community Consultative Committee	Quarterly meetings, first Tuesday of the month, 4pm onsite.	<i>Delegate: Clr Staines Alternate: Clr Campey</i>
Narrabri Gas Project Consultative Committee	Monthly meetings; second Tuesday of the month	<i>Delegate: Clr Loder Delegate: Clr Campbell Alternate: Clr Kneale</i>
Tarrawonga Coal Mine Community Consultative Committee	Quarterly meetings	<i>Delegate: Clr Staines Alternate: Clr McMahon</i>
Vickery Coal Mine Community Consultative Committee	Quarterly meetings	<i>Delegate: Clr Staines Alternate: Clr Finlay</i>
Western Slopes Pipeline Community Consultative Committee		<i>Delegate: Clr Kneale Alternate: Clr Booby</i>
Inland Rail N2N	Quarterly Meeting	<i>Delegate: Clr Campbell Alternate: Clr Staines</i>

12 CONFIDENTIAL (CLOSED COUNCIL) MEETING

Nil reports.

13 MEETING CLOSED

The Meeting closed at 4.09pm.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting held on 22 October 2019.

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CHAIRPERSON

8 MAYORAL MINUTE

8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR SEPTEMBER/OCTOBER 2019

Responsible Officer: Catherine Redding, Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: Nil

RECOMMENDATION

That Council note the Mayoral Appointments for the period September/October 2019.
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MAYORAL MINUTE

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the dates (onwards from last Council Meeting) as follows:

Sunday 22 September 2019

- Attended the Narrabri Pistol Club Rocky Creek site for the final day and presentation of the National Silhouette Shooting competition winners and attendees. Cr Kneale attended the same competition opening and performed the 'Welcome' by Council to all attendees on the afternoon of Friday 20 September 2019, on behalf of Council.

Tuesday 24 September 2019

- Attended presentation within the Council Chambers, with all Councillors in attendance, by representatives from Martinus Rail, who may be submitting a tender for the Narrabri to North Star Inland Rail project.
- Attended September 2019 Ordinary Council Meeting, with Councillors and senior staff also in attendance.

Wednesday 25 September 2019

- Met with Mark Coulton MP – Member for Parkes, regarding an Inland Rail (Business Case) funding/media announcement as organised by Mr Coulton's office in Narrabri, with Cr Doug Batten – Mayor of Gilgandra Shire Council also in attendance.

Tuesday 1 October 2019

- Attended September 2019 Councillor Briefing/Workshop day, with Councillors and senior staff also in attendance.

Wednesday 2 October 2019

- Met with Minister Hon Rob Stokes MP (Minister for Planning and Public Spaces) as he was travelling through northern inland NSW. The General Manager and Director Development and Economic Growth were also in attendance.

- Met with Michael Clancy – Manager of Business Development/Hunter Valley of ARTC, regarding the possibility of establishing a 'Rail Workers Skills Training Academy' within the Narrabri Shire. The General Manager and Tourism Manager were also in attendance at this meeting.
- Attended the Access and Inclusion Committee Meeting, with Cr Loder as Chairperson of this meeting.

Sunday 13 October 2019

- The Deputy Mayor, General Manager and myself flew to Sydney (Warwick Farm) for the LGNSW Annual Conference.

Monday 14 – Wednesday 16 October 2019

- 2019 LGNSW Annual Conference at Warwick Farm, with the Deputy Mayor and General Manager also in attendance.

9 OUR SOCIETY



THEME 1: OUR SOCIETY

STRATEGIC DIRECTION 1: SAFE, INCLUSIVE AND CONNECTED COMMUNITY

By 2027, we will provide a safe, supportive community where everyone feels welcomes, valued and connected.

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several social priority areas to be actioned over the 2017 - 2018 financial year.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Community development
- Community health and safety
- Community arts, events and entertainment
- Community care services and transport
- Parks, open spaces and sporting facilities
- Children, youth and aged care services
- Disability access services
- Library services

COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following social strategic outcomes:

- Increased community arts, events and entertainment
- Reduction in anti-social behaviour and public offences
- Improved community accessibility and inclusiveness
- Improved sport and recreational services and facilities
- Improved educational services and learning pathways
- Improved community health and support services

9.1 REPORT ON THE CENTRAL NORTHERN REGIONAL LIBRARY COMMITTEE MEETING HELD IN TAMWORTH 4 SEPTEMBER 2019

Responsible Officer: Lindsay Mason, Director Corporate Services

Author: Jenny Campbell, Library Manager

- Attachments:**
1. Agenda CNRL Committee Meeting 4 September 2019 [!\[\]\(30a147af384f9f71632c2ff17bc706c8_img.jpg\)](#) [!\[\]\(9b33568d5c136f08ca688ce48be37574_img.jpg\)](#)
 2. Minutes of the Ordinary Meeting - 04 September 2019 [!\[\]\(8c93063dab026f10e159986b27c41c64_img.jpg\)](#) [!\[\]\(8a17676a8da87a4e59299223a765e613_img.jpg\)](#)
 3. CNRL - Minutes of the Ordinary Meeting - 01 May 2019.pdf [!\[\]\(f7fdc7cc047b770fc5fdd2c2137c07d9_img.jpg\)](#) [!\[\]\(3ca549f0313858650ddae522dc3cfea6_img.jpg\)](#)
 4. CNRL Quarterly Report June 2019 [!\[\]\(b6026cac39735f17b6ea8953e5327900_img.jpg\)](#) [!\[\]\(7e162357375a287a75d78d6b99984a4b_img.jpg\)](#)
 5. Funding reports from CNRL business paper September 2019 [!\[\]\(17fbc2f440f4c1d85c1121a996c73050_img.jpg\)](#) [!\[\]\(e100ad62ff00cad3ca348f6415824aa9_img.jpg\)](#)
 6. Table D1 - handout tabled showing funding available for each Council to use [!\[\]\(1fff0a586fa7d27b010d64add4cf3680_img.jpg\)](#) [!\[\]\(bb22b2107892007540cc435057e4c165_img.jpg\)](#)
 7. Library Services Manager's draft report to Council [!\[\]\(16441054f664d301882ef8e39209b9d7_img.jpg\)](#) [!\[\]\(de549fc12e3be9e4997f0e7923c57939_img.jpg\)](#)

DELIVERY PROGRAM ALIGNMENT**1. Society**

- Objective** 1.1 Community health, safety and support services will adequately meet changing community needs
- Strategy** 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

EXECUTIVE SUMMARY

This report summarises the Central Northern Regional Library Committee Meeting held in Tamworth 4 September 2019.

RECOMMENDATION

1. That Council That Council notes the report on the Central Northern Regional Library meeting held in Tamworth 4 September 2019.

BACKGROUND

The Central Northern Regional Library Committee meets a minimum of two times per year. This year an additional meeting was called to present the information supplied by the State Library of NSW, which detailed the increased Library subsidy over the next four (4) years.

CURRENT SITUATION

The Central Northern Regional Library (CNRL) meeting was called on 4 September 2019 – see Attachment 1 Agenda for the CNRL Ordinary Meeting.

The meeting outcomes can be are detailed the Minutes from the Ordinary Meeting held 4th September 2019.

The quarterly report for June 2019 was tabled and accepted

Funding

Regional Library Services Manager, Kay Delahunt, discussed the historical models for funding from The State Library of NSW, and how those models influenced the development of the CNRL member councils' contributions. The summary of the contributions that each Council will receive, with a

comparison of the 2017 model can be found in Attachment 6. Narrabri's increased subsidy will be \$41,038. This funding must be used specifically for increased services or infrastructure. Council will need to report to the State Library the details of expenditure.

All member Councils were happy with the new funding model.

Fines

CNRL Overdue Fees Kay Delahunt presented information and research on abolishing overdue fees. CNRL branch staff were unanimous in their opinion of abolishing overdue fees and also reducing loan limits from 50 items per borrower to 20 items. A Motion was accepted to:

- Abolish overdue fees.
- Reduce loan limits to 20 items per borrower.
- Leave the loan period at 3 weeks for standard items with up to 5 x 2 week renewals for items that are not reserved by another borrower.

These recommendations can be viewed in the Library Services Manager's Draft report to Tamworth Regional Council – Attachment 7.

One Book One Region

Regional resources librarian discussed the options for One Book One Region (OBOR) and the Committee voted for Any Ordinary Day with Back on Track being a focus book at the same time.

There was a general library update from member Councils and the meeting was closed with the next meeting set for 13 November 2019.

FINANCIAL IMPLICATIONS

Narrabri Shire Council will receive an increase of \$41,038 for libraries after the CNRL contribution adjustment.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

- Central Northern Regional Library

Internal Consultation

- Mayor
- Financial Services Manager

**CENTRAL NORTHERN REGIONAL LIBRARIES (CNRL) ORDINARY MEETING**

Wednesday, 4 September 2019

Function Room, Level 4, Ray Walsh House

437 Peel Street Tamworth, commencing at 2.00pm

AGENDA

1. Welcome
2. Apologies
3. Minutes of Previous Ordinary Meeting 1 May 2019 (Attachment 1)
4. Business Arising from Previous Minutes
5. Quarterly Report for June 2019 (Attachment 2)
6. Changes to the State Funding Model
7. New Formula for CNRL Contributions
8. CNRL Overdue Fees
9. Selection of "One Book One Region" title for 2019
10. Demonstration of the new CNRL mobile app
11. General Business
12. Next Ordinary Meeting: Wednesday 13 November 2019

All correspondence should be addressed to the General Manager:

Telephone: 6767 5555

PO Box 555 (DX 6125)

trc@tamworth.nsw.gov.au

Facsimile: 6767 5499

Tamworth NSW 2340

www.tamworth.nsw.gov.au

~ Toyota Country Music Festival Tamworth 2020 - Friday 17 January to Sunday 26 January 2020 ~ www.tcmf.com.au

ITEM 1: Welcome

"I would like to acknowledge the Kamilaroi people who are the traditional custodians of this land. I also pay my respect to Elders, both past and present, and extend that respect to other Aboriginal people who are present today."

ITEM 2: Apologies**ITEM 3: Minutes of Previous Ordinary Meeting – 1 May 2019 (See Attachment 1)**

Recommendation: That the Minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 1 May 2019, be accepted as a true and accurate record.

ITEM 4: Business Arising from Previous Minutes:**ITEM 5: Quarterly Report for June 2019 (Attachment 2)****ITEM 6: Changes to the State Funding Model**

This report provides an historical context to the recent changes in the model for state funding for public libraries. CNRL Councils have fared differently in the recent changes. The report outlines how the region has been affected.

State Funding from 1991 to 2004/05:

- Prior to 1990 the State subsidy was \$1.85 per capita
- After 1990 the per capita amount ceased to be the sole component of subsidy payments to councils.
- The 1990 funding formula introduced:
 - base payments (about 5%)
 - extra weightings for council "disabilities"
 - discrete small grant payments (for collections and "special projects").

The disabilities were derived from NSW Local Government Grants Commission measures of council disability. Five disabilities were identified as characteristics that would make it more expensive for an LGA to provide library services.

The 5 disability factors:

- the number of children under 5,
- the number of people over 65,
- the number of people speaking a language other than English,

- council isolation
- dispersed populations.

Councils that were above the NSW average in any of these factors were allocated extra funds. This ensured extra funding was provided to country councils and Western Sydney councils in particular.

About \$600k (or about 5% of the total funding) was allocated according to the disabilities. 5% was the "base grant" – a flat amount for each council, and for most years 5% was special purpose grants. The bulk of the funding (69.5%) was allocated by LGA population. A test was done after the formula was applied to ensure all councils received at least \$1.85.

2005/06 – Introduction of Disability and Geographic Allowance

The funding formula was modified in 2005/06 following a \$2.3M increase to the funding. The objective from Government was to ensure that this 12% increase to the total funding was shared uniformly across all councils. This was achieved by splitting the subsidy payment into 2 parts.

- \$1.85 per capita amount,
- The Disability and Geographic Adjustment payment or DGA.

The DGA included each council's previous base payments, disability payments, small grants and each council's share of the 12% increase.

The DGA for each council changed slightly for each council each year depending on population increase/decrease.

Amalgamations in the early 2000s

The pre-2005/06 approach had the 5% base payments and 5% special purpose grants. This equated to \$11,000 per council.

When councils amalgamated, the Government had a range of principles that were to be applied for funding transitions. Principle 8 set out that Councils would receive state funding unchanged for 2 years following amalgamation, then the new council would be treated as a new council so to speak. For the library funding this meant that a new council that was the result of the merger of 3 old ones would continue to receive these components for 2 years, then in year 3 the component would drop back to \$11,000.

For councils like Tamworth Regional this would mean a drop in funding once the third year arrived. (the decrease would have been from \$55,000 to \$11,000)

The Shires Association lobbied the Minister to preserve the historic library payments for these councils. The Minister agreed, and from that point the councils that were formed from amalgamations in the early 2000s have continued to receive these historic components in their payments.

The New Model Subsidy Adjustment 2019/20


The new model is a completely new approach, dispensing with all of the above. It comprises the per capita amount plus an equal or flat rate allocation of Subsidy Adjustment funds to councils, with a portion of the funding allocated with reference to need, identified using the Socio-Economic Indexes for Areas scale (SEIFA) developed by the ABS.

For 2019/20 the model includes a flat rate payment of \$50,000 per council (total cost \$6.350 million), with the remainder of the funds (\$1.197 million) allocated with reference to the SEIFA score of each council.

See: <https://www.sl.nsw.gov.au/public-library-services/subsidies-and-grants/public-library-funding-201920>

There was enough extra funding for this completely new approach. For councils like Tamworth Regional which were formed from multiple older councils, the increase isn't as much as for non-amalgamated councils, due to the \$11k component discussed above, which had continued to be part of the payments from 05/06 to 18/19.

Table 6.1 CNRL – State Funding – Comparison from 2017 to 2019

	2017-18 total state funding per capita	2018-19 total state funding per capita	2019-20 total state funding per capita	difference from 2017 to 2019 per capita	% change from 2017 to 2019 %
Gwydir	\$9.27	\$7.64	\$13.98	\$4.71	50.8%
LPSC	\$5.70	\$4.92	\$10.43	\$4.73	83.0%
Narrabri	\$4.15	\$3.71	\$7.02	\$2.87	69.2%
Tamworth	\$3.71	\$3.17	\$3.41	-\$0.30	-8.1%
Uralla	\$5.51	\$5.03	\$11.96	\$6.45	117.1%
Walcha	\$8.39	\$7.26	\$21.13	\$12.74	151.8%

In the new model Tamworth Regional Council will not realise an increase in 2019-20. Any increase will occur after the staged increase to per capita state subsidy. Using the current population figures, Table 6.2 shows what the per capita subsidy might look like moving forward to 2022-23.

Table 6.2



	Population as at 30/ 6/ 2018	2019-20 \$2.45 per capita	2020-21 \$2.55 per capita	2021-22 \$2.65 per capita	2022-23 \$2.85 per capita
Tamworth	62,156	152,282	158,498	164,713	177,145
Gwydir	5,349	13,105	13,640	14,175	15,245
LPSC	7,893	19,338	20,127	20,916	22,495
Narrabri	13,231	32,415	33,739	35,062	37,708
Uralla	6,062	14,852	15,458	16,064	17,277
Walcha	3,132	7,673	7,987	8,300	8,926
Total	97,823	239,665	249,449	259,230	278,796

Recommendation:

That in relation to the “Changes to State Funding Model Report” the Committee receive and note the report.

ITEM 7: New Formula for CNRL Contributions

The current CNRL funding formula comprises:

- the \$1.85 per capita subsidy
- all of the subsidy adjustment including local priority
- a per capita contribution from member councils (currently \$12.70)

The funding formula is not specified in the *Central Northern Regional Library Agreement 2016*. Section 4 of the agreement states that “Tamworth Regional Council has the following responsibilities pursuant to this agreement 4.7 Preparation and adoption of a budget for the operation of the Central Northern Regional Library Service including the determination of the contributions payable by Delegating Councils for the provision of library services each financial year”

Given the changes to the State funding model outlined in the previous report, a new CNRL contribution formula is required. A proposed new contributions formula is outlined below:

- the per capita library subsidy (\$2.45 per capita for 2019-20)
- local priority funding (not including the other 70% of the subsidy adjustment)
- a per capita contribution from member councils

Use of local priority funding must be for projects which can be shown to have direct community benefit. Categories for local priority funding include technology, collections, building, research and promotions. Projects must use at least 30% of each council's subsidy adjustment. The amount must be fully expended each year and the Library Council of NSW can request financial reporting for this funding.

Pooling of local priority funding is expedient in that it is easy to meet all funding requirements and the purchase of regional library resources has clear community benefit. CNRL's capacity to apply for grant funding is dependent on all member Councils having their financial reporting up to date.

Because the level of subsidy adjustment in the new state funding model includes a flat rate of \$50,000 per Council, this in turn affects the \$ amount required for local priority purposes. See Table 7.1 for the difference in local priority from 2018-19 to 2019-20

Table 7.1 Local Priority Funding Comparison 2018-19 and 2019-/20

Council	Subsidy Adjustment 2018/19	Local priority = 30% of subsidy adjustment 2018-19	Subsidy Adjustment 2019/20	Local priority = 30% of subsidy adjustment 2019-20
Gwydir	30,779	9,234	61,689	18,507
LPSC	24,189	7,257	62,987	18,896
Narrabri	24,958	7,487	60,520	18,156
Tamworth	81,165	24,350	59,468	17,840
Uralla	19,448	5,834	57,669	17,301
Walcha	17,082	5,125	58,521	17,556
Total	197,621	59,286	361,854	108,256

Table 7.2 below shows the current funding formula as applied to the 2019 -20 CNRL Budget. The per capita Council contribution is \$12.70.

Table 7.2: Current Model


	population as at June 2017	subsidy@ \$1.85 per capita	subsidy adjustment	local priority	subsidy plus subsidy adjust minus local priority	2019-2020 Council contribution based on \$12.70 per capita	grand total (all subsidies and \$12.70 per capita Council contribution)
 Tamworth	61554	\$113,875	\$81,165	\$24,350	\$170,691	\$781,736	\$976,776
Gwydir	5316	\$9,835	\$30,779	\$9,234	\$31,380	\$67,513	\$108,127
LPSC	7887	\$14,591	\$24,189	\$7,257	\$31,523	\$100,165	\$138,945
Narrabri	13387	\$24,766	\$24,958	\$7,487	\$42,237	\$170,015	\$219,739
Uralla	6115	\$11,313	\$19,448	\$5,834	\$24,927	\$77,661	\$108,422
Walcha	3157	\$5,840	\$17,082	\$5,125	\$17,797	\$40,094	\$63,016
Total	97416	\$180,220	\$197,621	\$59,286	\$318,555	\$1,237,183	\$1,615,024

Table 7.3 shows the proposed new funding model which comprises State per capita subsidy, local priority funding amount and a Council per capita contribution of \$12.95

Table 7.3: New Model



	population as at June 2018	subsidy@ \$2.45	SEIFA adjustment	flat rate subsidy adjustment	subsidy adjustment (i.e total SEIFA & flat rate)	local priority = 30% subsidy adjust (i.e 30% of SEIFA + flat rate)	2019-2020 Council contribution based on 12.95 per capita	grand total (subsidy, local priority and Council contribution of \$12.95 per capita)
Tamworth	62156	\$152,282	\$9,468	\$50,000	\$59,468	\$17,840	\$804,920	\$975,043
Gwydir	5349	\$13,105	\$11,689	\$50,000	\$61,689	\$18,507	\$69,270	\$100,881
LPSC	7893	\$19,338	\$12,987	\$50,000	\$62,987	\$18,896	\$102,214	\$140,448
Narrabri	13231	\$32,416	\$10,520	\$50,000	\$60,520	\$18,156	\$171,341	\$221,913
Uralla	6062	\$14,852	\$7,669	\$50,000	\$57,669	\$17,301	\$78,503	\$110,656
Walcha	3132	\$7,673	\$8,521	\$50,000	\$58,521	\$17,556	\$40,559	\$65,789
Total	97,823	\$239,666	\$60,854	\$300,000	\$361,854	\$108,256	\$1,266,808	\$1,614,730

Table 7.4 below shows the difference between the old funding formula and the new funding formula as applied to the 2019 -20 CNRL budget

Table 7.4



	Old funding formula - grand total (per capita subsidy, subsidy adjustment, local priority and Council contribution of \$12.70 per capita)	New funding formula- grand total (per capita subsidy, local priority and Council contribution of \$12.95 per capita)	Difference between total for original funding formula and new funding formula 2019-20
Tamworth	\$976,776	\$975,043	-\$1,733
Gwydir	\$108,127	\$100,881	-\$7,246
LPSC	\$138,945	\$140,448	\$1,503
Narrabri	\$219,739	\$221,913	\$2,174
Uralla	\$108,422	\$110,656	\$2,234
Walcha	\$63,016	\$65,789	\$2,773
Total	\$1,615,024	\$1,614,730	-\$294

The future:

The current year CNRL budget is a deficit budget. As the per capita subsidy increases, CNRL member Council's capacity to contribute will increase. This is particularly the case for Tamworth Regional Council which has the largest population base.

