



INVERELL
SHIRE COUNCIL



Council's Companion Animal Impounding Facility was officially opened on Friday, 3 May 2024 by Cr Paul Harmon, Mayor and the Hon. Barnaby Joyce MP.

This project was made possible by funding awarded by the Australian Government under the Local Roads Community Infrastructure Fund and Inverell Shire Council.

Business Paper
Ordinary Meeting of Council
Wednesday, 22 May 2024

INVERELL SHIRE COUNCIL

NOTICE OF ORDINARY MEETING OF COUNCIL

17 May, 2024

An Ordinary Meeting of Council will be held in the Council Chambers, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 22 May, 2024, commencing at **3.00pm**.

Your attendance at this Ordinary Meeting of Council would be appreciated.

Please Note: Under the provisions of the Code of Meeting Practice the proceedings of this meeting (including presentations, deputations and debate) will be recorded. The audio recording of the meeting will be uploaded on the Council’s website at a later time. Your attendance at this meeting is taken as consent to the possibility that your voice may be recorded and broadcast to the public.

I would like to remind those present that an audio recording of the meeting will be uploaded on the Council’s website at a later time and participants should be mindful not to make any defamatory or offensive statements.

BRETT MCINNES

GENERAL MANAGER

Agenda

1	Apologies	8
2	Confirmation of Minutes.....	8
3	Disclosure of Interests / Pecuniary and Non-Pecuniary Interests.....	23
4	Public Forum.....	23
5	Mayoral Minute.....	23
	Nil	
6	Advocacy Reports	24
	6.1 Community Health Forum Meeting Minutes - April and May 2024	24
7	Notices of Business.....	29
	Nil	
8	Questions With Notice.....	29
	Nil	
9	Committee Reports.....	30
	9.1 Civil and Environmental Services Committee Minutes - 8 May 2024	30
	9.2 Economic and Community Sustainability Committee Minutes - 8 May 2024.....	35
	9.3 Inverell & District Liquor Consultative Committee Minutes - 23 April 2024.....	43
10	Destination Reports.....	46
	10.1 Crown Land - Plan of Management - Graman Sports Ground	46
	10.2 2024-2025 Bush Bursary Program	75
11	Information Reports.....	92
	11.1 Interment Services Levy - Update	92

11.2	Summary of Development Applications, Construction Certificates and Complying Development Certificates during April 2024	102
11.3	Strategic Tasks - 'Sign Off' - April 2024	105
11.4	Ordinance Activities Report for April 2024	106
11.5	PCG Meeting - Inverell Aquatic Centre Replacement	107
12	Governance Reports.....	110
	Nil	
13	Confidential Matters (Committee-of-the-Whole)	110
	Nil	

Recording of Council Meetings

Council meetings are recorded. By entering the Chambers during an open session of Council, you consent to your attendance and participation being recorded.

The recording will be archived. All care is taken to maintain your privacy; however as a visitor of the public gallery, your presence may be recorded.

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- **Pecuniary** – regulated by the Code of Conduct and Office of Local Government
- **Non-pecuniary** – regulated by Code of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

- 1st** Do I have private interests affected by a matter I am officially involved in?
2nd Is my official role one of influence or perceived influence over the matter?
3rd Do my private interests conflict with my official role?

Code of Conduct

For more detailed definitions refer to Council's and Model Code of Conduct, Part 4 – Pecuniary Interests and Part 5 – Non – Pecuniary Conflicts of Interest.

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Part 4 of the Model Code of Conduct prescribed by the Local Government (Discipline) Regulation (conflict of interests) it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

A Declaration form should be completed and handed to the General Manager as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Disclosure of Pecuniary Interests form](#) or [Non-Pecuniary Interests form](#)

Quick Reference Guide

Below is a legend that is common between the:

- Inverell Shire Council Strategic Plan;
- Inverell Shire Council Delivery Plan; and
- Inverell Shire Council Operational Plan.

OUR DESTINATIONS



- 01 LEADERSHIP**
 We will be an accountable and responsible Council that will be involved with the community and responsibly manage public resources.
- 02 PROSPERITY**
 The Shire has a diverse, strong local economy that provides opportunities that contribute to the quality of life for the community.
- 03 LIVEABILITY**
 Our community is healthy, safe, educated and offers opportunities for people of all ages and abilities. We value our natural and built environment.
- 04 SERVICES & INFRASTRUCTURE**
 Our community is enhanced by the provision of civic services and infrastructure. These services are planned and financially sustainable.



MEETING CALENDAR

January 2024 – August 2024

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG
Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed
No meeting	28	27	24	22	^26	24	28

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG
Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed
No Meeting	14	13	10	8	12	10	14

Members of the public are invited to observe meetings of the Council.

Should you wish to address Council, please contact the Office of the General Manager on 6728 8206.

^ Meeting at which the Management Plan for 2024/2025 is adopted.

INTERNAL CALENDAR JUNE 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1.
Sapphire City Markets 2.	Reports due for Committee Meetings by 12.00pm 3.	4.	Library Exhibit: "Simultaneity – an immersive audio-visual exhibit" by local artist Andrew Davis 5.	6.	7.	8.
Myall Creek Massacre Memorial Gathering 9.	King's Birthday Public Holiday 10.	11.	9.00am Civil & Environmental Committee Meeting 10.30am Economic & Community Sustainability Committee Meeting 2.00pm Community Health Forum 12.	13.	14.	15.
Sapphire City Markets 16.	10.00am Aboriginal Consultative Committee Meeting Reports due for Ordinary Council Meeting by 12.00pm 17.	18.	19.	20.	21.	22.
23.	24.	25.	3.00pm Ordinary Council Meeting 26.	27.	28.	29.
30.						

 Council office closed

1 APOLOGIES

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 24 April, 2024, as circulated to members, be confirmed as a true and correct record of that meeting.

**MINUTES OF INVERELL SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 24 APRIL 2024 AT 3.00PM**

PRESENT: Cr Paul Harmon (Mayor), Cr Kate Dight, Cr Di Baker, Stewart Berryman, Cr Paul King OAM, Cr Jacko Ross, Cr Wendy Wilks and Cr Jo Williams.

IN ATTENDANCE: Brett McInnes (General Manager), Paul Pay (Director Corporate and Community Services), Justin Pay (Director Civil Services), Anthony Alliston (Director Environmental Services) and Sharon Stafford (Governance and Executive Services Coordinator).

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 2024/35

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

That the Minutes of the Ordinary Meeting of Council held on 27 March, 2024, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS

Nil

4 PUBLIC FORUM

Nil

5 MAYORAL MINUTE

Nil

6 ADVOCACY REPORTS

Nil

7 NOTICES OF BUSINESS

Nil

8 QUESTIONS WITH NOTICE

Nil

9 COMMITTEE REPORTS

9.1 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 10 APRIL 2024

RESOLUTION 2024/36

Moved: Cr Stewart Berryman

Seconded: Cr Wendy Wilks

- i. That the Minutes of the Civil and Environmental Services Committee held on Wednesday, 10 April, 2024, be received and noted; and*
- ii. The following recommendations of the Civil and Environmental Services Committee be adopted by Council.*

CARRIED

9.1.1 Bitumen Resurfacing Program 2024-2025

RECOMMENDATION:

That subject to the endorsement of the 2024/25 budget:

- the proposed 2024-2025 Bitumen Resurfacing Program be adopted as presented; and*
- the adopted Bitumen Resurfacing Program be placed on Council's website for the information of the community.*

9.1.2 Urban Works Program 2023/24

RECOMMENDATION:

That the \$531,136 in the 2023/24 Urban Works budget be allocated to the rehabilitation and reconstruction of Libani Close, Inverell.

9.1.3 Information Reports

RECOMMENDATION

That the information reports be received and noted.

9.2 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 10 APRIL 2024**RESOLUTION 2024/37**

Moved: Cr Paul King OAM

Seconded: Cr Jo Williams

- i. That the Minutes of the Economic and Community Sustainability Committee held on Wednesday, 10 April, 2024, be received and noted; and*
- ii. The following recommendations of the Economic and Community Sustainability Committee be adopted by Council.*

CARRIED

9.2.1 2024/2025 Draft Estimates and Operational Plan, and Long-Term Financial Plan

RECOMMENDATION:

1. *That the following works be funded from the Urban Works Vote and be included in the 2024/2025 Budget:*

i) *Inverell and Villages - Urban Renewal and Upgrade General Fund, Water Fund*

		General Fund	Water Fund
A	Inverell and Villages - Urban Renewal and Upgrade <i>Project subject to a further report to Civil and Environmental Committee</i>	\$612.331K	\$ 0K
B	Urban Work Contribution to Pool Loan	\$58.754K	
C	Footpaths and Cycleway Construction \$ for \$ Contribution to PAMP Program (Subject to RMS approving the 2024/2025 Program)	\$49.67K	
D	Village Works – Community suggested projects		
	Ashford	\$ 7.890K	
	Delungra	\$ 7.890K	
	Gilgai	\$ 7.890K	
	Yetman	\$ 7.890K	
	Tingha	\$ 7.890K	
	Oakwood	\$ 1.170K	
	Bonshaw	\$ 1.170K	
	Graman	\$ 1.170K	
	Nullamanna	\$ 1.170K	
	Elsmore	\$ 1.170K	
	Stannifer	\$ 1.170K	
	Gum Flat	\$ 1.170K	
	TOTALS	\$ 768.395K	\$0K

2. *That:*

- i) *the budget allocations of \$2.842M for the 2024/2025 ACRD Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the funding allocations and individual works proposed to be undertaken under this program;*
- ii) *the budget allocations of the \$160K RMS Supplementary Block Grant Program be the subject of a further report to the Civil and Environmental Services Committee Meeting;*
- iii) *the budget allocation of \$3.108M for the 2024/2025 Block Grant Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the specific projects to be funded;*

- iv) *the budget allocation of \$1.402M for the 2024/2025 Roads to Recovery Program be endorsed and a further report be presented to the Civil and Environmental Services Committee in respect of the specific projects to be funded; and*
- v) *the budget allocation of \$544.99K for the RERRF/REPAIR Program be endorsed and a report on the projects for the RERRF/REPAIR Program for 2024/2025 be presented to the Civil and Environmental Services Committee once funding allocation has been confirmed.*

3. *That Council utilises the maximum permissible rate increase allowed by IPART of 4.5%.*

4. *That:*

- i) *Council provide an allocation of \$108K for joint industry promotions and assistance;*
- ii) *the 2024/2025 Strategic Capital Infrastructure Fund of \$670K be utilised for loan repayments for the Inverell Aquatic Centre Redevelopment;*
- iii) *additional interest on investments of \$476K be allocated to Strategic Capital Infrastructure fund to fund future capital projects with a further report to be presented to Council to utilise these funds;*
- iv) *the budget allocation of \$324K for the 2024/2025 Special Projects – Roads Infrastructure Fund be endorsed;*
- v) *a further report be presented to the Civil and Environment Committee in respect of the specific projects to be funded under the Special Projects – Roads Infrastructure Fund;*
- vi) *the transfers to and from Internally Restricted Assets be endorsed; and*
- vii) *the list of additional one off budget adjustments listed in section 5.2.2 & 5.2.3 of the report be endorsed.*

5. *That:*

- i) *the following rating categories be utilised for the 2024/2025 rating year:*

Residential – Inverell

Residential – General

Residential – Ashford

Residential – Delungra

Residential – Gilgai

Residential – Yetman

Residential - Tingha

Residential – Rural

Business – Inverell Industrial/Commercial

Business – Other

Farmland

Mining

- ii) a General Base Amount of \$235 plus an Ad Valorem Rate be determined for the categories detailed in above.
- 6. The Interest Rate applicable to Outstanding Rates and Charges for 2024/2025 be the maximum allowable as advised by the Office of Local Government.
- 7. That the following Waste Management Charges be adopted:
 - i) Waste Management Charge – All Properties \$100.00
 - ii) Domestic Waste Management - Occupied Charge: per service per assessment \$418.00
 - iii) Domestic Waste Management - Occupied Charge \$418.00
 Tingha Boundary Adjustment – properties with 140lt garbage bin per service per assessment
 - iv) Domestic Waste Management – Unoccupied Charge \$75.00
 - v) Weekly Commercial Waste Management Charge \$418.00
 (This Charge is levied per Service, and GST is charged if applicable)
 - vi) Weekly Commercial Recycling Charge (ex GST) \$160.00
 - vii) Fortnightly Commercial Recycling Charge (ex GST) \$85.00
 (These Charges are levied per Service, and GST is charged if applicable)
- 8. That the Fees and Charges, as recommended, be adopted.
- 9. That:
 - i) the Stormwater Management Service Charge be set at the maximum amount allowable of \$25.00 per Residential Premises, \$12.50 per Residential Strata lot, and \$25.00 for Business Premises for each 350 square metres or additional part thereof, subject to a maximum charge on Business Premises of \$200.00; and
 - ii) the Stormwater Management Program as recommended being Gilgai Drainage Project as per the adopted Gilgai Drainage Upgrade Plan, be adopted.
- 10. That:
 - i) the report on the 2024/2025 budget be noted;
 - ii) the draft estimates (incorporating the Operational Plan and Long-Term Financial Plans) for the General Activities for 2024/2025 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.

11. *That:*

- i) a 2024/2025 “Deficit” Budget of \$211K for the Sewer Fund from ordinary activities before capital amounts be adopted;
- ii) the Sewerage Charges as listed below be adopted for 2024/2025:

Charge	\$
Sewerage Charge Occupied	645.00
Sewerage Charge Unoccupied	406.00
Sewerage Charge Flats/Units	645.00
Sewerage Charge Nursing Homes	3,025.00
Sewerage Charge Inverell Showground	4,090.00
Sewerage Charge Hotel/Licensed Clubs	1,928.00

Number of Services per Assessment	Annual Charge Per Assessment \$
1	645.00
2	1,051.00
3	1,457.00
4	1,863.00
5	2,269.00
6	2,675.00
7	3,081.00
8	3,487.00
9	3,893.00
10	4,299.00
11	4,705.00
12	5,111.00
13	5,517.00
14	5,923.00
15	6,329.00
16	6,735.00

Charge Structure for Non-Rateable Properties

Charge	\$
Non-ratable - Schools - wc's	133.00
Non-ratable - Other - wc's	143.00
Non-rayable - Urinals	133.00

Charge Structure for Motels and Caravan Parks

In accordance with the charge structure for Motels and Caravan Parks, the following charges are proposed for 2024/2025:

Charge	\$
Motel Residence	1,928.00
Motel Restaurant	645.00
Motel Ensuite	203.00
Caravan Park Residence	645.00
Caravan Park Amenities Block	1,928.00
Caravan Park Ensuite Cabins	203.00

Charge Structure for Showgrounds

In accordance with the charge structure for Inverell Showgrounds the following charges are proposed for 2024/2025:

Charge	\$
Inverell Showgrounds	4,090.00

- iii) *The Draft Estimates (incorporating Operational Plan) for the Sewerage Fund for 2024/2025 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act 1993.*

12. That:

- i) *a 2024/2025 “Deficit” Budget of \$217K for the Water Fund from ordinary activities before capital amounts be adopted;*
- ii) *a water availability base charge of \$457.00 per assessment (includes first water meter) be adopted for 2024/2025;*
- iii) *a water charge of \$457.00 per additional water meter, per assessment be adopted for 2024/2025;*
- iv) *a water charge of \$457.00 per assessment (includes first water meter) be adopted for properties within the Tingha Boundary Adjustment area for 2024/2025;*
- v) *a water charge of \$457.00 per additional water meter, per assessment be adopted for properties within the Tingha Boundary Adjustment area for 2024/2025;*
- vi) *a charge of \$2.14 per kilolitre be adopted for commercial water consumption for 2024/2025;*
- vii) *a charge of \$2.14 per kilolitre, 0 to 600 kilolitres and \$2.46 per kilolitre over 600 kilolitres be adopted for residential water consumption for 2024/2025;*
- viii) *a charge of \$1.14 per kilolitre be adopted for water consumption - Abattoirs, plus a 20 per cent early settlement discount for 2024/2025;*
- ix) *a charge of \$1.14 per kilolitre be adopted for Community Facilities water consumption; eligible entities include: Inverell Minor League, Inverell Golf Club, Inverell Tennis Club, Inverell Rugby Club, Gilgai Tennis Club, Inverell Equestrian Council and Inverell Shire Council (sporting facilities and parks) for 2024/2025;*
- x) *a charge of \$0.56 per kilolitre be adopted for Raw Water consumption for 2024/2025; and*

- xi) *the draft Estimates (incorporating Operational Plan) for the Water Fund for 2024/2025 be adopted and placed on public exhibition for a period of 28 days as required by Section 405 of the Local Government Act, 1993.*

9.2.2 Crime and Community Safety in Regional and Rural Communities – Inverell Shire Council Perspective

RECOMMENDATION:

That:

1. *Council make a submission to the Legislative Assembly Inquiry into Community Safety in Regional and Rural Communities regarding the level and impact of crime in the Inverell Shire;*
2. *Council encourage community members that have been impacted upon by crime and other interested parties to make submissions to the Inquiry into Community Safety in Regional and Rural Communities;*
3. *Council seek the formal support of the Member for Northern Tablelands Adam Marshall MP and Northern Tablelands Councils to have an Inquiry hearing conducted in Inverell; and*
4. *Council continue to advocate on behalf of the community to relevant authorities, agencies and government to ensure an appropriate and wholistic response to crime and community safety in Inverell Shire.*

9.2.3 Audit, Risk and Improvement Committee - Internal Audit Charter

RECOMMENDATION:

The adoption of the proposed Internal Audit Charter.

9.2.4 Information Reports

RECOMMENDATION

That the information reports be received and noted.

**9.3 ABORIGINAL CONSULTATIVE COMMITTEE MEETING MINUTES - 15 APRIL 2024
S2.14.1**

RESOLUTION 2024/38

Moved: Cr Paul King OAM

Seconded: Cr Di Baker

That the minutes from the Aboriginal Consultative Committee meeting held on Monday, 15 April, 2024 be received and noted.

CARRIED

10 DESTINATION REPORTS

10.1 INTERMENT SERVICES LEVY S24.6.6/01

RESOLUTION 2024/39

Moved: Cr Di Baker
 Seconded: Cr Kate Dight

That Council:

- (a) *note the information contained in the report and the response to the feedback questions provided to Local Government NSW; and*
- (b) *endorse the intent of a submission as outlined in the report that Council do not support the proposed Interment Industry Levy being imposed on Council cemetery operators.*

CARRIED

10.2 EMERGENCY SERVICES LEVY REFORM S12.13.1

RESOLUTION 2024/40

Moved: Cr Kate Dight
 Seconded: Cr Di Baker

That Council make a submission on the consultation paper for reforming the emergency services funding consistent with the LGNSW policy position on the Emergency Services Levy.

CARRIED

10.3 INDOOR SPORTS NSW COUNTRY BBI INDOOR CRICKET CHAMPIONSHIPS S12.22.1/17

RESOLUTION 2024/41

Moved: Cr Kate Dight
 Seconded: Cr Jacko Ross

That the supplementary report be received and considered.

CARRIED

Item #10.5 was brought forward for consideration.

