

# Business Paper

## EXTRAORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6:00PM, Tuesday 15th October, 2024**

**Administration Centres: 1300 459 689**

The Councillors  
Cootamundra-Gundagai Regional Council  
PO Box 420  
Cootamundra NSW 2590

#### NOTICE OF MEETING

An Extraordinary Meeting of Council will be held in the Alby Schultz meeting Centre, Cootamundra on:

**Tuesday, 15th October, 2024 at 6:00PM**

The agenda for the meeting is enclosed.

Steve McGrath  
Interim General Manager

#### **Live Streaming of Meetings Statement**

**This meeting is streamed live via the internet and an audio-visual recording of the meeting will be publicly available on Council's website.**

**By attending this meeting, you consent to your image and, or, voice being live streamed and publicly available. Please refrain from making any defamatory statements.**

#### **Statement of Ethical Obligations**

**The Mayor and Councillors are bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of Cootamundra-Gundagai Regional Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.**

**It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.**

# AGENDA

## Order Of Business

<b>1</b>	<b>Acknowledgement of Country .....</b>	<b>4</b>
<b>2</b>	<b><del>Open Forum</del> – No Open forum to be conducted.....</b>	<b>4</b>
<b>3</b>	<b>Apologies .....</b>	<b>4</b>
<b>4</b>	<b>Disclosures of Interest .....</b>	<b>4</b>
<b>5</b>	<b>General Manager’s Report.....</b>	<b>5</b>
<b>5.1</b>	<b>General Manager Office .....</b>	<b>5</b>
5.1.1	Oath or Affirmation of Councillors.....	5
5.1.2	Election of the Mayor.....	7
5.1.3	Election of the Deputy Mayor .....	12
5.1.4	Filling of Vacancies .....	18
5.1.5	Committees requiring Council Representatives .....	19
5.1.6	Meeting Dates 2024-2025.....	46

**1 ACKNOWLEDGEMENT OF COUNTRY**

Council acknowledges the Wiradjuri people, the Traditional Custodians of the Land at which the meeting is held and pays its respects to Elders, both past and present, of the Wiradjuri Nation and extends that respect to other Aboriginal people who are present.

**ADJOURN MEETING FOR OPEN FORUM****~~2 OPEN FORUM – NO OPEN FORUM TO BE CONDUCTED.~~****RESUME OPEN MEETING****3 APOLOGIES****4 DISCLOSURES OF INTEREST**

## 5 GENERAL MANAGER'S REPORT

### 5.1 GENERAL MANAGER OFFICE

#### 5.1.1 OATH OR AFFIRMATION OF COUNCILLORS

DOCUMENT NUMBER	421613
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with s233A of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

1. All newly elected Cootamundra-Gundagai Regional Council Councillors take Oath or make an Affirmation as per s.233A of the Local Government Act, 1993.
2. Oaths or affirmations of office be taken individually by each councillor and be recorded in the Minutes of this Extraordinary Meeting.

#### Introduction

Under the *Local Government Act 1993* (the Act) councillors (including mayors) are required to take an oath or make an affirmation of office.

#### Discussion

The wordings of the oath and affirmation are as follows:

#### **Oath**

I [*name of councillor*] swear that I will undertake the duties of the office of councillor in the best interests of the people of Cootamundra and Gundagai and the Cootamundra-Gundagai Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

#### **Affirmation**

I [*name of councillor*] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Cootamundra and Gundagai and the Cootamundra-Gundagai Regional Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Further Information

- Cootamundra-Gundagai Regional Council will need to make arrangements for the oath or affirmation to be taken by each councillor at the first meeting of a newly-elected council.
- Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council.
- An oath or affirmation should be taken by each councillor as the first item of business for the meeting.
- The General Manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each councillor in the minutes of the council meeting.
- If the Councillor is unable to attend the first council meeting, he or she may take the oath or affirmation of office at another location in the presence of the general manager.
- The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.
- The taking of the oath or affirmation outside a council meeting must be publicly recorded by the Council.
- Where an oath or affirmation is taken outside a council meeting, a Council staff member should also be present to ensure that an accurate record can be kept by the Council.

<b>5.1.2 ELECTION OF THE MAYOR</b>	
DOCUMENT NUMBER	421187
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.2 Proactive, practical Council leaders who are aligned with community needs and values
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with s.290 of the Local Government Act 1993 and Schedule 7 of the Local Government (General) Regulation 2021.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. <a href="#">Schedule 7 of Local Government (General) Regulation 2021</a> <a href="#">↓</a>

## RECOMMENDATION

- 1. If more than one nomination for the position of Mayor is received, Council determine the method of electing the Mayor;**
- 2. The election of the Mayor for the period 15 October 2024 to the Ordinary Council Meeting in September 2026 proceed.**

### Introduction

An election for mayor must be held within three weeks of the declaration of the ordinary election at a meeting of the council.

The returning officer is to be the General Manager.

A mayor elected by councillors holds office for two years. A mid-term mayoral election must be held in the September two years after the ordinary election of councillors.

### Discussion

The election is to be conducted in accordance with the Local Government (General) Regulation 2021 (Clause 394 and Schedule 7). Clause 394 and Part 1 of Schedule 7 are reproduced below:

#### *Clause 394*

*If a Mayor or Deputy Mayor is to be elected by the Councillors of an area, the election is to be in accordance with Schedule 7.*

#### Schedule 7 Part 1

##### *Returning Officer*

- 1. The General Manager (or a person appointed by the General Manager) is the returning officer.*

##### *Nomination*

2.
  - 1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
  - 2) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
  - 3) The nomination is to be delivered or sent to the returning officer.
  - 4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

#### *Election*

3.
  - 1) If only one Councillor is nominated, that Councillor is elected.
  - 2) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
  - 3) The election is to be held at the Council meeting at which the Council resolves on the method of voting.
  - 4) In this clause:
    - ballot has its normal meaning of secret ballot;
    - open voting means voting by a show of hands or similar means.

In summary, the following requirements are to be followed to facilitate the election of Mayor:

1. In accordance with Clause 1 of Schedule 7 of the Local Government (General) Regulation 2021, the General Manager is the Returning Officer.
2. Nomination papers for the election of Mayor to be circulated to all Councillors.
3. Nominations will be accepted by the Returning Officer, until 4pm Tuesday 15 October 2024.
4. The Councillor elected to the position of Mayor on 15 October 2024 will hold office until the Ordinary Council Meeting in September 2026.

#### ***Method:***

If more than one candidate is nominated for the position of Mayor, the Council must determine by resolution, the method of voting, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an “X” against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

#### Financial

No financial implications arise as a result of this report.

#### OLG 23a Guideline consideration

Does not conflict with guidelines.





## NSW legislation

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# Local Government (General) Regulation 2021

Current version for 2 September 2024 to date (accessed 1 October 2024 at 17:27)

Schedule 7

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## Schedule 7 Election of mayor by councillors

(Section 394)

### Part 1 Preliminary

#### 1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

#### 2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

#### 3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this section—  
*ballot* has its normal meaning of secret ballot.  
*open voting* means voting by a show of hands or similar means.

### Part 2 Ordinary ballot or open voting

#### 4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

**5 Marking of ballot-papers**

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.
- (3) An informal ballot-paper must be rejected at the count.