Using the current population figures Table 6.2 shows what the per capita subsidy will look like moving forward to 2022-23

Kay Delahunt
Manager Library Services

Recommendations:

1. **That the Committee approve a new CNRL funding formula comprising:**
 - i) each Council's per capita subsidy;
 - i) each Council's local priority funding; and
 - ii) an approved per capita Council contribution determined annually via the budget process
2. **That the new funding formula be applied from the 2019-20 financial year onward**

ITEM 8: CNRL Overdue Fees

Summary: This report explores whether the practice of imposing overdue fees serves CNRL's vision of *'Investing in the future of our communities by creating an environment for learning, innovation, and social connection.'*

Historical context: Library fines were introduced as an incentive for clients to return their library items promptly. This, in theory, would allow the items to be circulated more frequently. Library items were expensive, did not go out of date quickly and remained on library shelves for lengthy periods. Fines were seen as a way of imposing social responsibility.

Modern context: Library items are currently more affordable, go out of date quickly and have a shorter library shelf life. Online catalogues mean clients can easily reserve items and there is less need to maintain books on the shelves for browsing. Modern clients are often time poor, balancing work, life and family responsibilities. Renewing library items is not a high priority for these clients. In addition, social norms around accumulating library fines have changed.

Why library fines are working against libraries:

- Parents are limiting the number of books young children can borrow because they do not want to accrue fines if the books are returned late.
- Large numbers of clients are sitting on the \$10 fine threshold which prevents them from re-borrowing. Most of these borrowers do not return to the library. A Spydus query revealed that 2,068 CNRL borrowers had more than \$10 in overdue fees in August 2018. Of these only 9 have returned to the library to borrow in the following 365 days.
- Some of the clients who struggle to bring items back on time and/or renew them are some of society's most vulnerable people
- Overdue fees are sending a contradictory message. Libraries promote literacy, learning and social inclusion yet people who return items late become excluded.

What are other libraries doing? The move to abolish overdue fees has gained momentum recently. The following NSW public libraries no longer charge overdue fees: Balranald, Bega Valley, Blacktown, Bourke, Broken Hill, Campbelltown, Central Coast, Cobar, Coffs Harbour, Cumberland, Eurobodalla, Glen Innes, Hawkesbury, Lachlan, Leeton, Lithgow, Midcoast, Oberon, Parkes, Parramatta, Shellharbour, Shoalhaven, Sydney, Wingecarribee, Wollondilly. *(Information supplied by State Library of NSW)*

Libraries that have abolished overdue fees are reporting a growth in membership – Tasmanian Libraries have had an increase in membership of 8,000 after abolishing fines in November 2018. The prior year they lost 900 members ([Books + Publishing: Inside the Australian and New Zealand book industry](#)-June 2019)

Other library experiences of interest include:

- Dawn Wacek: [A Librarian's Case Against Overdue Book Fines](#) (14 minute TED Talk)
- Victoria - [Libraries start new chapter by ditching fines for late returns](#) (2019)
- [Not So Fine with Library Fines? A Look at the Overdue Debate](#) (US – 2019)

How much income do overdue fees generate for CNRL member Councils?

CNRL library overdue fees paid in 2018-19

(data extracted from the Spydus Library Management System)

Gwydir Shire Council	\$0.80
Liverpool Plains Shire Council	\$347.25
Narrabri Shire Council	\$211.00
Tamworth Regional Council	\$2813.40
Uralla Shire Council	\$184.60
Walcha Council	\$0
TOTAL	\$3557.05

CNRL branch staff input: A regional training day was held in Tamworth on 22 August 2019. Staff members from Narrabri, Boggabri, Manilla, Uralla, Quirindi, Bingara and Wyallda were in attendance. Overdue fees and loan limits were explored at the training day and the following changes were supported:

- abolishing overdue fees (unanimous)
- loan limits reduced from 50 items per borrower to 20 items per borrower (to reduce risk of stock loss)
- initial loan period to remain at 3 weeks for standard items but to introduce 5 possible renewals of 2 weeks (only to apply if the item has not been reserved by another borrower)

The proposed changes are in keeping with trends in the library industry and are aimed at having books in people's homes rather than on library shelves. They increase the opportunity for people of low socio economic status to participate in learning without fear of being excluded for late return of items.

Kay Delahunt

Manager Library Services

Recommendation:

That in relation to the report "CNRL Overdue Fees" the Committee approves the following changes to fees and loan limits:

- i) CNRL overdue fees to be abolished
- ii) CNRL loan limit to be reduced to 20 items per borrower
- iii) CNRL loan period to remain at 3 weeks for standard items with up to 5 x 2 week renewals for items that are not reserved by another borrower.

ITEM 9: Selection of "One Book One Region" title for 2019

The *One Book One Region* (OBOR) program aims to encourage and promote literacy and reading in our communities and generate discussion and enthusiasm for books. This year two non-fiction titles and two novels have been selected for consideration. Criteria for selection of a suitable title are listed in the attached table. Again this year, the OBOR title should be one that holds the reader's attention, has general appeal and sufficient content and interest to inspire discussion. Each short listed title has been read and reviewed by a staff member.

Availability in a variety of formats has also been considered including paperback, large print, e-audio and e-book. Once again, multiple physical copies will be purchased for distribution to our libraries and community facilities and meeting places such as cafes, doctor's surgeries, pubs and hairdressers. The e-audio version of the OBOR title will also be acquired where possible, ideally through 'RBDigital' as this generally allows simultaneous access. The past OBOR titles are amongst the top three CNRL 'RBDigital' downloads confirming that e-audio is a popular method of access for many people wanting to engage with the OBOR program. If the chosen title is only available through Borrow Box, multiple copies will be purchased as this platform is a one book one user lending model.

The following titles have been reviewed by library staff

Any Ordinary Day by Leigh Sales

Journalist Leigh Sales talks intimately with people who've faced the unimaginable, from terrorism to natural disasters to simply being in the wrong place at the wrong time. Expecting broken lives, she instead finds strength, hope, even humour. She condenses the latest research on the way the human brain processes fear and grief, and poses the questions we too often ignore out of awkwardness. Along the way, she offers an unguarded account of her own challenges and what she's learned about coping with life's unexpected blows.

This book is heartbreaking but optimistic. It makes you wonder how you would cope if your ordinary day turned into an extraordinarily bad one.

Boy Swallows Universe by Trent Dalton

Set in suburban Brisbane in the 1980s this novel is about a young boy, Eli Bell and his troubled, fractured family. With a mother who is a recovering drug addict, an alcoholic father

and a wise but mute brother, Eli is doing his best to understand what is happening around him and to take advantage of whatever opportunities come his way. A bit like *Breaking Bad* meets *Round the Twist*, this is a fast paced, well written book that combines a degree of magic realism into a story about love of family and sense of place. Some readers might however, find some of the more gruesome and bizarre scenes slightly confronting as Eli and his family interact with the criminal underworld.

Back on Track by Bernie Shakeshaft with James Knight

Back on track is the story of Bernie Shakeshaft founder and CEO of BackTrack Youth Works in Armidale and the stories of the kids whose lives he has transformed through the BackTrack program. The story reads like an everyday conversation between two guys (Bernie and James) and starts with Bernie's life background and how he came to be the founder and CEO of BackTrack. The story also provides snippets of interviews between author James Knight, Bernie's family and people that helped Bernie at different stages of his life. The book also delves into the lives of the kids who have been transformed by attending the BackTrack program.

A truly inspirational read! It is a thought-provoking and heart-warming story of how one man with the aid of his working dogs is giving rural kids a second chance.

Too Much Lip by Melissa Lucashenko

Current year Miles Franklin winner, this is a great intergenerational tale about an Aboriginal family with lots of issues like racism, child abuse and domestic violence. Easy to read but challenging issues that require a lot of thought. I found it a really interesting book, it is quite a dark tale with difficult themes. The book does contain a significant amount of swearing.

Title	Any Ordinary Day	Boy Swallows Universe	Back on Track	Too Much Lip
	Leigh Sales	Trent Dalton	Bernie Shakeshaft James Knight	Melissa Lucashenko
Reviewer	Shiralee	Megan	Amanda	Ita
Criteria 1: Readability on multiple levels	Easy to read	Easy to read Plenty of action Well formed characters	Very easy to read – Conversational tone.	Easy to read but quite intense issues. There is a lot of slang and swearing.
Criteria 2: Suitable for discussion	Resilience Grief Fate	Identity Manhood Family	Resilience Family Education Disadvantage youth Second chances Hard ships The love of and from animals	Racism Sexuality Domestic violence Child abuse Homophobia
Criteria 3: Genre	Non-fiction	Contemporary fiction	Non-fiction	Literary Fiction
Criteria 4: Appeal to target audience including reluctant readers, men	Universal topic Features male and female stories	Lots of references to Australian popular culture. Humorous despite characters' circumstances. Semi-autobiographical	This book is an inspirational read. I think both men and women, young and old would relate at one time or another to the Bernie's story and the stories of the youth outlined in the book.	A very good read but not for a broad audience. For lovers of literature and dark, gritty stories.
Criteria 5: Digital Versions	Borrowbox eaudio ebook	Borrowbox eaudio ebook	Documentary on DVD & Beamafilm Not on BBox, querying RBD	Borrowbox ebook RBD eaudio out in November (querying if multiuse)
Criteria 6: Print formats	Large Print	Large Print		Large Print

Criteria 7: Australian setting	Yes	1980s Suburban Brisbane	Multiple Australian Settings. However the interview takes place in the New England area.	Bundjalun country west of Lismore, NSW in the fictional town of Durrongo
Criteria 8: Publisher	Hamish Hamilton Australia	Fourth Estate (Harper Collins)	Hachette Australia	University of Queensland Press
Criteria 9: Price	RRP \$34.99	RRP \$19.99	RRP \$34.99	RRP \$29.95

Megan Pitt
Local Studies and Resources Regional Librarian

ITEM 10: Demonstration of the new CNRL App

Staff will demonstrate the new CNRL App.

Delegates can download the App from the Apple Store or Google Play. Simply go to the Apple Store or Google Play and search for **CNR Library**

ITEM 11: General Business

ITEM 12: Next Ordinary Meeting: Wednesday 13 November 2019



Central Northern Regional Libraries (CNRL)

Wednesday, 4 September 2019 at 2:00pm

**Function Room, Level 4, Ray Walsh House
437 Peel Street, Tamworth**

MINUTES

Members Present

Organisation	Representative
Gwydir Shire Council	Cr Catherine Egan
Gwydir Shire Council	Georgia Standerwick
Liverpool Plains Shire Council	Cr Paul Moules
Liverpool Plains Shire Council	Ian George
Narrabri Shire Council	Jennifer Campbell
Tamworth Regional Council	Cr Juanita Wilson
Tamworth Regional Council	Kay Delahunt
Tamworth Regional Council	Shiralee Franks
Tamworth Regional Council	Narelle Lightfoot
Tamworth Regional Council	Megan Pitt
Uralla Shire Council	Cr Isabel Strutt
Uralla Shire Council	Luise Scherer
Walcha Council	Cr Bill Heazlett (Chair)

1. Welcome

Cr Bill Heazlett welcomed all to the meeting and made the following acknowledgement – *I would like to acknowledge the Kamilaroi people who are the traditional custodians of this land. I also pay my respects to Elders, both past and present, and extend that respect to other Aboriginal people who are present today.*

Cr Heazlett also welcomed Ian George from Liverpool Plains Shire Council.

2. Apologies



Apologies were received from Cr Cathy Redding (Narrabri Shire Council) and Jane Ogden (Uralla Shire Council).

3. Minutes of Previous Ordinary Meeting 1 May 2019

Motion: That the Minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 1 May 2019, be accepted as a true and accurate record.

Moved: Cr Juanita Wilson

Seconded: Cr Catherine Egan

CARRIED

4. Business Arising from Previous Minutes

No business arising.

5. Quarterly Report for June 2019

Information and Collections Librarian, Shiralee Franks, prepared the Quarterly Report for June 2019.

Motion: That the Quarterly Report for June 2019 be received and noted.

Moved: Cr Paul Moules

Seconded: Georgia Standerwick

CARRIED

6. Changes to the State Funding Model

Kay Delahunt spoke to the information provided in the Agenda regarding the changes to the State Funding Model.

Motion: That the changes to the State Funding Model be received and noted.

Moved: Jennifer Campbell

Seconded: Cr Catherine Egan

CARRIED

7. New Formula for CNRL Contributions

Kay Delahunt spoke to the information provided in the Agenda regarding the new formula for CNRL contributions.

Cr Bill Heazlett asked the Committee to provide individual feedback which consisted of:

Cr Juanita Wilson: *No concerns to raise.*

Cr Paul Moules: *Very, very good. No issues.*

Jennifer Campbell: *Very happy with the model.*

Cr Catherine Egan: *Gwydir Shire can cope with the model.*

Cr Isabel Strutt: *Most satisfied with the model, can cope with the change.*

Cr Bill Heazlett: *Appreciate Kay and staff's time. It continues from previous formula to benefit all. Has full support.*

Motion: That the new formula for CNRL Contributions are approved.

Motion: That a letter be sent to advise Councils of changes.

Moved: Cr Paul Moules

Seconded: Cr Bill Heazlett

CARRIED



8. CNRL Overdue Fees

Kay Delahunt presented information and research on abolishing overdue fees. CNRL branch staff were unanimous in their opinion of abolishing overdue fees and also reducing loan limits from 50 items per borrower to 20 items.

Motion: *That in relation to the report "CNRL Overdue Fees" the following changes to fees and loan limits apply:*

- *CNRL overdue fees are abolished*
- *CNRL loan limited is reduced to 20 items per borrower*
- *CNRL loan period to remain at 3 weeks for standard items with up to 5 x 2 week renewals for items that are not reserved by another borrower.*

Moved: *Cr Catherine Egan*

Seconded: *Cr Isabel Strutt*

CARRIED

9. Selection of "One Book One Region" title for 2019

Megan discussed the options for *One Book One Region* (OBOR) and the Committee voted. *Any Ordinary Day* received 4 votes and *Back on Track* received 2 votes.

Kay suggested that *Any Ordinary Day* be the OBOR and *Back on Track* be a focus book at the same time.

Motion: *Any Ordinary Day be the formal One Book One Region title and Back on Track be a focus book at the same time.*

Moved: *Cr Paul Moules*

Seconded: *Luise Scherer*

CARRIED

10. Demonstration of the new CNRL mobile app

Kay Delahunt provided a demonstration of the new CNRL mobile app.

11. General Business

Cr Paul Moules raised a question about delegates travelling to other libraries for meetings. Cr Bill Heazlett suggested this be discussed at the next meeting following feedback from delegates. Cr Heazlett also advised that these meetings are about the CNRL not individual libraries, and it may not be appropriate to move the meeting around.

Cr Paul Moules also requested some information on how to engage with the Indigenous community. Kay Delahunt advised that she is attending an upcoming seminar and will send notes to assist.

Cr Catherine Egan advised the Committee that Gwydir are on track with their library and have had no hiccups or dramas.

Ian George advised that Liverpool Plains Shire Council had secured \$200,000 state funding to go towards their new library. Blacktown Council has done some preliminary sketches. Talks are currently underway with the local youth and a survey has been distributed to ascertain what they youth would like to see in this area.

12. Next Ordinary Meeting:

Wednesday, 13 November 2019

Meeting Closed 3.16pm



SF2712

Central Northern Regional Libraries (CNRL)

Minutes of the Ordinary Meeting

Wednesday, 1 May 2019
 Function Room, Level 4, Ray Walsh House
 437 Peel Street, Tamworth
 Meeting commenced at 2pm

Members Present:

Organisation	Representative
Gwydir Shire Council	Cr Catherine Egan
Gwydir Shire Council	Georgia Standerwick
Liverpool Plains Shire Council	Cr Paul Moules
Narrabri Shire Council	Cr Cathy Redding (Mayor)
Narrabri Shire Council	Jennifer Campbell
Tamworth Regional Council	Cr Juanita Wilson
Tamworth Regional Council	Kay Delahunt
Tamworth Regional Council	Shiralee Franks
Tamworth Regional Council	Marian Bennett
Tamworth Regional Council	Narelle Lightfoot
Tamworth Regional Council	Megan Pitt
Uralla Shire Council	Cr Isabel Strutt
Uralla Shire Council	Luise Scherer
Walcha Council	Cr Bill Heazlett (Chair)

1 Welcome

Cr Bill Heazlett welcomed all to the meeting and made the following acknowledgement - *I would like to acknowledge the Kamilaroi people who are the traditional custodians of this land. I also pay my respect to Elders, both past and present, and extend that respect to other Aboriginal people who are present today.*

2 Apologies

Apologies were received from Jane Ogden (Uralla Shire Council) and Gail Phillpott (Gwydir Shire Council).

3 Minutes from the Previous Meeting – 14 November 2018

Motion: That the Minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 14 November 2018, be accepted as a true and accurate record.

Moved: Cr Isabel Strutt

Seconded: Cr Juanita Wilson

CARRIED

4 Business Arising from the Previous Minutes – 14 November 2018

No business arising.

Amendment to spelling of Cr Isabel Strutt

5 Library Services Manager's Report

Library Services Manager, Kay Delahunt, spoke to the Library Services Manager's Report.

5.2 Public Library Funding – Major increase from 2019/2020

The draft 2019-20 budget was presented to the CNRL Committee in November 2018 and was based on a council contribution of \$12.70. Details of the state funding model (ie, distribution formula) for 2019/2020 are not yet known. When the State funding amounts are known it may be necessary to revisit the 2019/2020 CNRL budget to make adjustments.

Cr Juanita Wilson questioned if the CNRL committee get a chance to provide input into the outcome of the funding package.

Kay Delahunt replied by advising that input into the funding package is provided through the NSW Public Libraries Association and Public Libraries Consultative Committee (PLCC) .

5.5 Radio Frequency Identification (RFID) – Progress Report

Kay Delahunt acknowledged Marian Bennett's efforts in the coordination of training and the implementation of RFID (Radio Frequency Identification) units across all branches throughout the CNRL region. Cr Bill Heazlett along with all in attendance thanked Marian. Jennifer Campbell raised that a number of Library members within the Narrabri Shire Council have misplaced their Library cards; and asked would CNRL consider replacing Library cards for free?

Discussion ensued with the following motion being made:

Motion: That CNRL replace for free Library members' misplaced cards – once only.

Moved: Cr Catherine Egan

Seconded: Cr Isabel Strutt

CARRIED

Motion: That the Library Services Manager's Report be received and noted.

Moved: Cr Paul Moules

Seconded: Cr Juanita Wilson

CARRIED

6 Quarterly Report for December 2018

Information and Collections Librarian, Shiralee Franks, prepared the Quarterly Report for December 2018.

Cr Isabel Strutt made comment of the excellent outcomes – stating that *Library's do a great job reporting to their community.*

Cr Juanita Wilson expressed how wonderful it was with the variety of programs available for adults and children.

Motion: That the Quarterly Report for December 2018 be received and noted.

Moved: Cr Paul Moules

Seconded: Cr Juanita Wilson

CARRIED

7 Quarterly Report for March 2019

Information and Collections Librarian, Shiralee Franks, prepared the Quarterly Report for March 2019.

Motion: That the Quarterly Report for March 2019 be received and noted.

Moved: Cr Cathy Redding

Seconded: Cr Isabel Strutt

CARRIED

8 Living Learning Libraries - 2017

Library Services Manager, Kay Delahunt, spoke to the Living Learning Libraries - 2017 Report.

The question was raised of what happens to old stock?

- Kay replied by advising that the Friends of the Tamworth Library sell the stock and half the proceeds are returned to CNRL for purchase of new books

Cr Isabel Strutt added that it was a great achievement overall that the *Action Indicator* shows a higher number of 'working well' than 'needing attention'.

Jennifer Campbell commented on the Report by thanking Kay Delahunt for having all the information in the one spot available for staff.

Cr Bill Heazlett continued to comment on floor space. He advised that Walcha Council has recently received government funding – money which is to be spent on opening a gym in the town. He added that floor space in the town Library is a problem, leaving them unable to offer children's activities.

Further discussion ensued with the following being raised:

- the figures from this Report should be used when applying for any funding.
- questions around applying for government funding either individually or as a joint organisation. Kay Delahunt added that CNRL is able to apply for grant funding as an organisation but the purpose of the application must be seen as beneficial for all CNRL Libraries.

Motion: That the Living Learning Libraries – 2017 Report be received and noted.

Moved: Cr Paul Moules

Seconded: Cr Isabel Strutt

CARRIED

9 CNRL Budget 2018-2019

Library Services Manager, Kay Delahunt, spoke to the CNRL Budget 2018-2019 Report.

Discussion ensued with Cr Paul Moules questioning, *how do you budget for next year when not knowing what the budget will be?*

- Kay Delahunt advised that current year State funding is used as an estimate for the next year. This procedure is used consistently.

Motion: That approval is given to release \$54,685 from the CNRL reserves to cover the budget shortfall that has resulted from reduced state funding received in 2018-2019.

Moved: Cr Cathy Redding

Seconded: Cr Catherine Egan

CARRIED

10 General Business

Cr Paul Moules – following the Liverpool Shire Council meeting held (30 April) raised the following:

- could all correspondence around CNRL meetings be sent Attention: Donna Ausling – as Council raised concern over not receiving notifications within a suitable timeframe.
- ABS statistics - indicate 10% Aboriginal people within the Council area.
 - Kay Delahunt advised that cultural awareness training is available.
 - TRC to rollout further training - trainer from Armidale.
- CNRL policies – could they be made available to all members of CNRL for reference for individual Library policies.
- Quirindi Library – undergoing renovations – floor space an issue. Grant funding available \$200,000 project to be carried out over 3/4 stages..