10.5 SUPPLEMENTARY REPORT - INDOOR SPORTS NSW COUNTRY BBI INDOOR CRICKET CHAMPIONSHIPS S26.1.1/14

RESOLUTION 2024/42

Moved: Cr Paul King OAM
 Seconded: Cr Di Baker

That Council sponsor the Indoor Sports NSW Country BBI Indoor Cricket Championships for 2024, 2025 & 2026 at a cost of \$3,000 per year (\$9,000 total) payable to ISNSW, plus a Service Fee to Sports Marketing Australia of \$1225 per year (Total \$3,675). Total Cost over three years being \$12,675.

CARRIED

10.4 REFERRAL OF CONFIDENTIAL MATTERS S13.5.2/17**RESOLUTION 2024/43**

Moved: Cr Paul King OAM

Seconded: Cr Wendy Wilks

That Council refer the items to Closed (Public excluded) meeting of the Council and that the press and members of the public be asked to leave the chambers whilst Council considers the following items:

Item: #13.1 - Appointment of Chairperson to Audit, Risk and Improvement Committee

Authority: Personnel matters concerning particular individuals (other than councillors) (s. 10A (2) (a) Local Government Act 1993)

Item: #13.2 - Inverell Shire Digital Connectivity Plan

Authority: Commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it (s. 10A (2) (d(i)) Local Government Act 1993).

CARRIED

11 INFORMATION REPORTS**RESOLUTION 2024/44**

Moved: Cr Stewart Berryman

Seconded: Cr Di Baker

That the following information report be received and noted.

CARRIED

11.1 PCG MEETING - INVERELL AQUATIC CENTRE REPLACEMENT S5.9.27**RESOLUTION 2024/45**

Moved: Cr Kate Dight

Seconded: Cr Jacko Ross

That the following information report be received and noted.

CARRIED

11.2 STRATEGIC TASKS - 'SIGN OFF' - MARCH 2024 S4.13.2

RESOLUTION 2024/46

Moved: Cr Jo Williams
Seconded: Cr Kate Dight

That the following information report be received and noted.

CARRIED

11.3 LOCAL GOVERNMENT NSW ADVOCACY UPDATE APRIL 2024 S14.9.12

RESOLUTION 2024/47

Moved: Cr Stewart Berryman
Seconded: Cr Wendy Wilks

That the following information report be received and noted.

CARRIED

11.4 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES DURING MARCH 2024 S18.10.2/17

RESOLUTION 2024/48

Moved: Cr Wendy Wilks
Seconded: Cr Kate Dight

That the following information report be received and noted.

CARRIED

11.5 ORDINANCE ACTIVITIES REPORT FOR MARCH 2024 S18.10.1

RESOLUTION 2024/49

Moved: Cr Kate Dight
Seconded: Cr Di Baker

That the following information report be received and noted.

CARRIED

11.6 ABILITY OF LOCAL GOVERNMENTS TO FUND INFRASTRUCTURE AND SERVICES S14.18.6/17

RESOLUTION 2024/50

Moved: Cr Kate Dight
Seconded: Cr Stewart Berryman

That the following information report be received and noted.

CARRIED**11.7 PROTECTING LOCAL WATER UTILITIES FROM PRIVATISATION - INQUIRY OUTCOMES S14.18.6/17****12 GOVERNANCE REPORTS**

Nil

13 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

At 3:43pm, the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Council Meeting should not be considered in Closed Council. There was no response.

RESOLUTION 2024/51

Moved: Cr Stewart Berryman
Seconded: Cr Jacko Ross

That Council proceeds into Closed Council to discuss the matters referred to it, for the reasons stated in the motions of referral.

CARRIED**RESOLUTION 2024/52**

Moved: Cr Paul King OAM
Seconded: Cr Kate Dight

That Council proceeds out of Closed Council into Open Council.

CARRIED

Upon resuming Open Council at 3:52pm, the Chairperson verbally reported that the Council had met in Closed Council, with the Press and Public excluded, and had resolved to recommend to Council the following:

13.1 APPOINTMENT OF CHAIRPERSON TO AUDIT, RISK AND IMPROVEMENT COMMITTEE S4.11.21/04**RECOMMENDATION:**

That Council:

- i. Appoint Mr Ray Smith as independent chair to the Audit Risk and Improvement Committee commencing 1 June 2024 for a period of four (4) years subject to successful criminal record*

and financial status checks;

- ii. Authorise the Mayor to sign the appointment letter; and*
- iii. Appoint Mr Phil Schwenke as an independent member of the Audit Risk and Improvement Committee from 1 June 2024 to 31 December 2024 as per Council resolution 2023/238 made on 13 December 2023.*

13.2 INVERELL SHIRE DIGITAL CONNECTIVITY PLAN S17.10.2

RECOMMENDATION:

That Council endorse the Inverell Shire Digital Connectivity Plan.

ADOPTION OF RECOMMENDATIONS

RESOLUTION 2024/53

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

That the recommendations of Closed Council be adopted.

CARRIED

The Meeting closed at 3:54pm.

3 DISCLOSURE OF INTERESTS / PECUNIARY AND NON-PECUNIARY INTERESTS

4 PUBLIC FORUM

5 MAYORAL MINUTE

Nil

6 ADVOCACY REPORTS

6.1 COMMUNITY HEALTH FORUM MEETING MINUTES - APRIL AND MAY 2024

File Number: S24.20.5 / 24/17350

Author: Cr Wendy Wilks

SUMMARY:

Cr Wendy Wilks convened the 10th and 11th Community Health Forum to scope the critical issues impacting the provision of health services in this Shire. The minutes from the Community Health Forum meetings held on 10 April and 8 May 2024 are attached for the information of Council.

RECOMMENDATION:

That the minutes of the Community Health Forum Meetings held on 10 April and 8 May 2024 be received and noted.

COMMENTARY:

Over the past 12 months Council has noted an increased level of debate on the state of Australia's 'health care' services and noted with concern that various matters raised indicate that the system is under stress. As a result, Council is interested in gaining an understanding of the state of our local 'health services'. The outcome would be to identify the issues and a set of solutions that could form the basis of an advocacy program for Council to pursue.

To enable Council to formulate an advocacy position, Cr Wendy Wilks convened a Community Health Forum to scope the critical issues impacting the provision of health services in this Shire. Meetings were held on 10 April and 8 May, 2024. The minutes from these meetings are attached for your information.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Community Health Forum Meeting Minutes - 10 April 2024 [↓](#)
2. Community Health Forum Meeting Minutes - 8 May 2024 [↓](#)

**MINUTES OF INVERELL SHIRE COUNCIL
COMMUNITY HEALTH FORUM MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO
STREET, INVERELL
ON WEDNESDAY, 10 APRIL 2024 AT 2.00 PM**

PRESENT: Cr Wendy Wilks (Chair), Cr Kate Dight, Cr Jo Williams, Shayne O'Brien, Andrew McIntyre, Debbie McCowen (Armajun), David Maddigan, Bob Bensley, Rosie Bloch.

Zoom: Cheyenne Moody (PHN), Allison Tattersall (PHN) and Jeff Imms (PHN).

IN ATTENDANCE: Sophia Scott (NSW Health) and Sharon Stafford (Inverell Shire Council).

APOLOGIES

Kath Randall (HNEH), John Williams, Susan Heyman (HNEH), Maree Puxty (UNE), Lisa Ramsland (HNEH) and Sundar Thavapalasundaram (HNEH).

PRESENTATION

Sophia Scott, Community Engagement and Partnerships Manager, NSW Health provided the Committee with an update in respect of the work she is undertaking in response to Recommendation 42 of the Legislative Council report into health outcomes and access to health and hospital service in rural, regional and remote New South Wales.

Recommendation 42

That the rural and regional Local Health Districts:

- *review, reinvigorate and promote the role of Local Health Advisory Committees to ensure genuine community consultation on local health and hospital service outcomes, and health service planning*
- *investigate methods of better informing communities about the services that are available to them, and publish additional data such as wait times and minimum service standards for the facilities within their remit.*

Sophia confirmed that there is an Inverell Local Health Advisory Committee (LHAC). The key role of the committee is to provide leadership in the local community and ensuring health services meet the needs of the community whilst working with the hospital management and key community partners. The committee meets bi-monthly and comprises of 6 members. Sophia noted that the committee struggled to meet throughout Covid and raising the profile of committee is now a priority. It was further noted that recruiting new members has been difficult in the past and a challenge has also been to make the LHA Committees diverse.

The Health Forum, through Sophia, asked if it was possible to receive minutes of the LHAC meetings and suggested a representative of the LHAC attend the Community Health Forum meetings and vice versa. It was noted that ideally the LHAC should be representative of the community and include members from aged care, disability, children and family services, Operating Operation Room (OOR), mental health etc.

Sophie indicated that the work she is doing to reinvigorate the LHAC should result in more positive outcomes moving forward.

REPORT FROM INVERELL HOSPITAL

Nil.

REPORT FROM THE CHAIR

Health Submission

Cr Wilks advised that the closing date for our submission to the Inquiry on the improvement that have come about since our previous submission has been pushed back to 26 April 2024. Information is still being gathered to include in the submission. A copy of the submission will be distributed for the information of members once compiled.

Presentations for Future Meetings

May Meeting - Rachel Wilks RN, Clinician Engagement & Participant Retention Manager, Rural, Regional & Remote (R3) Clinical Trials Support Unit (CTSU), Clinical Trials Enabling Program (C-TEP) invited to present at the May meeting.

June Meeting - PHN Hub Presentation (Cheyenne to kindly coordinate).

General Practitioners

Pleasing to note that a GP has been secured for the Ross Street Surgery.

Business Case

Cr Wilks tabled a business case scenario that she has prepared to have a medical director employed in Inverell Hospital who is an Anaesthetist/ED doctor. It was noted that a copy of the business case has already been provided to Tracey McCosker, HNEH. Cr Wilks is of the opinion that this scenario can save HNEH money.

GENERAL BUSINESS

Rural & Regional Health Forum held in March – LHD acknowledged that budgets were well overspent and they recognise they need to do something.

Mudgee Model – Don't use locums at all. They perform surgeries and deal with issues more complex than in Armidale. At Mudgee they employ the doctors, they have new ways/ideas, all very positive – Why can't we have that in Inverell?

It was noted that the last time there was an advertisement posted to recruit a doctor at the Inverell hospital was prior to 2005.

Meeting closed at 3.50pm.

**MINUTES OF INVERELL SHIRE COUNCIL
COMMUNITY HEALTH FORUM MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO
STREET, INVERELL
ON WEDNESDAY, 8 MAY 2024 AT 2.00 PM**

PRESENT: Cr Wendy Wilks (Chair), Cr Kate Dight, Shayne O'Brien, Andrew McIntyre (Inverell Medical Centre), David Maddigan, Bob Bensley, Jeff Imms (PHN) and Dianna Woodlands (PHN).
Zoom: Maree Puxty (UNE)

IN ATTENDANCE: Cr Stewart Berryman (Observer) and Sharon Stafford (Inverell Shire Council).

APOLOGIES

John Williams, Lisa Ramsland (HNEH), Debbie McCowen (Armajun) and Caroline Palmer.

PRESENTATION

Rachel Wilks, Clinician Engagement & Participant Retention Manager, Hunter New England LHD was an apology for the meeting. An invitation will be extended to Ms Wilks to present at the June forum.

REPORT FROM INVERELL HOSPITAL

Nil.

REPORT FROM THE CHAIR

It was pleasing to note that medical students and bush bursary students will now be able to access the hospital through the RDN short placements program. This is across the whole of the HNE Health area. These students come from right across Australia. The efforts of Paul Craven were acknowledged in making this access available.

It was noted that the new doctor for Hadana Surgery has arrived in Australia from Iraq. The new doctor will be supervised by Dr Thahn. Council's GP support program will be accessed to assist with accommodation and transport costs.

Caroline Palmer is excited about another new doctor's pending arrival. This doctor will come with their provider number. Caroline is also looking forward to Dr Kruger having VMO status at the hospital by the end of June.

ACRRM cost burden on doctors entering the country along with the rigorous accreditation process was noted.

Hospital is working hard to find anaesthetists.

It was noted that the Moree Hospital has many more services compared to Inverell. It was also noted that Moree is a mental health declared facility.

Cr Wilks & Cr Dight noted that they will be attending the Rural & Regional Summit in Sydney later this week. Feedback regarding health matters will be provided at the next meeting.

PHN

Regional Workforce Consultations are taking place across the region. Details to be forwarded again to Health Forum members.

PHN indicated that they could present to a future forum meeting on Health Hubs.

Health Submission

Cr Wilks advised that our submission to the Inquiry on the improvements that have come about since our previous submission was lodged. A copy was provided to HNEH prior to submission.

Presentation to Future Meeting

Cr Wilks will be extending an invitation to Richard Colbran from RDN to a future meeting.

GENERAL BUSINESS

Discussion held on alternative ways in which to attract GPs to Inverell. Operation Operating Room does such a wonderful job of raising funds for equipment at the hospital - they have just purchased an ultrasound machine – have OOR got the capacity to help in any way? Could co-funding be used for an outreach program which would bring non-GP specialists into Community Health (similar to PIUS in Moree bringing specialists from St Vincents hospital). It was noted that the Inverell Medical Centre has office capacity to have more specialists.

Direct daily flights Sydney – Inverell is putting Inverell at a disadvantage. Can we get the Rural Flying Doctor Service to the table to see if perhaps they could assist in filling this void?

Welcome Pack – copy of information prepared by Council to be distributed to the Committee. Invitation to be extended to Peter Caddey for the next meeting.

The importance of promoting Inverell in a positive light is very important. Inverell is a great community and we need to sell that. Negative crime stories on social media are not very productive.

Meeting closed at 3.50pm

Next Meeting

Wednesday 8 May 2024 commencing at 2.00pm.

7 NOTICES OF BUSINESS

Nil

8 QUESTIONS WITH NOTICE

Nil

9 COMMITTEE REPORTS

9.1 CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MINUTES - 8 MAY 2024

File Number: S4.11.16/16 / 24/17092

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 8 May, 2024.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

RECOMMENDATION:

- i. That the Minutes of the Civil and Environmental Services Committee Meeting held on Wednesday, 8 May 2024, be received and noted; and*
- ii. The following recommendations of the Civil and Environmental Services Committee be adopted by Council.*

9.1.1 Gravel Resheet Program 2024-2025

RECOMMENDATION:

That:

- i. the 2024-2025 Gravel Resheeting Program as presented be adopted; and*
- ii. upon the adoption of the 2024/25 budget, the program be placed on Council’s website for the information of the community.*

9.1.2 Transport for NSW Freight Policy Reform Program

RECOMMENDATION:

That:

- (a) the information be received and noted; and*
- (b) the Director Civil Services be delegated authority to provide a submission on the Freight Policy Reform Program Consultation paper and the Draft Heavy Vehicle Access Policy in accordance with the principles set out in the report.*

9.1.3 Information Reports

RECOMMENDATION

That the information reports be received and noted.

ATTACHMENTS:

- 1. Minutes of Civil and Environmental Services Committee Meeting 8 May, 2024**

**MINUTES OF INVERELL SHIRE COUNCIL
CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 8 MAY 2024 AT 9.00AM**

PRESENT: Cr Stewart Berryman (Chairperson), Cr Di Baker, Cr Kate Dight, Cr Paul King OAM, Cr Jacko Ross and Cr Wendy Wilks.

IN ATTENDANCE: Brett McInnes (General Manager), Paul Pay (Director Corporate and Community Services), Justin Pay (Director Civil Services), Anthony Alliston (Director Environmental Services) and Sharon Stafford (Governance and Executive Services Coordinator).

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Di Baker
Seconded: Cr Jacko Ross

That the apology received from Cr Paul Harmon for business reasons be accepted and leave of absence granted.

CARRIED

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Di Baker
Seconded: Cr Jacko Ross

That the Minutes of the Civil and Environmental Services Committee Meeting held on 10 April, 2024, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

Nil

4 PUBLIC FORUM

Nil

5 DESTINATION REPORTS

5.1 GRAVEL RESHEET PROGRAM 2024-2025 S28.21.1/17

COMMITTEE RESOLUTION

Moved: Cr Wendy Wilks

Seconded: Cr Jacko Ross

That the Committee recommend to Council that:

- i. the 2024-2025 Gravel Resheeting Program as presented be adopted; and*
- ii. upon the adoption of the 2024/25 budget, the program be placed on Council's website for the information of the community.*

CARRIED

5.2 TRANSPORT FOR NSW FREIGHT POLICY REFORM PROGRAM S28.8.2

COMMITTEE RESOLUTION

Moved: Cr Wendy Wilks

Seconded: Cr Di Baker

That the Committee recommend to Council that:

- (a) the information be received and noted; and*
- (b) the Director Civil Services be delegated authority to provide a submission on the Freight Policy Reform Program Consultation paper and the Draft Heavy Vehicle Access Policy in accordance with the principles set out in the report.*

CARRIED

6 INFORMATION REPORTS

COMMITTEE RESOLUTION

Moved: Cr Jacko Ross

Seconded: Cr Wendy Wilks

That the following information report be received and noted.

CARRIED

6.1 WORKS UPDATE S28.21.1/17

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

That the following information report be received and noted.

CARRIED

6.2 COUNTRY PASSENGER TRANSPORT INFRASTRUCTURE GRANTS SCHEME 2023-2024 S15.8.33/06

COMMITTEE RESOLUTION

Moved: Cr Jacko Ross

Seconded: Cr Di Baker

That the following information report be received and noted.

CARRIED

6.3 SMOKE-FREE OUTDOOR PUBLIC PLACES POLICY - 12 MONTH UPDATE S24.17.1

The Meeting closed at 9.40am.

9.2 ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MINUTES - 8 MAY 2024

File Number: S4.11.17/16 / 24/17094

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Wednesday, 8 May, 2024.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

RECOMMENDATION:

- i. That the Minutes of the Economic and Community Sustainability Committee Meeting held on Wednesday, 8 May 2024, be received and noted; and*
- ii. The following recommendations of the Economic and Community Sustainability Committee be adopted by Council.*

9.2.1 Cessation of Delungra Library Deposit Station

RECOMMENDATION:

That:

- i. an alternate library service is not established in Delungra, due to the lack of demand, and the lack of an adequate location; and*
- ii. should future demand arise, the matter be re-considered, pending the identification of a suitable location.*

9.2.2 Request for Donation - Sunhaven Hostel - Ashford Dementia Awareness Day - 6 June 2024

RECOMMENDATION:

That Council donate \$1,500 to Sunhaven Hostel for the Ashford Dementia Awareness Day being held on 6 June 2024.

9.2.3 Licence for New Airport Hangar - Inverell Aviation

RECOMMENDATION:

That Council defer consideration on this matter to enable further investigation of the proposed site.

9.2.4 Local Government Elections 2024**RECOMMENDATION:**

That the information provided regarding the 14 September 2024 Local Government elections be received and noted.

9.2.5 Australian Local Government Women's Association - Request for Support Councillor Dight**RECOMMENDATION:**

That Council provide support to Cr Dight consistent with Council's policy.