**6 Count—2 candidates**

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

**7 Count—3 or more candidates**

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subsection (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Section 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subsection (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

**Part 3 Preferential ballot****8 Application of Part**

This Part applies if the election proceeds by preferential ballot.

**9 Ballot-papers and voting**

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.
- (3) An informal ballot-paper must be rejected at the count.

**10 Count**

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.

- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this section, *absolute majority*, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

#### **11 Tied candidates**

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

### **Part 4 General**

#### **12 Choosing by lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

#### **13 Result**

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is—

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.

**5.1.3 ELECTION OF THE DEPUTY MAYOR**

DOCUMENT NUMBER	423252
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	The election of a Deputy Mayor may be conducted pursuant to Section 231 of the Local Government Act, 1993. Such election is conducted in accordance with Schedule 7 of the Local Government (General) Regulation, 2021.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. <a href="#">Schedule 7 of Local Government (General) Regulation 2021</a> <a href="#">↓</a>

**RECOMMENDATION**

- Council resolve to elect a Deputy Mayor for the period 15 October 2024 to Ordinary Council Meeting in September 2026.**  
**and in the event that Council resolves recommendation 1 in the affirmative;**
- If more than one nomination for the position of Deputy Mayor is received, Council determine the method of electing the Deputy Mayor.**

Introduction

- Section 231 of the Local Government Act, 1993, provides that Councillors may elect a person from among their number to be the Deputy Mayor. The Councillor may be elected as Deputy Mayor for the Mayoral term or a shorter term.
- The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.

Discussion

The election is to be conducted in accordance with the Local Government (General) Regulation 2021 (Clause 394 and Schedule 7). Clause 394 and Part 1 of Schedule 7 are reproduced below:

*Clause 394*

*If a Mayor or Deputy Mayor is to be elected by the Councillors of an area, the election is to be in accordance with Schedule 7 of the Local Government (General) Regulations 2021.*

Schedule 7 Part 1*Returning Officer*

1. *The General Manager (or a person appointed by the General Manager) is the returning officer.*

*Nomination*

2. *1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.*
- 2) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- 3) The nomination is to be delivered or sent to the returning officer.*
- 4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

*Election*

3. *1) If only one Councillor is nominated, that Councillor is elected.*
- 2) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- 3) The election is to be held at the Council meeting at which the Council resolves on the method of voting.*
- 4) In this clause:*
  - *ballot has its normal meaning of secret ballot;*
  - *open voting means voting by a show of hands or similar means.*

In summary, the following requirements are to be followed to facilitate the election of Mayor:

1. In accordance with Clause 1 of Schedule 7 of the Local Government (General) Regulation 2021, the General Manager is the Returning Officer.
2. Nomination papers for the election of Deputy Mayor are to be circulated to all Councillors.
3. Nominations will be accepted by the Returning Officer, until 4pm Tuesday 15 October 2024.
4. The Councillor elected to the position of Deputy Mayor on 15 October 2024 will hold office until ordinary council meeting in September 2026.

**Method:**

If more than one candidate is nominated for the position of Deputy Mayor, the Council must determine by resolution, the method of voting, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an “X” against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

Financial

No financial implications arise as a result of this report.

OLG 23a Guideline consideration

Does not conflict with guidelines.



## NSW legislation

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# Local Government (General) Regulation 2021

Current version for 2 September 2024 to date (accessed 1 October 2024 at 17:27)

Schedule 7

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## Schedule 7 Election of mayor by councillors

(Section 394)

### Part 1 Preliminary

#### 1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

#### 2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

#### 3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this section—  
*ballot* has its normal meaning of secret ballot.  
*open voting* means voting by a show of hands or similar means.

### Part 2 Ordinary ballot or open voting

#### 4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

**5 Marking of ballot-papers**

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.
- (3) An informal ballot-paper must be rejected at the count.

**6 Count—2 candidates**

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

**7 Count—3 or more candidates**

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subsection (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Section 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subsection (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

**Part 3 Preferential ballot****8 Application of Part**

This Part applies if the election proceeds by preferential ballot.

**9 Ballot-papers and voting**

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.
- (3) An informal ballot-paper must be rejected at the count.

**10 Count**

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.



- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this section, *absolute majority*, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

#### **11 Tied candidates**

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

### **Part 4 General**

#### **12 Choosing by lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

#### **13 Result**

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is—

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.

**5.1.4 FILLING OF VACANCIES**

DOCUMENT NUMBER	421147
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Pursuant to s.291A of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**Pursuant to section 291A(1)(b) of the Local Government Act 1993 (the Act) Cootamundra-Gundagai Regional Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 14 September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the General Manager to notify NSW Electoral Commissioner of the Council's decision within 7 days of the decision.**

Introduction

Following the 2024 local government elections, councils will have the option of using a countback of votes cast at the last ordinary election to fill casual vacancies occurring in the offices of councillors in the first 18 months after the election.

This will allow councils to use a countback to fill vacancies at a lower cost than the cost of holding a by-election.

Discussion

To exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, councils must resolve, at their first meeting after the election, to use a countback to fill casual vacancies.

If councils do not resolve this at the first meeting after the election, they will be required to fill casual vacancies through a by-election.

Where councils resolve to fill casual vacancies using a countback in the first 18 months of their terms, the general manager is required under the Local Government (General) Regulation 2021 (the Regulation) to notify the NSW Electoral Commissioner of the council's resolution within 7 days of the resolution. Further information can be found at <https://elections.nsw.gov.au/elections/how-counting-works/countback-elections>

**5.1.5 COMMITTEES REQUIRING COUNCIL REPRESENTATIVES**

DOCUMENT NUMBER	417902
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Good governance: an actively engaged community and strong leadership team</b>  4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Getting on 'Board' with GWCC <a href="#">↓</a></li> <li>2. RRL Advisory Committee Delegate Information Kit <a href="#">↓</a></li> <li>3. Illabo to Stockinbingal Inland Rail Determination <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**Council nominate a Councillor, or where required Councillors, as delegate/s on each of the committees detailed in the table listed in the report.**

Introduction

There are occasions where Councillors are invited to be delegates of Council on Advisory Committees. The following Committees, Section 355 Committees, Advisory Committees and external Boards require a council representative or delegate:

<b>Committee Name</b>	<b>Delegates/ Representatives required</b>
Adina Court Board	One (1) councillor
Audit, Risk and Improvement Committee (ARIC)	One (1) councillor delegate ( <i>non-voting observer</i> )
Cootamundra Aerodrome Users Advisory Group	One (1) councillor delegate
Local Traffic Advisory Committee	One (1) councillor delegate
Access and Inclusion Advisory Committee	One (1) councillor delegate
Cootamundra Youth Council	One (1) councillor delegate
Gundagai Youth Council	One (1) councillor delegate
Cootamundra Tourism Action Group Advisory Committee	One (1) councillor delegate
Gundagai Tourism Action Group Advisory Committee	One (1) councillor delegate