Cr Bill Heazlett:

- advised that the next NSWPLA North East Zone Meeting is to be held in Armidale on 30 May 2019.

Cr Catherine Egan:

- Bingara Library received \$200,000 in government funding for upgrade to Library.
- Tim Cox has left Council – Georgia Standerwick has taken his place on CNRL.

Motion: That a letter of thanks be sent to Tim for his time with CNRL.

Moved: Cr Bill Heazlett

Seconded: Cr Paul Moules

CARRIED

Cr Isabel Strutt – thanked Kay Delahunt for all Reports – found them very informative.

Jennifer Campbell:

- Dementia Seminar held in Narrabri – course available online.
 - once course completed you are issued with a sign displaying – Dementia Friendly Library.
 - Jennifer to forward information to Kay Delahunt for distribution.
- Library fines amnesty
 - Marian replied by advising that the software is unable to do what was originally thought, and branch staff are able to waive the fee manually.

Makerspace staff – provided a demonstration of virtual reality.

11 Next Meeting – 13 November 2019 – Venue (TBA).

Meeting Closed 3.07pm



June 2019
Quarterly Report



Investing in the future of our communities by creating an environment for learning, innovation and social connection.

Quarterly Report June 2019

Theme: Discover

CNRL provides content (print and electronic) to inspire its communities and keep them engaged with learning, creating and culture

CNRL Loans for the Quarter

	June Quarter 2018	June Quarter 2019
<i>Physical Items loaned</i>	73525	62076
<i>Digital e-audio</i>	6726	8756
<i>Freegal Music</i>	1663	1217
<i>e-books</i>	3550	3691
<i>e-magazines</i>	526	1163
Total Physical & Digital Loans	85,990	76,903

- National Simultaneous Storytime was held at a number of branches.
- Narrabri, Tamworth, Uralla and Nundle Libraries live streamed the Sydney Writers Festival.
- Tamworth Library hosted an author talk with Jo Spicer, and a poetry evening with local poet Peter Langston and the Tamworth Dramatic Society.
- Dolly Parton Imagination Library registrations currently stands at 148.

CNRL working with the community to collect, record and provide access to community memory.

- Gwydir Libraries launched an oral history project called "Remember When" which aims to capture the voices of older residents reminiscing about their earlier lives. It is a joint project with the local Historical Society.
- The Drover's Daughter by author Patricia Blackwell, writing as Patsy Kemp, detailing Patsy's childhood in Narrabri was included in the collection.
- Nundle Library has received a donation of local studies books that mainly relate to the Aboriginal population of the area. These will become part of the collection.

Theme: Connect

CNRL provides access to digital services, uses technology to improve efficiencies, processes and customer service.

- All CNRL branches installed RFID machines for staff and customers.
- The 3D printer was located at Barraba, Bingara, Walcha, Wyallda and Werris Creek libraries.
- Gwydir libraries hosted Be Connected sessions one morning a week.
- Bingara Library purchased 4 new computers for public use.
- All Narrabri shire libraries have moved to non-ticketed wifi.
- Quirindi Library is now connected to the NBN.
- South Tamworth Library had a new Mitel phone installed and the switchboard upgraded.

- Werris Creek Library had new Department of Human Services equipment installed including a new printer/scanner and a digital display board.

Theme: Enjoy

Together with branch staff CNRL will provide activities and learning opportunities that promote skill development and wellbeing in the community.

Branch	Adult's Programs June Quarter	Attendance Adult's Programs	Children's Programs June Quarter	Attendance Children's Programs
Bingara	28	248	50	767
Warialda	19	248	64	444
Quirindi	25	119	16	108
Werris Creek	15	97	2	41
Narrabri	81	295	64	1016
Boggabri	6	91	2	24
Wee Waa	30	97	3	18
Tamworth	52	665	76	1217
South Tamworth	3	19	15	239
Barraba	2	4	2	8
Manilla	15	69	5	66
Kootingal	0	0	3	79
Nundle	18	61	4	31
Uralla	75	373	30	411
Walcha	6	38	3	0
Total	375	2424	339	4469

- Barraba Library participated in Frost Over Barraba with the Tamworth Youthie holding a cupcake decorating workshop in the library which attracted 61 children.
- Gwydir libraries have created partnerships with the local retirement homes and local CHSP services, historical societies, schools, pre-schools and playgroups across the shire. As a result programs are run including the outreach program NBNG (No Boys No Girls), Golden Oldie craft at Touriandi Lodge Bingara, Bingara day centre at the hospital and Naroo Hostel, Toddler Makerspace, Men's Chat, Chess and Card club.
- Nundle, Walcha and Uralla Libraries held Tech Savvy Seniors sessions.
- Nundle Library held crochet workshop sessions.
- School holiday activities were held around the region.
- Tamworth Library held 2 events during Law Week in association with the State Library of NSW.
- Makerspace staff hosted the Armidale Home School Group at the Innovation Studio for the combined Hands On Learning program where attendees took part in Engineering and Design challenges building Sphero Robot Chariots to carry passengers through an obstacle course and resource-limited bridges for spheros to cross.

- Uralla Library held a number of activities for Youth Week including: Minute to Win It challenge, Giant Jenga, "Out of the box" library challenge, Bike Safety Workshop and youth themed Storytime session.
- Werris Creek Library hosted a health event run by HealthWise Gunnedah which focused on Mental Health. Individual health checks were also conducted.

CNRL will support outreach programs.

- Narrabri Library Manager took the new Bee-Bots to Nurruby Preschool.
- Makerspace staff held 12 workshops at the Tamworth Youthie.
- Makerspace staff were involved in the Tamworth Amazing Enviroment at Bicentennial Park which hosted schools from around the region for a race of educational environmental activities put on by Tamworth Regional Council, University of New England and Tamworth Landcare. Makerspace staff challenged every student to turn saved-from-landfill T-Shirts into reusable shopping bags using just scissors and knots. Staff also flew the Youthie community drone to photograph race attendees around a large artwork sign created during the day.
- Tamworth Library staff presented the CWA Country of Study website to the local CWA group.
- Tamworth Library Early Childhood Literacy Officer delivered 7 Maths in Libraries workshops at Coledale Community Centre for parents of 3 and 4 year olds.

Theme: Create

CNRL will support member Councils to create welcoming flexible spaces for libraries.

- Barraba Library opened as a one-stop-shop in May with the library, council, Services NSW and Centrelink combined.
- The Country University Centre – North West, has opened in the space adjacent to the Narrabri Library.
- The amenities block adjacent to Quirindi Library has been refurbished due to a drought subsidy grant.
- Uralla Library purchased new furniture including a sofa, bench seat and 8 chairs.
- Uralla Library installed a projector and screen, replacement of people counter and automatic door mechanisms.

CNRL is creating a customer oriented, flexible, skilled and innovative team of library staff and volunteers that are excited and inspired by new technologies.

- Staff from Tamworth and Manilla libraries participated in Dealing with Aggressive People and Robbery Awareness training.
- Tamworth Library staff members attended Writing for the Web training.
- All Tamworth Regional Council library staff members completed mandatory Code of Conduct training.
- Makerspace staff are completing training in projection mapping from the training company Illuminar. The training is based on "Vivid Sydney" and is grant funded.
- Uralla Library manager completed First Aid training.

- The Friends of Werris Creek Library held a meeting in June which was attended by the People and Culture Manager and new WHS Officer from Liverpool Plains Shire Council. The council staff conducted a general induction for the volunteers.

The CNRL committee, Member Councils and staff have worked collaboratively to create a strategic direction for the library service, advocate for appropriate library funding, practice good governance and promote library services to the community.

- A Central Northern Regional Library Committee Meeting was held on 1 May 2019
- Library representatives from Tamworth, Uralla, Narrabri and Walcha attended the NSWPLA North East Zone Full Meeting held at Armidale Library in May.
- The Liverpool Plains Shire Council Library Advisory Group met for the first time at Werris Creek Library in April. The meetings are intended to provide an opportunity to canvass and discuss local library matters that are of a strategic importance and specific interest.

ITEM 6: Changes to the State Funding Model

This report provides an historical context to the recent changes in the model for state funding for public libraries. CNRL Councils have fared differently in the recent changes. The report outlines how the region has been affected.

State Funding from 1991 to 2004/05:

- Prior to 1990 the State subsidy was \$1.85 per capita
- After 1990 the per capita amount ceased to be the sole component of subsidy payments to councils.
- The 1990 funding formula introduced:
 - base payments (about 5%)
 - extra weightings for council “disabilities”
 - discrete small grant payments (for collections and “special projects”).

The disabilities were derived from NSW Local Government Grants Commission measures of council disability. Five disabilities were identified as characteristics that would make it more expensive for an LGA to provide library services.

The 5 disability factors:

- the number of children under 5,
- the number of people over 65,
- the number of people speaking a language other than English,
- council isolation
- dispersed populations.

Councils that were above the NSW average in any of these factors were allocated extra funds. This ensured extra funding was provided to country councils and Western Sydney councils in particular.

About \$600k (or about 5% of the total funding) was allocated according to the disabilities. 5% was the “base grant” – a flat amount for each council, and for most years 5% was special purpose grants. The bulk of the funding (69.5%) was allocated by LGA population. A test was done after the formula was applied to ensure all councils received at least \$1.85.

2005/06 – Introduction of Disability and Geographic Allowance

The funding formula was modified in 2005/06 following a \$2.3M increase to the funding. The objective from Government was to ensure that this 12% increase to the total funding was shared uniformly across all councils. This was achieved by splitting the subsidy payment into 2 parts.

- \$1.85 per capita amount,
- The Disability and Geographic Adjustment payment or DGA.

The DGA included each council's previous base payments, disability payments, small grants and each council's share of the 12% increase.

The DGA for each council changed slightly for each council each year depending on population increase/decrease.

Amalgamations in the early 2000s

The pre-2005/06 approach had the 5% base payments and 5% special purpose grants. This equated to \$11,000 per council.

When councils amalgamated, the Government had a range of principles that were to be applied for funding transitions. Principle 8 set out that Councils would receive state funding unchanged for 2 years following amalgamation, then the new council would be treated as a new council so to speak. For the library funding this meant that a new council that was the result of the merger of 3 old ones would continue to receive these components for 2 years, then in year 3 the component would drop back to \$11,000.

For councils like Tamworth Regional this would mean a drop in funding once the third year arrived. (the decrease would have been from \$55,000 to \$11,000)

The Shires Association lobbied the Minister to preserve the historic library payments for these councils. The Minister agreed, and from that point the councils that were formed from amalgamations in the early 2000s have continued to receive these historic components in their payments.

The New Model Subsidy Adjustment 2019/20


The new model is a completely new approach, dispensing with all of the above. It comprises the per capita amount plus an equal or flat rate allocation of Subsidy Adjustment funds to councils, with a portion of the funding allocated with reference to need, identified using the Socio-Economic Indexes for Areas scale (SEIFA) developed by the ABS.

For 2019/20 the model includes a flat rate payment of \$50,000 per council (total cost \$6.350 million), with the remainder of the funds (\$1.197 million) allocated with reference to the SEIFA score of each council.

See: <https://www.sl.nsw.gov.au/public-library-services/subsidies-and-grants/public-library-funding-201920>


There was enough extra funding for this completely new approach. For councils like Tamworth Regional which were formed from multiple older councils, the increase isn't as much as for non-amalgamated councils, due to the \$11k component discussed above, which had continued to be part of the payments from 05/06 to 18/19.

Table 6.1 CNRL – State Funding – Comparison from 2017 to 2019

	2017-18 total state funding per capita	2018-19 total state funding per capita	2019-20 total state funding per capita	difference from 2017 to 2019 per capita	% change from 2017 to 2019 %
Gwydir	\$9.27	\$7.64	\$13.98	\$4.71	50.8%
LPSC	\$5.70	\$4.92	\$10.43	\$4.73	83.0%
Narrabri	\$4.15	\$3.71	\$7.02	\$2.87	69.2%
Tamworth	\$3.71	\$3.17	\$3.41	-\$0.30	-8.1%
Uralla	\$5.51	\$5.03	\$11.96	\$6.45	117.1%
Walcha	\$8.39	\$7.26	\$21.13	\$12.74	151.8%

In the new model Tamworth Regional Council will not realise an increase in 2019-20. Any increase will occur after the staged increase to per capita state subsidy. Using the current population figures, Table 6.2 shows what the per capita subsidy might look like moving forward to 2022-23.

Table 6.2

	Population as at 30/ 6/ 2018	2019-20 \$2.45 per capita	2020-21 \$2.55 per capita	2021-22 \$2.65 per capita	2022-23 \$2.85 per capita
Tamworth	62,156	152,282	158,498	164,713	177,145
Gwydir	5,349	13,105	13,640	14,175	15,245
LPSC	7,893	19,338	20,127	20,916	22,495
Narrabri	13,231	32,415	33,739	35,062	37,708
Uralla	6,062	14,852	15,458	16,064	17,277
Walcha	3,132	7,673	7,987	8,300	8,926
Total	97,823	239,665	249,449	259,230	278,796

Recommendation:

That in relation to the “Changes to State Funding Model Report” the Committee receive and note the report.

ITEM 7: New Formula for CNRL Contributions

The current CNRL funding formula comprises:

- the \$1.85 per capita subsidy
- all of the subsidy adjustment including local priority
- a per capita contribution from member councils (currently \$12.70)

The funding formula is not specified in the *Central Northern Regional Library Agreement 2016*. Section 4 of the agreement states that "Tamworth Regional Council has the following responsibilities pursuant to this agreement 4.7 Preparation and adoption of a budget for the operation of the Central Northern Regional Library Service including the determination of the contributions payable by Delegating Councils for the provision of library services each financial year"

Given the changes to the State funding model outlined in the previous report, a new CNRL contribution formula is required. A proposed new contributions formula is outlined below:

- the per capita library subsidy (\$2.45 per capita for 2019-20)
- local priority funding (not including the other 70% of the subsidy adjustment)
- a per capita contribution from member councils

Use of local priority funding must be for projects which can be shown to have direct community benefit. Categories for local priority funding include technology, collections, building, research and promotions. Projects must use at least 30% of each council's subsidy adjustment. The amount must be fully expended each year and the Library Council of NSW can request financial reporting for this funding.

Pooling of local priority funding is expedient in that it is easy to meet all funding requirements and the purchase of regional library resources has clear community benefit. CNRL's capacity to apply for grant funding is dependent on all member Councils having their financial reporting up to date.

Because the level of subsidy adjustment in the new state funding model includes a flat rate of \$50,000 per Council, this in turn affects the \$ amount required for local priority purposes. See Table 7.1 for the difference in local priority from 2018-19 to 2019-20

Table 7.1 Local Priority Funding Comparison 2018-19 and 2019-/20

Council	Subsidy Adjustment 2018/19	Local priority = 30% of subsidy adjustment 2018-19	Subsidy Adjustment 2019/20	Local priority = 30% of subsidy adjustment 2019-20
Gwydir	30,779	9,234	61,689	18,507
LPSC	24,189	7,257	62,987	18,896
Narrabri	24,958	7,487	60,520	18,156
Tamworth	81,165	24,350	59,468	17,840
Uralla	19,448	5,834	57,669	17,301
Walcha	17,082	5,125	58,521	17,556
Total	197,621	59,286	361,854	108,256

Table 7.2 below shows the current funding formula as applied to the 2019 -20 CNRL Budget. The per capita Council contribution is \$12.70.

Table 7.2: Current Model


	population as at June 2017	subsidy@ \$1.85 per capita	subsidy adjustment	local priority	subsidy plus subsidy adjust minus	2019-2020 Council contribution based on 12.70 per capita	grand total (all subsidies and \$12.70 per capita Council contribution)
					local priority		
Tamworth	61554	\$113,875	\$81,165	\$24,350	\$170,691	\$781,736	\$976,776
Gwydir	5316	\$9,835	\$30,779	\$9,234	\$31,380	\$67,513	\$108,127
LPSC	7887	\$14,591	\$24,189	\$7,257	\$31,523	\$100,165	\$138,945
Narrabri	13387	\$24,766	\$24,958	\$7,487	\$42,237	\$170,015	\$219,739
Uralla	6115	\$11,313	\$19,448	\$5,834	\$24,927	\$77,661	\$108,422
Walcha	3157	\$5,840	\$17,082	\$5,125	\$17,797	\$40,094	\$63,016
Total	97416	\$180,220	\$197,621	\$59,286	\$318,555	\$1,237,183	\$1,615,024

Table 7.3 shows the proposed new funding model which comprises State per capita subsidy, local priority funding amount and a Council per capita contribution of \$12.95

Table 7.3: New Model


	population as at June 2018	subsidy@ \$2.45	SEIFA adjustment	flat rate subsidy adjustment	subsidy adjustment (i.e total SEIFA & flat rate)	local priority = 30%	2019-2020 Council contribution based on 12.95 per capita	grand total (subsidy, local priority and Council contribution of \$12.95 per capita)
						subsidy adjust (i.e 30% of SEIFA + flat rate)		
Tamworth	62156	\$152,282	\$9,468	\$50,000	\$59,468	\$17,840	\$804,920	\$975,043
Gwydir	5349	\$13,105	\$11,689	\$50,000	\$61,689	\$18,507	\$69,270	\$100,881
LPSC	7893	\$19,338	\$12,987	\$50,000	\$62,987	\$18,896	\$102,214	\$140,448
Narrabri	13231	\$32,416	\$10,520	\$50,000	\$60,520	\$18,156	\$171,341	\$221,913
Uralla	6062	\$14,852	\$7,669	\$50,000	\$57,669	\$17,301	\$78,503	\$110,656
Walcha	3132	\$7,673	\$8,521	\$50,000	\$58,521	\$17,556	\$40,559	\$65,789
Total	97,823	\$239,666	\$60,854	\$300,000	\$361,854	\$108,256	\$1,266,808	\$1,614,730

Table 7.4 below shows the difference between the old funding formula and the new funding formula as applied to the 2019 -20 CNRL budget

Table 7.4



	Old funding formula - grand total (per capita subsidy, subsidy adjustment, local priority and Council contribution of \$12.70 per capita)	New funding formula- grand total (per capita subsidy, local priority and Council contribution of \$12.95 per capita)	Difference between total for original funding formula and new funding formula 2019-20
Tamworth	\$976,776	\$975,043	-\$1,733
Gwydir	\$108,127	\$100,881	-\$7,246
LPSC	\$138,945	\$140,448	\$1,503
Narrabri	\$219,739	\$221,913	\$2,174
Uralla	\$108,422	\$110,656	\$2,234
Walcha	\$63,016	\$65,789	\$2,773
Total	\$1,615,024	\$1,614,730	-\$294

The future:

The current year CNRL budget is a deficit budget. As the per capita subsidy increases, CNRL member Council's capacity to contribute will increase. This is particularly the case for Tamworth Regional Council which has the largest population base.

Using the current population figures **Table 6.2** shows what the per capita subsidy will look like moving forward to 2022-23

Kay Delahunt**Manager Library Services****Recommendations:**

- 1. That the Committee approve a new CNRL funding formula comprising:**
 - i) each Council's per capita subsidy;
 - i) each Council's local priority funding; and
 - ii) an approved per capita Council contribution determined annually via the budget process
- 2. That the new funding formula be applied from the 2019-20 financial year onward**

Table D1: Population – 2017 and 2018

	2017	2018	Population Change
Tamworth	61554	62156	602
Gwydir	5316	5349	33
LPSC	7887	7893	6
Narrabri	13387	13231	-156
Uralla	6115	6062	-53
Walcha	3157	3132	-25

Table D2: Difference in Council per capita contribution (does not include subsidy)

	Old formula 12.70 on 2017 population	new formula 12.95 per capita on 2018 population	Difference in per capita contribution
Tamworth	\$781,736	\$804,920	\$23,184
Gwydir	\$67,513	\$69,270	\$1,757
LPSC	\$100,165	\$102,214	\$2,049
Narrabri	\$170,015	\$171,341	\$1,326
Uralla	\$77,661	\$78,503	\$842
Walcha	\$40,094	\$40,559	\$465

Table D3: Proportion of increased funding that will be available for infrastructure or service improvement for each Council.

	Population 2018	Difference in per capita contribution when new formula applied	70% Subsidy Adjustment	70% subsidy adjustment minus 25c per capita increase
Tamworth	62156	\$23,184	\$41,628	\$18,444
Gwydir	5349	\$1,757	\$43,182	\$41,425
LPSC	7893	\$2,049	\$44,091	\$42,042
Narrabri	13231	\$1,326	\$42,364	\$41,038
Uralla	6062	\$842	\$40,368	\$39,526
Walcha	3132	\$465	\$40,965	\$40,500

RECOMMENDATION

That in relation to the report “Central Northern Regional Library”, Council receive and note the Minutes from the CNRL Ordinary meeting held 4 September 2019

SUMMARY

This report presents the Minutes from the Central Northern Regional Library (CNRL) Ordinary Meeting held 4 September 2019

COMMENTARY

The CNRL Committee met on Wednesday 4 September 2019. Minutes of this meeting are ATTACHED, refer ANNEXURE 1.









- The June 2019 CNRL Quarterly Report was presented.
- A new CNRL funding formula was approved by the Committee. The new formula is in response to changes in the State Funding Model announced in July 2019.
- Information about overdue fees and loan limits was presented and discussed. The Committee approved the abolition of CNRL overdue fees. The loan limit per borrower was reduced from 50 items to 20 items. Loan periods remain the same with the exception of renewals. Items can be renewed for two weeks, and up to five times, if the item is not reserved.
- The CNRL Committee discussed a shortlist of four recently published Australian titles for consideration for the ‘2019 One Book One Region’. ‘Any Ordinary Day’ by Leigh Sales was selected. In addition the Committee requested that ‘Back on Track’ by Bernie Shakeshaft and James Knight be provided as a book group kit and be promoted across the region.
- A demonstration of the new CNRL mobile App took place. The App can be downloaded by searching for **CNR Library** in the Apple Store or Google Play.