9.2.6 Management Practices Inverell Hospital and Request for External Independent Inquiry**RECOMMENDATION:**

1. *That the response from Dr Michael Holland MP, Parliamentary Secretary for Health in regards to an external independent inquiry into the Management Practices at the Inverell Hospital be received and noted;*
2. *Council continue to advocate at all available levels for improved levels of service at the Inverell Hospital consistent with reasonable community expectation; and*
3. *Council seek to obtain a copy of the 2022 Internal Review into the Inverell Hospital which was mentioned in Dr Holland's response.*

9.2.7 Quarterly Budget and Operational Plan 2023/2024**RECOMMENDATION:**

That:

- i) *Council's Quarterly Operational Plan and Budget Review for 31 March, 2024 be adopted; and*
- ii) *The proposed variations to budget votes for the 2023/2024 Financial Year be adopted providing an estimated Cash Surplus at 31 March, 2024 from operations of \$7,834.*

9.2.8 Request for a Reduction in a Water Usage Account**RECOMMENDATION:**

That:

- i. *the report be received; and*
- ii. *Council issue an amended account for the property known as 17 Greaves Street, Inverell for the total of \$92.92, which is based on the average consumption prior to the leak and write off \$1,076.29.*

ATTACHMENTS:

- 1. Minutes of Economic and Community Sustainability Committee Meeting 8 May, 2024**

**MINUTES OF INVERELL SHIRE COUNCIL
ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 8 MAY 2024 AT 9.42AM**

PRESENT: Cr Paul King OAM (Chair), Cr Kate Dight, Cr Stewart Berryman, Cr Di Baker, Cr Jacko Ross and Cr Wendy Wilks.

IN ATTENDANCE: Brett McInnes (General Manager), Paul Pay (Director Corporate and Community Services), Anthony Alliston (Director Environmental Services), Justin Pay (Director Civil Services) and Sharon Stafford (Governance and Executive Services Coordinator).

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That:

- i. the apology received from Cr Paul Harmon for business reasons be accepted and leave of absence granted; and*
- ii. the apology received from Cr Jo Williams for personal reasons be accepted and leave of absence granted.*

CARRIED

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 10 April, 2024, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

Nil

4 DESTINATION REPORTS

4.1 CESSATION OF DELUNGRA LIBRARY DEPOSIT STATION S3.6.1/18**COMMITTEE RESOLUTION**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

The Committee recommends to Council that:

- i. an alternate library service is not established in Delungra, due to the lack of demand, and the lack of an adequate location; and*
- ii. should future demand arise, the matter be re-considered, pending the identification of a suitable location.*

CARRIED

4.2 REQUEST FOR DONATION - SUNHAVEN HOSTEL - ASHFORD DEMENTIA AWARENESS DAY - 6 JUNE 2024 S12.22.1/17**COMMITTEE RESOLUTION**

Moved: Cr Kate Dight

Seconded: Cr Di Baker

The Committee recommends to Council that Council donate \$1,500 to Sunhaven Hostel for the Ashford Dementia Awareness Day being held on 6 June 2024.

CARRIED

4.3 LICENCE FOR NEW AIRPORT HANGAR - INVERELL AVIATION S5.10.4**COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Kate Dight

The Committee recommends to Council that Council defer consideration on this matter to enable further investigation of the proposed site.

CARRIED

4.4 LOCAL GOVERNMENT ELECTIONS 2024 S13.7.4/05**COMMITTEE RESOLUTION**

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

The Committee recommends to Council that the information provided regarding the 14 September 2024 Local Government elections be received and noted.

CARRIED

At 9.55am, Cr Dight declared a Pecuniary Interest in Item #4.5 'Australian Local Government Women's Association - Request for Support Councillor Dight S4.3.1'. The nature of the interest is

Cr Dight is an executive member of Australian Local Government Women's Association. Cr Dight left the meeting while this matter was considered.

4.5 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION - REQUEST FOR SUPPORT COUNCILLOR DIGHT S4.3.1

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Wendy Wilks

The Committee recommends to Council that Council provide support to Cr Dight consistent with Council's policy.

CARRIED

At 10.01am, Cr Dight returned to the meeting.

4.6 MANAGEMENT PRACTICES INVERELL HOSPITAL AND REQUEST FOR EXTERNAL INDEPENDENT INQUIRY S24.20.5

COMMITTEE RESOLUTION

Moved: Cr Stewart Berryman

Seconded: Cr Kate Dight

1. *That the response from Dr Michael Holland MP, Parliamentary Secretary for Health in regards to an external independent inquiry into the Management Practices at the Inverell Hospital be received and noted;*
2. *Council continue to advocate at all available levels for improved levels of service at the Inverell Hospital consistent with reasonable community expectation; and*
3. *Council seek to obtain a copy of the 2022 Internal Review into the Inverell Hospital which was mentioned in Dr Holland's response.*

CARRIED

4.7 REFERRAL OF CONFIDENTIAL MATTERS S4.11.17/16

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jacko Ross

That the Committee refer the items to Closed (Public excluded) meeting of the Committee and that the press and members of the public be asked to leave the chambers whilst the Committee considers the following items:

Item: *Request for a Reduction in a Water Usage Account.*

Authority: *Section 10A (2) (b) discussion in relation to the personal hardship of a resident or ratepayer Local Government Act 1993).*

CARRIED

5 GOVERNANCE REPORTS

5.1 QUARTERLY BUDGET AND OPERATIONAL PLAN 2023/2024 S12.5.1/16

COMMITTEE RESOLUTION

Moved: Cr Di Baker

Seconded: Cr Jacko Ross

The Committee recommends to Council that:

- i) Council's Quarterly Operational Plan and Budget Review for 31 March, 2024 be adopted; and*
- ii) The proposed variations to budget votes for the 2023/2024 Financial Year be adopted providing an estimated Cash Surplus at 31 March, 2024 from operations of \$7,834.*

CARRIED

5.2 GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Wendy Wilks

The Committee recommends to Council that:

- i) the report indicating Council's Fund Management position be received and noted; and*
- ii) the Certification of the Responsible Accounting Officer be noted.*

CARRIED

6 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

At 10.15am, the Chairperson noted that no members of the public or press were in attendance at the meeting therefore the Committee proceeded to consider the motion to close the meeting to the press and public.

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Di Baker

That the Committee proceeds into Closed Committee to discuss the matters referred to it, for the reasons stated in the motions of referral.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Di Baker
 Seconded: Cr Jacko Ross

That the Committee proceeds out of Closed Committee into Open Committee.

CARRIED

Upon resuming Open Committee at 10.18am, the Chairperson verbally reported that the Committee had met in Closed Committee, with the Press and Public excluded, and had resolved to recommend to Council the following:

6.1 REQUEST FOR A REDUCTION IN A WATER USAGE ACCOUNT S32.10.6

RECOMMENDATION:

The Committee recommends to the Council that:

- i. the report be received; and*
- ii. Council issue an amended account for the property known as 17 Greaves Street, Inverell for the total of \$92.92, which is based on the average consumption prior to the leak and write off \$1,076.29.*

ADOPTION OF RECOMMENDATIONS

COMMITTEE RESOLUTION

Moved: Cr Di Baker
 Seconded: Cr Kate Dight

That the recommendations of Closed Committee be adopted.

CARRIED

The Meeting closed at 10.20am.

9.3 INVERELL & DISTRICT LIQUOR CONSULTATIVE COMMITTEE MINUTES - 23 APRIL 2024

File Number: S19.9.1 / 24/17095

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Meeting held on Tuesday, 23 April, 2024.

For the consideration of Council.

COMMENTARY:

Refer to the attached minutes of the meeting.

RECOMMENDATION:

That the Minutes of the Inverell & District Liquor Consultative Committee Meeting held on Tuesday, 23 April 2024, be received and noted.

ATTACHMENTS:

1. Minutes of Inverell & District Liquor Consultative Committee Meeting 23 April, 2024

**MINUTES OF INVERELL SHIRE COUNCIL
INVERELL & DISTRICT LIQUOR CONSULTATIVE MEETING
HELD AT THE INVERELL RSM CLUB, 68-76 EVANS STREET, INVERELL NSW 2360
ON TUESDAY, 23 APRIL 2024 AT 10.00AM**

PRESENT: Tim Palmer (Inverell RSM), Matt Harmer (Australian Hotel), Cr Paul King OAM (Inverell Shire Council), Scott Williams (Tatts Hotel), Luke Marshall (Tatts Hotel), Damien Smith (Inverell Sporties), Colleen Ritchie & Murray Harper (Inverell Club), Sandy Cook (Inverell Golf Club), Felicity Menchin (The Delungra Hotel), Kathy Irwin (Liquorland), Georgina Weatherburn (Imperial Hotel), Mark Krauss (MK Security) and Terry Newton (Inverell Taxis).

IN ATTENDANCE: Sharon Stafford (Inverell Shire Council).

1 APOLOGIES

James Croft (Welders Dog), Leah Sainsbury (Royal Hotel), Ross Chilcott (Inverell Police), Blake Keating (Inverell Police) and Anthony Alliston (Inverell Shire Council).

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Damien Smith (Inverell Sporties)
Seconded: Luke Marshall (Tattersalls Hotel)

That the Minutes of the Inverell & District Liquor Consultative Meeting held on 23 January, 2024, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

4 GENERAL BUSINESS

Anti-social behaviour

- Significant discussion held on the level of anti-social behaviour within the community at present.
- One venue reported a glassing at their venue last weekend. Medical attention was sought, Police responded quickly and forensics were called in. The names of the patrons involved have been verified with the Police. Details will be uploaded to BarBoss at the earliest opportunity. The Multi Venue Barring Policy Panel will determine appropriate bans for those involved. Noted that Chairperson has reached out to the employer of those involved to discuss the escalation of anti-social behaviour.
- It was noted that the above venue has been investigating the use of non glass after 10pm and has recently introduced patron photos on entry to the premises.
- The Inverell RSM noted that the introduction of facial recognition at the Club has been working well for them and suggested to other venues that it would be worthwhile exploring, certainly in light of current events.

- Taxi Service noted disappointedly that a number of drivers have been subjected to harassment of late.
- In light of recent issues at venues, Council will arrange 'Barred from One/Barred from All' social media posts on a more regular basis.
- A number of venues reported suspicious looking characters casing their venues and advised other venues to be vigilant.
- It was noted that no names have been tendered to BarBoss to date as a result of the New Year's incident.

ANZAC Day

- The annual Varley Oval rugby league match will not go ahead this ANZAC Day.
- Two Up will be played at both the Inverell RSM Club and the Royal Hotel.

Bull Ride Event - Delungra

- A Bucking Bulls Event will be held at the Delungra Showground on 4 – 5 May 2024. A can bar will be in operation. 22 security staff have been engaged for the event. Buses will be running to/from Inverell.

Inverell Aquatic Centre

- An update was provided by Cr King in respect of the redevelopment of Aquatic Centre in Inverell which is scheduled for completion in December 2024.

Thank you to the Inverell RSM for hosting the meeting. The next meeting will be held at the Australian Hotel, Byron Street Inverell on Tuesday 23 July 2024.

The Meeting closed at 11:00am.

10 DESTINATION REPORTS**10.1 CROWN LAND - PLAN OF MANAGEMENT - GRAMAN SPORTS GROUND****File Number:** S5.19.4/02 / 24/17108**Author:** Kristy Paton, Corporate Support Officer - Publishing**SUMMARY:**

In accordance with the reformed *Crown Lands Management Act 2016* and *Local Government Act 1993*, Council is required to compile plans of management for all parcels of Crown Land that have been authorised to be managed by Council. Council is being asked to adopt the attached Plan of Management for Graman Sports Ground.

RECOMMENDATION:

That Council adopt the Plan of Management for Graman Sports Ground.

COMMENTARY:

In accordance with the reformed *Crown Lands Management Act 2016* and *Local Government Act 1993*, Council is required to compile plans of management for all parcels of Crown Land that have been authorised to be managed by Council. A Plan of Management has been prepared for the Graman Sports Ground.

At the Ordinary Council meeting held 23 March, 2023, a Draft Plan of Management (POM) – Graman Sports Ground was provided for the information of Council and it was resolved to refer the POM to the NSW Department of Industry for review and advice.

On Wednesday, 14 February 2024, Council received approval from the NSW Department of Industry to place the Draft Plan of Management on public exhibition. At the February 2024 Ordinary Council Meeting Councillors were informed of this approval and were asked to note the information.

As a requirement under Section 38 of the *Local Government Act 1993*, the Plan of Management would be placed on public exhibition for a period of 28 days from Thursday, 7 March to Thursday, 4 April 2024 with written submissions being accepted until Thursday, 18 April 2024. No written submissions have been received.

The attached flowchart (**Attachment 1**) provided by NSW Department of Industry displays the required steps in adopting a plan of management under the reformed legislation. In this case, Approach 1 was followed and we are now up to the final step, the adoption of the Plan of Management by Council.

Council is requested to adopt the Plan of Management for Graman Sports Ground (**Attachment 2**).

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

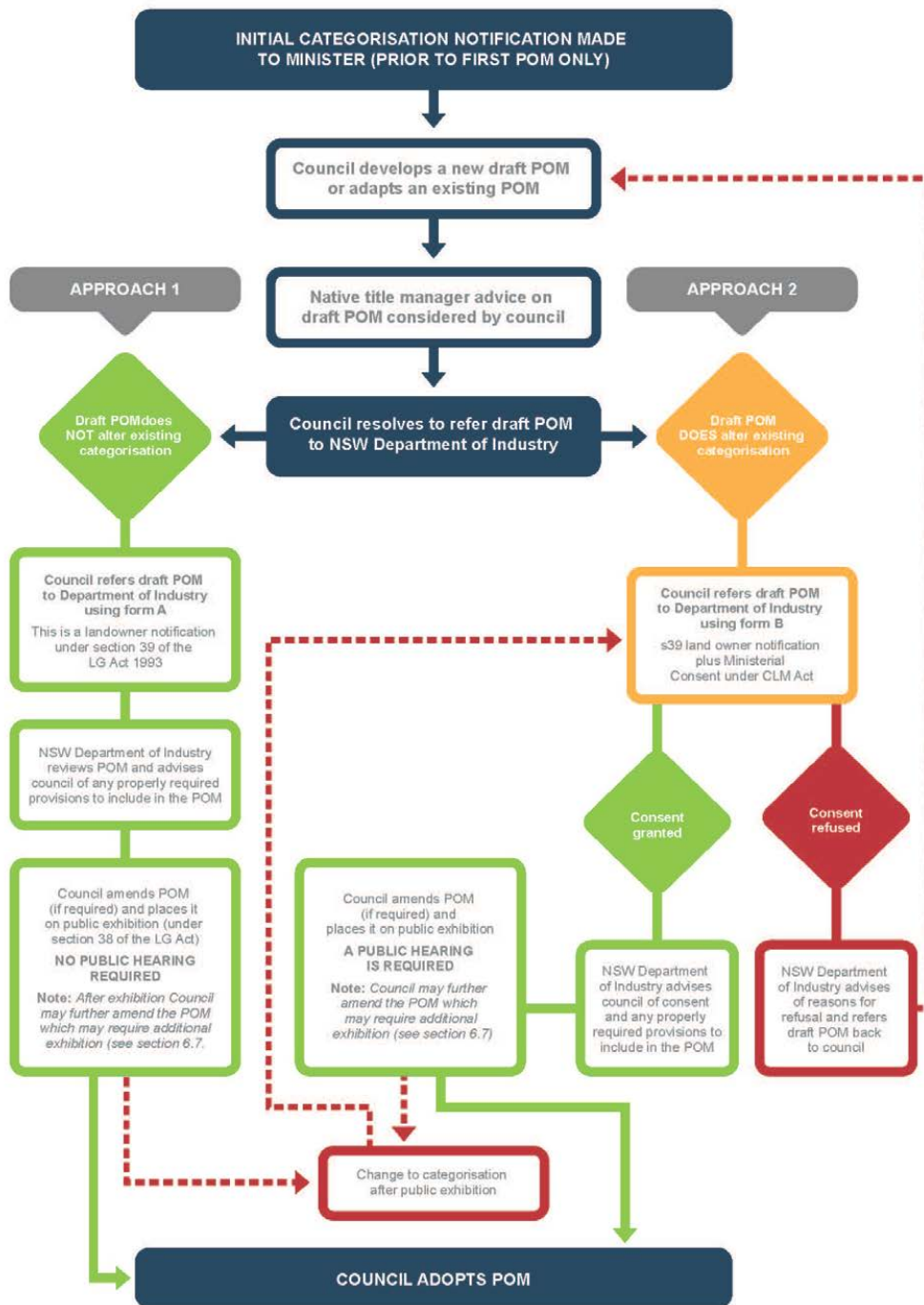
Nil

ATTACHMENTS:

1. **Overview of the Plan of Management Adoption Process - NSW Department of Industry**
[↓](#)
2. **Plan of Management - Graman Sports Ground** [↓](#)

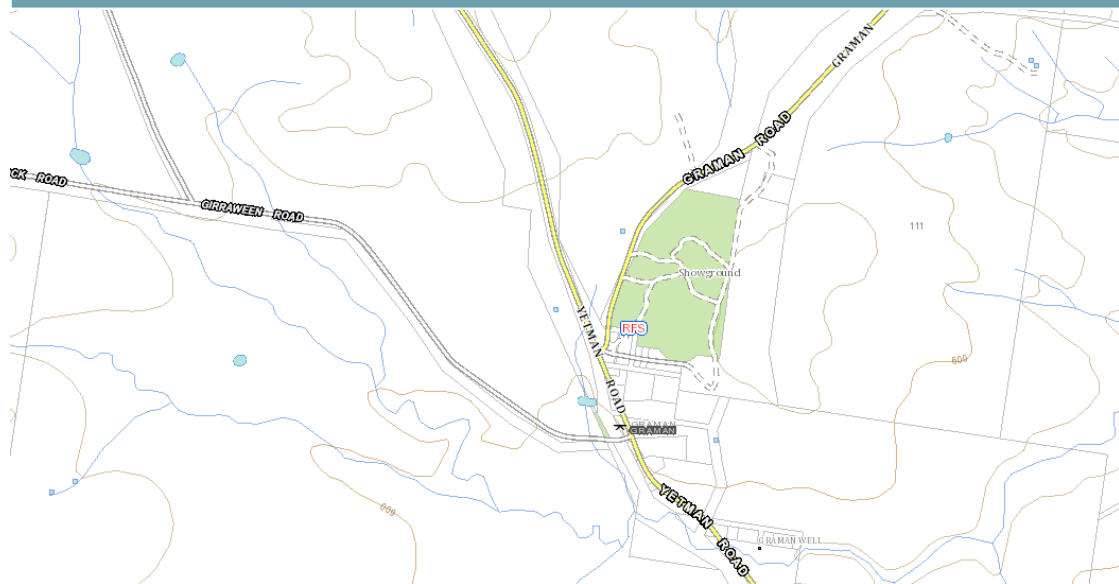
Developing plans of management for community land Crown reserves— guidelines

Figure 1 Overview of the POM adoption process





PLAN OF MANAGEMENT



FOR GRAMAN SPORTS GROUND

Ref:
Inverell Shire Council

Document Control

Title: Plan of Management – Graman Sports Ground

Document Number:

Date	Revision	Author	Reviewer	Approved Date
19.01.2021	Draft Version	S. Williams		

Project Timeframe

Issue	Date	Description	Council Officer
1	January 2021	Draft Version	S. Williams
	March 2023	Council Meeting	K. Paton
	March 2024	Public Notification	K. Paton
2	April 2024	Final Version	K. Paton
	February 2021	Native Title Advice	S. Williams
		Adoption by Council	

This Plan of Management was developed by Inverell Shire Council.