The Cootamundra Showground Users Group s.355 Committee	One (1) councillor delegate (non-voting council rep)
The Art Centre Cootamundra s.355 Committee	One (1) councillor delegate (non-voting council rep)
Cootamundra Heritage Centre s.355 Committee	One (1) councillor delegate (non-voting council rep)
Stockinbingal Ellwood's Hall s.355 Committee	One (1) councillor delegate (non-voting council rep)
Wallendbeen Memorial Hall s.355 Committee	One (1) councillor delegate (non-voting council rep)
Muttama Hall Management s.355 Committee	One (1) councillor delegate (non-voting council rep)
Muttama Creek Regeneration Group s.355 Committee	One (1) councillor delegate (non-voting council rep)
Bradman Birthplace s.355 Committee	One (1) councillor delegate (non-voting council rep)
Goldenfields Water County Council <i>(Information attached)</i>	One (1) councillor delegate
The Riverina Regional Library <i>(Information attached)</i>	Three (3) delegates (consisting of one (1) member of staff, one (1) councillor and one (1) alternate councillor delegate)
Eastern Riverina Arts Advisory Committee	One (1) councillor delegate
South-West Slopes Zone Service Liaison Committee (RFS)	One (1) councillor delegate
Softwoods Working Group	One (1) councillor delegate
General Managers Performance Review Panel	The Mayor, Deputy Mayor, one (1) councillor nominated by council and one (1) councillor nominated by the General Manager
Illabo to Stockinbingal Inland Rail - Community Consultative Committee <i>(Information attached)</i>	Two (2) staff and one (1) councillor

### Other Representation

The Mayor and General Manager are the council representatives on the Riverina Eastern Regional Organisation of Council (REROC) members committee.

The Mayor is the council representative on the Riverina Joint Organisation (Riv Jo) Board.

The Mayor and General Manager are the prescribed members of the Country Mayors Association.



# Getting on 'Board' with Goldenfields Water

An information guide to help councillors understand the role of Goldenfields Water and it's Board Members

## Who is Goldenfields Water?

Goldenfields Water is a single-purpose county council that has been responsible for providing water supply services to many communities in the South West Slopes and Riverina regions of NSW since 1997.

As a county council Goldenfields Water is a unique organisation given it is made up of seven constituent councils that each depend on it to deliver essential drinking water for their communities.

Goldenfields Water's seven constituent councils are:

- Hilltops Council
- Temora Shire Council
- Junee Shire Council
- Bland Shire Council
- Narrandera Shire Council
- Coolamon Shire Council
- Cootamundra-Gundagai Regional Council

## Who is Goldenfields Water's governing body?

The Goldenfields Water Board is the governing body responsible for managing the affairs of Goldenfields Water County Council.

Goldenfields Water's constituent councils elect the board members from amongst their councillors, who hold the position for the term of council. The Board currently comprises of eight members - one elective representative from six of the constituent councils and two representatives from Hilltops Council (this is due to the merger of the former Harden and Young councils, which were previously constituent councils of Goldenfields Water).

## Key stats



46,000 customers  
11,523 water connections



Covering 22,500km<sup>2</sup>



Over 2370 km of water mains (longest network in regional NSW)



Over 70 staff members



Head office & workshop located in Temora



2023 Customer Survey  
95% satisfied with service delivery



2023 Customer Survey  
87% satisfied with water quality



\$18.5 million invested into capital works for 2023/24



In 2023/24 GWCC donated \$186K to schools, community groups & service organisations



Produced 8,979ML of water in 2023/24



GWCC board members at the official opening of the West Wyalong Water Reliability Project

## What water supply services does Goldenfields Water deliver?

Currently Goldenfields Water supplies drinking water directly to all residential, commercial and some rural properties in the LGA of Bland, Coolamon, Temora, Junee and parts of Narrandera Shire.

Goldenfields Water supplies water in bulk to Cootamundra-Gundagai and Hilltops Councils, which then distribute water directly to their residents.

Goldenfields also provides non-potable water directly to 250 properties as well as water in bulk to Riverina Water County Council.



## What is the role of a GWCC Councillor?

As a Board Member, it is required that you will provide:

- Leadership in guiding and governing the development of the Integrated Planning and Reporting framework
- Play a key role in the creation and review of Council's plans and policies
- Review the performance of Council's delivery and services
- Represent your community and make decisions that are in the best interest of Goldenfields Water overall
- Attend Council's meetings - currently held six times a year (on the fourth Thursday of every second month)
- The Chairperson and Deputy Chair will be required to speak to the media on behalf of Council when required

## Key considerations

- The Board elects a chairperson and deputy chairperson from amongst its members and they hold office for two years.
- All Goldenfields Water board members are remunerated. These annual fees are determined by the Local Government Remuneration Tribunal.  
Rates for 2024/25 are:  
- Chairperson - \$18,062.80  
- Councillor - \$10,997
- Given the scheme's extensive network, travel will be required well beyond Board member's own local government areas.
- Goldenfields Water will reimburse Board members for all reasonable travel expenses related to defined county council business.

## From our current Chairperson...

"Holding the position of Goldenfields Water's Chairperson since 2022 and working alongside my fellow seven Board members to responsibly manage the community's precious water resources has been a privilege and I'd encourage every councillor to consider representing their local government area."



# Riverina Regional Library Advisory Committee

## **Delegate Information Kit**

### September 2024

Riverina Regional Library  
PO Box 5186  
WAGGA WAGGA NSW 2650  
Telephone: (02) 5925 5800  
Web: [rrl.nsw.gov.au](http://rrl.nsw.gov.au)  
Email: [enquiries@rrl.nsw.gov.au](mailto:enquiries@rrl.nsw.gov.au)



RRL Advisory Committee - Delegate Information Kit



## CONTENTS

<b>Riverina Regional Library – A Snapshot</b>	<b>3</b>
<b>RRL Advisory Committee – Summary</b>	<b>5</b>
<b>RRL Advisory Committee – Members</b>	<b>6</b>
<b>RRL Administration Centre Staff &amp; Organisational Chart</b>	<b>7</b>
<b>RRL Branch Library Staff – Contact Details</b>	<b>8</b>
<b>Riverina Regional Library – An Overview</b>	<b>10</b>
Introduction	10
Governance	10
Financial Arrangements	10
Planning	10
Customer Surveys	11
Procurement Strategy	11
Mobile Library	11
South West Zone Digital Library	11
Sustainability Principles	12
<b>The NSW Public Library Network</b>	<b>13</b>
Regional Libraries in NSW	13
Relationship with the NSW Public Library network	13
Legislative Framework	13
<b>NSW Public Libraries Association – A Snapshot</b>	<b>16</b>
<b>NSWPLA – South-West Zone</b>	<b>18</b>
<b>South-West Zone – Contact Details</b>	<b>19</b>
<b>Glossary of Commonly Used Library Terms</b>	<b>20</b>



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## RIVERINA REGIONAL LIBRARY (RRL) – A SNAPSHOT