(a) Policy Implications**(b) Financial Implications**

- The abolition of overdue fees will reduce income by approximately \$XXXX per annum
- Under the new funding formula XXXXX Council’s contribution to CNRL for 2019-20 will be \$XXXX below/above the amount estimated in the current year budget.

(c) Legal Implications**(d) Community Consultation****(e) Delivery Program Objective/Strategy**

9.2 REPORT ON THE NSW PUBLIC LIBRARIES ASSOCIATION (NSWPLA) NORTH EAST ZONE MEETING HELD ON 19 SEPTEMBER 2019.**Responsible Officer:** Lindsay Mason, Director Corporate Services**Author:** Jenny Campbell, Library Manager

- Attachments:**
1. Attachment 1 -North East Full Zone Meeting Agenda September 2019  
 2. Attachment 2 -North East Full Zone Meeting Armidale Minutes May 2019  
 3. Attachment 3 - NSWPLA Update May 2019  
 4. Attachment 4 - State Library Report September 2019  

DELIVERY PROGRAM ALIGNMENT**1 Society**

- | | |
|-----------|---|
| Objective | 1.1 Community health, safety and support services will adequately meet changing community needs |
| Strategy | 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles |

EXECUTIVE SUMMARY

This report highlights discussion points from the NSW Public Libraries Association (NSWPLA) North East Zone Meeting held on 19 September 2019.

RECOMMENDATION

1. That Council note the report on NSWPLA North East Zone Meeting held on 19 September 2019.

BACKGROUND

The NSWPLA North East Zone holds two (2) meetings per year and also contributes to the NSWPLA Annual General Meeting held each year after the annual library conference.

CURRENT SITUATION

Highlight from the meeting are as follows:

Meeting Agenda – Attachment 1

Apologies were recorded and the minutes of the previous meeting (Attachment 2) were confirmed.

PLNSW Executive Report

This report, which had been presented at the NSW Public Libraries (NSWPLA) Northeast Zone Meeting held at Armidale in May 2019 (Attachment 3), was highlighted. Focusing on the “Renew Our Libraries” Campaign, the success of Phase One was stated, as was the importance to continue the push for indexing funding during Phase Two of the campaign.

State Library Report Highlights

Public Library Funding 2019/20

- Councils can now apply for the increased funding.
- The Infrastructure grants are now open.

Public Libraries Consultative Committee

- The Committee developed the new State Library Strategic Plan.
- The Committee advised on the form of reporting for the increased public library funding, with the 2020/21 reporting requiring councils to describe how the increased funding has improved library services.
- They considered draft guidelines for the Infrastructure Grants, for recommendation to the Library Council.

Assessment and compliance visits – continuing

Amplify audio transcription tool

- After a successful pilot project in partnership with selected public libraries in 2018, the State Library is now opening the use of the audio transcription tool Amplify to eligible NSW public libraries for the creation of oral histories.

Early Literacy Framework

- Launched at a seminar at the State Library on 5 November

People Places Revision

- Additional tools, trends and other planning information will be published on the website in the coming months.

Portable local studies collecting project

- The project includes equipment kits (oral history or digitisation) and training. Sixteen libraries are participating in this project and the equipment is currently being procured

More detailed information on the listed items and additional topics can be found in Attachment 4 - State Library NSW Report

Increase in homelessness and difficult customers

Libraries are experiencing an increase in difficult behaviours due to libraries being used as refuges by the homeless. Staff are bearing the brunt of abuse from patrons and are concerned that Councils are not acknowledging the impact on staff. Patrons and staff feel uncomfortable and unsafe when the anti-social behaviour spills over into the library.

Councils are thinking of employing social workers to deal with the social, drug and mental health issues associated with homelessness and other difficult behaviours. Some libraries in metropolitan areas employ security guards, but this is cost prohibitive for smaller councils.

There were a number of suggestions to help staff deal with difficult customers including:

- Online courses with a focus on homelessness

- For single staff branches:
- Regular staff phone in to help with security
- CCTV installations – there is the possibility of grant funding for the libraries.

Collection purchasing and interest groups

There was discussion as to which libraries had been contacted by Kirralee Smith, founder of the Binary Group, which is anti “de-gendering” society. They have been protesting against LGBTQ resources on library shelves, specifically a book called Beyond Magenta. The meeting participants felt that to remove these resources is a form of censorship which is not aligned with socially inclusive library collection development policies.

Library Funding increases

There was discussion on how libraries were planning on spending the increase in library funding. Some libraries were concerned that their councils would reduce current funding once the additional funding was received.

The sentiment of the meeting was this would be a dangerous strategy as:

1. The State Library will be auditing Council financials when they are acquitting the subsidy to ensure this is not happening.
2. If Councils try and reduce current funding, ongoing funding may be jeopardised.

Library futures activity from Library Leaders Strategic Workshop held at State Library.

A workshop was held which made meeting attendees think strategically about:

- What we know is coming?
- What do we fear?
- What do we hope for?
- What do we expect?
- What have we failed to prepare for?
- What we can't avoid?

The meeting participants shared their thoughts, which provided material for further discussion.

Library News

Each library shared their highlights from the last six (6) months.

General business

There was no general business.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

External.

External Consultation

NSWPLA staff and Councillors.

Internal Consultation

Nil.

North East Zone Public Libraries NSW**Meeting September 19 2019****Venue: Rockpool Motor Inn
45 McIntyre St, South West Rocks NSW 2431****Lunch 12 .00 p.m. – 1.00 p.m.****Meeting 1.00 to 5.00pm****Agenda:**

1. Apologies
2. Confirmation of previous minutes
3. PLNSW Executive Report (written)
4. State Library Report (written)
5. Increase in homelessness and difficult customers discussion – are other libraries seeing an increase and what are you doing to manage impacts to staff/customers. Jo C
6. Collection purchasing and interest groups. Chris J
7. Library Funding increases – how are libraries treating this increase in budgets. Jo C
8. Overdue fines continued discussion from previous meeting. Kathryn B
9. Library futures activity from Library Leaders Strategic Workshop held at State Library. Chris J & Jo
10. Library News
11. General Business

Dinner: Rockpool Motor Inn

**North East Zone NSWPLA
AGM &
Ordinary Meeting**

Armidale – May 30 2019

Armidale Library Meeting Room

Minutes

Commenced: 1.00pm
Chair: Cr Bill Heazlett, Walcha Shire Council

Attendance:

Cr Bill Heazlett	Walcha Shire Council
Cr Dalla Tout	President NSWPLA, Wagga Shire Council
Chris Jones	MidCoast Libraries
Jenny Campbell	Narrabri Shire Library
Kathryn Breward	Clarence Regional Library
Jo Carmody	Richmond Tweed Regional Library
Roslyn Cousins	Coffs Harbour Library
Cr John Macnish	Tenterfield Shire Council
Cr Di Baker	Inverell Shire Council
Cr Sally Townley	Coffs Harbour City Council
Jim Maguire	Port Macquarie Hastings Library
Gary Ellem	Richmond-Upper Clarence Regional Library
Sonya Lange	Inverell Shire Public Library
Aimnee Hutton	Armidale Library
Shiralee Franks	Central Norther Regional Library
Christiane Birkett	Gunnedah Shire Library
Angie Meers	Kempsey Library
Cr Isabel Strutt	Uralla Shire Council
Luise Scherer	Uralla Shire Council
Maddison Garrad	Walcha Library
Jill Haynes	Bellingen Shire

Apologies:

Cr Cathy Reading	Narrabri Shire
Ian Greenhalgh	Armidale Dumaresq Library
Cr Sharon Cadwallader	Ballina Shire Council
Cr Nathan Willis	Ballina Shire Council
Cr Karen Toms	Clarence Valley Council
Cr Peter Ellem	Clarence Valley Council

Wendy Warner	Guyra Library
Jenny Stoker	Tenterfield Public Library
Cr Bruce Morris	Kempspey Shire Council
Kay Delahunt	Central Northern Regional Library
Wes McQuillan	Nambucca Shire Library
Kerry Byrne	Glen Innes Severn Library
Cr Carol Sparks	Glen Innes Severn Council

Guest: Ellen Forsyth, State Library of NSW (via BlueJeans)

Welcome: by Cllr B. Heazlett and acknowledgement of Country.

1. **AGM** – no election was held as the nominations equalled the vacancies. Cr Bill Heazlett President, Cr Cathy Reading Vice President, Jo Carmody Secretary and Chris Jones Deputy Secretary were nominated and accepted the roles.
2. **Apologies be accepted:** Moved: Sonya Lange /Seconded: Cr John Macnish
3. **Confirmation of Coffs Harbour Minutes:** Moved: J. Campbell /Seconded: Jim Maguire
4. **State Library Report**
Statistics Libraries are grouped according to population size.
Indy Reads very close to being rolled out.
New Funding to start in July, State Library had no further information to confirm detail of figures.

Action taken on an idea which Ian Greenhalgh raised in the minutes of the Coffs Harbour meeting. I. Greenhalgh then raised the method of the collection of eResources statistics. The meeting noted the disparity between the proportional method used to collect the public library statistics versus the method applied to the NSW.net resources.

Thanks to Ian raising this State Library are now collecting statistics differently.

- From 2016/17 onwards, the NSWnet statewide content is not counted as stock at each library, instead the information is listed as a single state-wide data set in the infographic in the NSW Public Library Statistics 2016/17 publication (a copy of the infographic that is included in the publication is attached).
- Libraries continue to count the use (downloads) of this content in their loan / use figures.

- The only proportional counting State Library will now do is for eResources for consortias that are run by the libraries themselves (e.g. SW zone digital library).

5. NSWPLA Executive Report from Cr Dallas Tout

Report attached separately as PowerPoint.

10. Library News

Tenterfield

- Tenterfield Library now has a full set of bound Tenterfield Star newspapers from 1900 to the present day. The local newspaper office has closed down (journalist works from home) and they wanted to dispose of their collection, so we were able to obtain the newspapers we were missing and replace some that were damaged. We still have online digital access to the newspapers up to 1955 via a link on our catalogue page.
- Free Health Checks have been offered as part of Council's Wellbeing program. Carried out by Capital Health Care and involved blood glucose levels and cholesterol test, blood pressure, hand strength, lifestyle questions. It was popular with staff with a good take up.
- Tenterfield had a successful Summer Reading Program, even managed to get an article in the local newspaper.
- Family History workshops are popular. We had one this week on accessing and using the Tenterfield Star newspaper database and are planning another workshop with a speaker in May or June.

Central Northern

- RFID soon to go live across CNRL
- Barraba one-stop-shop opened – includes library, council, Service NSW, Centrelink
- Manilla library/council has installed a Service NSW Digital Self Service Kiosk for a trial
- Sydney Writers Festival was streamed across four branches across CNRL
- Changes to Childrens Team – 3 day per week Early Childhood Literacy Officer and a 5 day per week Childrens Services Officer
- Completed the Living Learning Library document – main issues were floor space, open hours and staff training

Gunnedah

- Genre re-branding of nonfiction finished – we have about 25 broad sections and it's working well with more loans across most categories
- In conjunction with the opening of the new swimming pool, we had a CPR demonstration at Brain Training @ the Library

- Two staff members are working on their last unit of Cert III in Information and Cultural Services - nine of the units were presented on a face to face basis by TAFE free of charge to council as staff had already started their qualifications
- We have started our eResources collection by joining a consortium to obtain rbDigital and also Haynes Car Manuals on line
- I placed all information about 1,000 Books Before School on the NSW Public Libraries network,
- Brain Training to two nursing homes in Gunnedah twice a month
- Curious Creatures Scavenger trail during January in conjunction with the Summer Reading Club
- We established a 'street library' at the Civic in December as the library would be closed for two weeks over Christmas/New
- The library, and myself, were nominated for Australia Day awards in January 2019
- February, we had a 'Red 'rapped reads' display of all books with red covers –
- March saw a Council restructure and rebranding
- Two staff members went to Scone library to give a presentation to staff, preschool teachers and parents about 1.000 Books Before School, and Junior Brain Games
- Bookends Literacy Assist has been short listed for the Local Government Excellence Awards – winners announced 20june19
- Presentation about library services to Probus – approx. 60 people attending
- author visit– L. J. Blackmore – whose next novel is set in Gunnedah.
- Prime 7 came to the library to film a segment about our Shopbound library service
- collaborating with the Community College re computer training in the library.

Inverell

- Library migrated to the Aurora Library Management System in December 2018, and staff and customers have been very pleased with the new product, in particular the OPAC, Montage. We have also added Syndetic to enhance and enrich item records. We recently enable advance reminders and automatic renewals, to which customers have responded very positively.
- We have also changed public PC booking software, and print management software for the public PC's. We selected Bookings Plus and Papercut, from EvolvePlus. The migration is quite recent, but staff and customers are coping well with the change (from a coinbox attached to the copier, to applying credit to library card accounts for printing costs)
- Our partnership with TAFE for robotics and coding classes has continued for the first half of the year and has been very successful.

Clarence

- Launch of *your heritage in pixels* Project – supporting upskilling local museums in digital preservation techniques
- Commencement of the handover of the *Mackey Archive Collection* to the Clarence Regional Library containing:
 - Local historical works, documents, maps, images and ephemera in hardcopy and in digital formats.
 - Family history research collection containing titles unique to the area and to the country for genealogical research
 - In order to accommodate this new collection the CRL STACK Collection is in the process of being overhauled and significantly reduced.
- Recruitment for new library structure has commenced with new people in Yamba, Maclean and Iluka libraries as well as the Mobile library and in the Regional Library a new Team Leader (Regional Resources) commencing this week.
- Added *StoryBox library* to databases and will be also adding *Niche Academy* in the next few weeks.
- For the first time in over 8 years all CRL libraries were closed on Monday 11 March for a full staff meeting, all permanent and casual staff were invited to attend SPARKLE training for the day. A fabulous opportunity to meet new staff and connect with staff across the region while focusing on sparkling customer service.
- Events of interest:
- Memory Mining workshops – with author Zachery Jane were a booked-out success in all locations
- Peter Newlands author visit – An ABC Broadcaster with family in the Valley, he also provided us with a 40-minute Oral History interview he did with his elderly family members of their memories of life living in a small river community.
- OZOBOT fun – sessions for both kids during the holidays and also for seniors during seniors week

Richmond Upper Clarence

- The Regional Library celebrated 40 years in November 2018
- Hosted book launches and author visits
- The Library has a new website
- Staff continuing focusing on Collection HQ
- 2 staff attended a Reference and Information meeting at Grafton in February 2019

- Staff member, Ngarie Macqueen was part of a presentation at ALIA Online Conference
- Restructure with a Coordinator Programs and Events position created
- Kyogle Council has added an additional \$70,000 to the redesign Kyogle Library project – was successful with a 2017/18 Public Library Infrastructure Grant. Project has been delayed but hopefully will commence soon
- Seed Library launched at the end of March 2019 in partnership with Richmond Valley Council
- In partnership with Richmond Valley Council was successful in Round Two of the Regional Cultural Fund for “Art Van Go – mobile Cultural Programs.” The library will share with RVC Tourism and Events a fitted out transit van. The library will use it for Outreach programs and Pop-up libraries etc. The van will hopefully be delivered and operational by end of June 2019
- Been very busy with programs and events and people using the library resources
- In the testing stage of getting our Library Management System (Libero) hosted
- Plan to get the Solus app
- Library Manager as part of the RVC Managers Group has been doing HBDI (Hermann Brain Dominance Instrument)
- Staff have been doing eSafe training

MidCoast Libraries

- **LMS integration**

The integration of our LMS was a success, though it came with a fair share of challenges. We now have one system and the patrons are using it like never before.

One of the big challenges has been the amount of stock now moving backwards and forwards through the system. This has resulted in us having to change some processes and establish new deliver runs.

The other challenges with the LMS is that we continue to find aspects we need to align.

- **Peter Flemming**

Sadly we lost one of staff to cancer recently, Peter Flemming, our IT Coordinator. He was able to see the whole LMS integration process out but died before he could really see the benefits. We will now be reviewing the nature of the role, looking at an outward-facing approach. This is subject to aligning a number of other factors with Council IT.

- **New structure**

Council has adopted a new three-director structure and will be filling this position. At the same time another manager, of Community Services, is resigning, effective 30 June. In the interim I will be taking on this additional portfolio. Once the new Directors are appointed the overall structure beneath this will be reviewed. I'll be managing the two areas up until that time.

- **Nabiac Library**

The grant funded project to refurbish Nabiac Library is progressing well. We have begun to place orders and are planning to have the refurbishment take place at the end of July into early August. This is well ahead of schedule.

Kempsey

- Tech Savvy classes – the library team are delivering sessions at the library and have commenced a program at Aged Care facilities.
- Tech Savvy Regional Roadshow – the library is partnering with FACS to participate in a tech savvy program after July 1st. We are waiting for confirmation of a date for the programs at the library.
- Friends of Kempsey Library (FOLK) members are facilitating a sustainability group which meets in the library, “Simple Living.”
- Byron Bay Writers Festival “Writers on the Road” visit to the library.
- YA author Melaina Faranda will be visiting Kempsey in Children’s Book Week to present creative writing workshops to local school students.
- “Writing Masterclass” - Fiona McArthur and Jaye Ford
- Youth Week Event – “Dash with a Splash” – the library team attended the event with the Mobile VAN to promote library services and STEM programs.
- School Holiday programs – Children’s author visit, Creative up-cycling workshop for the children presented by Mid Waste.
- Library and Information Week –
- National Simultaneous Storytime,
- Tech Savvy classes
- Biggest Morning tea

Richmond Tweed

- 10-year Strategic Plan approved by the Committee this month, next stage is the Service Level Agreements and the Staff Review.
- Tweed Area Librarian and I met with the Tweed Shire Community Elders Advisory Committee to do a library presentation and to talk to the group about what they would like from the library.
- Tweed Library won a Tweed Disability inclusive Award for their work they have been doing with Dementia Australia to create dementia friendly libraries.

- The Mobile Library had a branding revamp inside and out in time for Library Conference in Coffs Harbour.
- Local Elders Stories being projected on to the wall of the Lismore Library as part of a project with Southern Cross University and the Art Gallery
- We held a region wide Book Club meeting for all relevant staff, to improve the central collection and procedures.
- Jacky French author visit for Byron
- RTRL Borrow Box usage stats higher than Gold Coast and Brisbane Libraries,
- Working on App upgrade.
- We carried out a trial to decrease loans to 2 weeks, whilst loans did increase during this time the stories from the community persuaded us to stay with 3-week loans.

Port Macquarie

- Finished building the study rooms, Virtual reality room and outdoor area. Official Launch in December 2018
- Successful in grant application from Regional Cultural Fund for a new library van
- Ran a program to give away 10 street library kits - had 48 expressions of interest.
- Currently have a draft strategic plan with exec before going to council.
- Part of this is the building of two new libraries in growth areas.
- Yet to fill the children's librarian position

Narrabri

- Lego workshops have been popular
- School holiday activities have included:
 - Makey Makeys
 - Create a catapult
 - Creative creepy crawlies
 - Easter themed crafts
 - Construction straws building
 - Circuit building
 - Virtual reality workshops
- Giant Jenga workshop
- Library lovers promotions – Blind Date with a book
- Brain Training workshops
- Early literacy workshops
- Live streaming the Sydney Writers Festival
- Regular community legal services
- JP services
- Regular school, preschool and after school care visits

- Simultaneous Storytime

11. General Business

Vote of thanks to Coffs Harbour for hosting the meeting.

Next Full Zone Meeting: Armidale, 17 May 2017

Meeting closed: 4.50 p.m.



NSWPLA Update May 2019

NSWPLA Executive Update



- The NSWPLA Executive meeting on 25 March 2019 discussed a variety of matters including:
 - A request from Libraries ACT for Associate Membership of NSWPLA – endorsed
 - Consideration of a report recommending the discontinuation of the NSWPLA Libraries Australia Consortium (as covered previously in this presentation)
 - Timing of the NSWPLA Annual General Meeting – to remain as is
 - Consideration of a report recommending the Development of a Shared Vision for NSW Libraries – endorsed for further discussion
 - NSWPLA has taken a 12 month subscription to Basecamp <https://basecamp.com/> a platform that helps to manage real-time communication and collaboration. Zone Secretaries can contact the NSWPLA Executive Officer, Lynne Makin, at lmakin@nswpla.org.au for login details. A survey will be conducted in December.