For further information please contact Council’s Corporate Support Directorate.

144 Otho Street
 PO Box 138
 Inverell NSW 2360
 DX 6159 Inverell 2360

Tel: (02) 6728 8288
 Fax: (02) 6728 8277

Email: council@inverell.nsw.gov.au
 Internet: www.inverell.nsw.gov.au

DISCLAIMER

While every effort has been made to ensure the accuracy of the information in this publication, Inverell Shire Council expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of the publication or the data provided.

Contents

Document Control	2
Project Timeframe	2
1. Introduction.....	4
1.1 Background.....	4
1.2 What is a Plan of Management?	4
1.3 Land that this Plan of Management Applies	4
1.4 How can community land be used?	5
2. Core Objectives of this Plan of Management.....	6
2.1 General Community Use Category	7
2.2 Natural Area (bushland) Category	7
3. Authority.....	7
3.1 Ownership.....	7
3.2 Formation of the Committee.....	7
3.3 Limitations	8
3.4 Club Responsibilities.....	8
3.5 Usage	8
4. Finance.....	8
4.1 Expenditure	8
4.2 Income	8
4.3 Source of Income.....	9
5. Community Values Relating to Community Land.....	9
5.1 General Community Use (GCU) Values and Objectives.....	9
6. What are Management Issues for Community Land?.....	9
6.1 Management Issues for Land categorised as General Community Use – public recreation; racecourse and Natural Area (Bushland).....	10
6.1.1 Safety and Risk Assessment.....	10
6.1.2 Maintenance.....	11
6.1.3 Access and Connectivity	12
6.1.4 Environment	13
6.1.5 Community Involvement	14
6.1.6 Landscape Design and Character.....	14
7. Permissible uses / future uses.....	15
7.1 Express authorisation of leases and licences and other estates	16
7.2 Leases and Licences authorised by the plan of management	16
7.3 Short-Term Licences	18
7.4 Native title and Aboriginal land rights considerations in relation to leases, licences and other estates.....	18
8. Policies or Plans which may affect the Management of Community Land	19
9. Review	19
Appendix 1 – Schedule A	20
Appendix 2 - Maps.....	21
Appendix 3 – Photos.....	24

1. Introduction

Graman Sports Ground	
Reserve Number	51381
Owner of the Land	Crown NSW
Reserve purpose	Public Recreation; Racecourse
Gazettal date	17/03/1916
Land parcel/s	Lots 67 & 160, DP 750115
Assigned category/categories	Natural Area (Bushland) and General Community Use

1.1 Background

On 14 November 2016, the NSW Parliament passed the *Crown Land Management Act 2016 (NSW)* effecting significant changes to the way councils manage Crown land. Under detailed governance provisions councils appointed to manage dedicated or reserved Crown land are to do so under a more transparent and streamlined approach.

On 1 July, 2018 the *Crown Land Management Act 2016* came into force. The *Crown Land Management Act 2016* appointed Councils as Crown land Managers for Crown land identified as local land. Council as Crown Land Manager is authorised to manage Crown land as if it were public land under the *Local Government Act 1993*.

This consolidation of management of Crown Land into a single incorporated manager, the ‘Crown Land Manager’ affords the treatment of reserved or dedicated Crown land as if it were public land under the *Local Government Act 1993*, including requirements for the preparation of a Plan of Management.

The 2019 Plan of Management for the Inverell Shire Council is an outcome of Council’s resolution to review management of community land under Council control in light of revised legislative provisions. The development of a Plan of Management for community land categorised as park, sportsground, and general community use enables a future framework to meet the vision and aspirations of desired community outcomes. Land within this Plan of Management is owned by the Crown and is managed by Inverell Shire Council as Crown Land Manager under the *Crown Land Management Act 2016*.

1.2 What is a Plan of Management?

A Plan of Management is a document that provides direction and continuity for the planning, resource management, maintenance, operation and programming of community land. The plan enables management to proceed in an efficient and sustainable manner, helps reconcile competing interests, identifies priorities for the allocation of available resources and facilitates public understanding and input.

Initial adoption of a Plan of Management and subsequent periodic revision of a Plan of Management also enables changing social, economic and ecological conditions to be considered as they arise. Where necessary, the plan can be amended to reflect these changes. This Plan of Management has been developed to meet the requirements of the *Crown Lands Management Act 2016* and the *Local Government Act 1993* specifically and to inform the public and relevant stakeholders.

1.3 Land that this Plan of Management Applies

This Plan of Management applies to reserved Crown Land that is reserved as Graman Sports Ground (Lots 67 and 160, DP 750115). Schedule A outlines the location and description of the land covered by this Plan of Management.

1.4 How can community land be used?

The primary legislation that impacts the designated use of community land includes the *Local Government Act 1993*, *Native Title Act 1993 (Commonwealth)*, the *Crown Land Management Act 2016* and the *Aboriginal Land Rights Act 1983*. These acts along with the implications that they impose on community land is outlined in this section.

It must also be noted that the permissibility of development proposed for community land must be in accordance with the Inverell Local Environmental Plan (2011). Plans of Management cannot supersede, replace, or stand in place of planning instruments such as Local Environmental Plans.

Local Government Act 1993

Section 35 of the *Local Government Act 1993* provides that community land can only be used in accordance with:

- The Plan of Management applying to that area of community land;
- Any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land; and
- The provisions of Division 2 of Chapter 6 of the Act.

Under section 36 of the *Local Government Act 1993* community land can be categorised into the following categories:

- Park
- Sportsground
- Natural Area Bushland
- Natural Area Wetland
- Natural Area Watercourse
- Natural Area Escarpment
- Natural Area Foreshore
- General Community Use
- Area of Cultural Significance

Each category of community land has designated core objectives specified by the Act. Section 46(2) of the Act requires that Council can only grant a lease, licence or another estate (other than in respect to public utilities) for a purpose that is consistent with the core objectives applying to each category of community land. Therefore, the category allocated to each parcel of land is imperative. Along with its own core objectives, each category of community land also has its own community values, management issues, permissible uses, and action plan.

This Plan of Management for the Inverell Shire Council applies to Graman Sports Ground and surrounding bushland, with the gazetted purpose of public recreation; racecourse, categorisation of general community use and gazetted purpose of public recreation, categorisation of Natural Area (Bushland).

Crown Land Management Act 2016

Council also manages other community land owned by the Crown under the provisions of the *Crown Land Management Act 2016*.

Crown land for which Council is appointed Crown Land Manager is managed in line with the reserve purpose and in accordance with public land and the principles as set out in Division 3 of the *Crown Land Management Act 2016*. These principles specify:

- Native resources, including water, soil, flora, fauna and aesthetic qualities must be conserved wherever possible;
- Environmental protection principles must be adhered to in relation to the management and administration of Crown land;
- The management of the Crown land must encourage public use and enjoyment where appropriate;
- Crown land must be managed in a manner that is sustainable for all aspects of the land including resources; and
- Management of Crown land must be in accordance with the best interests of the State and remain consistent with the above principles.

Native Title Act 1993 (Commonwealth)

- Native title is the legal recognition of the individual or communal rights and interests which Aboriginal people have in land and water, where Aboriginal people have continued to exercise their rights and interests in accordance with traditional law and custom since before the British asserted sovereignty over Australia. Native title rights and interests are formally recognised under the *Native Title Act 1993 (Commonwealth)*.
- Prior to any works commencing in relation to this PoM, the Native Title Manager must comply with the requirements of the *Native Title Act*. It is presumed that native title exists over Crown Land unless it meets the definition of excluded land under s8.1 of the *Crown Land Management Act 2016*. The extinguishment of native title can only be determined by a federal court.

Aboriginal Land Rights Act 1983 (NSW)

The *Aboriginal Land Rights Act 1983* (ALR Act) seeks to compensate Aboriginal peoples for past dispossession, dislocation and removal of land in NSW (who may or may not also be native title holders).

Aboriginal land claims may be placed on any Crown land in NSW. The Department of Planning, and Environment is responsible for investigating claims as defined in the ALR Act. If a claim is established, the land is transferred to the Aboriginal Land Council as freehold land.

2. Core Objectives of this Plan of Management

The core objectives for the Graman Sports Ground are:

- a) To promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public;
- b) To provide a Committee to have care, control and management of the land and buildings; and
- c) To determine the role of the Council and the Committee.

2.1 General Community Use Category

Section 36(I) of the *Local Government Act 1993* specifies that the core objectives for land categorised as “general community use” are as follows:

- To promote, encourage, and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:
 - a) in relation to public recreation and physical, cultural, social and intellectual welfare or development of individual members of the public; and
 - b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

2.2 Natural Area (bushland) Category

Section 36(J) of the *Local Government Act 1993* specifies that the core objectives for land categorised as “bushland” are as follows:

The core objectives for management of community land categorised as bushland are—

- a) to ensure the ongoing ecological viability of the land by protecting the ecological biodiversity and habitat values of the land, the flora and fauna (including invertebrates, fungi and micro-organisms) of the land and other ecological values of the land, and
- b) to protect the aesthetic, heritage, recreational, educational and scientific values of the land, and
- c) to promote the management of the land in a manner that protects and enhances the values and quality of the land and facilitates public enjoyment of the land, and to implement measures directed to minimising or mitigating any disturbance caused by human intrusion, and
- d) to restore degraded bushland, and
- e) to protect existing landforms such as natural drainage lines, watercourses and foreshores, and
- f) to retain bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term, and
- g) to protect bushland as a natural stabiliser of the soil surface

3. Authority

3.1 Ownership

The Council assumed Trusteeship of this parcel of land on 25 September, 1987 in pursuance of the provisions of section 37p, *Crown Lands Consolidation Act, 1913*.

3.2 Formation of the Committee

The Sapphire Motorsports Club Inc. were granted permission to have management control of the Reserve under Council authority on 27 November, 2013 by resolution number 158/13. This was following public survey of the Graman community who showed their support for the Committee to use and maintain the facility. In February, 2014, as a result of this resolution, Council formerly appointed the Sapphire City Motor Sports Club the Management Committee for the Reserve. Council’s formal Letter of Appointment required that all activities are to be “strictly in accordance with the Confederation of Motor Sport (Cams) Regulation.” *The Confederation of Motor Sports is now known as Motorsport Australia.

3.3 Limitations

- a) The Committee shall not undertake any structural alterations without approval of Council and completion of the necessary application forms;
- b) The Committee shall not sell or remove any items from the land or buildings;
- c) The Committee will have the authority to act without reference to Council, however, Council retains the right to final arbitration; and
- d) Inverell Shire Council shall not be obligated to act on any recommendation of The Sapphire City Motor Sports Club Inc. Committee.

3.4 Club Responsibilities

The Sapphire City Motor Sports Club Inc. has the following responsibilities:

- a) Utilise the Reserve to promote an increased knowledge and understanding of motor vehicles;
- b) Maintain membership of the Confederation of Australian Motor Sports (CAMS);
- c) Ensure all motor sports events conducted at the Reserve comply with Code developed by CAMS;
- d) Maintain the 20,000 litre tank at the Reserve in working condition;
- e) During events at the Reserve, provide two (2) 1,000 litre water tankers for supplementary water supply;
- f) Keep the grounds clean, tidy and mown;
- g) Keep the Graman community informed of the Club's activities;
- h) Generally, be a 'good corporate citizen' in the Graman area;
- i) Pay all electricity charges in a timely manner;
- j) Permit community access to the Reserve at times other than when motor events are being held;
- k) Set fees and charges for use of the facilities;
- l) Approve any individual or organisation wishing to hire the Reserve; and
- m) Maintain the land and buildings in accordance with the *Local Government Act, 1993*, ordinances, and the policies of Council.

3.5 Usage

A maximum of 4 events per year is permissible as per agreement with Council. Events are grass driving motorkhana events – points-based obstacle courses on CAMS* approved tracks and layouts. *The Confederation of Motor Sports is now known as Motorsport Australia.

'Working Bees' are held as required for maintenance of the ground.

4. Finance

4.1 Expenditure

- a) The Council may vote money for the maintenance and operation of the land and buildings annually, following consideration of the estimates presented by the Committee;
- b) The Committee shall have the authority to expend all funds received that is hiring fees, grants, donations, as well as monies from Council, in accordance with this Plan of Management.

4.2 Income

- a) All income received by the Committee shall be paid into an appropriate bank account;
- b) Any monies voted by Council shall be paid to the Committee quarterly in advance, less any costs paid by Council;
- c) The Committee shall submit an estimate of income and suggested fees annually.

4.3 Source of Income

- a) Hiring fees and charges
- b) Government grants
- c) Donations
- d) Council allocated funds

5. Community Values Relating to Community Land

5.1 General Community Use (GCU) Values and Objectives

GCU Value	GCU Objective
Scenic	To provide community and/or recreational facilities which have minimal impact on the visual amenity of the area.
Environmental	To provide a community facility which is ecologically sustainable and has minimal adverse impact on surrounding natural area.
Social	To develop community facilities which provide space for the community to pursue recreational, leisure, cultural, community and social interests.
Community Services	To develop community facilities which provide space for activities which address the social and welfare needs of the local community.

6. What are Management Issues for Community Land?

Management issues are matters that arise periodically and generally impact on the areas of community land. The identified management issues are used to define management strategies in the resulting action plans. The identification of potential management issues assists Council in establishing action plans to carry out mitigation strategies in order to ensure that community land is used, maintained and managed in a sustainable way. The following action plan gives details of the strategies and actions recommended to be adopted and carried out under the Plan of Management for Graman Sports Ground.

6.1 Management Issues for Land with a gazetted purpose of public recreation; racecourse categorised as General Community Use and Natural Area (Bushland).

6.1.1 Safety and Risk Assessment

Objective	Performance Target	Means of Achieving Objective & Performance Target	Manner of Assessment
<p>Minimise opportunities for risk of injury in community land.</p> <p>Ensure the safety of the public whilst visiting Graman Sports Ground.</p>	<p>Ensure Council and user groups are adequately protected from risk and public liability.</p> <p>Encourage community involvement in the recognition and remediation of public risk.</p> <p>Prevent unsafe use of areas.</p> <p>Ensure all facilities are constructed, installed and maintained to the relevant Australian Standards.</p> <p>Ensure the public is not threatened by fire.</p> <p>Discourage anti-social behaviours and encourage community involvement in reporting such behaviour.</p> <p>Manage community land to reduce bushfire risk to life and property.</p> <p>Develop permanent asset protection zones.</p>	<p>The buildings, fittings and surrounds of Graman Sports Ground are included in Council’s insurance policies for fire, burglary and public liability.</p> <p>The Committee members are protected from some liability by the provisions of the <i>Local Government Act</i> and Council’s Insurance Policies.</p> <p>If the Committee intend to carry out high risk activities a full risk assessment prior to use may be required to assist in identifying problem areas and potential risk mitigation strategies.</p> <p>Undertake periodic risk assessments for Graman Sports Ground.</p> <p>Ensure regulatory signage is current and appropriately located.</p> <p>Review any existing facilities in accordance with Council’s Engineering Guidelines.</p> <p>Respond promptly and appropriately to claims of dangerous behaviour and/or damage to infrastructure/equipment.</p>	<p>Number of public liability claims on Graman Sports Ground.</p> <p>Consistency with Engineering Guidelines.</p> <p>Undertake bushfire assessment.</p>

6.1.2 Maintenance

Objective	Performance Target	Means of Achieving Objective & Performance Target	Manner of Assessment
<p>Ensure areas are safe and fit for purpose.</p>	<p>Ensure community land is maintained to standard.</p> <p>Reduce visual barriers that hide vandalism activities.</p> <p>Reduce the amount of litter and dumping incidents.</p> <p>Repair and/or replace out-dated facilities to an acceptable standard.</p> <p>Ensure that all lease and licence agreements are current.</p> <p>Ensure the Committee operates in accordance with the Plan of Management.</p>	<p>Prioritise maintenance tasks that pose a risk to safety and functionality of community land.</p> <p>Adequately provide for maintenance works in annual budget.</p> <p>Ensure any development on the site is assessed using the “Safer by Design” guidelines issued by the Department of Planning.</p> <p>Clear dumped rubbish promptly, track down offenders and install signage to discourage dumping.</p> <p>Conduct a review of all facilities on Graman Sports Ground and source funding to upgrade facilities where necessary.</p> <p>Periodically review lease, licence and management committee agreements.</p> <p>Review objectives and policies of the Committee every four (4) years.</p> <p>The Committee review the operation of the Plan of Management once a year and make recommendations to Council.</p> <p>Council review operations of the Committee annually.</p> <p>Provide ongoing assistance, support and information to the Committee.</p>	<p>Monitor annual maintenance budgets.</p> <p>Community feedback.</p> <p>Report dumping incidents to Council Compliance Officers.</p> <p>Outcomes of the Committee reviews.</p>

6.1.3 Access and Connectivity

Objective	Performance Target	Means of Achieving Objective & Target	Manner of Assessment
<p>Minimise adverse impacts of public access onto community land.</p>	<p>Prevent unauthorised access to community land.</p> <p>Ensure that each facility is accessible and in accordance with relevant standards.</p> <p>Design and construct walking tracks where appropriate, ensuring minimal erosion and soil loss.</p>	<p>Close any non-essential pedestrian and vehicle access.</p> <p>Provide adequate parking where appropriate.</p> <p>Review car parking and pedestrian accessibility provisions in accordance with Council’s Development Control Plan, Engineering Guidelines, Community Strategic Plan, Inclusion (Disability) Action Plan and Inverell Public Open Space Strategic Plan.</p> <p>Stop unauthorised use of community land with a gazetted purpose of public recreation; racecourse categorised as General Community Use for access to private lands.</p> <p>Maintain existing roads and walking tracks to ensure safety and prevent erosion.</p> <p>Inspect tracks and footpaths and maintain when necessary.</p> <p>Plan and develop pathways to ensure minimal erosion and soil loss.</p>	<p>Consistency with Council’s Development Control Plan, Engineering Guidelines, Community Strategic Plan, Inclusion (Disability) Action Plan and Inverell Public Open Space Strategic Plan.</p> <p>Community feedback.</p> <p>Council Officer Inspections.</p>

6.1.4 Environment

Objective	Performance Target	Means of Achieving Objective and Performance Target	Manner of Assessment
<p>To manage Graman Sports Ground so as to maintain the ecological values.</p> <p>Maintain ecological processes.</p> <p>Retain the distribution, abundance and diversity of native species and existing communities.</p> <p>Manage and eradicate pests, plants and noxious weeds.</p>	<p>Ensure habitat values are not compromised and improve values where appropriate.</p> <p>Avoid compromising biodiversity values as perceived by the public about threats posed by native fauna and flora.</p> <p>Manage impacts to aboriginal heritage when developing and maintaining community land.</p>	<p>Identify sensitive community land categorised on Graman Sports Ground.</p> <p>Implement necessary environmental management practices and development constraints.</p> <p>Undertake a revegetation program where required.</p> <p>Develop an ongoing maintenance program of rare and threatened species.</p> <p>Map and document the location of rare and threatened species.</p> <p>Erect signs notifying the community of sensitive areas and exclusion of domestic animals.</p> <p>Control weeds using best practice.</p> <p>Manage impacts to aboriginal heritage in accordance with Office of Environment & Heritage guidelines.</p> <p>Undertake mandatory training courses to ensure staff and the Committee understand the correct procedures for washing down and blowing down equipment after mowing to minimise the spread of weeds.</p> <p>Carefully control management practices e.g. Fertiliser application rates and rehabilitation of bare areas.</p>	<p>Assess key environmental indicators for Graman Sports Ground.</p>

6.1.5 Community Involvement

Objective	Performance Target	Means of Achieving Objective and Performance Target	Manner of Assessment
<p>Involve the community in the management of community land with the gazetted purpose of Public Recreation</p> <p>Committee place the interest of the Graman community as a high priority and contribute where possible.</p> <p>Reduce the impact of use of Graman Sports Ground on neighbouring properties.</p>	<p>Encourage the participation of the community in reporting incidents.</p> <p>Assess community values of Graman Sports Ground.</p> <p>Encourage neighbours to notify Council of any concerns regarding vandalism, dumping, dust, noise etc.</p>	<p>Continue to support the Committee in the maintenance and monitoring of Graman Sports Ground</p> <p>Committee water track before use to reduce dust.</p> <p>Committee notify the community of Graman of any upcoming events that will be held on Graman Sports Ground.</p>	<p>Community feedback.</p>

6.1.6 Landscape Design and Character

Objective	Performance Target	Means of Achieving Objective and Performance Target	Manner of Assessment
<p>Minimise adverse impacts on adjacent land uses.</p> <p>Maximise the sustainability of community land.</p>	<p>Retain and enhance natural features of Graman Sports Ground where possible.</p> <p>New structures to be located in appropriate areas and designed appropriately.</p> <p>Reduce the potential for crime within community land.</p> <p>Reduce impact of the use of Graman Sports Ground for motor sports on neighbouring properties.</p>	<p>Plan appropriately including materials selection and colour schemes.</p> <p>Consider constraints such as bushfire when siting facilities.</p> <p>Consider adjacent land uses when developing community land.</p> <p>Ensure any development on the site is assessed using the "Safer by Design" guidelines issued by the Department of Planning.</p>	<p>Consistency with engineering guidelines.</p> <p>Reported rates of vandalism.</p>

7. Permissible uses / future uses

Community land is valued for its important role in the social, intellectual, spiritual and physical enrichment of residents, workers, and visitors to the Inverell Shire.