<p><b>Established</b></p>	<p>The Riverina Community Library Service was established at a meeting in Wagga Wagga on 13 July 1978 with the signing of a Deed of Agreement by representatives of the inaugural member councils of Coolamon, Kyeamba, Lockhart, Mitchell, Tumut and Wagga Wagga. The organisation changed its name to Riverina Regional Library (RRL) in 1995.</p>	
<p><b>11 Member Councils</b></p> <p><b>22 Branch Libraries</b> <i>(plus a Mobile Library with 18 service points)</i></p>	<p><b>Berrigan Shire Council</b></p> <p><b>Bland Shire Council</b></p> <p><b>Coolamon Shire Council</b></p> <p><b>Cootamundra-Gundagai Regional Council</b></p> <p><b>Federation Council</b></p> <p><b>Greater Hume Council</b></p> <p><b>Junee Shire Council</b></p> <p><b>Leeton Shire Council</b></p> <p><b>Lockhart Shire Council</b></p> <p><b>Snowy Valleys Council</b></p> <p><b>Temora Shire Council</b></p>	<p>Barooga Library Berrigan Library Finley Library Tocumwal Library</p> <p>Bland Shire Library <i>4 Mobile Library Service Points</i></p> <p>Coolamon Library <i>1 Mobile Library Service Point</i></p> <p>Cootamundra Library Gundagai Library</p> <p>Corowa Library Howlong Library Mulwala Library <i>4 Mobile Library Service Points</i></p> <p>Culcairn Library Henty Library Holbrook Library Jindera Library</p> <p>Junee Library</p> <p>Leeton Library</p> <p><i>5 Mobile Library Service Points</i></p> <p>Adelong Library Batlow Library Tumbarumba Library Tumut Library <i>3 Mobile Library Service Points</i></p> <p>Temora Library <i>1 Mobile Library Service Point</i></p>



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3

<b>Geographic Area</b>	Approximately 46,323 sq km
<b>Population Served</b>	95,500 <i>approx.</i>



RRL geographic map as at 30 June 2024



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## RRL ADVISORY COMMITTEE - SUMMARY

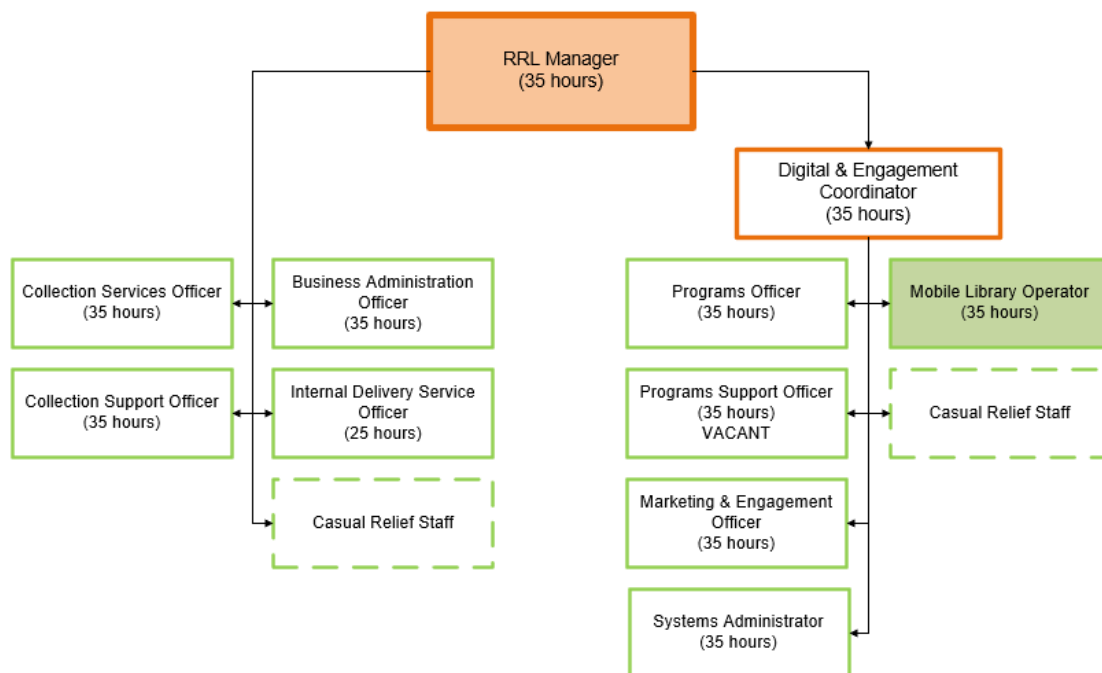
<b>Governance</b>	<p>RRL is constituted under Section 12(2) of the <i>Library Act</i> 1939, which states (in part):</p> <p><i>Two or more local authorities may enter into an agreement whereby the local authority of one area undertakes to exercise, for and on behalf of the local authority or local authorities of any other area or areas, within such other area or areas, any specified power or duty of a local authority in relation to the provision, control and management of libraries, library services and information services.</i></p> <p>This is known as the Executive Council model. Wagga Wagga City Council was the Executive Council from 1978 until 30 June 2022 when it withdrew from membership. The RRL Advisory Committee endorsed the appointment of Coolamon Shire Council as Administering Council from 1 July 2022.</p>
<b>Role</b>	<p>The Advisory Committee shall advise the Councils on matters of library, information management, policies and strategies, and Management Plans for the overall development of library and information services for the RRL and within the Areas of the Councils for adoption by the Councils. (<i>Section 2.2, RRL Deed of Agreement</i>)</p>
<b>Mission Statement</b>	<p>Creatively connecting people, information and knowledge.</p>
<b>Membership</b>	<p>The RRL Advisory Committee consists of two members from each of the member councils (one of which must be an elected member). Each member council is also entitled to appoint one alternate member to the committee to attend in the absence of members. The term of appointment is for 4 years between quadrennial Local Government elections. The RRL Manager is a non-voting delegate.</p>

<b>RRL ADVISORY COMMITTEE MEMBERS (2024-2028)</b>		
<b>COUNCIL</b>	<b>NAME</b>	<b>POSITION</b>
<b>Berrigan</b>		Member Member Alternate Member
<b>Bland</b>		Member Member Alternate Member
<b>Coolamon</b>		Member Member Alternate Member
<b>Cootamundra-Gundagai</b>		Member Member Alternate Member
<b>Federation</b>		Member Member Alternate Member
<b>Greater Hume</b>		Member Member Alternate Member
<b>Junee</b>		Member Member Alternate Member
<b>Leeton</b>		Member Member Alternate Member
<b>Lockhart</b>		Member Member Alternate Member
<b>Snowy Valleys</b>		Member Member Alternate Member
<b>Temora</b>		Member Member Alternate Member



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<b>RRL ADMINISTRATION CENTRE STAFF</b>		
<b>POSITION</b>	<b>NAME</b>	<b>TELEPHONE</b>
<b>Manager Division</b>		
RRL Manager	Karen Wendt	5925 5808
Business Administration Officer	Tracey Luhrs	5925 5800
Collection Services Officer	Cynthia Price	5925 5802
Collection Support Officer	Kim Mason	5925 5803
Internal Delivery Service Officer	Joel Reid	0437 323 882
<b>Digital &amp; Engagement Division</b>		
Digital Engagement Coordinator	Zac Armistead	5925 5805
Marketing & Engagement Officer	Katrina Roe	5925 5804
Programs Officer	Sharon Smith	5925 5806
Systems Administrator	Jarred Pocock	5925 5807
Mobile Library Operator	Charles Luyt	0428 697 431