- Thank you all for your exceptional support of the Renew Our Libraries campaign!
- The support of councils, libraries and communities across NSW seen an extra \$60 million of State funding for public libraries over four years from 2019-20 to 2022-23.
- A *Renew Our Libraries Wrap Up Report*, which provides an overview of the campaign objectives, roll-out and outcomes, was circulated to Councils and Libraries across the state in early May.
- The NSWPLA, in partnership with Local LGNSW, will work to ensure public libraries across NSW benefit from the \$60 million increase in funding and urge the NSW Government to commit to a more sustainable funding model:

Double the Funding ➡ Index the Funding ➡ Protect the Funding

- The Associations are seeking meetings with key ministers and crossbenchers in the lead-up to the State Budget
- The support of NSW councils and libraries across the state has been instrumental in the success of Renew Our Libraries and remains a key platform for community engagement moving forward



Penrith Panthers, 19-21 November

- SWITCH 2019 will be held from 19-21 November at Penrith Panthers
- REACH OUT 2019 will be held on Monday 18 November (Outreach Services program only)
- Sydney-based Program Committee is curating a great lineup of SWITCH 2019 speakers.
- 80% of available Trade Exhibition spaces have been sold
- Annual General Meeting will be held on Friday 22 November
- Accommodation is available onsite at the Mercure Penrith
- Earlybird registrations are open at <https://nswpla.org.au/switch2019/>

Scholarships and Awards



- NSWPLA offers two project-based scholarships, the Colin Mills Scholarship and the Kath Knowles Emerging Leaders Award, each awarded on a biennial basis in alternate years.
- Applications for the 2019 award, the Colin Mills Scholarship, open in July. NSW library staff are strongly encouraged to apply!
- The CMS provides an opportunity to undertake a research project that will benefit themselves, their library service, and the broader NSW public library network.
- 2017 CMS winner, Susan Kane from Greater Hume Council, will present the findings of her research project, *Libraries of the 21st Century – Providing Innovative and Cost Effective Library Programs and Services for Communities In Need?* at the SWITCH 2019 conference.

2019-20 to 2022-23 Funding for NSW Libraries

- NSW libraries will receive \$60m extra state funding over the next 4 years

The staging of the increase is expected to be as follows:

	2019/20	2020/21	2021/22	2022/23
Increase	\$12.95M	\$14.03M	\$15.09M	\$16.94M
Service NSW	\$0.25M	\$0.25M	\$0.25M	\$0.25M
Total	\$13.2M	\$14.28M	\$15.34M	\$17.19M

The per capita amount for subsidy will increase annually from the current \$1.85 per head to reach \$2.85 per head by 2022-23:

Year	New per capita amount
2019/20	\$2.45
2020/21	\$2.55
2021/22	\$2.65
2022/23	\$2.85

- The proposed funding formula will distribute:
 - **Approximately 58% of the funding in per capita payments**
 - **Approximately 19% of the funding in “flat” payments (i.e. same amount for each LGA)**
 - **Approximately 4% of the funding in SEIFA indexed payments**
 - **Approximately 18% of the funding in a library grants program**
 - **Approximately 1% of the funding for opt-in Service NSW Kiosks**
- Councils with smaller populations will benefit from the “flat” payments and (in most cases) the SWIFA indexed payments. Large populations will benefit from per capita payments.
- The funding proposal is awaiting approval by the Minister for the Arts

2019-20 to 2022-23 Funding for NSW Libraries *(continued)*

- Renew Our Libraries undertook to provide better collections, programs, services, spaces and more staffing across NSW if additional state funding was forthcoming.
- Each library service in NSW will need to carefully consider how they intend to spend the additional funding to best advantage.
- For example, to achieve this end, Riverina Regional Library councils and libraries will meet once funding allocations have been announced to discuss the areas of most need, as well as any potential financial impacts on centralised services provision from the RRL Administration Centre.
- **It is critically important that NSW Councils maintain or increase their own levels library funding.** If the extra state funding is taken as an opportunity to reduce the local government contribution to libraries, it is almost certain that the funding increase will not continue past 2022-23.
- It is understood that the funding increase is currently included in the state government's forward estimates for the quadrennial period 2023-24 to 2026-27.



Service NSW Kiosks

- Opt-in Service NSW Kiosks in NSW libraries is a \$1m component of the additional \$60m state funding package for libraries over the next 4 years.
- There is no funding for additional staff with Service NSW Kiosks program.
- Residents who come to libraries to access Service NSW resources are often those with little or no digital literacy, no email address and/or no credit card – all of which are required in some combination to successfully utilise the Kiosks unassisted.
- It seems that the success of Service NSW Kiosks in libraries depends on the availability of staff to assist Service NSW customers to access the required services.
- This may well be a good investment in areas that have no alternative access to Service NSW products.
- Given that there is a 4-year rollout period, there is plenty of time to determine whether a Service NSW Kiosk is a good fit for individual libraries and communities.

Libraries Australia Consortium



- Libraries Australia is a business operated by the National Library of Australia.
- Services to member libraries include:
 - Libraries Australia Search
 - Libraries Australia Document Delivery (Inter Library Loan)
 - Cataloguing and data management tools (access to cataloguing records)
 - Trove (*Trove brings together content from libraries, museums, archives, repositories and other research and collecting organisations*)
- Access to Libraries Australia products is via paid membership.
- NSWPLA has had a membership consortium arrangement with Libraries Australia for many years. All NSW library services are current members.
- Libraries Australia is changing its membership model from 1 July 2019. The new user-pays model is based on three activity measures:
 - Number of records in both Trove and Libraries Australia
 - Interlibrary loan activity
 - Data harvest streams (download of catalogue records and Trove data)

Libraries Australia Consortium *(continued)*



- The associated data then determines the Libraries Australia subscription cost for individual libraries.
- The NSWPLA Executive was unable to negotiate a revised consortium deal for NSW libraries.
- No consortium discount was available to NSWPLA for a statewide Libraries Australia subscription under the new pricing model.
- Library services across the state have received advice of their individual Libraries Australia costs for 2019-20 (and a few years beyond).
- This national user pays system has resulted in broad variations in Libraries Australia subscription costs for NSW libraries ranging from -85% (of 2018-19 costs) to +846% (of 2018-19 costs). The new charges will be implemented incrementally over 3 years.
- The -85% fee is at Lake Macquarie Library, which will pay \$6,867 less than it did in the NSWPLA Consortium. The +\$846% fee is at Gunnedah, which paid \$205 in the NSWPLA Consortium and will pay \$5,000 under the new Libraries Australia model.

Parents Next Program

- [ParentsNext](#) is an Australian government program described as an 'engagement and referral program' for parents in receipt of Government income support payments.
- ParentsNext requires single parents receiving Centrelink payments to meet a fortnightly participation plan negotiated with a ParentsNext provider (e.g. Salvation Army and Mission Australia). Parents are required to attend activities including playgroup or library storytime, or risk having their parenting payment suspended or terminated.
- ALIA has received complaints from several NSW and Queensland libraries about that ParentsNext providers using libraries as meeting points with clients and/or referring parents and children to library programs without discussion with the associated libraries.
- This breaches the NSW Library Regulation 2018, *Clause 14 - Proper use of a library*
- ALIA on behalf of APLA has been working with the Department of Jobs & Small Business and ParentsNext to ensure that libraries are properly consulted about the use of their spaces for the conduct of ParentsNext business.
- The ParentsNext referral of their clients to public library programs unwittingly implicates libraries in a federal government compliance issue that involves some of the most vulnerable and socially isolated of library clients.

Establishment of a Statewide eResources Consortium for NSW Libraries



- The March meeting of the NSWPLA Executive considered a report recommending:
That the NSWPLA Executive support research into the development a statewide eResources Consortium for NSW libraries.
- There have been a number of enquiries about the success of the SWZDL.
- There is considerable variability in the quality, quantity and availability of popular eResources in NSW libraries. Various factors including affordability and the availability of technical expertise contribute to this inequity.
- Discussions amongst NSW library managers and issues raised at Zone meetings that the NSWPLA President has attended indicate a level of frustration with some eResources providers.
- There is also a considerable amount of time required to administer an eResources collection.
- Is a statewide eResources consortium the answer, or an outlandish dream?

NSWPLA Website Portal for Outreach Services Programs



- The March meeting of the NSWPLA Executive considered a report recommending: *That the NSWPLA Executive support research into the development of an Outreach Services Programs portal on the NSWPLA website.*
- Thousands of programs are presented in Australian libraries each year. The NSW Public Library Statistics 2016-17 publication reveals that 84,000 programs and events in NSW libraries were attended by 1.65m people during 2016-17 – and that only covers the program and events activity in one Australian state.
- There is a burgeoning demand for library programs across all demographics in NSW. It is safe to assume that the same demand patterns are evident Australia wide.
- Given the amount of time, effort, cost and duplication associated with the development and presentation of library events and programs nationwide, what if there was a mechanism through which libraries can share programs and events?
- NSWPLA/AMLOSN has a great opportunity to explore the case for establishing an Australian Public Libraries Programs & Events Portal, accessible via the NSWPLA website. Libraries would need to be paid members of AMLOSN to upload and download content.

South-West Zone Draft Strategic Plan



- SW Zone Draft Strategic Plan was developed from information gathered at two Zone meeting workshops.
- The Plan uses the same two objectives as the NSWPLA Strategic Plan – Identity and Advocacy. <https://nswpla.org.au/assets/docs/NSWPLA-StrategyPlan2017-2021.pdf>
- It aims to capitalise on the focus that libraries achieved through the Renew Our Libraries campaign.
- It provides Councillors, Council management, Library management and Library staff with opportunities to contribute!



South-West Zone

Draft Strategic Plan

2019 – 2021

Our Vision

To be a strong and united voice for South-West Zone Public Libraries

We Value

- Mutual respect and trust
- Professionalism and integrity
- Transparency and inclusiveness
- Creativity and imagination
- Participation and considered actions

Our Strategy 2017 – 2021

Our strategy has two primary focal areas:

- Identity
- Advocacy

NSWPLA SOUTH-WEST ZONE STRATEGY MAP

Our Strategic Priorities

Identity	Advocacy
Include and support all South-West Zone libraries	Support NSWPLA advocacy campaigns
Participate in South-West Zone and broader NSWPLA activities	Promote our libraries locally through the development of skills, leadership and advocacy
Expand the service capability of South-West Zone libraries	Advocate for full South-West Zone engagement

Strategic Priority: Identity

OBJECTIVES	ACTIVITIES	TIMEFRAME	PERFORMANCE INDICATOR	RESPONSIBILITY
Include and support all South-West Zone libraries	Ensure that the South-West Zone mailing list is current and inclusive	Ongoing – reported annually at the April meeting	All South-West Zone libraries receive communications	South-West Zone Secretary and all Zone libraries
	Provide the option of virtual attendance at South-West Zone meetings and events	Ongoing – reported annually at the April meeting	Virtual attendance at South-West Zone meetings and events is available	South-West Zone Secretary
Participate in South-West Zone and broader NSWPLA activities	South-West Zone library managers advocate for the appointment of at least one councillor as an NSWPLA delegate.	Ongoing – reported quadrennially in NSW local government election years.	All South-West Zone councils appoint NSWPLA councillor delegates	South-West Zone library managers
	South-West Zone library managers advocate for council to support attendance of library staff and councillors at Zone and broader NSWPLA activities	Ongoing – reported annually at the April meeting	Increased participation by councillors and library staff in South-West Zone and broader NSWPLA activities	South-West Zone library managers
	The South-West Zone contributes motions to the NSWPLA Annual General Meeting	Ongoing – reported annually at the April meeting	South-West Zone motions are included in the NSWPLA Annual General Meeting agenda as appropriate	South-West Zone library managers and councillors
	South-West Zone councils send delegates to the annual NSWPLA SWITCH conference and Annual General Meetings	Ongoing – reported annually at the April meeting	Increased representation of South-West Zone councils at annual SWITCH conferences and Annual General Meetings	South-West Zone library managers, councillors and councils

Expand the service capability of South-West Zone libraries	Review opportunities for collaborative initiatives such as the South-West Zone Digital Library	Agenda item at every South-West Zone Librarians Meeting	New initiatives discussed and/or implemented	South-West Zone Secretary
	Review the need for special interest South-West Zone groups	Agenda item at every South-West Zone Librarians Meeting	Outcomes report about the need for special interest South-West Zone groups provided	South-West Zone Secretary and all Zone library managers
	Maximise collaborative Zone-wide training opportunities for South-West Zone library staff	Agenda item at every South-West Zone Librarians Meeting	At least one South-West Zone training session held annually	South-West Zone Secretary and all Zone library managers
	Review opportunities for resource and skills sharing across South-West Zone libraries	Agenda item at every South-West Zone Librarians Meeting	Opportunities for resource and skills sharing across South-West Zone libraries identified and implemented	South-West Zone library managers

Strategic Priority: Advocacy

OBJECTIVES	ACTIVITIES	TIMEFRAME	PERFORMANCE INDICATOR	RESPONSIBILITY
Support NSWPLA advocacy campaigns	Support NSWPLA advocacy campaigns at the individual library/council level	Ongoing – reported annually at the April meeting	South-West Zone Councils and libraries are engaged with NSWPLA advocacy campaigns	South-West Zone library managers
	Encourage community support for NSWPLA advocacy campaigns as appropriate	Ongoing – reported annually at the April meeting	South-West Zone communities are aware of and engaged with NSWPLA advocacy campaigns	South-West Zone library managers
	Develop Zone-wide support strategies for NSWPLA advocacy campaigns as appropriate	Ongoing – reported annually at the April meeting		
Promote our libraries locally through the development of skills, leadership and advocacy	The South-West Zone establishes a leadership and mentoring program	Ongoing – reported annually at the April meeting	At least one South-West Zone mentor/mentee program is run annually	South-West Zone library managers
	South-West Zone libraries maximize opportunities to enter NSWPLA Awards (i.e. Colin Mills Scholarship; Kath Knowles Emerging Leaders Award; Innovation in Outreach Services Awards; Multicultural Excellence Awards)	Ongoing – reported annually at the April meeting	Every South West Zone Library enters at least one NSW Awards program annually	South-West Zone library managers
	The South-West Zone develops a succession plan	Ongoing – reported to the April 2020 meeting	Draft succession plan developed	South-West Zone library managers
Advocate for full South-West Zone engagement	Encourage representation at South-West Zone meetings by all member councils	Ongoing – reported annually at the April meeting	Increased representation of South-West Zone councils at South-West Zone meetings (target 100%)	South-West Zone library managers

	Develop a buddy system between "active" South-West Zone library managers and "inactive" South-West Zone library managers to increase participation	Ongoing – reported annually at the April meeting	Increased participation by library managers in South-West Zone activities and events	South-West Zone library managers
	Develop a buddy system between "active" South-West Zone councillors and "inactive" South-West Zone councillors to increase participation	Ongoing – reported annually at the April meeting	Increased participation by councillors in South-West Zone activities and events	South-West Zone councillors
	Increase engagement and awareness at management levels in South-West Zone councils	Ongoing – reported annually at the April meeting	Council managers, directors and general managers have greater awareness of and engagement with their libraries	South-West Zone library managers
	Increase engagement and awareness of staff at all levels in South-West Zone libraries	Ongoing – reported annually at the April meeting	Increased participation by library staff at all levels in South-West Zone activities and events	South-West Zone library managers
	Identify the most effective communication channels to promote South-West Zone member engagement	Reported at the October 2019 meeting	Report outlining the most effective identified communication channels to promote South-West Zone member engagement	South-West Zone Secretary and all Zone library managers
	Compile a Welcome Pack for new South West Zone councillors, general managers and library managers	Reported at the October 2019 meeting	Welcome Pack compiled	South-West Zone Secretary
	Compile a South-West Zone email list that includes councillors	Reported at the October 2019 meeting	Email list finalised	South-West Zone Secretary



State Library of NSW report August 2019

Subsidies and grants

Public Library Funding 2019/20

Please see the State Library website for details, including approved 2019/20 payments to councils. All councils have been invited to apply for subsidies and local priority grants
www.sl.nsw.gov.au/public-library-services/subsidies-and-grants

Forms are available at:

www.sl.nsw.gov.au/public-library-services/financial-reporting-subsidy-applications

The Infrastructure Grants Guidelines will be considered by the Library Council in mid-August prior to going to the Minister for approval. The program is expected to open in September with applications due at the end of October. All councils will be notified once the round is open.

Advice and best practice

Public Libraries Consultative Committee

The most recent PLCC meeting was on 22 July 2019 at the State Library.

There were a number of recommendations from the meeting. The Committee:

- Noted the new State Library Strategic Plan
- Advised on the form of reporting for the increased public library funding, with the 2020/21 reporting requiring councils to describe how the increased funding has improved library services
- Considered draft guidelines for the Infrastructure Grants, for recommendation to the Library Council

Minutes are available online at:

www.sl.nsw.gov.au/public-library-services/public-libraries-consultative-committee-minutes

The next meeting is scheduled for December.

Contact: Cameron Morley

Strategic Network Committee

The most recent Strategic Network Committee meeting was on 3 May 2019 at the State Library. Minutes will be available on the State Library website once confirmed:

www.sl.nsw.gov.au/public-library-services/strategic-network-committee-minutes

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Assessment and compliance visits

The State Library works with all councils to promote, provide and maintain public libraries for the people of NSW. State Library staff visit over 100 councils and public libraries per year providing advice and assistance on services, funding and Library Act compliance.

This program of visits followed by detailed reports is a valuable source of ongoing information on public library needs and assists the State Library to meet its obligations to make careful inquiry into the operations of local libraries, and to advise local authorities and the Minister on public library matters.

We are continuing the assessment and compliance visits and are seeking feedback on how councils are using the reports which we provide.

Contact: Ellen Forsyth

Statewide Projects**Amplify audio transcription tool**

After a successful pilot project in partnership with selected public libraries in 2018, the State Library is now opening the use of the audio transcription tool Amplify to eligible NSW public libraries.

By joining the Amplify platform, your library will be set up with its own presence to host your digitised oral history collections, making them available to the public for listening and transcription. Expressions of interest for this project have now closed.

Early Literacy Framework

The *Early Literacy Framework for NSW public libraries* was launched at a seminar at the State Library on 5 November. The seminar featured presentations by the researchers, who are early childhood experts and have become very familiar with the public library context through the research project.

The Framework and other project publications are on the State Library website at:

www.sl.nsw.gov.au/public-library-services/early-literacy-project

Contact: Mylee Joseph

People Places Revision

Since its publication in 2000, *People Places: a guide for Public Library Buildings in New South Wales* has assisted many New South Wales local authorities to plan and build new or enhanced public library buildings. In 2005 the guidelines were reviewed, evaluated and revised, with a substantially revised third edition published in 2012. Due to changes in public library trends and usage an update was required, specifically to the planning tools.

The new *Library building calculator* tool includes updated population and service-based calculators as well as a new renovation calculator. The renovation calculator will help in allocating service spaces within an existing area or footprint. The *Post occupancy evaluation tool* now has an expanded scope and is useful for assessing a building's performance at any stage in its lifecycle. This has been renamed *Evaluating your public library building*. Tools are available at www.sl.nsw.gov.au/public-library-services/library-building-planning-tools.

Additional tools, trends and other planning information will be published on the website in the coming months.

Contact: Kate O'Grady

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Portable local studies collecting project

The portable local studies collecting project is inspired by the *Archivist in a backpack program* from Southern Historical Collection (SHC) at the Wilson Special Collections Library at the University of North Carolina. The project includes equipment kits (oral history or digitisation) and training.

Sixteen libraries are participating in this project and the equipment is currently being procured. Information will be shared with public libraries as the project progresses.

Contact: Ellen Forsyth

Metro ILL Courier Service

Oriana Acevedo will be contacting all Sydney metro libraries shortly to confirm participation and days of delivery for libraries for 2019/20.

The price is worked out based on the number of days of delivery per participating library, so the 2019/20 price will be known once all participating libraries have responded.

The service costs around \$150,000 per annum, and the State Library pays the first \$35,000 of this.

Contact: Oriana Acevedo

Professional development

Information about the professional development programs offered by the State Library is available at:

www.sl.nsw.gov.au/public-library-services/professional-development-and-events

Check the [Professional development calendar for upcoming events](#)

Collect, Connect, Community

This interactive hands-on program introduces public library staff to the State Library. The Library's Strategic Plan *Collect Connect Community* (CCC) provides the thematic framework for exploring the State Library's website, collections and services. The next session is on Friday 23 August.

Collect, Connect, Community combined with the *Beginners guide to family history for public library staff* will be delivered on 10 October. This course introduces participants to key concepts and strategies for answering common family history questions and shows how to access key online family history resources to find births, deaths and marriages, and shipping and passenger records. This session is fully booked, and no further sessions of this course will be scheduled in 2019.

More information is available at:

www.sl.nsw.gov.au/public-library-services/collect-connect-community-introduction-state-library

The program for the first part of 2020 is currently being scheduled. Dates and booking information will be available later in the year.

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Find Legal Answers and Drug Info training

The *Legal, drug and alcohol information workshop* builds the capacity of public library staff to answer enquiries about the law, drugs and alcohol. It focuses on why clients need to know about the law, drugs and alcohol, where to find information, and how to deliver law, drug and alcohol information programs to the community.

This course is available to be delivered in your library on request. More information can be found at:

www.sl.nsw.gov.au/public-library-services/legal-drug-and-alcohol-information-workshop

Contact: Catherine Bryant or Andrea Curr

Seminars

- Readers' Advisory Seminar (20 March 2019) video of the seminar is available at http://wiki-beta.libraries.nsw.gov.au/doku.php?id=2019_readers_advisory_seminar_20_march_2019
- Reference @ the Metcalfe (9 May 2019) videos and presentations available http://wiki-beta.libraries.nsw.gov.au/doku.php?id=2019_reference_at_the_metcalf_seminar.
- Resources from the Book Week Extravaganza / Forum are (also available [http://wiki-beta.libraries.nsw.gov.au/doku.php?id=2019_bookweek_forum&s\[\]=book&s\[\]=week](http://wiki-beta.libraries.nsw.gov.au/doku.php?id=2019_bookweek_forum&s[]=book&s[]=week)

Contact: Ellen Forsyth and Mylee Joseph

Enewsletters**Public Library Services eNews**

The *Public Library Services eNews* provides a snapshot of the work of Public Library Services including Find Legal Answers, Drug Info, Multicultural Services and NSW.net.