The intrinsic value of community land is also recognised, as is the important role this land plays in biodiversity conservation and ecosystem function.

Inverell Shire Council encourages a wide range of uses of community land and intends to facilitate uses which increase the activation of its land, where appropriate. Within buildings, swimming pools, and recreational and sporting facilities in particular, Inverell Shire Council intends to permit and encourage a broad range of appropriate activities.

The use of community land is often supported by appropriate ancillary development such as playground equipment, amenity blocks or food kiosks. The general types of uses which may occur on community land with a gazetted purpose of public recreation; Racecourse and categorised as **General Community Use**, and the forms of development generally associated with those uses, are set out in Table 1 below. The facilities on community land may change over time, reflecting the needs of the community.

The anticipated uses and associated development identified in the table are intended to provide a general guide. The terminology used is not intended to impose an exact meaning. For example, a reference to ‘football’ includes any variations of that game.

It is anticipated that new sports may develop, and others increase or decrease in popularity. If this occurs, then some community land may be modified to facilitate the changing forms of ‘active recreation’ enjoyed by the community. References such as ‘field’, or ‘court’, are not intended to exclude other sporting surfaces.

The general types of uses which may occur on community land with a gazetted purpose of public recreation, categorised as **Natural Area – Bushland**, and the forms of development generally associated with those uses, are set out in Table 2 below. The facilities on community land may change over time, reflecting the needs of the community.

The anticipated uses and associated development identified in the tables are intended to provide a general guide.

Table 1 Permissible use and development of community land with a gazetted purpose of public recreation; race course and a categorisation of General Community Use

General community use	
<p>Purpose/Use Providing a location for, and supporting, the gathering of groups for a range of social, cultural or recreational purposes. Providing multi-purpose buildings (e.g. community halls and centres) with specialised community uses such as:</p> <ul style="list-style-type: none"> • casual or informal recreation • meetings (including for social, recreational, educational or cultural purposes) • functions • concerts, including all musical genres • performances (including film and stage) • exhibitions • fairs and parades • workshops • leisure or training classes • designated group use (e.g. scout and girl guide use) • entertainment facilities. 	<p>Development to facilitate uses Development for the purposes of social, community, cultural and recreational activities. Development includes:</p> <ul style="list-style-type: none"> • provision of buildings or other amenity areas to facilitate use and enjoyment by the community • development (particularly within buildings) for the purposes of addressing the needs of a particular group (e.g. a stage) • landscaping and finishes, improving access, amenity and the visual character of the general community area • water saving initiatives such as rain gardens • energy saving initiatives such as solar lights and solar panels • carparking and loading areas • advertising structures and signage (such as A-frames and banners) that: <ul style="list-style-type: none"> - relate to approved uses/activities - are discreet and temporary - are approved by the council • locational, directional and regulatory signage.

Table 2 permissible use and development of community land with a gazetted purpose of public recreation; racecourse and a categorisation as Natural Area (Bushland)

Natural Area (Bushland)	
Purpose/Use	Development to facilitate uses
<ul style="list-style-type: none"> • Preservation of the council’s natural heritage including the identified endangered ecological communities • Preservation of biological diversity and habitat • Providing a location for relaxation and passive informal recreation • Walking/hiking • Guided bushwalks • Environmental and scientific study • Bush regeneration works • Carbon sequestration • Bio-banking • Approved bush care projects requiring ecological restoration activities associated with protection of flora and fauna. • Fire hazard reduction. 	<ul style="list-style-type: none"> • Visitor facilities: toilets, picnic tables, BBQs, sheltered seating areas, lighting, low impact carparks, refreshment kiosks (but not restaurants) • Low-impact walking trails • Interpretive signage, information kiosks • Water-saving initiatives such as rain gardens, swales and sediment traps • Bridges, observation platforms, signs • Work sheds or storage sheds required in connection with the maintenance of the land • Temporary erection or use of any building or structure necessary to enable a filming project to be carried out • Locational, directional and regulatory signage

7.1 Express authorisation of leases and licences and other estates

Under section 46(1)(b) of the LG Act, leases, licences and other estates formalise the use of community land. A lease, licence or other estate may be granted to organisations and persons, community groups, sports clubs and associations, non-government organisations, charities, community welfare services, non-profit organisations and government authorities.

The lease or licence must be for uses consistent with the reserve purpose(s), the assigned categorisation and zoning of the land, be in the best interests of the community as a whole, and enable, wherever possible, shared use of community land.

Any lease or licence proposal will be individually assessed and considered, including the community benefit, compatibility with this PoM and the capacity of the community land itself and the local area to support the activity.

A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short-term licence or hire agreement will be issued.

7.2 Leases and Licences authorised by the plan of management

This plan of management **expressly authorises** the issue of leases, licences and other estates over the land covered by the plan of management, in accordance with section 46(1)(b) of the LG Act, provided that:

- the purpose is consistent with the purpose for which it was dedicated or reserved
- the purpose is consistent with the core objectives for the category of the land
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the Local Government (General) Regulation 2021
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993* (Cth)
- where the land is subject to a claim under the *Aboriginal Land Rights Act 1983* the issue of any lease, licence or other estate will not prevent the land from being transferred in the event the claim is granted

- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the *Local Government (General) Regulation 2021*
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

Table 3 further identifies the purposes for which leases and licences may be issued over the reserves identified in this plan of management and the maximum duration of leases, licences and other estates.

Table 3 Express authorisation for leases, licences and other estates on reserves listed in this plan of management.

Community land covered	Maximum term	Purpose for which tenure may be granted
Leases		
General Community Use	20 years	<ul style="list-style-type: none"> – cultural purposes, including concerts, dramatic productions and galleries – recreational purposes, including fitness classes, dance classes and games – sporting uses developed/operated by a private operator – kiosk, café and refreshment purposes – – commercial retail uses associated with the facility (e.g. sale or hire of sports goods)
Natural Area (Bushland)	20 years	<ul style="list-style-type: none"> – walkways, pathways, bridges, causeways – observation platforms, signs – information kiosk – kiosk selling light refreshments (but not restaurants) – work sheds or storage sheds required in connection with the maintenance of the land – toilets – temporary erection or use of any building or structure necessary to enable a filming project to be carried out
Licences		
General Community Use	5 years	<ul style="list-style-type: none"> – recreational purposes, including fitness classes, dance classes – café/kiosk areas
Natural Area (Bushland)	5 years	<ul style="list-style-type: none"> – walkways, pathways, bridges, causeways – observation platforms, signs – Information kiosk – Kiosk selling light refreshments (but not restaurants) – work sheds or storage sheds required in connection with the maintenance of the land – toilets – temporary erection or use of any building or structure necessary to enable a filming project to be carried out
Other estates		
All community land and buildings	5 years	This PoM allows the council to grant ‘an estate’ over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.

7.3 Short-Term Licences

Short-term licences and bookings may be used to allow the council to program different uses of community land at different times, allowing the best overall use.

Short-term licences are authorised for the purpose of:

- (a) the playing of a musical instrument, or singing, for fee or reward
- (b) engaging in a trade or business
- (c) the playing of a lawful game or sport
- (d) the delivery of a public address
- (e) commercial photographic sessions
- (g) filming sessions

Any short-term licences will be issued by Inverell Shire Council and will be in accordance with the Crown Land Management Act 2016, and in particular Clause 2.20.

Fees for short-term casual bookings will be charged in accordance with Council's adopted fees and charges at the time.

Currently, Council has no leases or licences in place for the Graman Sportsground.

7.4 Native title and Aboriginal land rights considerations in relation to leases, licences and other estates

When planning to grant a lease or licence on Crown reserves, the council must comply with the requirements of the Commonwealth *Native Title Act 1993* (NT Act) and have regard for any existing claims made on the land under the NSW *Aboriginal Land Rights Act 1983* (ALR Act).

It is the role of the council's engaged or employed native title manager to provide written advice in certain circumstances to advise if the proposed activities and dealings are valid under the NT Act.

8. Policies or Plans which may affect the Management of Community Land

Council has many plans and policies that may affect the management of Graman Sports Ground beyond the discussed management issues and resulting action plans. The major influences are Council’s existing adopted policies, Council’s own budgeting process, and Council’s commitment to working with the community in providing and facilitating the provision of services that enhance the quality of life for all residents.

Council Policies

Inverell Shire Council Policies/Strategies that may relate to Community Land	Year Adopted
Community Strategic Plan	2017
Delivery Plan	2017
Disabled Access	2009
Erosion & Sediment Control	2009
Inclusion (Disability) Action Plan	2017
Inspection Reports – Sporting Equipment, Playground Equipment etc.	2009
Inverell Public Open Space Strategy	2017
Local Emergency Management	2007
Pesticide Notification Plan	2017
Roadside Slashing	2009
Roadside Treatment Policy (Weeds)	2009
Sporting Fields – Conditions of Use	2016
Sporting Fields – Contributions	2009
Sporting Fields – Shade	2009
State of the Environment Report	2011
Subdivisions – Public Reserves	2009

9. Review

The Committee will review the operation of this Plan of Management once per year and make recommendations as required to Council for consideration. Council will review the operations of the Committee annually.

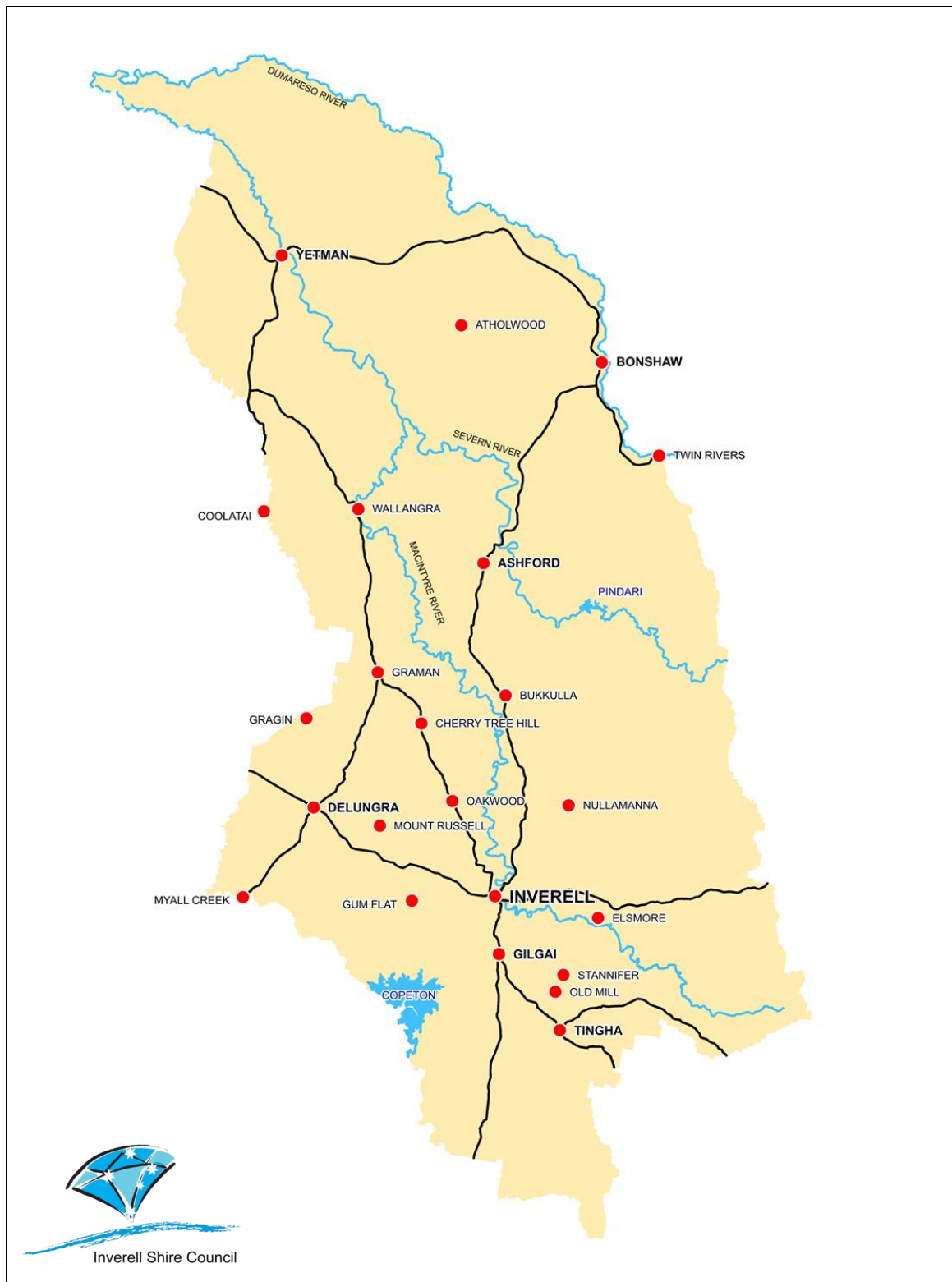
Reviews of this Plan of Management will be carried out at 4-year intervals with the appropriate consultation processes with all relevant stakeholders and the community being undertaken at these reviews. Each review will assess the performance of this Plan of Management along with its alignment with community values, requirements, objectives and policies.

Appendix 1 - Schedule A

Parcel Number	Title	Property Address	Suburb	Description	Categorisation	Map Ref	Reserve Name	Gazette Date
51381	Lots 67 & 160, DP 750115	30 Graman Road	Graman	Sports Ground	Natural Area (Bushland), General Community Use	2.0	Graman Sports Ground	17/03/1916

Appendix 2 - Maps



Map - Inverell Shire

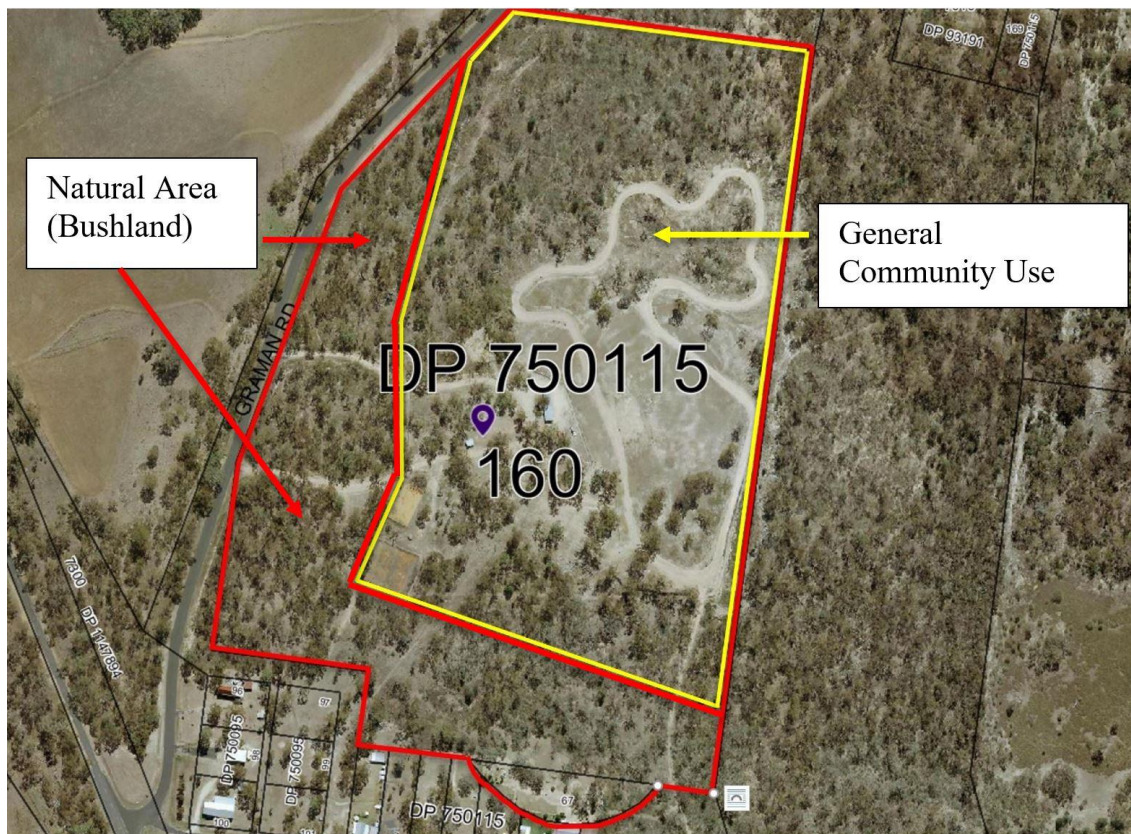


Location Map – Graman Sports Ground



Reserve 51381 — Graman Sportsground Categorisation

-  General Community Use
-  Natural Area (bushland)



Appendix 3 – Photos



Entrance gates. In 2015, under the State Government’s Public Reserves Management Fund Program, funding was awarded allowing 850m of fencing to be erected at the Sportsground. The fencing is 1800mm high and delineates the carpark, spectator and recreation area. A key to the lock on the fence has been provided to the local Fire Brigade in the event of a fire.