<b>RRL BRANCH LIBRARY STAFF</b>		
<b>BRANCH LIBRARY</b>	<b>OFFICER IN CHARGE</b>	<b>TELEPHONE</b>
<b>Adelong</b>	Leticia Wishart	6941 2442
<b>Barooga</b>	Wilma Silveira	(03) 5873 4701
<b>Batlow</b>	Robert Beegling	6941 2446
<b>Berrigan</b>	Jenny Congdon	(03) 5888 5180
<b>Bland</b>	Cathy Lange	6979 0272
<b>Coolamon</b>	Helen McLoughlin	6927 2492
<b>Cootamundra</b>	Penny Howse	6940 2200
<b>Corowa</b>	Nicky Raleigh	6033 8941
<b>Culcairn</b>	Susan Kane	6036 0100
<b>Finley</b>	Roslyn Rowe	(03) 5888 5182
<b>Gundagai</b>	Cindy Smith	6944 0270
<b>Henty</b>	Susan Kane	6036 0100
<b>Holbrook</b>	Dominique Heriot	6036 0173
<b>Howlong</b>	Ann Farmer	6026 5055
<b>Jindera</b>	Betty Chaloner	6036 0100
<b>June</b>	Kylie Heffernan	6924 2111
<b>Leeton</b>	Rachel Cody	6953 0945



riverina regional library

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<b>Mobile Library</b>	Charles Luyt	0428 697431
<b>Mulwala</b>	Chris Boyd	(03) 5744 3439
<b>Temora</b>	Wendy Manning	6977 1781
<b>Tocumwal</b>	Gretchen Thorburn	(03) 5874 2633
<b>Tumbarumba</b>	Vicki Hulm	6941 2457
<b>Tumut</b>	Vicki Hulm	6941 2541



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## RIVERINA REGIONAL LIBRARY – AN OVERVIEW

### Introduction

Established in 1978, RRL is the largest regional library service in NSW in terms of member councils and geographic area. It provides library services to approximately 95,500 constituents of 11 local government areas, those being the Councils of Berrigan, Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Leeton, Lockhart, Snowy Valleys and Temora. The service consists of 22 stationary library branches and one mobile library that services 18 communities.

RRL has for some years been considered a leader amongst regional libraries. It has participated in a number of state-wide projects, been represented on various State Library of NSW committees, contributed to the development of policy and other documentation at State level, and introduced a range of service and technology innovations. RRL has also taken a lead role regionally, instigating a number of collaborative training initiatives with other libraries in the South-West Zone, administered several library system consortia, and acted as a ‘mentor’ for smaller libraries in the Zone.

### Governance

Sections 11 and 12 of the *Library Act 1939* provide for the joint provision of library services by two or more Councils under the Executive Council model. This model requires participating Councils to appoint an Executive Council (or an Administering Council) to administer library services on their behalf. Coolamon Shire Council is the Administering Council of RRL.

The RRL Advisory Committee, comprising representatives from the 11 member Councils of RRL, meet twice per year to make recommendations to the Administering Council on regional library matters. The RRL Manager reports to this Committee and acts as the conduit with the Administering Council.

RRL operates under a Deed of Agreement which is reviewed every four years. The Agreement is next due for renewal/review in 2026.

### Financial Arrangements

RRL operates on a funding agreement that is part of the broader Deed of Agreement. The funding formula is a per capita based calculation that includes different operational components reflecting the flexibility that the organisation requires. Funding components can be individually varied or indexed without affecting the integrity of other components.

### Planning

RRL is administered by a range of planning documents resulting in a strengthened process and outcome focused organisation. Planning documents include:

- Strategic Plan
- Management Plan
- Service Level Agreements
- Divisional Strategic Plans
- Individual Performance and Development Plans



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### **Customer Surveys**

Customer surveys in 2009, 2010, 2012, 2014, 2016, 2018 and 2020 conducted with member council general managers and branch library staff by an external consultant have demonstrated an incremental increase in customer satisfaction with RRL services: 71% in 2009; 83% in 2010; 95% in 2012; 100% in 2014; 97% in 2016; 100% in 2018; and 95% in 2020.

### **Procurement Strategy**

An external review of the RRL Collections Division in 2007 recommended that RRL move to an outsourcing model for procurement and processing of the region's library collection items. This strategy, which was implemented in July 2008, has resulted in a significantly more efficient procurement process whilst simultaneously freeing staff from collection-based tasks to move into higher value customer service roles.

### **Mobile Library**

The most recent review of the mobile library service was undertaken during 2023 and implemented on 1 July 2024. The review provided the opportunity to make several improvements to the service schedule in liaison with participating member councils. The mobile library currently visits 18 communities on a weekly, fortnightly and monthly schedule.

The current mobile library vehicle was commissioned in 2013 for which significant planning and design work was undertaken to develop a unique specification and layout that features a single-level, flexible floor plan; separate disabled access; and fully integrated technology. The RRL Mobile Library is unique in Australia insofar as it provides the following disabled access features:

- Entry and egress via a separate disabled entrance.
- Service desk configuration and positioning to maximise wheelchair access.
- Flat floor design (which eliminates the need for stairs over the gooseneck).
- Deployment of a very large single extendable pod to replace the previous design of two pods thereby eliminating smaller areas to enhance disabled access.
- Public access computer stations are a floating design to maximise access for all customers.
- The extendable pod uses a "folding floor" design so that, when the pod is fully extended, the floor of the mobile library remains all on one level.

Achieving this level of disabled access presented a number of engineering challenges that were the subject of lengthy discussion and review between RRL staff and the supplier, and we were excited to provide a new standard for mobile library access in Australia.

### **South-West Zone Digital Library**

The South-West Zone Digital Library (SWZDL) is a collaborative initiative administered by RRL. It provides over 300,000 residents (served by 42 branch libraries across 22 Councils) with access to eBooks, eAudiobooks, and eMagazines direct to their own devices. This project has enabled libraries throughout the South-West Zone to introduce a significant collection of digital items that would not be achievable individually. The South-West Zone, which extends from Boorowa in the east, Wentworth in the west, Hillston in the north and Albury in the south, established the SWZDL in 2011 with funding from the NSW Library Development Grants Program and has expanded in recent years to meet customer demand for eMagazines.



**Sustainability principles**

The Riverina Regional Library Administration Centre provides centralised library services in 6 key areas:

<b>Key Service Areas</b>	<ul style="list-style-type: none"> <li>✓ Administration and governance</li> <li>✓ Collection services</li> <li>✓ Information services</li> <li>✓ eLibrary and information technology services</li> <li>✓ Outreach programs and promotions</li> <li>✓ Mobile library services</li> </ul>
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Our model only provides services that directly enhance the delivery of collections, services and programs to customers through our large network of libraries.