You can view past issues and subscribe at:

www.sl.nsw.gov.au/public-library-services/services/public-library-services-eneews

In the Libraries eNews

The *In the Libraries* eNewsletter features short news stories, photos and links. It provides a snapshot of what is happening in NSW public libraries. The next issue will be emailed to subscribers in September.

To subscribe, view issues and submit an article visit:

www.sl.nsw.gov.au/public-library-services/services/libraries-eneewsletter

Contact: Catherine Bryant or Andrea Curr

Specialist Services**Find Legal Answers**

A new edition of the popular book *Rest assured: a legal guide to wills, estates, planning ahead & funerals in NSW* is now available in NSW public libraries and online.

Rest assured is part of the Find Legal Answers Tool Kit, a collection of plain language law books. It is provided free to public libraries.

You can order free extra copies of the book for your library collections and new *Rest assured* bookmarks. More information and order forms can be found at:

www.sl.nsw.gov.au/public-library-services/blogs/new-edition-rest-assured

Drug Info hub

Drug Info has developed the Drug Info Hub, a new interactive travelling display program for drug and alcohol information. The hub uses several different ways to provide people with up to date and accessible information about drugs and alcohol and identify support networks and agencies within the local community.

It consists of two display stands, one with an iPad providing interactive content and the other featuring a removable shelf for displaying information resources and promotional collateral.

The display stands form part of a program of activities delivered by the host library. This program is based on the existing Know Your Standards and Know Your Drug Facts programs for public libraries and is supported by a tool kit document containing a suggested program of activities and display themes. Host libraries are provided with display resources and promotional material for the display period. Resources are also included for pop-up events and satellite displays in branch libraries.

This year Drug Info is rolling out the Drug & Alcohol Info Hub program across the state on a rotational basis. More information about the program can be found at:

www.sl.nsw.gov.au/public-library-services/services-drug-info-public-libraries/drug-alcohol-info-hub

An Expression of Interest to host the Hub in 2020 will be sent to libraries later in the year.

Contact: Catherine Bryant and Andrea Curr

Tech Savvy Seniors

The successful Tech Savvy Seniors program has received funding for a 5th year from our partners Telstra and the NSW Department of Family and Community Services. The State Library administers grants under the program to public libraries to enable them to run technology classes for older people. To date more than 20,000 seniors have been trained in over 100 libraries across NSW.

FACS and Telstra have committed \$250,000 for 2018/19, and 2019/20 - an increase of \$50,000 over 2017/18. The focus for this year will be on expanding the CALD program (delivered in 9 community languages), introducing some additional training modules, as well as focussing the English program on libraries that have not provided Tech Savvy Seniors before, and who are in areas with low rates of digital inclusion, as determined by the Australian Digital Inclusion Index Report.

- 3883 seniors have been trained by the third quarter of 2017/18, already exceeding the annual target of 3250 seniors trained
- Training has been delivered in 88 library branches

Be Connected – a new digital literacy initiative for older Australians

Be Connected is a federal government initiative supporting digital literacy for people aged 50 and over. Funding grants of \$1500 called 'activation grants' are available to local organisations, including libraries, who provide digital literacy training to older people, as well as a range of online learning resources. More information available at

www.beconnectednetwork.org.au/

Contact: Oriana Acevedo

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NSW.net**Statewide Licensed Databases:**

The Content Working Group met in August 2019 to discuss consortia opt-in products and forthcoming trials of new products. The current suite of Statewide Databases includes:

- Academic Search Premier
- Australia/NZ Reference Centre
- Australia/NZ Points of View
- Consumer Health Complete
- GreenFile
- MasterFile Complete
- Novelist Plus
- Literary Reference Center Plus
- Science Reference Center
- eBook Public Library Collection
- History Reference Center
- Hobbies and Craft Reference Center

As part of this package, a basic version of EBSCO Discovery Service (EDS) is available at no cost to interested libraries. The basic version of EDS provides a single search across EBSCO resources. NSW.net has been working with EBSCO to roll out the new base version of EDS. www.nswnet.net/e-resources/nswnet-content-working-group

Training: NSW.net will continue to promote free EBSCO webinars.

Links (URLs) to all the above databases can be found on the NSW.net website at

www.nswnet.net/generic/urls-nswnet-state-wide-licensed-eresources

Consortia Opt-in Offers: Negotiations are almost complete with vendors for the 2019/20 Consortia opt-in offers. The 2019/20 offers are listed on the NSW.net website (pro-rata subscriptions are available):

www.nswnet.net/blog/2019-2020-nswnet-consortia-opt-offers

Standards Australia

The SLNSW submitted a response to Standards Australia's Distribution and Licensing Policy Framework discussion paper. A copy of the submission will be available on the SLNSW website (link to be added).

Product trials:

The Content Working Group are currently reviewing Newsbank and Animalia

For information on the consortia opt-in databases, email Kathleen Alexander

kathleen.alexander@sl.nsw.gov.au.

Connectivity:

NBN upgrades: Since the migration of PACNET services to TPG and Telstra, over 160 NBN internet services have been deployed in public libraries and councils. Between June and August 15 NBN services were installed and eight NBN installations are currently in progress.

Wireless Access Points (WAPs): NSW.net offered metropolitan and regional public libraries the replacement of existing end of life WAPs. Many existing WAPs were installed

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over 5 years ago and need to be replaced as they will not be supported by the vendor any longer. Seven metropolitan and 16 regional library services (84 libraries) responded to the offer. Stage 1 of the rollout commenced in June 2019. Fifty percent of the replacements have been completed to date.

Initially, only NBN libraries have been targeted for WAP replacement as the increase in bandwidth for NBN services requires better performance. ADSL library WAP replacements will be addressed when these services are upgraded to NBN.

Contact: Joyce Azzopardi

The American Library Association (ALA) eBook publications database subscription will terminate at the end of June 2019. Going forward, professional development titles for library staff will be available via the indyreads™ platform.

Indyreads™

A request for SIP2 server configuration details and the indyreads™ platform agreement was forwarded to library managers in late December 2018. The indyreads™ platform rollout is underway, and the first batch of services have been configured. If your library service has not returned the SIP2 server details and signed agreement, please do so ASAP.

Onsite training will be offered to the first batch of configured library services from September onwards. NSW.net will contact library services to arrange training times.

NSW.net has re-licensed the content from our Australian pilot publishing partners for the statewide consortia collection. The opening statewide collection will contain approximately 7000 eBook titles sourced from Australian independent publishers, a selection of titles in languages other than English as well as international content including reference, modern literary, classic fiction and non-fiction titles and a curated collection of self-published content.

The indyreads™ platform (quick facts):

- can host and distribute ePub, PDF, MP3 & MP4 files via a web browser and Android and IOS App
- provides a legal framework to libraries to facilitate the direct licensing of community published content using the NSW Public Library Agreement for the Purchasing of Electronic Content
- is supplied at no cost to the NSW public library network
- allows libraries to operate as aggregators of locally important content including material sourced from local publishers, authors, writing organisations and historical societies
- can host digitised manuscripts, monographs, journals and oral histories recordings sourced from a libraries local studies collection
- allows libraries to create segmented collections for access by their registered members (community licensed content and/or material purchased with library funds from the Odilo Marketplace).

Contact: Ross Balharrie

State Library contacts

Cameron Morley, Manager, Public Library Services
Tel: 9273 1483
Email: cameron.morley@sl.nsw.gov.au

Oriana Acevedo, Consultant (Cooperative and Multicultural Services)
Tel: 9273 1544
Email: oriana.acevedo@sl.nsw.gov.au

Kathleen Alexander, NSW.net Services
Tel: 9273 1470
Email: kathleen.alexander@sl.nsw.gov.au

Joyce Azzopardi, Lead NSW.net Services
Tel: 9273 1524
Email: joyce.azzopardi@sl.nsw.gov.au

Ross Balharrie, Service Delivery Coordinator, NSW.net Services
Tel: 9273 1498
Email: ross.balharrie@sl.nsw.gov.au

Catherine Bryant, LIAC
Tel: 9273 1512
Email: catherine.bryant@sl.nsw.gov.au

Andrea Curr, Drug Info
Tel: 9273 1555
Email: andrea.curr@sl.nsw.gov.au

Ellen Forsyth, Consultant (Compliance and Assessment)
Tel: 9273 1525
Email: ellen.forsyth@sl.nsw.gov.au

Mylee Joseph, Consultant (Policies, Guidelines and Data)
Tel: 9273 1521
Email: mylee.joseph@sl.nsw.gov.au

Kate O'Grady, Consultant (Public Library Funding)
Tel: 9273 1699
Email: kate.ogrady@sl.nsw.gov.au

Philippa Scarf, Consultant (Specialist Information Services)
Tel: 9273 1571
Email: philippa.scarf@sl.nsw.gov.au

9.3 PUBLIC SAFETY CLOSED-CIRCUIT TELEVISION (CCTV) CAMERA POLICY

Responsible Officer: Lindsay Mason, Director Corporate Services

Author: Sudintha Perera, Information Services Manager

Attachments: 1. Public Safety Closed-Circuit Television Camera Policy  

DELIVERY PROGRAM ALIGNMENT**1. Society**

Objective 1.1 Community health, safety and support services will adequately meet changing community needs

Strategy 1.1.2 Maximise community safety through the implementation of crime prevention and risk management actions

EXECUTIVE SUMMARY

Policy required to established and implement Closed-Circuit Television (CCTV) surveillance in public areas.

RECOMMENDATION

That Council adopt the Public Safety Closed-Circuit Television (CCTV) Camera Policy.

BACKGROUND

To provide Narrabri Shire community with effective and safe CCTV public security cameras, to assist in the elimination and prevention the crime, anti-social behaviour and vandalism occurring in the community. The Policy is prepared in conjunction with the relevant legislation and guidelines.

This Policy relates to CCTV cameras on public roads, parks, ovals, Council owned buildings, reserves or any public place a passer-by can see CCTV cameras, excluding land or private property not owned by council.

The draft Policy was on public exhibition for a period of 28 days, with no submissions received.

CURRENT SITUATION

After consulting the Crime Prevention Committee and NSW Police, Council has implemented the framework to install CCTV cameras in Narrabri CBD according to their recommendations.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Street Safety Cameras will be managed in accordance with relevant external legislation, guidelines and other Council policies. This includes:

- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places.
- Privacy and Personal Information Protection Act 1998 (NSW).
- Workplace and Surveillance Act 2005 (NSW).

- Local Government Act 1993 (NSW).

CONSULTATION

External Consultation

- Crime Prevention Committee
- NSW Police

Internal Consultation

- Community Relations Manager.



PUBLIC SAFETY CLOSED-CIRCUIT TELEVISION CAMERA POLICY

Responsible Department:	Corporate Services
Responsible Section:	Information Services
Responsible Officer:	Information Services Manager

Purpose:

The purpose of this Policy is to establish a framework for how the closed-circuit television (CCTV) cameras managed by Council will be operated.

Objective:

The objective of the Public Safety CCTV Program is to reduce personal and property crime, in association with a range of other crime prevention strategies. The Code of Practice contains standards to guide the operation of Council's Public Safety CCTV Program and is supplemented by Council's Public Safety CCTV operational procedures which provide instructions on the operation of the system.

All CCTV activities conducted apply with the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places:

- Cameras used for CCTV will be clearly visible
- Signage for the cameras will be located at each location of the cameras where the recording is conducted
- To provide a safer environment for the residents who live, work and visit Narrabri Shire
- To reduce crime levels and the fear of crime
- To help assist police in detection of offenders

Policy:

This policy has been developed in consultation with NSW Police and the Crime Prevention Committee. There is no current legislative requirement for Councils to adopt or enforce a particular policy regarding the use of CCTV in public places, the NSW Office of Local Government considers the *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places* to be good practice and Council has adopted these guidelines in developing this policy.

To be effective in acting as a deterrent to crime, the CCTV cameras need to be running 24 hours a day. Video recordings captured by Council operated CCTV will only be used in addressing crime, unusual behaviour and damage done to property that is not owned by you.

Public Safety cameras will be maintained and operated in accordance to the following guidelines and legislative requirements:

- Privacy and Personal Information Protection Act 1998 (NSW)
- NSW Local Government Act 1993
- Workplace and Surveillance Act 2005 (NSW)
- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places



CCTV footage will be primarily used by authorised NSW Police Officers for the purposes of identifying, offenders and the recorded footage being provided to the LAC to help in their investigations as stated in; **NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places**. Access to view any CCTV footage relating to the incident will be provided by the authorised system administrator Information Technology operator, on demand from the NSW Police.

Access to view footage of incidents will NOT be given to staff members or members of the public, to view footage of CCTV.

Any complaints regarding council's CCTV system will be handled in accordance with councils Complaints Management Policy and Procedure.

Definitions:

Close Circuit Television (CCTV): Is defined as a television system that transmits images on a 'closed loop' basis, where images are only available to those directly connected to the transmission system. The transmission of closed circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems. A hand held, or fixed video cassette recorder is not included in this definition unless it is connected to a transmission system **as stated in NSW Government Policy Statement and Guidelines for the Establishment and Implementation of closed circuit television (CCTV) in public places.**

Camera: A device that is capable of recording and monitoring motion, visual images in photographs and/or films.

Public place: A place both indoor and outdoor which includes; public highways, roads, streets, bridges, footways, Council owned buildings, footpaths, court alley passages, any parks/garden reserves or other place of public recreation or resort, public bathing reserves, public baths or swimming pools.

Public Safety CCTV cameras: Referring to CCTV that is utilised in public places as stated above. This does not include CCTV owned and operating in private places.

Unusual behavior: Is behavior that someone of the public finds offending and/or inappropriate, your behavior is unusual if it makes others feel threatened or uncomfortable.

Damage to property: Damage caused by a person on public or private property that is not owned by the person who has done the damage.

History:

Minute Number	Meeting Date	Description of Change
Draft Policy	August 27, 2019	For Adoption

9.4 DELEGATES REPORT - NARRABRI DISTRICT HEALTH SERVICE ADVISORY COMMITTEE MEETING - 9 SEPTEMBER 2019

Responsible Officer: Ann Loder, Councillor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Narrabri Local Area Health Meeting Minutes - September 2019  

DELIVERY PROGRAM ALIGNMENT**1. Society**

Objective 1.1 Community health, safety and support services will adequately meet changing community needs

Strategy 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

RECOMMENDATION

That Council note Cr Loder's Delegates Report from the Narrabri District Health Service Advisory Committee Meeting held on Monday 9 September 2019.

DELEGATES REPORT

The Narrabri District Health Service Advisory Committee Meeting was held on Monday 9 September 2019.

The Minutes from the meeting are attached.



Health
Hunter New England
Local Health District

Minutes of Narrabri Health Committee

DATE: 9th September 2019


VENUE: Narrabri District Health Service Telehealth Meeting Room





PRESENT: Fiona Lysaught, Ann Loder, Cathy Leys, Sharon Simpson, Tracey Campbell,


APOLOGIES: Margo Carberry, Don Douglas

IN ATTENDANCE: Nil



TIME COMMENCED: 1400 **TIME COMPLETED:** **MINUTES:** Sharon Simpson

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
1 Acknowledgment of Country	I would like to acknowledge the Traditional Custodians and community members of the land we are meeting on today, and pay my respects to Elders, past and present		
2 Welcome and apologies			
3 Confirmation of minutes of the previous meeting and progress with action list.	The minutes of the previous meeting 12 th August 2019 were received and taken as read.	Confirmed: Ann Loder Seconded: Fiona Lysaught	
4 WORKPLAN	4.1 Progress with Work Plan	Terms of Reference  terms-of-reference.p df	

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
5 SERVICE PLANNING	5.1 Health service planning		
6 PATIENT-CENTRED CARE	6.1 Health service committee reports	Quality Newsletters  Quality Matters - August 2019.pdf	
	6.2 Meetings with key community groups	Dementia Friendly town meeting – Wiser carers education 3 rd September 2019 – full class of people attended	
	6.3 Feedback from the Community	Follow up with D Quirk re meeting with council – awaiting on coordination of dates from council	
	6.4 District networking		
7 EVALUATING PERFORMANCE	7.1 Health service's performance measures	 Report1.pdf	
	7.2 Traffic Light Report	 NCHC Traffic Light report 2019 08.docx  2019 08 NDHS AcuteTraffic Light R	
	7.3 Follow up phone calls		
	7.4 Compliments		
8 BUILD CAPACITY	8.1 Recruitment and retention workforce issues	Acute 3.2 FTE Midwives Community Health	

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
	8.2 Visiting Medical Officers	<p>Enrolled Nurse Integrated Chronic Disease Ambulatory Care Service (0.2 FTE) – recommended applicant</p> <p>Dementia Support Nurse CNS maternity relief – recommended applicant</p> <p>CH RN – Fiona Campbell</p> <p>CNC Palliative Care – one applicant with interview 19/9</p> <p>Continuing to utilise locum doctors to fill short gaps in roster. Regular locum engaged until December</p> <p>Bridge Medical Centre welcomes Devika Kumari. Once credentialed Devika will be able to provide anaesthetic services.</p> <p>Dr Saima Arshad has commenced as a GP Registrar with Dr Ojah. Dr Htun, Registrar will continue until December 19 with Dr Wanasinghe practice</p>	
9. Correspondence			
10 General Business	<p>10.1 Ultrasound</p>  <p>FW Ultra Sound in Narrabri.msg</p>	<p>Quotes – sent to the chamber of commerce – advised funding will be available in September for ultrasound</p> <p>Previous money raised in the community for CT scan & Whitehaven coal will fund the ultrasound equipment. Funding will be available around the 20th September 2019.</p> <p>Sally to follow up with Russell in relation</p>	

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
11. Business without notice	10.2 Helipad & Trees –	to Whitehaven contact re donation. Media release to be attended	
	10.3 Renal Service	Awaiting helicopter review prior to work being undertaken. Council (General manager & Daniel Boyce, Ann Loder) to be involved when review occurs. Timeline to be provided to Ann to take to council	
	11.1 Whiddon Group Specimens needed to be dropped off to St Vincent's pathology for the aged care facility, staff were not welcoming & Whiddon staff told that they would need to wait until the specimens could be checked. Is there a possibility of a basket being available in the department to drop off specimens?	Concern raised about patients travelling for renal service & if there is a alternative service such as a renal bus that is available to come to rural places like Narrabri. Explained the requirements of renal service including water, equipment & staffing. Information from LHD to be added to minutes	
	VMO requested early specimens to be collected from residents in the Whiddon group. When the request was made the staff were rude & abrupt & did not offer a solution.	Sharon to follow up with St Vincent's pathology	
	11.2 The United Hospitals Auxilliary won the Not for Profit category at the Narrabri Chamber of Commerce Business House Awards. Congratulations to the UHA 11.3 Local Health Report		

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
12. Next Meeting	<p> hnehealthlhcgroup 1_diy_2019_08_28_(</p> <p>11.4 Article for information</p> <p> The dark side of coproduction.pdf</p> <p>Monday 14th October 2019 1400 hours Sharon on leave for next few months. Cathy is the Acting HSM</p>		

9.5 REPORT REQUESTING THE ABOLITION OF OVERDUE LIBRARY FINES

Responsible Officer: Lindsay Mason, Director Corporate Services

Author: Jenny Campbell, Library Manager

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**1 Society**

Objective 1.1 Community health, safety and support services will adequately meet changing community needs

Strategy 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

EXECUTIVE SUMMARY

At the Central Northern Regional Library (CNRL) meeting was held on 4 September 2019 a decision was made to no longer collect overdue fees. As these fees are included in Council's Fees and Charges, Council must resolve to remove these and advise the public of these changes.

RECOMMENDATION

- 1. That Council abolish overdue library fines, in conjunction with Central Northern Regional Library resolution of 4 September 2019.**
- 2. That Council advertise the abolition of these fines, for a period of 28 days, and invite public submissions.**

BACKGROUND

On 4 September 2019, the Central Northern Regional Library Committee agreed to abolish overdue library fines. These fines were set at the beginning of the 2019/20 financial year, and to be changed or abolished, the public notice is required under Section 610F (3) (a) and (b) of the Local Government Act 1993, for a period of 28 days. Any submissions will be taken into account by Council.

CURRENT SITUATION

There has been much discussion in the library sector regarding the abolition of overdue library fines. The benefits of the abolition include but are not limited to the following:

- Library fines penalise the most at risk lower socio-economic demographic who may not have the financial means to pay overdue fines.
- Poor transport options meant that some demographics, including the elderly may have difficulty returning items on time.
- Borrowers who are overdue, often feel too embarrassed and/or fearful of large fines to return items. It is hoped the abolition of overdue fines will see the return of long overdue items.

- Library fines are a deterrent for busy parents of young children, who benefit from a large array of good quality reading material.
- Some libraries who have already abolished fines have seen an increase in membership and borrowing, thus creating more effective usage of the collection.
- Given that the late fees are currently twenty (20) cents per item per week, less than \$120.00 was collected in fines in Narrabri Shire last financial year. It is not cost effective to chase overdue fines.

The Central Northern Regional Library Committee felt the benefits of abolishing fines far outweighed the monetary return gained from collecting fines.

FINANCIAL IMPLICATIONS

Minimal loss of revenue from fine collection.