Perimeter fencing



Shipping container – used for the storage of valuable items. Barricades and fencing also pictured.

A small toilet block is also located on the reserve (pictured in the background).



Grassed area where driving events take place.



Cement floor open skillion shed. Used for storage for bollards etc for the Sapphire City Motor Sports Club.

10.2 2024-2025 BUSH BURSARY PROGRAM**File Number:** S12.22.1/17 / 24/17227**Author:** Paul Pay, Director Corporate and Community Services**SUMMARY:**

Council has been invited to participate in the 2024/2025 Bush Bursary Program. Council is asked to determine if they wish to participate.

RECOMMENDATION:*That:*

- i. Council participates in the 2024/2025 Bush Bursary Program by sponsoring two (2) students; and*
- ii. Sponsorship be provided depending on the ability of the Community Health Forum to appoint a representative to liaise with the Rural Doctors Network throughout the process of organising the placement and to undertake all responsibilities of Council.*

COMMENTARY:

The Rural Doctors Network (RDN) has invited Council to participate in the 2024/2025 Bush Bursary Program. Council's invitation (**Attachment 1**) and the 2024/2025 Bush Bursary Guidelines (**Attachment 2**) have been attached to this report.

The Bush Bursary Program provides selected medical, nursing, and midwifery students in NSW and ACT with funding to undertake a two-week placement in country NSW during their university holidays.

The bursaries are offered on an annual basis and are financially supported by the rural councils of NSW, the CWA, and NSW Rural Doctors Network (RDN). Council can decide to sponsor up to four (4) students at cost of \$1,500.00 plus GST per student. Council sponsored two (2) students in the 2023/2024 Bush Bursary Program.

RDN's ability to offer students a place in the program is limited by the number of councils involved and therefore the number of placements sponsored. In 2023-24, the Bush Bursary Program had a record 43 placements available, but with a total of 116 applications received, it is clear that demand for these placements still outpaces supply. These placements expose the next generation of medical professionals to rural practice and lifestyle. To create a skilled and sustainable health workforce across country NSW, it is vital to work with the next generation of practitioners to encourage them to choose a career in rural health. RDN's research shows that positive immersion experiences in rural health settings are known contributors to students choosing such careers.

Councils willing to participate in the program need to assign their own council/community representative who will liaise with RDN throughout the process of organising the placement. The designated contact is to work in collaboration with RDN as well as health services and social/community groups within their LGA to develop a 12-day schedule for the placement. With the goal in mind of creating an enjoyable immersion experience of living and working in rural NSW, and specifically within the placement LGA, a contact collaborating with community members on the ground is often best placed to develop an itinerary showcasing their LGA. In the event that assistance is required for the development of an itinerary, RDN will oversee and support the work of the contact where required, providing support and advice in organising an immersive, diverse, engaging, and safe placement program.

Council Responsibilities

In practice, the main responsibilities of councils participating in the program are as follows:

- Work with health care facilities and other key stakeholders to be involved in the placement to determine an appropriate time to undertake the placement, specifically ensuring that health care facilities will have the capacity to host the students during their stay
- Link with health care providers and services within the community to engage in the program and collaborate with them to arrange time(s) for students to undertake placements within the facilities
- Link with social and community groups (i.e. CWA, Rotary Club, etc.) to engage in the program and arrange time(s) for students to meet the respective groups and individuals, ensuring rich social and community engagement over the course of their stay
- Ensure all services, accommodation, and social/community groups are safe for student engagement
- Provide students with a placement itinerary at minimum two weeks before the start of their placement
- Be the main point of call to provide on the ground support within the community in the case of unforeseen circumstances (i.e. becoming locked out of accommodation).

The Community Health Forum have agreed again to appoint a representative that will liaise with RDN throughout the process of organising the placement and will undertake all of Council's responsibilities. Cr Jo Williams was appointed by the Community Health Forum to undertake these duties during the 2023/2024 Bush Bursary Program.

Council sponsored two (2) students in the 2023/2024 Bush Bursary Program.

Two student Doctors, Alessandra Sarmiento and Yaron Gu undertook placement in Inverell from 10 December 2023 to 23 December 2023. During placement, the students were provided with profound insights into rural healthcare and community dynamics. They were exposed to all aspects of the health industry and juggled their time between the Inverell Medical Centre, Armajun, a local dental surgery and Inverell Imaging and Diagnostics.

During their visit, the student doctors were required to complete a detailed placement diary describing the experiences within the health facilities they spent time in, a report and an evaluation of their experience. A copy of the report on their visit to Inverell is attached for the attention of Council (**Attachment 3**).

As outlined in the report, both students enjoyed their placement in Inverell and the program had been very successful.

Council is asked to determine if they wish to participate in the 2024/2025 Bush Bursary Program and if so, how many students it wishes to sponsor.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Council's 2024/2025 draft budget provides \$3,000 for health promotion as part of its annual donation allocation.

Given the success of the 2023/2024 Bush Bursary Program it is recommended that Council utilise these funds to sponsor two students under the 2024/2025 Bush Bursary Program.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. **2024/2025 Bush Bursary Invitation** [↓](#)
2. **2024/2025 Bush Bursary Program Guidelines** [↓](#)
3. **2023/2024 Bush Bursary Student Reports - Inverell Shire Council** [↓](#)



26 April 2024

Mr Brett McInnes
General Manager
Inverell Shire Council
PO Box 138
INVERELL NSW 2360

Subject: Invitation to Participate in the 2024-25 Bush Bursary Program

Dear Mr McInnes:

I hope this letter finds you well. I am writing to extend an invitation to Inverell Shire Council to participate in the 2024-25 Bush Bursary Program, an initiative aimed at fostering rural health exposure and experience amongst medical, nursing, and midwifery students.

The Bush Bursary Program, funded by rural councils and across NSW and administered by the Rural Doctors Network (RDN), offers selected students an invaluable opportunity to undertake a two-week rural immersion experience in country NSW during their university holidays.

Since its inception in 1996, the Bush Bursary Program has been instrumental in providing students with firsthand exposure to rural health practice. Over the years, it has grown to be a well-respected initiative, with over 500 students now having participated over the past 27 years.

Last year alone, we received a total of 116 applications from students all over the state. Even with a record 43 placements available, excellent applicants did miss out on the opportunity to explore rural living. It's clear from these numbers that the demand for the experiences this program offers outpaces the availability of placements.

It is worth noting that the Bush Bursary Program remains the only initiative of its kind, offering students an immersive experience of rural life outside the walls of healthcare facilities. By spending two weeks both working and living in country NSW, students gain a more holistic understanding of rural communities and lifestyles. This unique aspect of the program provides valuable insights into the incredible rewards and challenges of rural living - an integral piece of the puzzle when considering their future career options.

Indeed, research has shown the program to be an effective strategy in inspiring students to pursue careers in rural health. A longitudinal study tracking the career choices and practice locations of program participants from 1996 to 2006 was completed in 2012. Some key findings from that research highlight the efficacy of this program: 25% of previous scholarship holders were still working in a rural or regional area at the time of the survey, with even more participants having spent their first three postgraduate years in a non-metropolitan hospital. These figures equate to a combined total of 140 years spent in the non-metropolitan health workforce, demonstrating a high prevalence of program participants spending an important and formative part of their careers as junior doctors in rural or regional settings.

Furthermore, we are in the final stages of completing a new longitudinal evaluation, which will provide updated insights into the program's impact and effectiveness. This evaluation is expected to be released in the coming months, further strengthening the evidence base for the Bush Bursary Program's contribution to rural healthcare workforce sustainability.

Address Level 7, 33 Chandos Street St Leonards NSW 2065

Tel +61 2 4924 8000 **Fax** +61 2 4924 8010 **Web** www.nswrdn.com.au **Email** info@nswrdn.com.au **ABN** 52 081 388 810
NSW Rural Doctors Network activities are financially supported by the Australian and NSW governments



Key Details of the 2024-25 Program:

1. **Program Overview:**
Selected students receive up to \$1,500 each to assist with placement-related expenses, including travel, meals, and discretionary spending. The two-week placements typically occur between November and January and are coordinated by participating councils in collaboration with RDN.
2. **Application and Selection Process:**
Eligible students enrolled at NSW or ACT universities are invited to apply online. The selection process is highly competitive, with applicants assessed based on their interest in rural health and their commitment to the program's objectives.
3. **Placement Details:**
Placements are two weeks in duration, including travel to and from the placement location, usually arriving on a Sunday and leaving on a Saturday with 12 days of activities in between. Students are paired up by RDN and allocated to specific locations, where they engage with a diverse range of both health care and community/social settings.
4. **Role of Councils:**
Participating councils play a vital role in the program by organising accommodation, ensuring the safety and success of the placements within their respective LGAs, and, ideally, using their firsthand experience of the area to develop an engaging and immersive placement itinerary for the students.
5. **Role of Health Care Professionals:**
Health care facilities involved in the program host students on placement in a shadowing/observership capacity, offering mentorship and exposure to rural health practice. Please note that there are no clinical outcomes required for this program and therefore no additional paperwork required from hosting facilities/clinicians.
6. **Role of Rural Doctors Network (RDN):**
RDN facilitates and oversees the program, liaising with various stakeholders and supporting councils, students, and health care professionals throughout the program's duration. Dependent on capacity, RDN may be able to provide support for developing placement itineraries.

Inverell Shire Council's sponsorship of the Bush Bursary Program in 2024-25 will help bridge the gap in demand for placements while contributing to the development of a skilled and sustainable rural health workforce, crucial for addressing health disparities in rural areas. By supporting this initiative, you help inspire the next generation of rural health professionals and showcase the amazing opportunities available in country NSW.

To participate, please complete our new digital sponsorship form by Monday, 29 July 2024. Should you require further information or assistance, please do not hesitate to contact Stevie Adomski, Program Lead - Future Workforce, at (02) 4924 8054 or sadomski@nswrdn.com.au.

Thank you for considering your support for a program that benefits both students and rural communities. We look forward to your involvement in the 2024-25 Bush Bursary Program.

Yours sincerely,

Chris Russell
Future Workforce Manager
students@nswrdn.com.au
(02) 4924 8000





RURAL DOCTORS NETWORK

Bush Bursary and Country Women's Association Scholarship

2024 Program Guidelines

Rural Doctors Network
www.nswrdn.com.au

Supporting rural health in New South Wales

Contents

1. Background.....	1
Abbreviations Used Throughout This Document	1
2. Application and Selection Process	2
3. Placement Details	3
3.1 Overview	3
3.2 Student Preferences	3
3.3 Payment Schedule.....	3
3.4 Travel to and From Placements.....	3
3.5 Accommodation During the Placement	4
3.6 Dress Code.....	4
3.7 Designated Council/Community Contact	4
3.8 Insurance	4
3.9 Social and Community Engagement	4
3.10 Clinical Experiences	4
3.11 Student Expectations.....	5
4. Role of Councils.....	6
5. Role of Health Care Professionals.....	7
6. Role of Rural Doctor’s Network	8

Enquiries about this document or the program can be directed to

Stevie Adomski
 Program Lead - Future Workforce

Rural Doctors Network
 t 02 4924 8000
 e students@nswrdn.com.au
 w nswrdn.com.au

*Bush Bursary and Country Women’s Association Scholarship Program Guidelines 2024
 Published*

1. Background

Rural Doctors Network (RDN) [Bush Bursaries and Country Women's Association \(CWA\) Scholarships](#) provide selected medical, midwifery, and nursing students in NSW/ACT with up to \$1,500 each to assist with the costs associated with participating in the program, including travel to and from the placement, meals, and other discretionary spending during the placement.

Recipients are partnered by RDN and spend two weeks on a placement in country NSW during their university holidays. The placement aims to provide a rural immersion experience by combining the enjoyable aspects of country life and rural medicine.

The program is funded by individual rural councils and community groups across NSW and scholarships are funded by the Country Women's Association of NSW. They are administered by RDN. As such, available placement locations may differ each year due to the involvement of different councils.

Placements are typically undertaken between November and January, but can be at different times of the year as circumstances require. Itineraries and accommodation are coordinated by the rural councils hosting the placement.

Students not honouring their commitment to undertake a rural placement and subsequently provide the necessary documentation from their experiences are required to pay back all money granted to them.

Abbreviations Used Throughout This Document

Full Term	Shortened Term(s)
Rural Doctors Network	RDN
Country Women's Association	CWA
Bush Bursaries and Country Women's Association Scholarships	Bush Bursary, the program, or the placement
Council Designated Contact	Contact

2. Application and Selection Process

Applications for the 2024 Bush Bursaries and Country Women's Association Scholarships will close on Monday, 1 July, 2024 at 9:00am.

To be eligible to apply for the program, students must meet the following requirements:

- Australian or New Zealand citizen or permanent resident of Australia
- Enrolled in a NSW or ACT university in
 - First or second year (postgrad) medical degree
 - Any year nursing degree
 - Any year midwifery degree
- Completed all university study requirements at the time of application
- Read and understood the information set out in these program guidelines
- Both rural and urban based students are eligible to apply for the program

The application process is done online through MyRDN, where students will answer questions and provide documentation, including but not limited to the following:

- Personal details and contact information
- Degree/study information
- Various short essay questions exploring the student's motivation to apply for the program and demonstrating how they would make the most of their time on placement

Each year, the program receives a high volume of applications which outnumber the placement spots available. Because of this, the selection process is highly competitive and successful applicants must demonstrate an active interest in a rural lifestyle, an understanding of the realities of health care provision in rural medical practice, and a genuine motivation to undertake a full rural immersion experience as part of the program.

Once applications close, RDN staff will review all submissions and develop a shortlist of students to be offered the opportunity to attend a virtual interview via Microsoft Teams in the second half of 2024. Students who are not offered an interview will also be notified of the outcome by email.

Interviews are typically around 20 minutes in duration, and spend time exploring students' motivation and interest in a rural lifestyle and rural medicine in order to ensure that the rural immersion experience offered by this program will be a good fit.

All applicants will be notified regardless of the outcome of their application.

Students being granted a placement will be required to provide further documentation to facilitate their placement. Documents requested at that stage will include (but is not limited to) the following:

- Working with Children Check
- National Police Check, completed in the past 3 years
- Evidence of up-to-date vaccinations
- Evidence of professional indemnity insurance (applicable for medical students only)

Successful applicants will also be required to complete and provide certificates for e-learning modules around cultural responsiveness and basic infection control before commencing their placement.

3. Placement Details

3.1 Overview

Successful students are paired up with a fellow Bush Bursary recipient and allocated by RDN to a specific location to undertake their placement. The total duration of a placement is two weeks, which is comprised of one day each for travel time to and then from the placement location with twelve days of activities in between. Typically, the program sees students arriving on a Sunday and leaving 13 days later on Saturday.

During this time, students are to keep a daily diary of activities undertaken. A template for this will be provided by RDN. After the placement is complete, students are required to submit their diaries along with a placement report summarising their experience to RDN. These documents will then be included in the annual report RDN sends to councils participating in the program.

After the placement is finished, students will also be required to fill out a program evaluation form. This document will not be shared with councils.

3.2 Student Preferences

RDN will attempt to allocate students to placements based on their preferred rural location; however, not all students will be placed in their location of preference due to a number of factors including student and/or council availability and changes in council participation for a given year.

Students will engage with a diverse and varying range of social and health care settings within the broader rural setting. To the best of our ability, RDN and councils developing itineraries will take into account student preferences regarding social and clinical interests; however, as rural health services and providers are often limited and unique to the needs of their respective communities, we cannot guarantee that preferences will be catered for.

Please note that the Program is **not** clinical in nature and hands-on clinical activities are not a guaranteed part of undertaking a placement. As such, Bush Bursary placements do not contribute toward placement hours for your degree.

3.3 Payment Schedule

Students will receive up to \$1,500 to assist with the costs associated with participating in the program, including travel to and from the placement, meals, and other discretionary spending during the placement. A contribution of up to \$500 may be deducted from the final bursary amount to help cover accommodation.

Bush Bursary payments are released in two instalments. The first will be made after relevant onboarding documents are received but before the placement commences. The second instalment will be released after the placement has finished and students have submitted their diaries, placement reports, and feedback surveys to RDN.

Please note that students not honouring their commitment to undertake a rural placement and subsequently provide the necessary documentation from their experiences are required to pay back all money granted to them.

3.4 Travel to and From Placements

Because public transport services in many rural and remote settings are few and far between, students are expected to drive a personal vehicle to their placement locations. Having access to a personal vehicle during the placement will allow students to access a wide range of social, community, recreational, and clinical experiences during their stay.

Paired students may wish to drive together in a single vehicle if practical.

Costs incurred to travel to, from, and around the placement location are to be covered using Bush Bursary funds.

3.5 Accommodation During the Placement

Accommodation will be organised by the sponsoring council or by RDN as a component of the placement itinerary. Accommodation types may vary depending upon location, including staying with a host family, hospital staff accommodation, or other types of accommodation.

If accommodation is not appropriate or conditions are inadequate, students are to contact RDN as soon as possible for other arrangements to be made.

If there is a cost associated with the accommodation, a maximum of \$500 will be deducted from the student's final bursary payment, with any remaining balance to be paid by RDN.

3.6 Dress Code

As a general guideline, the dress code for time spent in clinical settings is similar to other placements students may undertake throughout the course of their studies: smart casual professional attire and footwear with closed in toes. In some cases, students may be advised that unbranded scrubs are acceptable attire within certain health care facilities.

3.7 Designated Council/Community Contact

Participating councils assign a contact who will liaise with RDN to organise the placement(s) in their LGA. Additionally, the contact will be students' main touchpoint during their placement, particularly in the case of circumstances arising which need to be resolved urgently (i.e. students locking themselves out of accommodation).

3.8 Insurance

No medical student will be permitted to undertake their placement unless they have arranged medical indemnity insurance for the period of their placement. Students must provide a copy of the cover note of their medical indemnity policy specifically noting the dates of their coverage. Failure to provide this document will result in the student being unable to attend their placement.

RDN will provide insurance cover for nursing and midwifery students.

All students should ensure they take a hard copy of their insurance paperwork with them on placement as local health facilities may request it prior to entering the facility.

3.9 Social and Community Engagement

The social and lifestyle aspects of living rurally are a hugely important factor in a health professional's decision of whether or not to pursue a career in rural health care. It is for this reason that a focus of the program is to showcase what rural life is really like outside of a clinical setting if a health care professional chooses to go rural. The program aims to realise that goal through both formal and informal social and community engagement.

Placement itineraries may include formal engagement with community such as interviews with local newspapers or radio stations or events with community groups like the local CWA or Rotary Club. Informal social and community engagement can take many forms, and students are expected to be proactive in seeking out and taking advantage of opportunities presented to them while on placement.