The Riverina Regional Library model is developed on 6 sustainability principles:

<b>We know our business</b>	<ul style="list-style-type: none"> <li>• Clarity of purpose</li> <li>• Understanding the critical success factors of our business</li> <li>• 6 areas of service provision</li> <li>• Deed of Agreement and Service Level Agreements</li> </ul>
<b>We focus on the end game</b>	<ul style="list-style-type: none"> <li>• Collections to Clients Strategy</li> <li>• Enabled organisational structure</li> <li>• Measure customer satisfaction and activate improvements</li> </ul>
<b>We plan, do, review and improve</b>	<ul style="list-style-type: none"> <li>• Integrated Planning Strategy</li> <li>• Reporting on KPIs</li> <li>• Continuous improvement focus</li> <li>• Acknowledge and celebrate success</li> </ul>
<b>We optimise technology</b>	<ul style="list-style-type: none"> <li>• Maximise technology capability (LMS, RFID, eResources)</li> <li>• Embrace new technology opportunities</li> </ul>
<b>We are innovative and brave</b>	<ul style="list-style-type: none"> <li>• Anticipate and embrace change</li> <li>• Make continuous improvement our priority</li> <li>• Solution focused</li> <li>• Change managers, not change followers</li> <li>• Flexible and scalable service model</li> </ul>
<b>We build trust, confidence and reputation</b>	<ul style="list-style-type: none"> <li>• Inbuilt financial certainty for member Councils</li> <li>• We gain confidence by delivering what we say we will</li> <li>• We work hard to establish and maintain political trust</li> <li>• We are inclusive and transparent</li> <li>• Our staff are our ambassadors</li> <li>• We contribute to improvement of the library sector</li> <li>• We have strong brand and we use it</li> </ul>



## NSW PUBLIC LIBRARY NETWORK

### Regional Libraries in NSW

RRL is the largest of 11 regional libraries in NSW. These include:

- Big Sky Libraries – 3 member councils
- Central Northern Regional Library – 6 member councils
- Central West Libraries – 5 member councils
- Clarence Regional Library – 2 member councils
- Lane Cove Library Service – 2 member councils
- Macquarie Regional Library – 3 member councils
- Newcastle Region Library – 3 member councils
- North Western Library – 4 member councils
- Richmond-Tweed Regional Library – 4 member councils
- Richmond-Upper Clarence Regional Library – 2 member councils
- Riverina Regional Library – 11 member councils
- Western Riverina Libraries – 5 member councils

### Relationship with the NSW Public Library network

RRL is part of the strong NSW Public Library network that includes 362 public libraries and 24 mobile library services across the state. The State Library of NSW plays a pivotal role through provision of consultancy and support services to public libraries, as well as administering the distribution of state government library funding to NSW Councils.

RRL and Coolamon Shire Council strongly support the contribution of RRL staff to various library sector forums and committees at regional and state levels. The contribution of RRL staff to the statewide network has had the added bonus of raising the profile and reputation of RRL amongst NSW libraries.

### Legislative Framework

NSW public libraries are managed by local authorities (Councils) that have adopted the *Library Act 1939*. The State Library of NSW provides a range of services to public libraries including support and consultancy.

If a local authority has adopted the Act and operates its library service in accordance with the Act, it is eligible for a subsidy administered by the Library Council of New South Wales. By observing the principles that the legislation embodies, local authorities may also be eligible for other financial assistance from the State Government annual funding program. Local libraries receive State subsidies and Library Infrastructure Grants approved by the Minister for the Arts on the recommendation of the Library Council.

### Amendments to the Library Act 1939 s10

The *Library Amendment Act 1992* amended Section 10 of the *Library Act 1939*, which deals with provisions in relation to local public libraries. These amendments were introduced "to make further provision with respect to the services to be provided free of charge by local libraries; and for related purposes." The amendments ensure that the core educational and information components of public library services remain free of charge.



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Section 10 was further amended by the *Statute Law (Miscellaneous Provisions) Act 2005*. Notably the amendments replaced the definition of “book” with a definition of “library material” in view of the vast amount of non-printed material that now form part of the collection of a library.

### **Key sections of the Library Act 1939 for Public Libraries**

Part 2 The Library Council of New South Wales.

Section 3 of the Act constitutes the Library Council of NSW, a statutory body whose objectives are:

- (a) to promote, provide and maintain library services and information services for the people of New South Wales through the State Library and through co-operation with local libraries and other libraries and information agencies.
- (b) to advise the Minister, local authorities and, when the Minister so approves, other bodies, on matters of policy and administration relating to library services and information services that are or may be provided through local libraries or other libraries; and
- (c) to advise the Minister on the provision of assistance to local libraries or other libraries.

Section 4B(9) enables the Library Council to establish committees for the purpose of assisting it to exercise and perform its powers, duties and functions. The Public Libraries Consultative Committee is a committee of the Library Council of New South Wales. It was established by resolution of the Library Council at its meeting of 22 July 1996. The Committee’s Terms of reference are to:

- provide policy advice to Library Council in relation to the provision of public library services in New South Wales;
- provide a consultative framework for the Library Council, the State Library and key stakeholders in local government concerning public library services in New South Wales;
- monitor the funding arrangements, in order to provide annual advice to the Library Council, which can inform the four-yearly review of the formula;
- provide advice to Library Council on an annual basis concerning the development of guidelines for Library Development Grants. The Committee does not evaluate grant applications nor allocate Library Development Grants.

Section 5 sets out the duties of Library Council with regards to public libraries provided by local authorities that have adopted the Act (eg, make careful inquiry into the administration and management of every local library, cause libraries to be inspected from time to time, to report to the Minister the funds required to provided to local authorities each year).

The State Library of NSW assists the Library Council to discharge these duties through the annual collection of NSW public library statistics and financial information, and through library visits and consultancies.

Section 13(3) sets out that the Library Council must be of the opinion that a local library is reasonably capable of meeting the requirements of persons resident in the area before recommending the allocation of subsidy to the relevant local authority.



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### Part 3 Local Libraries

Section 8 sets out how local authorities adopt the Act. Once a local authority adopts the Act and operates a library service that complies with the Act, the local authority is eligible for state government funding assistance, including subsidy pursuant to Section 13. All NSW local authorities have adopted the Act.

Section 10 sets out requirements that local authorities must comply with in the operation of a public library (eg, free membership, free loans, free access to information, subsidy must be expended on free services). There are a series of *Guidelines to Section 10* which outline in further detail the core services that a public library must offer at no charge.

Section 11 provides that a local authority may constitute a library committee to manage or provide the library service, or to advise on an aspect of the library service.

Section 12 sets out how Councils may constitute a regional or joint library service.

Sections 13 and 14 set out eligibility for subsidy and how subsidy is payable.

The Library Regulation 2005 makes provision for:

- (a) the management of the State Library and of local libraries;
- (b) the conduct of users of the State Library and local libraries;
- (c) the amount used for the purposes of calculating the yearly subsidy payable to certain councils in respect of library services and related facilities provided by those councils;
- (d) the determination of local populations for subsidy purposes.

The Regulation enables a local authority to make rules to regulate use of its public library including member registration and loans. It also provides a power to direct library users to leave if the rules for proper use of a library have not been observed.



## NSW PUBLIC LIBRARIES ASSOCIATION (NSWPLA) – A SNAPSHOT

<b>Established</b>	The Country Public Libraries Association of NSW was established at a meeting in Parkes on 21 June 1989. The Association changed its name to Public Libraries NSW Country in July 2006 then amalgamated with Public Libraries NSW Metropolitan in June 2014 to become NSW Public Libraries Association (NSWPLA).
<b>Office Bearers</b>	<p>The Executive comprises the following positions:</p> <ul style="list-style-type: none"> <li>• President (Councillor)</li> <li>• Vice President (Councillor)</li> <li>• Vice President (Councillor)</li> <li>• Library Manager Member</li> <li>• Library Manager Member</li> <li>• Secretary/Treasurer</li> </ul> <p>Each member of the Executive is elected to hold office for 2 years until the conclusion of the annual general meeting following the 2 year date of the member’s election, but is eligible for re-election.</p>
<b>Structure</b>	<p>The Association is divided into 8 zones:</p> <ul style="list-style-type: none"> <li>• Central East Zone</li> <li>• Central West Zone</li> <li>• North East Zone</li> <li>• South East Zone</li> <li>• <b>South West Zone</b></li> <li>• Sydney North Zone</li> <li>• Sydney South Zone</li> <li>• Sydney West Zone</li> </ul> <p>Each Zone has its own Executive and a regular schedule of meetings at full zone and Library Manager level.</p>
<b>Conference &amp; Annual General Meeting</b>	The Association’s Conference and Annual General Meeting is held every year in November.