STATUTORY AND POLICY IMPLICATIONS

Section 610F (3) (a) and (b) of the Local Government Act 1993

CONSULTATION**External Consultation**

Central Northern Regional Library Committee.

Internal Consultation

Director Corporate and Community Services

10 OUR ENVIRONMENT**THEME 2: OUR ENVIRONMENT****STRATEGIC DIRECTION 2: ENVIRONMENTALLY SUSTAINABLE AND PRODUCTIVE SHIRE**

By 2027, we will maintain a healthy balance between our natural and built environments.

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several environmental priority areas to be actioned over the 2017 - 2018 financial year.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Waste management and recycling
- Environmental planning
- Planning and development
- Parks and open spaces
- Noxious weeds control
- Floodplain management
- Water and sewer management
- Stormwater management

COMMUNITY OUTCOMES






In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following environmental strategic outcomes:

- Improved air, water and soil quality
- Reduction in domestic and industry waste
- Management of potential impacts from extractive industries
- Improved emergency service provision and resources
- Maintenance of heritage sites for future generation

10.1 BOGGABRI FLOOD STUDY

Responsible Officer: Daniel Boyce, Director Development and Economic Growth

Author: Cara Stoltenberg, Town Planner

- Attachments:**
1. Boggabri Flood Study Proposal Evaluation by DPIE (under separate cover) 
 2. Boggabri Flood Study Proposal Evaluation by DPIE - Assessment Table (under separate cover) 
 3. Boggabri Flood Study Proposal Evaluation by NSC (under separate cover) 
 4. Boggabri Flood Study Proposal Price Evaluation by NSC (under separate cover) 
 5. Flood Committee Meeting Minutes - 9 October 2019 (under separate cover) 

DELIVERY PROGRAM ALIGNMENT

2. Environment

Objective 2.2 We will protect our environment through sustainable planning and well-resourced emergency services

Strategy 2.2.1 Community emergency service providers are well resourced to adequately prepare and respond to natural disasters and emergencies

EXECUTIVE SUMMARY

A request for Expressions of Interest to complete the Boggabri Flood Study was advertised in The Sydney Morning Herald on 7 September 2019 and The Courier on 5 September 2019. A total of ten (10) proposals were received. All proposals were reviewed, evaluated and discussed at the last meeting of the Narrabri Shire Floodplain Risk Management Committee ("**the Flood Committee**") held on 9 October 2019. The Flood Committee recommended that WRM Water + Environment's proposal for \$125,690 was accepted.

Following agreement by resolution of Council, the recommended consultant will be engaged by Council to complete the Boggabri Flood Study.

RECOMMENDATION

1. That Council note the Minutes of the Narrabri Shire Floodplain Risk Management Committee meeting held on Wednesday 9 October 2019 and adopt their recommendation to accept WRM Water + Environment's proposal of \$125,690 (ex GST) to complete the Boggabri Flood Study.
2. That Council's contribution of \$17,955.71 (ex GST) be drawn from its Strategic Land Use Planning Restricted Asset.

BACKGROUND

The NSW Government's Flood Policy is directed at providing solutions to existing flooding problems in developed areas and ensuring that new developments are compatible with the flood hazard and do not create additional flooding problems in other areas. Under the Policy, the management of flood prone land remains the responsibility of local government. To facilitate this, the NSW

Government has published the “Floodplain Development Manual: The Management of Flood Liable Land” April 2005 (“**the Manual**”), which includes best practice guidance on (amongst other things) the floodplain management process (Figure 1).

1. Data Collection	Compiles and reviews all available information and data.
2. Flood Study	Determines the nature and extent of the flood problem for the full range of flood events.
3. Floodplain Risk Management Study	Evaluates management options for the floodplain with respect to both existing and future development.
4. Floodplain Risk Management Plan	Involves formal adoption by Council of a plan of management for the floodplain.
5. Implementation of the Plan	<ul style="list-style-type: none"> • Involves construction of flood mitigation works, where viable, to protect existing development. • Uses planning controls to ensure that future development is compatible with flood hazards.
6. Review of Plan	Review of plan to ensure it remains current and appropriate. A review is normally carried out after 10 years.

Figure 1. The Floodplain Management Process.

In relation to Boggabri, Council is at the beginning of the Floodplain Management Process; being the Data Collection and Flood Study phases.

Council currently has limited information regarding any flood impacts on Boggabri. An aerial photograph of the 1971 flood depicts the inundation limit of the 1955 flood, showing an impact on the township, as well as outlying farmland. Information provided with the photograph explains Boggabri's impact from Coxs Creek as well as backwater from the Namoi River. Imagery of the 1998 flood (photograph taken 23/07/1998), highlights areas that appear to be isolated due to floodwater as well as the significant impact on the Kamilaroi Highway.

Boggabri is located within the Namoi Catchment area (approximately 42,000 square kilometres), with Coxs Creek highlighted as a main tributary. NSW Water states the Namoi River has "developed an extensive floodplain, with around a quarter of the basin prone to flooding". As such, Council believes it is imperative that a Boggabri study be completed to ensure adequate planning and management for future flood events.

Council completed a Floodplain Management Program Application for Financial Assistance with the Department of Planning, Industry and Environment in March 2018. Council were advised of a successful grant offer for a maximum funding amount of \$128,571.43 in December 2018.

A request for Expressions of Interest to complete the Boggabri Flood Study was advertised in The Sydney Morning Herald on 7 September 2019 and The Courier on 5 September 2019 as per Council's Procurement Manual requirements. A total number of ten (10) proposals were received. All proposals were reviewed, evaluated and discussed at the last meeting of the Flood Committee held on 9 October 2019. The Flood Committee recommended that WRM Water + Environment's proposal for \$125,690 was accepted.

The objective of this study is to improve understanding of flood behaviour and impacts, and better inform management of flood risk in the study area in consideration of the available information, and

relevant standards and guidelines. The study will also provide a sound technical basis for any further flood risk management investigation in the area, allowing an increased understanding of the impacts of floods on the existing and future community.

CURRENT SITUATION

Following a resolution of Council, the recommended consultant will be engaged by Council to complete the Boggabri Flood Study, which is the first step in the NSW Floodplain Management Process.

FINANCIAL IMPLICATIONS

The current total project cost is \$125,690 (ex GST). Council was successful in receiving a Floodplain Management Grant from the Department of Planning, Industry and Environment at a funding ratio of 6:1. The Department of Planning, Industry and Environment approved a maximum funding amount of up to \$128,571.43 (ex GST) to the project.

As the total project cost is less than the maximum funding amount, the Department of Planning, Industry and Environment will contribute \$107,734.29 (ex GST). Therefore, Council's financial contribution to this project is \$17,955.71 (ex GST).

STATUTORY AND POLICY IMPLICATIONS

The Manual stipulates the requirements for the management of flood liable land across NSW. In accordance with the Manual, Council is currently undertaking the Data Collection and Flood Study stages of the NSW Flood Planning Framework for the township of Boggabri.

The request for Expressions of Interest have been made in accordance with Council's current Procurement Manual requirements.

CONSULTATION**External Consultation**

- Narrabri Shire Floodplain Risk Management Committee.
- NSW Department of Planning, Industry and Environment.

Internal Consultation

- Nil.

11 OUR ECONOMY



THEME 3: OUR ECONOMY

STRATEGIC DIRECTION 3: PROGRESSIVE AND DIVERSE ECONOMY

By 2027, we will have developed a strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several economic priority areas to be actioned over the 2017 - 2018 financial year.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Economic development
- Planning and development
- Entertainment and conferences
- Local and regional tourism and events
- Saleyards
- Airport

COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following economic strategic outcomes:

- Increased community events, conferences and entertainment
- Increased employment through industry innovation, investment and value adding
- Established freight hub for the Norther Inland Region
- Increased housing availability and affordability
- Broadened economic base

NIL REPORTS.

12 OUR CIVIC LEADERSHIP



THEME 4: OUR CIVIC LEADERSHIP

STRATEGIC DIRECTION 4: COLLABORATIVE AND PROACTIVE LEADERSHIP

By 2027, we will proactively together to achieve our shared vision with strong strategic direction.

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be actioned over the 2017 - 2018 financial year.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Integrated strategic planning and reporting
- Community engagement and consultation
- Representation and governance
- Human resource management
- Customer services
- Information services
- Financial services
- Risk management
- Compliance and regulation

COMMUNITY OUTCOMES



In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following civic leadership strategic outcomes:

- Improved community engagement and decision-making processes
- Well established community, industry, government and non-government partnerships
- Well maintained core infrastructure and service provision that delivers public value
- Transparent and accountable planning and reporting
- Financial efficiency and sustainability

12.1 CAPITAL WORKS CARRY FORWARDS, REVOTES AND OVER RUNS

Responsible Officer: Lindsay Mason, Director Corporate Services

Author: Tim McClellan, Financial Services Manager

Attachments: 1. 2018/2019 List of Effected Projects [↓](#) 
2. Effect of Advance Spending [↓](#) 

DELIVERY PROGRAM ALIGNMENT**4. Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council had several capital works projects that were not completed or exceeded progress/expenditure expectations in 2018/2019. Council approval is required for these projects to be adjusted/included in the 2019/2020 capital works program.

RECOMMENDATION

1. That Council revoke in 2019/2020 an amount of \$62,500, as identified in attachment 1 to this report, from the 2018/2019 capital works program.
2. That Council carry forward to 2019/2020 an amount of \$6,483,894, as identified in attachment 1 to this report, to finalise works not completed as at the end of 2018/2019 financial year.
3. That Council create an internal restriction for the works funded from untied funding, being \$230,159, at 30 June 2019.
4. That Council reduce multi-year capital project budgets in 2019/2020 by an amount of \$2,930,272, for projects that exceeded their projected votes at 30 June 2019, as identified in the attachments to this report.

BACKGROUND

Under clause 211 of the *NSW Local Government (General) Regulation 2005*, Council must each year approve expenditure and vote money.

Under this clause:

- (3) *All such approvals and votes lapse at the end of a council's financial year. However, this subclause does not apply to approvals and votes relating to:*
- a) *work carried out or started, or contracted to be carried out, for the council, or*
 - b) *any service provided, or contracted to be provided, for the council, or*
 - c) *goods or materials provided, or contracted to be provided, for the council, or*
 - d) *facilities provided or started, or contracted to be provided, for the council, before the end of the year concerned, or to the payment of remuneration to members of the council's staff.*

The following has been applied to define carry forwards and revotes:

Carry Forwards: programs that Council is committed to by virtue of the work having been started or the work has been contracted to be carried out. These budgets do not require formal Council re-approval.

Revotes: programs that Council has not started (i.e. the initial vote has not been partially spent or committed). These budgets require formal Council re-approval.

Also included are **Over Runs** which are multi-year projects that had their projected expenditure vote underestimated and were further progressed than estimated at 30 June. This will result in their 2019/2020 budgets being reduced by the value of the over run. The effects of the over run (or advance spending) on the projects is demonstrated in Attachment 2 and will be adjusted accordingly in the September quarterly budget review.

CURRENT SITUATION

The following provides a summary of the values proposed to be added to the 2019/2020 capital works program, grouped by their funding source.

Funding Source	Carry Forwards	Revotes	Over Runs	Net Total
Rates & Untied Funding	230,159	0	0	230,159
Capital Grants & Contributions	748,507	0	-2,454,568	-1,706,061
Reserves	4,699,712	62,500	0	4,762,212
VPAs	106,886	0	-35,950	70,936
S94a	0	0	0	0
Water Fund	698,631	0	-1,435	697,195
Sewerage Fund	0	0	-438,319	-438,319
Totals	6,483,894	62,500	-2,930,272	3,616,121

FINANCIAL IMPLICATIONS

The net value of carry forwards, revotes and over runs is \$3,616,121. Most of these projects are funded from internal reserves or external sources. An internal restriction for the projects funded from "rates & untied funding" is recommended to be created at 30 June 2019.

These adjustments will be included in the September Quarterly Budget Review.

STATUTORY AND POLICY IMPLICATIONS

Clause 211 (Authorisation of expenditure) of the *Local Government (General) Regulation 2005*.

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Executive Management.
- Senior Management.

WORKS DESCRIPTION	CARRY FORWARDS	RE-VOTE	OVER RUN	FUNDING SOURCE
IT Services				
Upgrade Narrabri CBD CCTV System			-35,950	VPA / Grant
Property Services				
Buildings Environmental Sustainability Project	148,776			Rates & Untied Funding
Housing Stock Improvements		15,000		Reserves
Boggabri Courthouse Internal Structure		20,000		Reserves
Caravan Park - Boggabri Upgrade	71,513			VPA
Depot				
Narrabri Store Office Construction	83,524			Reserves
Narrabri Store Driveway Awning		19,000		Reserves
Narrabri Oil/Water Separator & Tanks	39,660			Reserves
Wee Waa Depot Office Building Replacement	143,203			Reserves
Narrabri Security & Lighting	24,636			Reserves
Airport				
Narrabri Airport Perimeter Fencing	25,809			Reserves
Narrabri Airport - Electricity Upgrade	28,377			Reserves
Crossing Theatre				
Band Room Refurbishment (incl Storage)	49,755			Reserves
Regulatory				
Narrabri Animal Shelter Facility	239,055			Reserves
Waste Services				
Narrabri Landfill - Construction of a New Cell - Design	16,947			Reserves
Narrabri Landfill - CCTV Camera	40,000			Reserves
Saleyards				
Yards painting and repairs	7,370			Reserves
Cemeteries				
Narrabri Old Cemetery -establish new section	47,549			Reserves
Parks & Open Spaces				
Narrabri Lake - Renew Sealed Pathway	33,212			Reserves
Narrabri - Cooma Oval - replace prog synthetic wickets (2/yr for 3yrs)		8,500		Reserves
Narrabri Creek - Walk / Cycle Pathway			-2,075	Grant
Bellata - Bellata Oval - replace wire fence (deferred from 2017/18)	2,000			Reserves
Boggabri - Anzac Park - move stones & fence to park	8,000			Reserves
Gwabegar - Anzac Park - Irrigation system	30,000			Grant
Gwabegar - Anzac Park - renew playground equipment			-614	Grant
Wee Waa - Dangar Park - install shade sail to playground	35,000			Grant
Wee Waa - Dangar Park - install new outdoor gym equipment			-4,869	Grant
Wee Waa - CBD Green Space - Drought Communities Fund	86,064			Grant
Wee Waa - CBD Upgrade (VPA)	35,373			VPA
Wee Waa - Cook Oval - structural works to amenities building	5,000			Grant
Fleet				
Fleet Acquisition - Heavy Plant	131,051			Reserves
Fleet Acquisition - Trucks	408,581			Reserves
Fleet Acquisition - Minor (Miscellaneous)	66,789			Reserves
Fleet Acquisition - Trailers	42,648			Reserves
Fleet Acquisition - Vegetation Control Plant	177,443			Reserves
Transport (incl. Roads, Footpaths, Bridges, Stormwater & Quarries)				
Roads - Grain Valley Road	592,443			Grant
Roads - Reseals	1,247,123			Reserves
Roads - Sealed Roads Rehabilitation	308,578			Reserves
Roads - Culgoora Road Upgrade			-1,120,019	Grant
Roads - Avon/Fraser Street (deferred from 2017/18)	150,000			Reserves
Roads - Tarraro Bridge	29,102			Reserves
Roads - Boston Street Bridge - Concept & Geotechnical works	28,590			Rates & Untied Funding
Roads - Bullawa Cr Bridge Eulah Creek Rd - Concept, Geotechnical	27,520			Rates & Untied Funding
Roads - Tullamullen Cr Bridge Old Nbri Rd - Concept, Geotechnical	25,272			Rates & Untied Funding
Roads - Boggabri Lynn Street Extension & Cul de Sac	48,966			Reserves
Roads - Narrabri James Street Rehabilitation	53,000			Reserves
Roads - Narrabri Lane (Barwon-Balonne) Resheeting 1385030	4,509			Reserves

Roads - Narrabri Lane (Barwon-Balonne) Resheeting 1385050, 60	9,178			Reserves
Roads - Narrabri Lane (Nandewar-Reid) Resheeting 1395020	4,507			Reserves
Roads - Wee Waa Gabo-Empire-Maitland Streets Rehabilitation	137,298			Reserves
Roads - Boggabri Lane (Wee Waa) Resheeting 3110010	4,339			Reserves
Roads - Boggabri Lane (Wee Waa) Resheeting 3110060	3,963			Reserves
Roads - Boggabri Lane (Merton) Resheeting 3115050	4,237			Reserves
Roads - Boggabri Lane (Lynn) Resheeting 3125010	4,345			Reserves
Roads - Narrabri Fitzroy Street Rehabilitation	102,504			Reserves
Roads - Narrabri CBD Upgrade	80,794			Reserves
Footpath Replacement Program	40,000			Reserves
Footpath - PAMP Cooma Road Shared Pathway	360,806			Reserves
Footpath - Narrabri Doyle Street	23,600			Reserves
K&G - Narrabri 2018/19 Replacement Program	141,467			Reserves
K&G - Wee Waa 2018/19 Replacement Program	325,787			Reserves
Water Services				
Bellata - New Rising Main from Pump to Elevated Storage	200,000			Water Fund
Bellata - Replace Elevated Storage Deck and Ladders (2017/18)			-1,435	Water Fund
Bellata - Replace Galvanised Pipe	8,000			Water Fund
Bellata Bore Replacement	19,076			Water Fund
Gwabegar Bore Replacement	12,625			Water Fund
Narrabri Water Augmentation			-1,105,105	Grant
Pilliga Bore Replacement	22,709			Water Fund
Wee Waa Replace Mains Charles & James Sts	270,000			Water Fund
Telemetry Upgrades - Water Services	166,220			Water Fund
Sewer Services				
Boggabri Sewerage Treatment Works Augmentation			-95,264	Grant
Narrabri Doctors Creek rising main construction			-438,319	Sewer Fund
Wee Waa Sewerage Treatment Works Augmentation			-126,622	Grant
Total	6,483,894	62,500	-2,930,272	

EFFECT OF PROJECTS ADVANCE SPENDING 2018/19 Description	2018/2019						2019/2020				
	Original Bud	Carry Overs	March QBR	Revised Bud	Total Spend	Over Run	Original Bud	Over Run	Revised Bud	YTD	Remaining
IT - Upgrade Narrabri CBD CCTV System	100,000	0	-45,000	55,000	90,950	-35,950	150,505	-35,950	114,555	62,768	51,787
Narrabri Creek - Walk / Cycle Pathway	0	0	497	497	2,572	-2,075	946,704	-2,075	944,629	538,199	406,430
Gwabegar - Anzac Park - renew playground equip	60,000	0	-59,860	140	754	-614	60,000	-614	59,386	30,143	29,243
Wee Waa - Dangar Park - install new outdoor gym	40,000	0	-39,888	112	4,981	-4,869	40,000	-4,869	35,131	41,735	-6,604 *
Culgoora Road Upgrade	5,414,804	0	-4,414,804	1,000,000	2,120,019	-1,120,019	3,477,387	-1,120,019	2,357,368	1,024,499	1,332,869
Bellata - Replace Elevated Storage Deck & Ladders	120,000	0	-115,793	4,207	5,642	-1,435	115,793	-1,435	114,358	0	114,358
Narrabri Water Augmentation	4,100,000	0	1,400,000	5,500,000	6,605,105	-1,105,105	2,500,000	-1,105,105	1,394,895	551,886	843,009
Boggabri Sewer Treatment Works Augmentation	4,595,000	0	-4,245,000	350,000	445,264	-95,264	4,245,000	-95,264	4,149,736	75,104	4,074,632
Narrabri Doctors Creek rising main construction	650,000	287,881	-932,881	5,000	443,319	-438,319	932,881	-438,319	494,562	139,159	355,403
Wee Waa Sewer Treatment Works Augmentation	2,600,000	0	-2,250,000	350,000	476,622	-126,622	2,250,000	-126,622	2,123,378	81,044	2,042,334
CAPITAL WORKS TOTALS	17,679,804	287,881	-10,702,729	7,264,956	10,195,228	-2,930,272	14,718,270	-2,930,272	11,787,998	2,544,537	9,243,461

* Additional grant funding sourced - budget to be adjusted at QBR

12.2 DETERMINATION OF ORGANISATIONAL STRUCTURE AND SENIOR STAFF

Responsible Officer: Stewart Todd, General Manager

Author: Stewart Todd, General Manager

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4. Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council has been undertaking a review of the organisational structure including the positions identified as senior staff. The review of the organisational structure has been completed including review of senior staff positions; this review has reduced the number of senior staff positions from three (3) to a proposed two (2).