3.10 Clinical Experiences

The program aims to enable students to engage with a diverse range of clinical services across a variety of clinical settings and within a multidisciplinary team. Students must note that they are very likely to be undertaking placements in areas other than their own area of study/interest in order to see and experience the full realm of services available within a rural health setting.

Placements within facilities are undertaken on an observership basis. Any potential hands-on clinical experiences are negotiated between the student and the provider and are outside the scope of RDN's involvement.

3.11 Student Expectations

All students are expected to represent RDN in a proud, mature, and engaging manner.

To maintain professionalism in both personal and professional conduct while on placement, students are expected to be punctual, listen actively, communicate clearly and appropriately, maintain confidentiality, and always show respect for all individuals and community groups they encounter.

Specifically, RDN encourages students to:

- Engage with and ask questions of the health professionals encountered during placement regarding their knowledge and experience, the rural community, and their scope of practise working as a rural clinician
- Proactively seek out social, community, and clinical experiences and embrace those opportunities with grace and enthusiasm
- Be open and receptive to information, guidance, and constructive comments
- Engage in responsible decision making

Students are to keep a daily journal/diary of their activities and experiences during the placement. That document along with a report summarising the placement experience is to be submitted to RDN, at which time, students will receive their final Bush Bursary payment.

4. Role of Councils

Rural councils are contacted by RDN to engage with and financially support the program. Councils willing to engage will assign their own council/community contact who will liaise with RDN throughout the process of organising the placement.

The designated contact is to work in collaboration with RDN as well as health services and social/community groups within their LGA to develop a 12 day schedule for the placement.

With the goal in mind of creating an enjoyable immersion experience of living and working in rural NSW, and specifically within the placement LGA, a contact collaborating with community members on the ground is usually best placed to develop an itinerary showcasing their LGA. In the event that assistance is required for the development of an itinerary, RDN will oversee and support the work of the contact where required, providing support and advice in organising an immersive, diverse, engaging, and safe placement program.

In practice, the main responsibilities of councils participating in the program are as follows:

- Provide accommodation for students for the duration of their stay in the LGA
 - In the event that non-council and non-health service accommodation, and therefore payment, is required, a maximum of \$500 will be deducted from the student's funding amount, with RDN to pay the balance
- Work with health care facilities and other key stakeholders to be involved in the placement to determine an appropriate time to undertake the placement, specifically ensuring that health care facilities will have the capacity to host the students during their stay
- Link with health care providers and services within the community to engage in the program and collaborate with them to arrange time(s) for students to undertake placements within the facilities
- Link with social and community groups (i.e. CWA, Rotary Club, etc.) to engage in the program and arrange time(s) for students to meet the respective groups and individuals, ensuring rich social and community engagement over the course of their stay
- Ensure all services, accommodation, and social/community groups are safe for student engagement
- Provide students with a placement itinerary at minimum two weeks before the start of their placement
- Be the main point of call to provide on the ground support within the community in the case of unforeseen circumstances (i.e. becoming locked out of accommodation)

5. Role of Health Care Professionals

Health care facilities are contacted by the council appointed contact or by RDN to organise a suitable time(s) for students on placement to shadow a health care professional(s) working at the facility.

Clinicians willing to participate are to share their knowledge, skills, and experiences with the students, acting in the capacity of a mentor and positive role model for the time the student spends in the facility. Where appropriate, professionals are encouraged to provide guidance and constructive feedback around both clinical and career topics.

Placements within facilities are undertaken on an observership basis. Any potential hands-on clinical experiences are negotiated between the student and the provider and are outside the scope of RDN's involvement.

As such, there are no clinical outcomes to be met and no additional paperwork required of clinicians or facilities who host students.

6. Role of Rural Doctor's Network

Rural Doctors Network facilitates and oversees the program.

Ensuring that the program runs effectively requires RDN to liaise with various stakeholders throughout the course of the program each year. The main stakeholders RDN work with each year are councils and students, though communication and collaboration can and does happen with other parties as required.

Engagement with Councils

Each year, RDN will make contact with rural councils of NSW to invite them to engage with the program.

RDN will then liaise with participating councils to determine the level of support required by the council and their designated contact to develop an enriching and immersive placement program. Ideally, the designated contact will undertake the majority of placement development due to their expertise on their LGA, but RDN will provide support and assistance as needed and as capacity allows.

As the placement draws closer, RDN will be in touch with councils and their designated contacts to connect them with the students undertaking a placement within their LGA. RDN is to ensure all parties are aware of the specifics of the placement.

Throughout the placement period, RDN will be available to assist with any concerns that arise.

Finally, after the placement is complete, RDN will collate students' diaries and placement reports to include in a report to the council, which will be sent via email. The timeline for councils and contacts to receive their report varies depending on when the placement takes place, but will typically be between January and March.

Engagement with Students

RDN holds the responsibility of promoting the program to students. This is achieved through various means, including presentations at universities throughout the state, electronic direct mail marketing, social media, and other methods.

Applications for the program will be facilitated by RDN. After the application period concludes, RDN will review all submitted applications and select applicants to proceed to the interview stage. RDN will then conduct virtual interviews and make the final decision on which students are granted a spot on the program. All students will be informed of the outcome of their application whether successful or not.

Once selections are finalised, RDN will engage with students to understand their placement preferences, and will endeavour to include those in the development of the placement program where possible. RDN will pair students and allocate them to a participating council. Prior to placements commencing, RDN will provide e-learning modules to students and collate documentation needed to undertake placement. RDN will also be available to provide advice and guidance in the lead up to and then during the placement.

As the placement draws closer, RDN will link students and council contacts and ensure all parties are aware of placement specifics.

RDN will be available to assist with any concerns that arise during the placement period.

After the placement is complete, RDN will receive and process students' diaries, placement reports, and program evaluations.

2023 BUSH BURSARY REPORT

Our two-week journey in Inverell, made possible by the Bush Bursary program, was far more than a simple change in location; it was a transformative trip that provided us with profound

insights into rural healthcare and community dynamics. As we embarked on our voyage from Sydney to Inverell, with delightful stopovers in Heatherbrae and Walcha, the very journey itself became a precursor to a week filled with immersive experiences. Councillor Jo's warm welcome and the extensive town tour on the first evening, encompassing the medical centre, hospital, and local sights, laid the foundation for a nuanced understanding of Inverell's distinctive healthcare landscape. The diverse experiences during the first week at Inverell Medical Centre not only exposed us to the challenges faced by healthcare professionals in rural settings but also allowed us to witness

the intricate nature of healthcare provision in a rural setting, from antenatal exams to post-birth visits and beyond.

Week 1:

Our first few days involved following patients seeing Dr Cheryl McIntyre (GP-OBGYN) and midwives (Erma and Leanne). Participating in antenatal exams and witnessing the triage system of risk underscored the pivotal role healthcare professionals play in the community's well-being. The intricacies of managing post-birth visits, cervical screening tests, and navigating challenges like streamlined coordination and staffing shortages left an indelible impression. Witnessing the entire spectrum of maternal care, from a mother's first visit to a baby's immunisations, was particularly heartening.

Our visit to Armajun Medical Centre and the Elders Christmas party on Wednesday provided valuable insights into the cultural and holistic sensitivity embedded in Aboriginal health services. Despite the unfortunate interruption due to Sorry Business on Thursday, our visit to Armajun highlighted the community's resilience in addressing healthcare gaps, showcasing the importance of comprehensive healthcare initiatives. Diverse days at Inverell Medical Centre with Dr McIntyre, Dr Duc, Dr Bentel, Dr Malihe and Dr Davida exposed us to a wide range of cases, from chronic diseases to patellar bursitis and skin cancers. We had the chance to practice histories, examinations, sonography, vaccinations, and cutaneous surgeries. Understanding the complexities of specialist referrals, mental health challenges, and the impact of retiring GPs on waiting times illuminated the multifaceted nature of rural healthcare. It was great to assist the nurses with newborn baby measurements, injections and examinations.

Beyond the clinic, our exploration of Inverell included visits to the nearby lookouts, the National Transport Museum and the Pioneer Village. We also had the chance to visit Copeton dam with two other medical students from Charles Sturt University. Attending church events on Saturday deepened our understanding of community integration and the supportive role organisations like the Danthonia Bruderhof community play in local healthcare.

Week 2:

The second week delved deeper into antenatal care, emphasising meticulous planning for high-risk pregnancies. The challenges in maintaining adequate theatre cover over the Christmas break enriched our understanding of obstetric care. On Tuesday, we recognised the importance of chronic care management plans and the challenges in work cover cases, highlighting the imperative need for comprehensive and accessible healthcare services.

Our time with the chronic care nurse on Wednesday reinforced the significance of multidisciplinary teams in managing complex health issues. The difficulties in accessing essential services, such as wheelchairs and at-home care, underscored the need for streamlined processes to support patients and their primary caregivers.

Thursday at Inverell Imaging and Diagnostic Centre provided a unique perspective on the role of radiography in diagnostics, emphasising the importance of clinical notes in interpreting scans and adhering to guidelines for ordering specific scans.

Our stay was facilitated by our two kind billeting families, the Blochs and the Wilks who kept us well-fed and made us feel part of the Inverell. The Bloch family gave us a wonderful tour of the property where we got to spend time with their beloved horses and buffalo. Similarly, the Wilks opened their home to us and cooked delicious homemade meals with coffees throughout the day.

In the wrap-up of our last week, a delightful Christmas dinner with the healthcare workers and staff at Inverell Medical Centre was a heart-warming conclusion, leaving us with a kind parting gift from the local area. Our time in Inverell, with its challenges and rewards, has not only deepened our understanding of rural healthcare but also strengthened our commitment to making healthcare more accessible for the health and wellbeing of patients and their families. The profound sense of community and belonging we experienced during our exploration of the area, engagement in outdoor activities, and the warm reception from the community have left us with a lasting connection to Inverell. The appeal of rural medicine has only intensified, fuelled by the rewarding relationships we witnessed between healthcare providers and patients during our placement. This shared experience has solidified our commitment to contributing to rural medicine in the future, inspired by the challenges and rewards inherent in serving these communities.

11 INFORMATION REPORTS

11.1 INTERMENT SERVICES LEVY - UPDATE

File Number: S24.6.6/01 / 24/16623

Author: Anthony Alliston, Director Environmental Services

SUMMARY:

On the 28 March 2024 the New South Wales Government announced the expansion of an interment services levy to all cemetery operators including Councils.

This report is to provide Councillors with an update in regards to the public exhibition of the Interment Services Levy and to also provide Councillors with a copy of the submission made by Council to Cemeteries and Crematoria NSW.

COMMENTARY:

A report was presented to the April 2024 Ordinary Council meeting regarding the Interment Services Levy. The report provided an overview of the NSW Government's proposal to introduce a new levy to all cemetery operators across NSW. At this meeting it was resolved (RES 2024/39):

That Council:

- (a) *note the information contained in the report and the response to the feedback questions provided to Local Government NSW; and*
- (b) *endorse the intent of a submission as outlined in the report that Council do not support the proposed Interment Industry Levy being imposed on Council cemetery operators.*

Subsequent to the Council meeting and resolution, Council staff recently attended the planned information session in Armidale on 2 May 2024. Council staff had the opportunity to interact with Cemeteries and Crematoria NSW and understand the position and views of other Regional Councils.

An interesting point to note was that Cemeteries and Crematoria NSW claimed that they had not considered the significant discrepancy in the value of interment costs between metropolitan areas and regional areas. It was explained that the levy represents closer to a 10% increase in interment costs in Inverell as opposed to the 1.6% increase presented by Cemeteries and Crematoria NSW.

On the 7 May 2024 Council made a submission to Cemeteries and Crematoria NSW advising Inverell Shire Council do not support the Interment Services Levy. The submission is consistent with the report presented to the April 2024 Ordinary Council meeting. **Attachment 1** contains a copy of Council's submission.

Local Government NSW (LGNSW) also made a submission on behalf of Councils. The submission from LGNSW is more detailed and comprehensive than Council's submission noting that LGNSW sought feedback from all NSW Councils to assist them in developing their submission. **Attachment 2** contains a copy of the LGNSW submission.

Councillors are being asked to note the information contained in the report and the two (2) submissions to Cemeteries and Crematoria NSW. Council staff will monitor the New South Wales Government's proposed expansion of an interment services levy and keep Councillors informed.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Nil

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Inverell Shire Council's Submission [↓](#)
2. LGNSW Submission [↓](#)



Our Reference: S24.6.6/01

7-May-24

Jennifer Hickey
Cemeteries & Crematoria NSW
Locked Bag 5022
PARRAMATTA NSW 2124

e-mailed to - ccnsw.regulatoryreform@cemeteries.nsw.gov.au

Dear Jennifer,

**LEVY SUBMISSION
INVERELL SHIRE COUNCIL**

In response to the opportunity to make a submission to the proposed Interment Services Levy, Inverell Shire Council provides the following:

- Council staff have only had a short time to review the exhibition material associated with the interment services levy, as well as inform and consult with elected Councillors.
- Council is not in a position to absorb the proposed NSW Government's interment services levy; therefore, costs will need be passed onto the (consumer) community. Inverell is a regional community with generally a lower socio-economic profile than metropolitan areas.
- Other financial considerations relate to staff time associated with collecting, processing, auditing and reporting of the proposed levy funds through a portal system. At this stage it is difficult to quantify these financial impacts.
- The levy is city focused with subsequent fees primarily used for the benefit of metropolitan areas. The number one (1) priority contained within the issues and trends section of the strategic document Delivering strong consumer and community outcomes for Cemeteries and Crematoria in NSW is "*demand for and supply of interment sites in greater Sydney*".
- The reference to the levy being only a small percent of an interment relates to metropolitan areas. For example, the levy would represent less than 1.6% of the cost of a \$10,000 interment in the city. For Inverell (and other regional areas) the levy would more accurately represent an average closer to 10% of an interment.
- If the levy was introduced, it should consider other parameters including location, socio-economic profile of the community and localised costs of interment. The fees are not considered equitable.
- There is a genuine concern regarding the transparency of the levy and its expenditure, including how and where unspent funds will be dealt with.
- The timing of the introduction (1 July 2024) has no consideration to Council's budgeting cycle and advertising process regarding fees and charges.

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360
Ph: 02 6728 8288 Fax: 02 6728 8277
council@inverell.nsw.gov.au DX 6159



www.inverell.nsw.gov.au



- There is concern that Inverell Shire Council will see no specified on-ground physical benefits from the levy.
- Council has staff booked in to attend the session and will have the opportunity to understand the position and views of other Regional Councils.
- Inverell Shire Council does not support the introduction of the interment services levy being imposed on Council cemetery operators.

Yours faithfully

A handwritten signature in black ink, appearing to read "A Alliston", is written over a light blue horizontal line.

ANTHONY ALLISTON
DIRECTOR ENVIRONMENTAL SERVICES

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360
Ph: 02 6728 8288 Fax: 02 6728 8277
council@inverell.nsw.gov.au DX 6159



Level 8
28 Margaret Street
Sydney, NSW 2000

02 9242 4000
lgnsw@lgnsw.org.au
lgnsw.org.au

Our ref: R24/0045

3 May 2024

Ms Jennifer Hickey
Chief Executive Officer
Cemeteries and Crematoria NSW

By email: ccnsw.regulatoryreform@cemeteries.nsw.gov.au

NSW Government's proposal for Interment Services Levy on burials, cremations and ash interments

Thank you for the opportunity for Local Government NSW (LGNSW) to provide feedback in response to the NSW Government's proposal to introduce a new levy on burials, cremations and ash interments.

The most recently available Cemeteries and Crematoria NSW (CCNSW) annual activity report (2021-22) shows that 109 of the 128 local government authorities in NSW operate cemeteries or crematoria. 14 of those councils are based in metropolitan Sydney and 95 are based in rural and regional NSW. Councils in NSW were responsible for 671 active cemeteries in NSW accounting for 66% of the total. Councils are the largest provider of bodily interment in NSW, responsible for 42.8% of burials in 2021-22. Councils also undertake 27.1% of ash interments of cremated remains.

LGNSW understands from consultation materials from CCNSW that the NSW Government is now proposing to introduce a new tax that will impact all communities across our state.

The levy is proposed to be set at \$41 per cremation, \$63 per ash interment and \$156 per burial.

LGNSW fundamentally opposes this levy and any moves that seek to unnecessarily increase costs for grieving families.

As set out below, LGNSW asks that the NSW Government reconsider this proposal and cease any plans to expand the interment levy.

**ONE VOICE
FOR COUNCILS**



Opposition to the NSW Government's proposed levy on burials and cremations

LGNSW has consistently opposed the expansion of an interment services levy onto councils.

Local government faces significant financial sustainability challenges as a result of cost shifting, rate pegging and state and federal funding arrangements that are no longer fit for purpose.

Councils cannot absorb this levy into current operational budgets and will therefore have to pass on the levy to their residents and community members. This then makes interment services more expensive for individuals and families who are grieving through what will be for many people the most challenging circumstances of their lives. LGNSW is opposed to this levy in principle, but is particularly disappointed that this levy is being imposed during a cost of living crisis.

It is particularly noteworthy that CCNSW's latest annual report indicates that it received only 97 complaints in 2021/22 out of almost 80,000 interment and cremation services right across NSW. Just 19 of these were for council cemeteries.

It is questionable whether an estimated \$5.6 million impost on grieving consumers is warranted by such a low volume of complaints from an entire industry. (The levy effectively amounts to more than \$57,000 per complaint.)

Councils have commented that it will be difficult to justify the need for this levy to their communities, as the services from council cemetery operators will likely remain the same yet the cost will have increased and administrative burden of handling this levy will increase, warranting even further price increases. (Any levy funds held by councils would have to be audited annually and reported on accordingly. This extra administrative burden will have to be absorbed by councils, which takes away from critical services they can provide to their communities).

Councils have also reported to LGNSW that increased costs of interment via a NSW Government tax on burials and cremations will likely increase complaints about interment services due to expense. One council has advised LGNSW that the levy on cremation would represent a 6.25% increase on their 2023/2024 pricing for cremation, which is greater than the current headline inflation rate.

LGNSW reiterates its position that a NSW Government levy on burials and cremations represents a wholly inappropriate policy decision.



Timing and implementation if the levy were to be expanded to councils

Council staff have spent significant time working with CCNSW and providing expert operational advice on implementing the Industry Interment Scheme, particularly through CCNSW's council working group meetings. In general, CCNSW engagement with councils has been open and consultative.

However, the NSW Government's announcement of a proposed interment levy immediately before the Easter long weekend came as a surprise to the local government sector.

It is disappointing that the expansion of the levy onto councils was not raised or discussed at CCNSW meetings with councils, and this lack of consultation means that there are significant operational and implementation challenges that have not been appropriately considered as part of the design for a levy that had been hoped to commence on 1 July 2024.

In accordance with the *Local Government Act 1993*, community consultation is a central requirement for councils as they develop their community strategic plans, operational plans and annual fees and charges.

Councils are required to publicly exhibit their fees and charges prior to finalisation of annual budgets. The late timing of the announcement of the NSW Government's proposed interment levy demonstrates a lack of understanding of councils' legislative requirement for community consultation and is reflective of a lack of understanding of the local government sector that CCNSW purports to regulate.