<b>Scholarships &amp; Awards</b>	<p>The Association supports the professional development of staff through the bi-annual award of the Colin Mills Scholarship.</p> <p>The Kath Knowles Young Leaders Award provides the opportunity for library staff to build leadership skills through participation in professional development projects and conference attendance opportunities.</p>
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## NSWPLA – SOUTH-WEST ZONE

RRL member Councils are part of the **South-West Zone** which covers a large geographic area stretching from Boorowa in the East, Wentworth in the West, Hillston in the North, and Albury in the South. Zone meetings are hosted by Zone Councils and are held twice per year for Councillors and Librarians.

<b>NSWPLA SOUTH-WEST ZONE</b>	
<b>LIBRARY SERVICE</b>	<b>COUNCILS</b>
<b>AlburyCity Libraries</b>	Albury City Council
<b>Balranald Library</b>	Balranald Shire Council
<b>Edward River Library</b>	Edward River Council
<b>Murray River Library</b>	Murray River Council
<b>Riverina Regional Library</b>	Berrigan Shire Council Bland Shire Council Coolamon Shire Council Cootamundra-Gundagai Council Federation Council Greater Hume Council Junee Shire Council Leeton Shire Council Lockhart Shire Council Snowy Valleys Council Temora Shire Council
<b>Hilltops Library</b>	Hilltops Council
<b>Wagga Wagga City Library</b>	Wagga Wagga City Council
<b>Wentworth Shire Library</b>	Wentworth Shire Council
<b>Western Riverina Libraries</b>	Griffith City Council Hay Shire Council Hillston Shire Council Murrumbidgee Council Narrandera Shire Council



<b>SOUTH-WEST ZONE CONTACT DETAILS</b>		
<b>LIBRARY SERVICE</b>	<b>MANAGER</b>	<b>TELEPHONE</b>
<b>AlburyCity Libraries</b>	Carina Clement	6023 8350
<b>Balranald Library</b>	Janaya Gaston	(03) 5020 1388
<b>Edward River Library</b>	Jock Perrett	(03) 5898 3100
<b>Murray River Library</b>		1300 087 004
<b>Riverina Regional Library</b>	Karen Wendt	5925 5808
<b>Hilltops Library</b>	John Williams	6382 1886
<b>Wagga Wagga City Library</b>	Christine Bolton	6926 9700
<b>Wentworth Shire Library</b>	Lisa Hall	(03) 5027 5061
<b>Western Riverina Libraries</b>	Chris Robson	6962 2515



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## GLOSSARY OF COMMONLY USED LIBRARY TERMS

**Australian Bureau of Statistics (ABS)** Most libraries are members of the Australian Bureau of Statistics Library Extension Program and as such receive for free a wide range of pertinent statistical material. These are augmented by additional resources, which have been purchased for client use. A consultancy service is also available from the Bureau's Sydney and Canberra offices. <http://www.abs.gov.au>

**Australian Library and Information Association (ALIA)** The professional organisation for the Australian library and information services sector. ALIA seeks to empower the profession in the development, promotion and delivery of quality library and information services to the nation, through leadership, advocacy and mutual support. <http://www.alia.org.au/>

**Drug Info @ your library** provides up to date information about alcohol and drugs on this website and through local public libraries in New South Wales. Web resources and public library collections are selected and regularly updated by specialist staff at the State Library of New South Wales in consultation with experts in the field. <http://www.druginfo.sl.nsw.gov.au/>

**Home Library Service** is also known as Housebound Service. This is the system whereby libraries deliver resources to clients unable to visit the library due to infirmity and/or age.

**Inter Library Loans (ILL)** Loans from one library service to another. Loans within the branches of the RRL network are known as reservations.

**Legal Information Access Centre (LIAC)** All Zone libraries are members of the Public Library LIAC Network providing free access to legal information to the community. It is based in the State Library NSW in Sydney and operates through the public library network across NSW. <http://www.liac.sl.nsw.gov.au/>

**Libraries Australia** The national database network maintained by the National Library of Australia. Libraries access Libraries Australia for cataloguing, research, and inter library loans. NSWPLA members are part of a consortia to access Libraries Australia at the best possible rate. <http://librariesaustralia.nla.gov.au/apps/kss>

**Library Management System (LMS)** The term used for the library's computer system used for acquisitions, cataloguing and circulation. In the South-West Zone one of the major providers is Spydus (provided by Civica).

**NSW.net** A State Library service that provides NSW local government and public libraries with internet connections and access to online databases. Complimentary to these services, NSW.net also provides technical support services and trials; web-based services; consortium database purchasing, evaluations and training. NSW.net is managed by the State Library of New South Wales in consultation with the Public Libraries Consultative Committee which is a sub-committee of the Library Council of New South Wales.

**New South Wales Public Libraries Association (NSWPLA)** NSWPLA represents the interests of public libraries and their users in regional and metropolitan New South Wales. The Association has a vital interest in improving library services and access to information



riverina regional library

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20

resources through a range of initiatives, joint ventures and partnerships. The Association represents the concerns of local government libraries to the State and Federal Governments, in local government forums, and, where appropriate, to other bodies and the wider community. <http://nswpla.org.au/>

**Public Libraries Consultative Committee (PLCC)** is a committee of the Library Council of New South Wales which provides advice on issues relating to public libraries. It was established by resolution of the Library Council at its meeting of 22 July 1996.

**Public Library Services (PLS)** This division of the State Library of NSW:

- administers the sections of the *Library Act* 1939 and the Library Regulation 2005 that relate to local authorities and public libraries
- provides strategic leadership, information and advice on all aspects of public library provision, control and management to local authorities, public libraries, the State Library of New South Wales and other state and federal government agencies
- manages the payment of public library grants and subsidies to local authorities. Funding is allocated to local authorities that comply with the legislation as well as industry standards and Library Council guidelines
- provides specialised advisory services on all aspects of public library services, including specific onsite consultations and management and/or service reviews
- manages a professional development program for public library staff to support the development of the network
- reviews and drafts guidelines for funding allocation and public library service provision
- collects, collates and distributes a range of statistical and performance data relating to the public library network
- promotes the network and supports this role through funding, managing and monitoring a program of research relevant to public libraries
- manages state-wide, cross-sectoral projects for public libraries and local authorities
- consults and prepares issues papers and policy statements
- makes recommendations for changes to the Library Act and Regulation
- contributes to the development of Library services that are delivered either directly to public libraries, or to the public through public libraries
- contributes to Library policy development that pertains to the public library network.