RECOMMENDATION

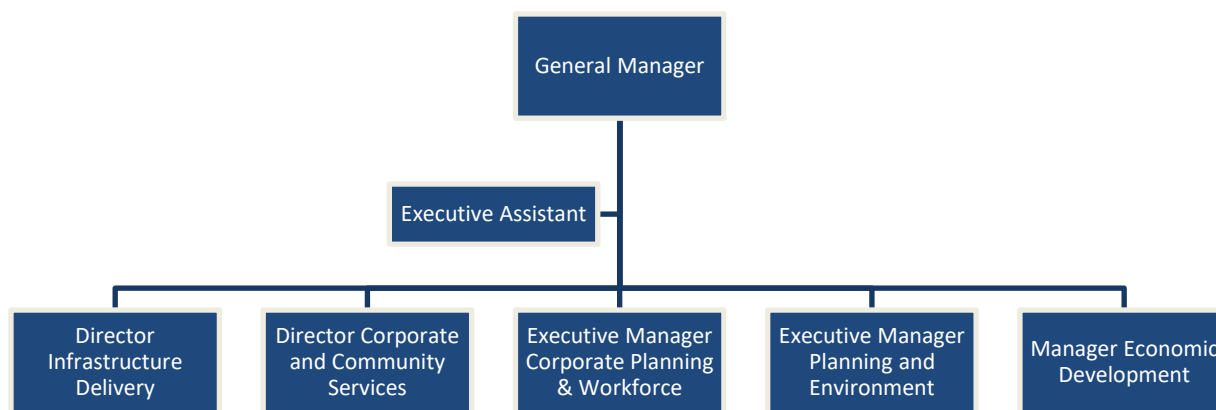
- 1. That Council adopt the Organisational Structure, as contained within this report.**
- 2. That Council determine the positions of:**
 - a. Director Infrastructure Delivery; and**
 - b. Director Corporate and Community Services;****to be Senior Staff positions as per section 332 of the Local Government Act 1993.**

BACKGROUND

Council has previously resolved the following Director positions as Senior Staff positions under section 332 of the *Local Government Act 1993* ("**LG Act**"), Minute No. 32/2016.

CURRENT SITUATION

A review of the organisational structure including the positions identified as senior staff has been undertaken. Councillors have been briefed and advised of the restructure. The proposed high-level organisational structure is as follows:



It is proposed to include only two (2) senior staff in the organisational structure moving forward.

- Director Infrastructure Delivery; and
- Director Corporate and Community Services.

FINANCIAL IMPLICATIONS

A Director (senior staff) position is proposed to be removed from the executive management structure. The 'savings' with the removal of this position are being redeployed into other areas of the organisation that will result in an increase in service provision to the community.

STATUTORY AND POLICY IMPLICATIONS

Requirements of section 332 of the LG Act:

Council may not determine a position to be a senior staff position unless:

- The responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the Local Government (State) Award; and
- The total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3A of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executive office holders whose positions are graded Level 1 (General Management).

All proposed Director positions satisfy the requirements of section 332 of the LG Act; Council should reconfirm the two (2) relevant Director positions to be senior staff positions.

CONSULTATION

External Consultation

- United Services Union.
- development and environment professionals' association.
- Local Government Engineers Association.

Internal Consultation

- Councillors.
- Council staff.

12.3 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - SEPTEMBER 2019

Responsible Officer: Nicholas Ross, Executive Manager Human Resources

Author: Maree Bales, Business Process Officer

Attachments: 1. **Operational and Service Plan Quarterly Report - September 2019**
(under separate cover) 

DELIVERY PROGRAM ALIGNMENT**4. Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.3 Report in a clear, concise manner that is easily understood

EXECUTIVE SUMMARY

Council's Quarterly Operational and Service Plan Report provides the community with an update on Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works projects. Quarterly Operational and Service Plan Reporting lets the community track each service of Council in regard to what that service is providing, at what cost and where works are occurring throughout the year. As at 30 September 2019, 84% of Council's Operational Plan Actions were either Achieved or On Target to be achieved by the 30 September 2019.

The capital works projects progress and financial details are not included in the report this month; however, the information will be presented to Council at the November Ordinary Council Meeting. The Finance team are unable to supply final financial data for the preparation of the Capital Works Projects in time for this report and have been granted an extension for the delivery of Quarterly Budget Review Statement (QBRs).

RECOMMENDATION

That Council adopt the Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions and key performance measures for the September 2019 quarter.

BACKGROUND

In 2009, the NSW Government introduced the new [Integrated Planning and Reporting \(IP&R\) Framework](#). The IP&R framework recognises that most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for education and employment, and reliable infrastructure. This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

CURRENT SITUATION

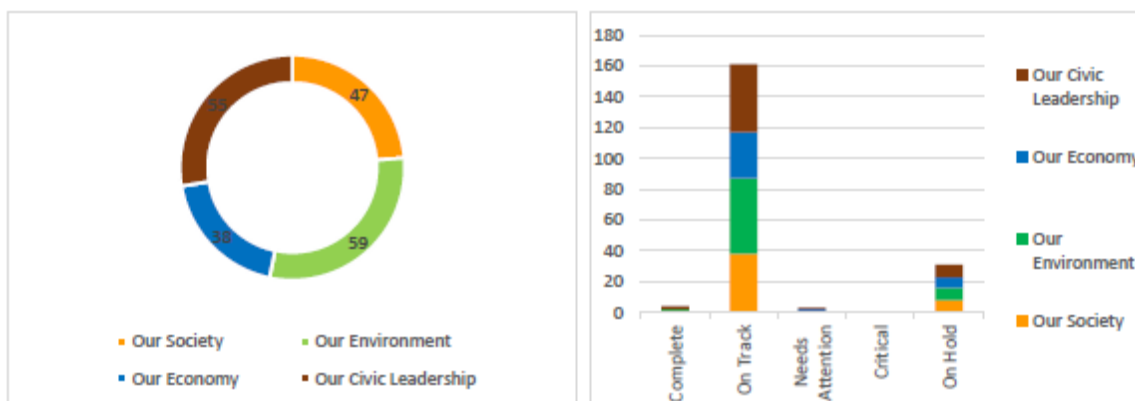
This report presents the Council's quarterly progress report against its Actions, and Key Performance Measures for each of its service areas, as established in the Council's Integrated Planning and Reporting (IP&R) documents and related Service Plans. Council's Service Plans provide an in-depth strategic focus for all services of Council, defining exactly what each service is, what it provides, at what cost and where works are occurring. The community can analyse any of the individual Service Plans and ascertain what is being provided to the local community.

These Service Plans provide the community with key performance measures and a capital works program for each service area, that are measured in this report in terms of progress. The capital works projects progress and financial details are not included in the report this month but will be presented to Council at the November Ordinary Council Meeting. Unable to supply final financial data for the preparation of the capital works projects for this report, Finance are granted an extension for the delivery of the Quarterly Budget Review Statement (QBRs) in November.

The attached September Quarterly Operational and Service Plan Report is Council's progress for the first quarter of the 2019/2020 financial year. From the September Quarterly Service Plan Report you will see that significant progress has been made towards achieving Council's 2019/2020 activities.

Progress by Theme – September 2019

Theme	Complete	On Track	Needs Attention	Critical	On Hold	Total
Our Society	1	38	0	0	8	47
Our Environment	1	49	1	0	8	59
Our Economy		30	1	0	7	38
Our Civic Leadership	2	44	1	0	8	55
	4	161	3	0	31	199



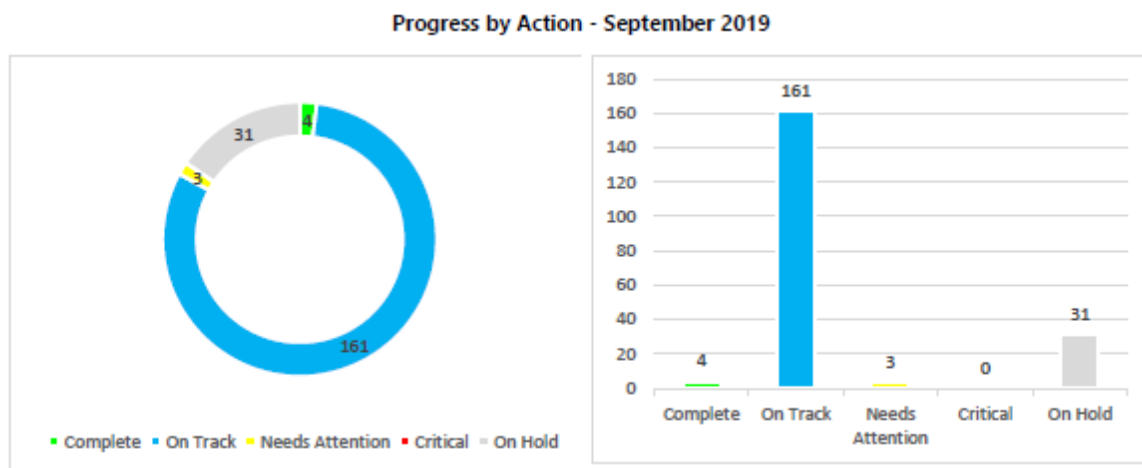


Figure 1 – Progress by Theme and Action for September 2019 – Technology One

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Executive Management.
- Senior Management.

12.4 INVESTMENT REPORT - SEPTEMBER 2019

Responsible Officer: Tim McClellan, Financial Services Manager

Author: Samantha Ratley, Senior Finance Officer

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.3 Report in a clear, concise manner that is easily understood

EXECUTIVE SUMMARY

Council is required to consider a report on its investments in accordance with clause 212 of the *Local Government (General) Regulation 2005*.

During the month:

- Four (4) investments matured, totalling \$6 million.
- Four (4) new investments were placed, totalling \$6 million.

Council's Responsible Accounting Officer has certified that Council's investments are in accordance with requirements.

RECOMMENDATION

1. That Council note the Investment Report for September 2019.

BACKGROUND

Council is required to consider a report on its investments in accordance with [clause 212](#) of the *Local Government (General) Regulation 2005*.

CURRENT SITUATION

The following is a summary of investment movements for September 2019:

Investments maturing during the month:

- | | | | |
|--------------|--------------|-------------|------------------|
| • 04/09/2019 | ME Bank | \$2,000,000 | 364 days @ 2.73% |
| • 11/09/2019 | Defence Bank | \$2,000,000 | 279 days @ 2.80% |
| • 18/09/2019 | Auswide Bank | \$1,000,000 | 91 days @ 2.18% |
| • 25/09/2019 | Judo Bank | \$1,000,000 | 93 days @ 2.80% |

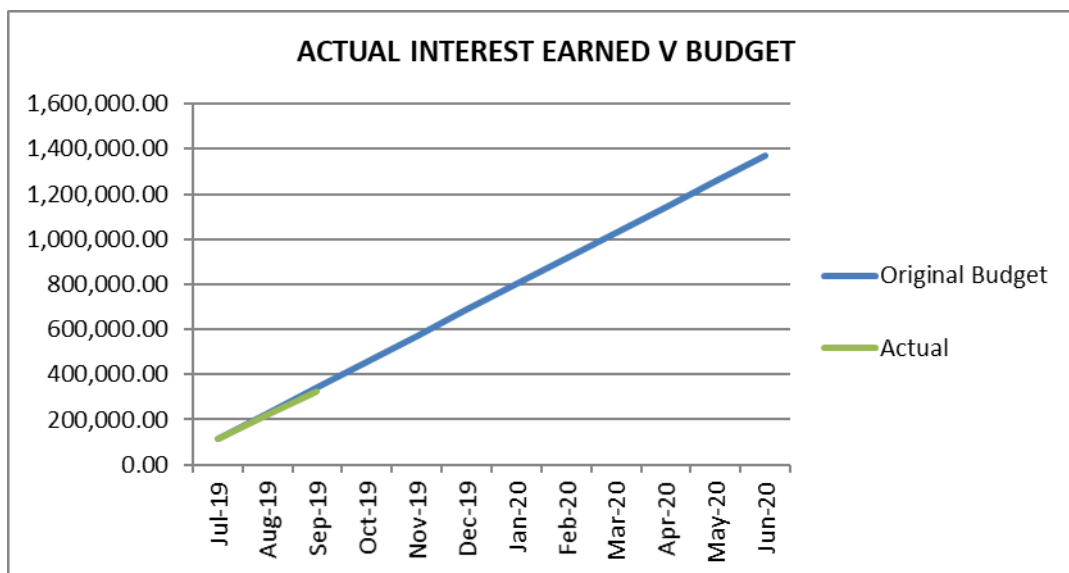
New investments secured during the month:

- 04/09/2019 Macquarie Bank \$2,000,000 203 days @ 1.75%
- 04/09/2019 Macquarie Bank \$2,000,000 210 days @ 1.75%
- 18/09/2019 Judo Bank \$1,000,000 364 days @ 2.05%
- 30/09/2019 BOQ \$1,000,000 219 days @ 1.63%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	50,000,000.00				95.67%
AMP	2,000,000.00	210	2.80%	02/10/19	3.83%
NAB	3,000,000.00	369	2.75%	16/10/19	5.74%
BOQ	1,000,000.00	209	2.68%	16/10/19	1.91%
MyState Bank	3,000,000.00	363	2.80%	06/11/19	5.74%
Defence Bank	3,000,000.00	364	2.85%	13/11/19	5.74%
AMP	2,000,000.00	273	2.80%	20/11/19	3.83%
NAB	4,000,000.00	369	2.80%	04/12/19	7.65%
AMP	3,000,000.00	273	2.80%	18/12/19	5.74%
Auswide Bank	2,000,000.00	273	2.58%	08/01/20	3.83%
ME Bank	2,000,000.00	154	1.83%	08/01/20	3.83%
Auswide Bank	3,000,000.00	210	2.23%	15/01/20	5.74%
BOQ	1,000,000.00	182	1.93%	23/01/20	1.91%
Beyond Bank	2,000,000.00	245	2.40%	05/02/20	3.83%
ME Bank	1,000,000.00	364	2.73%	12/02/20	1.91%
Judo Bank	1,000,000.00	273	2.67%	19/02/20	1.91%
Auswide Bank	1,000,000.00	273	2.33%	26/02/20	1.91%
Defence Bank	2,000,000.00	364	2.80%	04/03/20	3.83%
NAB	2,000,000.00	238	1.88%	18/03/20	3.83%
Macquarie Bank	2,000,000.00	203	1.73%	26/03/20	3.83%
Macquarie Bank	2,000,000.00	210	1.73%	01/04/20	3.83%
AMP	3,000,000.00	245	1.80%	22/04/20	5.74%
BOQ	1,000,000.00	219	1.63%	06/05/20	1.91%
ME Bank	3,000,000.00	364	1.63%	26/08/20	5.74%
Judo Bank	1,000,000.00	364	2.05%	16/09/20	1.91%
Cash Deposits	2,263,289.72				4.33%
NAB At Call A/c	1,000,000.00	At Call	1.40%	n/a	1.91%
NAB Working A/c	1,263,289.72	At Call	1.00%	n/a	2.42%
Total Cash & Investments	52,263,289.72				100.00%

Movements within Bank account for the reporting period (\$)

Cash Book balance at 31 August 2019	4,381,649.25
Plus Receipts	8,143,453.55
Less Payments	-11,261,813.08
Cash Book balance at 30 September 2019	1,263,289.72
Less Outstanding Deposits	-331,975.70
Plus Unpresented Payments	5,366.22
Reconciliation Balance as at 30 September 2019	936,680.24



Investment Rate Summary for September 2019

Average Interest Rate on Investments: 2.34%

Weighted Average Interest Rate on Investments 2.36%

Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90 day index (30/09/2019)¹ 0.94%

Average 11am Cash Rate 1.00%

The Reserve Bank of Australia reduced the cash rate to 0.75% on Tuesday 1 October 2019.

FINANCIAL IMPLICATIONS

The interest income for the month:

General Fund	\$58,380
Externally Restricted Funds	\$25,000
Water Fund	\$8,984
Sewer Fund	\$10,049
Total Interest Income	\$102,413

STATUTORY AND POLICY IMPLICATIONS

[Clause 212](#) of the *Local Government (General) Regulation 2005* requires Council's Responsible Accounting Officer to provide a monthly report setting out the details of all money that the Council has invested under [section 625](#) of the *Local Government Act 1993*.

It is certified that Council's investments have been made in accordance with:

- *Local Government Act 1993*.
- *Local Government (General) Regulation 2005*.
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

¹ Source: www.asx.com.au

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Responsible Accounting Officer.

12.5 COUNCIL'S SURPLUS LAND DISPOSAL PROGRAM

Responsible Officer: Lindsay Mason, Director Corporate Services

Author: Lindsay Mason, Director Corporate Services

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

Objective 4.2 Decision making will ensure Council remains financially sustainable

Strategy 4.2.1 Maintain and improve Council's financial sustainability with a focus on core business

EXECUTIVE SUMMARY

As part of a process to assist Council in working towards its “Fit for Future”, eighteen (18) parcels of land have been identified as surplus to Council’s service delivery requirements and should be included in Council’s surplus land disposal program. Six properties were the subject of a public auction held on Saturday 21 September 2019, with only one successful sale on the day.

RECOMMENDATION

- 1. That Council offer the following properties for Sale by Private Treaty, engaging a registered real estate agent:**
 - a. 35-37 Dalton Street, Boggabri.**
 - b. 103 Caloola Road, Boggabri.**
 - c. 39 Williams Drive, Narrabri West.**
 - d. 31-33 Vivian Street, Pilliga.**
 - e. 77 Vera Leap Road, Wee Waa.**
- 2. That the General Manager, following receipt of input/advice from a qualified property valuer, be authorised to approve the selling prices and/or set the reserve prices for the selling of the properties listed in Item 1 above.**
- 3. That the General Manager be able to negotiate the selling price, via the appointed registered real estate agent, with any prospective purchaser, noting the reserve prices set.**
- 4. That the Council’s Common Seal be affixed to all relevant documents, to effect the sale of the properties listed in Item 1 above.**

BACKGROUND

As part of a process of assisting Council in working towards its “fit for the future”, staff investigated more than fifty five (55) unused parcels of land throughout the Shire and undertook due diligence exercise to ascertain whether these parcels of land would add value to Council’s core service delivery or should they be disposed of to generate income and mitigate ongoing risks associated with the ownership of these unused vacant parcels of land. Six of these properties were offered by

public auction, with the property at 11-13 Danger St Pilliga selling on the day, and an offer on the property at 35-37 Dalton St, which was well below the reserve, and was passed in, with no counter offer being made by the bidder, which they were within their rights to do as the highest bidder on the day.

Address	Town	Lot	Section	Plan	Zone	Area (m ²)	
37 DALTON ST	BOGGABRI	B		DP389913	R1	1,208	Bid below reserve
35 DALTON ST	BOGGABRI	A		DP389913	R1	2,429	Bid below reserve
103 CALOOLA RD	BOGGABRI	A		DP361385	R1	12,593	No Bids
39 WILLIAMS DR	NARRABRI	3		DP1154624	IN1	12,829	No Bids
13 DANGAR ST	PILLIGA	2	8	DP758844	RU1	2,028	SOLD
11 DANGAR ST	PILLIGA	1	8	DP758844	RU1	2,037	SOLD
31 VIVIAN ST	PILLIGA	18	7	DP1060	RU5	1,022	No Bids
33 VIVIAN ST	PILLIGA	17	7	DP1060	RU5	1,024	No Bids
77 VERA LEAP RD	WEE WAA	44		DP587410	IN1	5,187	No Bids

CURRENT SITUATION

The remaining blocks should be placed on the open market for sale by private treaty by a registered real estate agent, to be appointed by Council.

FINANCIAL IMPLICATIONS

Net income generated from these land sales should be reserved in Council's Restricted Assets for future improvements and/or development of Council's properties.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

External Consultation

- Landmark Harcourts – Auctioneers.

Internal Consultation

- Building Services Coordinator.

12.6 ACCEPTANCE OF TENDERS UNDER DELEGATION – SEPTEMBER 2019

Responsible Officer: Darren Raeck, Director Infrastructure Delivery

Author: Carlie Lawty, Contracts and Systems Officer

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4. Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council has conditionally delegated to the General Manager the ability to determine tenders.

One of the conditions was that a cyclic quarterly report be provided to Council outlining the tenders that have been determined under the delegation.

For this reporting period three (3) tenders have been determined under delegation.

RECOMMENDATION

1. That Council note the determination of tenders under delegation for the period to September 2019.

BACKGROUND**Local Government Amendment (Governance and Planning) Act 2016**

[Section 377](#) of the *Local Government Act 1993* (“the LG Act”) provides for a council to delegate functions to the general manager. Prior to the *Local Government Amendment (Governance and Planning) Act 2016*; acceptance of tenders was a function that a council could not delegate.

The LG Act now enables a council to delegate the determination of tenders as long as the tender does not provide services currently provided by members of staff of a council.

CURRENT SITUATION

Council has delegated to the General Manager the ability to determine tenders, under the following conditions:

1. That the tender not be in excess of a total of \$1,500,000 (ex GST); and
2. That a cyclic report be submitted to Council on a three (3) monthly basis with information relating to tenders determined under the delegation.

The table below outlines the tenders determined under delegation for the reporting period:

Tender/Contract Description		Successful Tenderer	No. of Tenders (Local Tenders)	Tender Price (ex GST)
1.	Contract 2019-20/05 – Boggabri Caravan Park – Building Structures	Uniplan Group Pty Ltd	2 (0)	\$683,488.00
2.	Contract 2019-20/07 – Boggabri Caravan Park – Civil Works	KCE Pty Ltd	4 (0)	\$720,700.00
3.	Contract 2019-20/09 – Supply & Delivery of Aggregate	Johnstone Concrete & Landscape Supplies Pty Ltd	1 (1)	Unit Rates Only

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Council previously conditionally delegated to the General Manager the ability to determine tenders. The conditions placed on the delegation were:

- 1. The authority to determine tenders involving a total of receipts or expenditures not in excess of a total of \$1,500,000 (ex GST) and in accordance with the Local Government Act, as amended; and*
- 2. That a cyclic report be submitted to Council on a three (3) monthly basis with information relating to these tenders.*

This report fulfils the second condition of the delegation.

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Tender Panel.

13 CONFIDENTIAL (CLOSED COUNCIL) MEETING

Nil reports.

14 MEETING CLOSED