Put simply, there is insufficient time for councils to plan for, exhibit, and budget for any additional levies intended to commence from 1 July 2024, and there is certainly insufficient time for communication of changes to this levy to communities.

LGNSW firmly advises the NSW Government that its announcement of this proposed levy has come too late in the budgetary cycle to be introduced on 1 July 2024.

Pre-need purchased interments

Councils have expressed uncertainty as to how the NSW Government proposes the levy to apply for pre-need purchased interment right holders. Tens of thousands of NSW residents have already purchased their pre-need interments, and it is unclear if councils will be required to now issue a new bill to these residents to recover the costs of the NSW Government's proposed levy.



A sample of councils in NSW provided data to LGNSW on their pre-purchased interments. With this small sample of just five councils (out of the 109 councils overall in NSW who operate cemeteries or crematoria), the proposed levy would seemingly require payment of a more than \$600,000 to the NSW Government which would have to be paid by either the council or the customer. This sum would further increase costs for the community, once GST and administrative costs are added to each service.

Council	Number of pre-purchased burials	Cost of levy (@\$156 per burial)	Pre purchased cremations	Cost of levy (@\$41 per cremation)
Metropolitan council	1,125	\$175,500	570	\$23,370
Regional council	181	\$28,236	N/A	
Rural council	904	\$141,024	N/A	
Regional council	97	\$15,132	N/A	
Regional council	1,465	\$228,540	N/A	
Overall total in levy fees for pre-purchased interments	\$611,802			

Goods and Services Tax (GST) implications of the levy

LGNSW understands that the proposed levy is intended to be applied on the cemetery operator. As a state government levy, we understand that GST would not apply to the levy.

However, if councils seek to pass the cost of the levy on to consumers, then LGNSW’s preliminary accounting advice is that the levy loses its status as a levy and instead represents an ordinary cost of business for the cemetery operator, similar to wages and other running expenses.

As such, we understand that GST may then apply, and councils would need to charge GST on the portion of the levy passed to customers.

This need not be the case if the proposed levy were designed differently.

If the NSW Government insists on expanding its levy on burials and cremations, then CCNSW should collect the levy and administer the levy directly, to avoid the additional GST charged to the community, which will increase interment costs even further.



LGNSW encourages CCNSW to consider the implications of ATO Interpretative Decision 2013/38 on the Waste Levy imposed on councils by the NSW Government, which when passed onto community members attracts a GST liability.¹

Return of the proposed levy to cemetery operators

The proposed levy would raise a substantial amount of money for the NSW Government. Based on interment numbers from the CCNSW annual activity report 2021-22, the levy would raise an estimated \$5.6 million.

CCNSW's total expenses for 2022-23 were less than \$3 million. Beyond fundamental objections to the levy, this disparity between proposed revenue and expected expenses suggests that the proposed interment levy has been set at an excessive level.

Further, the funds collected will not go towards improving cemeteries. The funds will not be used for improved customer service or for better maintenance of cemeteries. Instead, the increased tax on grieving families will be used to fund the NSW Government's cemeteries agency and improve the NSW Government's bottom line.

If the NSW Government intends to increase regulation of cemetery operators, it needs to justify this decision to the community and fund the costs of this regulation from its own core budget.

If the NSW Government insists on imposing an interment levy, the funds collected should be directly returned to the interment sector through a grant program for planning, operational and infrastructure improvements that will benefit the community.

Conclusion

LGNSW fundamentally opposes the NSW Government's proposal for an interment services levy to fund CCNSW's operating costs.

The announcement of this levy is premature and ill-considered, with key design and implementation features remaining unresolved, and the announcement has certainly come far too late to be implemented from 1 July 2024, as proposed.

Respectful and affordable interment services are a critical public good provided by local government cemetery operators. LGNSW respectfully calls on the NSW

¹ ATO Interpretive Decision 2013/38: GST and the recovery of waste levies and carbon pricing mechanism costs by waste disposal facility operators. Available online at <https://www.ato.gov.au/law/view/document?docid=%22AID%2FAID201338%2F00001%22>



Government to reconsider its decision to impose a burial and cremation tax on the community, particularly during a cost of living crisis.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D Reynolds'.

David Reynolds
Chief Executive

11.2 SUMMARY OF DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES DURING APRIL 2024

File Number: S18.10.2/17 / 24/16832

Author: Robyn Waters, Administration Officer

SUMMARY:

This report is intended to keep Council updated on the Development Applications, Construction Certificates and Complying Development Certificates determined during the month of April 2024.

DEVELOPMENT APPROVALS, REFUSALS AND VARIATIONS DURING APRIL 2024

Development Approvals

<u>Development Application Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Development</u>	<u>\$ Amount</u>
DA-156/2023	George Pajmakoski	34-36 Andrew Street, INVERELL 2360	Child Care Facility	1,200,000
DA-9/2024	Abode Building Design	13971 Guyra Road, TINGHA 2369	Dwelling and Shed	256,300
DA-12/2024	Bramwell Homes Pty Ltd	81 Mather Street, INVERELL 2360	Dwelling with Attached Secondary Dwelling	326,712
DA-15/2024	Mrs Dorothy Ann McCosker	342 Swanbrook Road, INVERELL 2360	Dwelling and Shed	340,000
DA-19/2024	Rural Cert Pty Ltd	2034 Baltimore Loop Road, ATHOLWOOD 2361	Dwelling	220,000
DA-23/2024	Mrs Debbie Patricia Taber	7 Alsace Road, INVERELL 2360	Shed	30,000
DA-24/2024	Integrity New Homes New England	66 Mather Street, INVERELL 2360	Dwelling	506,505
DA-28/2024	Abode Building Design	6 Park Street, GILGAI 2360	Alterations	110,000
DA-30/2024	Abode Building Design	42 High Street, INVERELL 2360	Change of use - Garage to Studio	55,000
DA-32/2024	Mr Luke Charles Holder	41 Sylvan Drive, INVERELL 2360	Demolition	70,000
DA-33/2024	Mr Christopher Michael Chapman	49 Lewin Street, INVERELL 2360	Alterations and Additions	13,200

DA-39/2024	Ms Alison Margaret McKenna	83 Ditzells Drive, INVERELL 2360	Shed	55,000
DA-42/2024	NSW Rural Fire Service	52 Burtenshaw Road, INVERELL 2360	Carport	19,486
Monthly estimated value of Approvals: April 2024			13	3,202,203

Development Amendments

Nil

Development Refusals

Nil

Variation to Development Standards Approved

As part of the monitoring and reporting requirements established by the NSW Department of Planning, a report of all variations approved under delegation in accordance with Clause 4.6 of *the Inverell Local Environmental Plan 2012* must be provided to a full council meeting.

The following details the variations to development standards approved during April 2024.

INFORMATION:

Nil

CONSTRUCTION CERTIFICATES APPROVED AND AMENDED DURING APRIL 2024**Construction Certificates approved by Council**

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CC-8/2024	Ms Nicole Lee O'Neil	40 Greaves Street, INVERELL 2360	Shed	8,000
CC-9/2024	Mr Joshua Richard Cousins	101 Oswald Street, INVERELL 2360	Shed	14,000
CC-11/2024	Mr Bryce Matthew Thomson	72 Mackie Lane, INVERELL 2360	Shed	50,000
CC-14/2024	Mr Benjamin David McMahon	518 Yetman Road, INVERELL 2360	Detached Dual Occupancy Dwelling	700,000
CC-19/2024	Picton Bros Spanline	34 Harland Street, INVERELL 2360	Carport	29,990
Monthly estimated value of Approvals: April 2024			5	801,990

Amended Construction Certificates approved by Council

Nil

Construction Certificates approved by Private Certifier

Nil

Amended Construction Certificates approved by Private Certifier

Nil

COMPLYING DEVELOPMENT CERTIFICATES APPROVED AND AMENDED DURING APRIL 2024

Complying Development Certificates Approved by Council

<u>Construction Certificate Number</u>	<u>Applicant</u>	<u>Property</u>	<u>Construction</u>	<u>\$ Amount</u>
CD-6/2024	Rural Cert Pty Ltd	13-15 Brissett Street, INVERELL 2360	Vehicle Repair Station	305,000
Monthly estimated value of Approvals: April 2024			1	305,000

Amended Complying Development Certificates approved by Council

Nil

Complying Development Certificates approved by Private Certifier

Nil

Amended Complying Development Certificates approved by Private Certifier

Nil

TOTAL BUILDING CONSTRUCTION FOR INVERELL SHIRE DURING APRIL 2024:

Type of Consent	<u>No.</u>	<u>\$ Amount</u>
Construction Certificates – Council Approved	5	801,990
Construction Certificates – Private Certifier	Nil	Nil
Complying Development – Council Approved	1	305,000
Complying Development – Private Certifier	Nil	Nil
TOTALS	6	1,106,990

Estimated Value of Approvals issued in the financial ytd in: **2023/2024 (88) \$16,846,666**
2022/2023 (121) \$24,862,746

Attachments:

Nil

11.3 STRATEGIC TASKS - 'SIGN OFF' - APRIL 2024

File Number: S4.13.2 / 24/16870

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

A part of a successful governance program is a need for administration to indicate to the policy makers that the requirements of the legislation, under which the organisation operates, has been provided. As a result, this information report provides Councillors with a statement of assurance from the General Manager that in accordance with the *Local Government Act, 1993*; the tasks have been complied with.

COMMENTARY:

The April 2024 tasks required to be undertaken are detailed below. Any of these tasks may be added to as Council becomes familiar with this new initiative.

Date	Compliance Requirement	Achieved/Not Achieved	Comments
30 April 2024	Public bodies to provide Council with a list of parcels of land to which rate rebate applies [LGA s 600(5)]	Not Applicable	
30 April 2024	Fourth quarter rates instalment notices to be sent [LGA s562(5)]	Achieved	Posted/emailed 15/4/24
30 April 2024	Income Adjustments for Newly Rateable Crown Land due	Not Applicable	

I confirm that the performance criteria as set out in the criteria for scheduled tasks have been met for the month of April, 2024. I confirm the accuracy and completeness of the information provided above, in that to the best of my knowledge and understanding, all material information has been herein disclosed.

B MCINNES
GENERAL MANAGER

ATTACHMENTS:

Nil

11.4 ORDINANCE ACTIVITIES REPORT FOR APRIL 2024

File Number: S18.10.1 / 24/17021
Author: Robyn Waters, Administration Officer

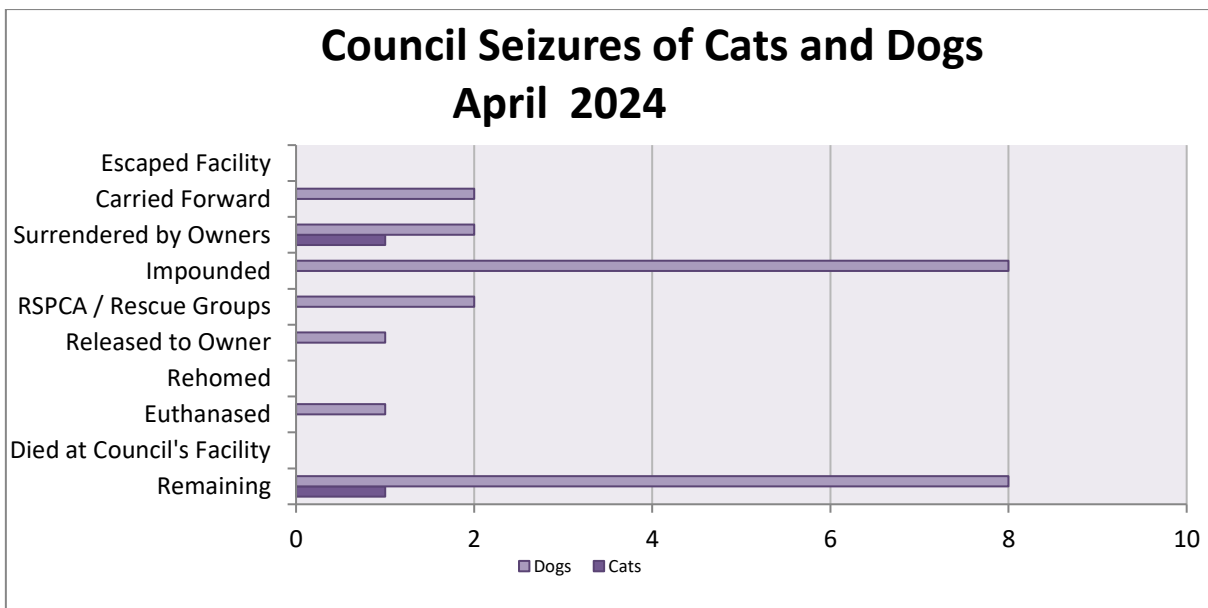
SUMMARY:

The following details the number of various Ordinance activities carried out during April 2024, in comparison to the same month in 2023.

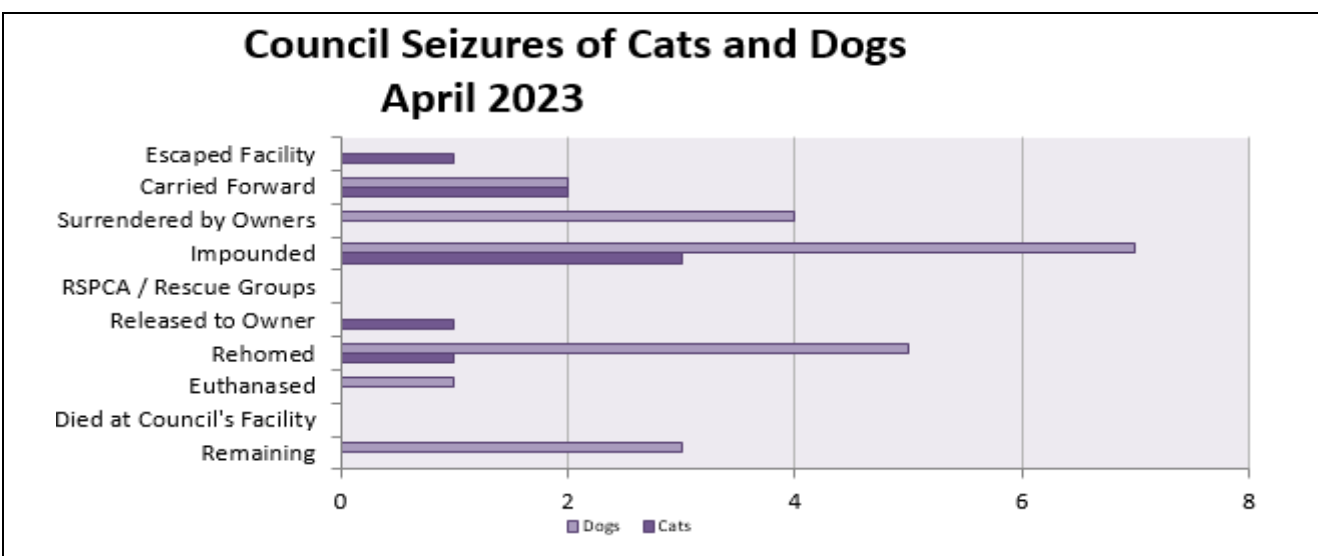
INFORMATION:

COMPLIANCE

Inverell Shire Council Pound Monthly Report April 2024



Inverell Shire Council Pound Monthly Report April 2023



ATTACHMENTS:

Nil

11.5 PCG MEETING - INVERELL AQUATIC CENTRE REPLACEMENT

File Number: S5.9.27 / 24/17232

Author: Greg Doman, Manager Environmental Health

SUMMARY:

A Project Control Group (PCG) has been established for the Inverell Aquatic Centre Replacement. Minutes of the PCG meetings are provided to the Councillors for their information.

COMMENTARY:

A Project Control Group (PCG) meeting was held on 16 May 2024 for the Inverell Aquatic Centre Replacement.

Attachment 1 contains a copy of the minutes from the meeting held on 16 May 2024 for the information of the Councillors.

ATTACHMENTS:

1. Inverell Aquatic Centre Replacement PCG Minutes - 16 May 2024 [↓](#)

**MINUTES OF INVERELL SHIRE COUNCIL
INVERELL AQUATIC CENTRE REPLACEMENT - PROJECT CONTROL GROUP MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON THURSDAY, 16 MAY 2024 AT 8.30AM**

PRESENT: Brett McInnes (General Manager), Cr Stewart Berryman, Paul Pay (Director Corporate and Community Services), Anthony Alliston (Director Environmental Services), Peter Atkinson (Project Manager) and Greg Doman (Manager Environmental Health).

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Mr Brett McInnes

Seconded: Cr Stewart Berryman

That the Minutes of the Inverell Aquatic Centre Replacement - Project Control Group Meeting held on 15 April, 2024, as circulated to members, be confirmed as a true and correct record of that meeting.

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

4 BUSINESS ARISING FROM PREVIOUS MINUTES

Brett McInnes, General Manager advised that there had been no update in relation to the grant application from the Federal Government.

5 MATTERS FOR DETERMINATION

5.1 ON-SITE ACTIVITIES

Peter Atkinson, Project Manager provided a further update regarding on-site activities and advised that the concrete pour for the balance tank for the warm water program pool and splash pad was currently underway. Works had commenced in preparing the slab for the service area of the facility.

5.2 DESIGN REVIEW

Greg Doman, Manager Environmental Health advised that a meeting was planned for next week, Wednesday, 22 May 2024 to discuss the outstanding design items with Hines

Inverell Aquatic Centre Replacement - Project Control Group Meeting
Minutes

16 May 2024

Constructions. Brett McInnes, General Manager requested a briefing be provided at the conclusion of this meeting.

5.3 CONSIDERATION OF CLAIM 14

COMMITTEE RESOLUTION:

That the PCG unanimously support the payment claim number 14 for the amount of \$1,373,597.57.

5.4 ROYAL LIFE SAVING

Greg Doman, Manager Environmental Health advised that the items identified in the Royal Life Saving Desktop Assessment had been provided to Royal Life Saving NSW for final assessment. Council are waiting for a response. Mr Doman also advised that several of the items raised as part of the assessment would also address some of the items identified as part of the design review process.

Brett McInnes, General Manager requested an update in relation to the certification of the Inverell Aquatic Facility by World Aquatics. Mr Doman advised that the facility certification from World Aquatics is provided once the facility has been completed. Otium Planning Group are also providing relevant information such as tile layouts to World Aquatics as this information becomes available.

Brett McInnes, General Manager also requested Mr Doman to provide an update in relation to the pool boom progress at the next PCG meeting.

6 MATTERS WITHOUT NOTICE

Paul Pay, Director Corporate and Community Services advised that under the Multi-Sport Community Facility Fund 2021/22 (Round 1) -MSCFF-21/22-0070- Inverell Aquatic Centre – Inclusive Redevelopment and Expansion milestone 4 progress report is required to be submitted. The Milestone 4 Progress Report was presented by Mr Pay and was signed by all Committee members.

7 NEXT MEETING

To be advised.

The Meeting closed at 9.05am.

12 GOVERNANCE REPORTS

Nil

13 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)

Nil