**Radio Frequency Identification (RFID)** is a collection and circulation management technology that has been implemented in libraries relatively recently. RFID tags are encoded with information about the item that they are attached to, and the information can be “read” by a scanner without the item having to be removed from the shelf (for stocktaking) or opened (for lending).

**State Library of New South Wales (SLNSW)** The State Library of New South Wales traces its origins to 1826, with the opening of the Australian Subscription Library. In 1869, the New South Wales Government took over responsibility for the Library and created the Sydney Free Public Library. In 1895 it was renamed the Public Library of New South Wales, and in 1975 it became the State Library of New South Wales. The State Library is governed by the Library Council of New South Wales. <http://www.sl.nsw.gov.au/>



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**From:** [Steve McGrath](#)  
**To:** [Councillors](#)  
**Cc:** [Teresa Breslin](#); [Steve McGrath](#)  
**Subject:** Doc 421771 Illabo to Stockinbingal Inland Rail Determination  
**Date:** Tuesday, 10 September 2024 9:59:48 AM  
**Attachments:** [cgrc\\_5f31424a-2515-4065-a9fa-700bd4d63a35\\_983817ee-b7d1-48c1-99cd-a1c02878a13d.png](#)

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Good morning Councillors,

On Friday last, the following was received in an email from the Chairperson of the Community Consultative Committee for the Illabo to Stockinbingal Inland Rail Project:

*“Today I received advice from the Department of Planning that the Minister has Approved the application for the Inland Rail Illabo to Stockinbingal (SSI-9406)*

*Below is a link to the Major Projects Website.*

<https://pp.planningportal.nsw.gov.au/major-projects/projects/inland-rail-illabo-stockinbingal>

*The Conditions of Consent require the Community Consultative Committee to continue to operate.*

*As the project will now move into the detailed design and construction phase, it is appropriate to review the membership of the CCC. After the Local Government Elections, I will communicate with each of the Councils seeking advice on their representatives. By separate email I will be seeking advice from Community & Stakeholder members if you wish to remain a member.*

*Regards*

*Garry”*

The nomination of a Councillor for this Community Consultative Committee will be listed at Council’s Extraordinary Meeting following the elections.

Steve

Regards,

**Steve McGrath**  
**Interim General Manager**  
**Cootamundra-Gundagai Regional Council**



*Cootamundra-Gundagai Regional Council acknowledges the Wiradjuri people as the traditional custodians of the land on which we walk, live and work. We pay our respects to the Elders, past, present and emerging. They are the holders of the knowledge, culture, values and hopes of Aboriginal and Torres Strait Islander peoples who contribute to our community.*

**P:** 1300 459 689  
**M:**  
**E:** [steve.mcgrath@cgrc.nsw.gov.au](mailto:steve.mcgrath@cgrc.nsw.gov.au)  
**W:** [www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

**5.1.6 MEETING DATES 2024-2025**

DOCUMENT NUMBER	420784
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Steve McGrath, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. 2025 Council Meeting Schedule <a href="#">↓</a>

**RECOMMENDATION****That:**

- 1. The Ordinary Council Meetings take place at 6:00pm on the fourth Tuesday of the Month from January to November.**
- 2. The Council Workshops take place at 4:00pm on the second and fourth Tuesday of the Month from February to November.**
- 3. The December Ordinary Council Meeting and Workshop take place on the second Tuesday of the Month.**
- 4. The January Council Workshop take place on the fourth Tuesday of the Month.**
- 5. The current arrangement of alternating meetings between Cootamundra and Gundagai remain in place for CGRC.**
- 6. Alternatives to the current meeting arrangements be considered if requested.**

Introduction

A report is submitted annually for Councillors to consider the dates and times of Ordinary Council Meetings and Workshops for the following year.

Discussion

The proposed 2025 schedule is attached for consideration. The dates remaining for 2024 are listed below:

- Workshop and Council Meeting – Tuesday 22<sup>nd</sup> October 2024 – Cootamundra
- Workshop – Tuesday 12<sup>th</sup> November 2024 – Gundagai
- Workshop and Council Meeting – Tuesday 26<sup>th</sup> November 2024 – Gundagai
- Workshop and Council Meeting – Tuesday 10<sup>th</sup> December 2024 – Cootamundra

It is timely to review and consider alternative days and times should any Councillor be of the opinion that the current format is unsustainable. General discussion by Council is encouraged to raise any concerns in relation to the day of the month and the time the ordinary meetings are held.



## COUNCIL MEETING & WORKSHOP 2025 SCHEDULE

- **COUNCIL MEETINGS** are to be held on the fourth Tuesday of each month January-November. The *December Council Meeting* is to be held on the second Tuesday of the month.
- **WORKSHOPS** are to be held on the second and fourth Tuesday of each month February-November. The *December Workshop* is to take place on the second Tuesday only.
- *No Workshops are held on the second Tuesday in January, or the fourth Tuesday in December.*

**Workshops commence at 4pm, Council meetings commence at 6pm.**

Meeting	Date	Location
<b>Council Meeting + Workshop</b>	<b>28 January</b>	<b>Gundagai Council Chambers, Gundagai</b>
Workshop	11 February	Alby Schultz Meeting Centre, Cootamundra
<b>Council Meeting + Workshop</b>	<b>25 February</b>	<b>Alby Schultz Meeting Centre, Cootamundra</b>
Workshop	11 March	Gundagai Council Chambers, Gundagai
<b>Council Meeting + Workshop</b>	<b>25 March</b>	<b>Gundagai Council Chambers, Gundagai</b>
Workshop	8 April	Alby Schultz Meeting Centre, Cootamundra
<b>Council Meeting + Workshop</b>	<b>22 April</b>	<b>Alby Schultz Meeting Centre, Cootamundra</b>
Workshop	13 May	Gundagai Council Chambers, Gundagai
<b>Council Meeting + Workshop</b>	<b>27 May</b>	<b>Gundagai Council Chambers, Gundagai</b>
Workshop	10 June	Alby Schultz Meeting Centre, Cootamundra
<b>Council Meeting + Workshop</b>	<b>24 June</b>	<b>Alby Schultz Meeting Centre, Cootamundra</b>
Workshop	8 July	Gundagai Council Chambers, Gundagai
<b>Council Meeting + Workshop</b>	<b>22 July</b>	<b>Gundagai Council Chambers, Gundagai</b>
Workshop	12 August	Alby Schultz Meeting Centre, Cootamundra
<b>Council Meeting + Workshop</b>	<b>26 August</b>	<b>Alby Schultz Meeting Centre, Cootamundra</b>
Workshop	9 September	Gundagai Council Chambers, Gundagai
<b>Council Meeting + Workshop</b>	<b>23 September</b>	<b>Gundagai Council Chambers, Gundagai</b>
Workshop	14 October	Alby Schultz Meeting Centre, Cootamundra
<b>Council Meeting + Workshop</b>	<b>28 October</b>	<b>Alby Schultz Meeting Centre, Cootamundra</b>
Workshop	11 November	Gundagai Council Chambers, Gundagai
<b>Council Meeting + Workshop</b>	<b>25 November</b>	<b>Gundagai Council Chambers, Gundagai</b>
<b>Council Meeting + Workshop</b>	<b>9 December</b>	<b>Alby Schultz Meeting Centre, Cootamundra</b>