

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
FRIDAY,
23 SEPTEMBER 2022**

PUBLIC FORUMS

- 1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. The duration of public forums will be 15 minutes and they will commence at 8.45am on the day of a set Council meeting.
- 2 Public forums are to be chaired by the mayor or their nominee. Only the names of speakers, the organisation that they are representing and the topic that they are speaking on will be recorded in Council's Meeting minutes.
- 3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 12 noon on the Tuesday before the meeting and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4 A person may apply to speak on no more than two (2) items of business on the agenda of the council meeting.
- 5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 7 No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no less than one (1) day before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 12 Each speaker will be allowed a maximum of five (5) minutes to address the council. If there are more than three (3) speakers, the maximum time will be reduced to stay within the duration scheduled for the Public Forum. This time is to be strictly enforced by the chairperson.
- 13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to two (2) minutes.

- 16 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to three (3) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 19 When addressing the council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- a) The Mayor or Chair will be guided by Section 10A(2)(a) – (i) of the *Local Government Act 1993*, in not allowing members of the public during community consultation sessions to deal with or discuss or disclose any information with regards to the matters mentioned in this section and subsections of the Act.
- b) The opinions expressed by community members are not reflective or representative of the views of Council and hence Council cannot be held responsible or liable for such views.

Note: Public forums should not be held as part of a Council meeting. Council meetings should be reserved for decision-making by the Council. Where a public forum is held as part of a Council meeting, it must be conducted in accordance with the other requirements of the Code of Meeting Practice relating to the conduct of Council meetings.

Local Government Act 1993

Section 10A(2) (a) – (i)

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it, or
- (ii) confer a commercial advantage on a competitor of the council, or
- (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.



GLEN INNES SEVERN COUNCIL

Notice is herewith given of an **ORDINARY MEETING**

That will be held at the Glen Innes Severn Learning Centre,
William Gardner Conference Room, Grey Street, Glen Innes on:
Friday, 23 September 2022 at 9.00am

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Dennis McIntyre
Interim General Manager

Council

Meeting Date: 4th Thursday of the month commencing at 9.00am.

Matters determined by Ordinary meetings will include all those non-delegable functions identified in Section 377 of the Local Government Act as follows:

- *the appointment of a general manager*
- *the making of a rate*
- *a determination under section 549 as to the levying of a rate*
- *the making of a charge*
- *the fixing of a fee*
- *the borrowing of money*
- *the voting of money for expenditure on its works, services or operations*
- *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)*
- *the acceptance of tenders which are required under this Act to be invited by the council*
- *the adoption of a management plan under section 406*
- *the adoption of a financial statement included in an annual financial report*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6*
- *the fixing of an amount or rate for the carrying out by the council of work on private land*
- *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work*
- *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#)*
- *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194*
- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons*
- *the making of an application, or the giving of a notice, to the Governor or Minister*
- *this power of delegation*
- *any function under this or any other Act that is expressly required to be exercised by resolution of the council."*

Other matters and functions determined by Ordinary Council Meetings will include:

- *Notices of Motion*
- *Notices of Motion of Rescission*
- *Council Elections, Polls, Constitutional Referendums and Public Hearings/Inquiries*
- *Ministerial Committees and Inquiries*
- *Mayor and Councillors Annual Fees*
- *Payment of Expenses and Provision of Facilities to Mayor and Councillors*
- *Local Government Remuneration Tribunal*
- *Local Government Boundaries*
- *NSW Ombudsman*
- *Administrative Decisions Tribunal*
- *Delegation of Functions by the Minister*
- *Delegation of Functions to General Manager and Committees*
- *Organisation Structure*
- *Code of Conduct*
- *Code of Meeting Practice*
- *Honesty and Disclosure of Interests*
- *Access to Information*
- *Protection of Privacy*
- *Enforcement Functions (statutory breaches/prosecutions/recovery of rates)*
- *Dispute Resolution*
- *Council Land and Property Development*
- *Annual Financial Reports, Auditors Reports, Annual Reports and Statement of the Environment Reports*
- *Performance of the General Manager*
- *Equal Employment Opportunity*
- *Powers of Entry*
- *Liability and Insurance*
- *Membership of Organisations*
- *Any matter or function not within the delegable function of Committees*
- *Matters referred from Committees for determination*

Membership: Full Council - 7 Councillors.

Quorum: 4 members

Chairperson: The Mayor

Deputy Chairperson: The Deputy Mayor

The Mayor will read the following statement:

“This Council Meeting is being streamed live, recorded and published in accordance with Council’s Live Streaming of Council Meetings Policy. No other persons are permitted to record the Meeting, unless specifically authorised by Council to do so.

To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published.

Anyone who is invited to speak during the meeting will be recorded and their voice, image and comments will form part of the live stream and recording.

All speakers are requested to ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms.

The Chair and/or the General Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

Thank you.”

The Mayor will read the following statement of ethical obligations:

“Councillors are reminded that they remain 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 the Glen Innes Severn Local Government Area 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.

Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.”

1 ACKNOWLEDGEMENT OF COUNTRY

“I acknowledge the Ngoorabul people as the traditional custodians of this land and pay my respect to the Elders past, present and emerging. I also extend that respect to Aboriginal and Torres Strait Islander people here today.”

2 OPENING WITH PRAYER

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 MINUTES OF PREVIOUS ORDINARY MEETING - 25 AUGUST 2022 AND EXTRAORDINARY MEETING – 12 SEPTEMBER 2022 TO BE CONFIRMED

5 DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON-PECUNIARY INTERESTS

PECUNIARY:

Nature of conflict:

Action to be taken:

NON-PECUNIARY:

a) Significant Non-Pecuniary

Nature of conflict:

Action to be taken:

b) Non-significant Non-Pecuniary

Nature of conflict:

Action to be taken:

6 MAYORAL MINUTE(S)

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Meetings of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to provide Councillors with an update on the outstanding resolutions from previous Ordinary and Extraordinary Council Meetings (**Annexure A**).

RECOMMENDATION

That the information contained within this report be received and noted.

REPORT

(a) Background

Resolutions of Council are resolved at each Ordinary and Extraordinary Council Meeting.

It is very important that all Council Resolutions are then followed up by staff in a timely and professional manner.

The Outstanding Actions Report which is attached to this report (Annexure A) provides a framework to monitor and manage all the Outstanding Council Resolutions.

(b) Discussion

There are now 28 Council Resolutions currently outstanding as at Thursday, 15 September 2022.

There were 25 Council Resolutions outstanding in the report that went to the Thursday, 25 August 2022 Ordinary Council Meeting.

A further 19 outstanding actions were added after the August 25, 2022 Ordinary Council Meeting.

Therefore, 16 outstanding actions have now been completed since the last Ordinary Council Meeting (workings – 25 + 19 = 44 – 28 = 16).

The 28 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(2	August 2022)
2021	4	(4	August 2022)
2022	23	(19	August 2022)
TOTAL	<u>28</u>	(<u>25</u>	August 2022)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	6	(3	August 2022)
Corporate and Community Services	15	(14	August 2022)
Development, Planning and Regulatory Services	1	(2	August 2022)
Infrastructure Services	6	(6	August 2022)
TOTAL	<u>28</u>	(<u>25</u>	August 2022)

It is very important that Councillors have the confidence that officers are following up on their resolutions from the Council Meetings and actioning them in a timely, accurate and professional manner.

The discipline that has been instilled at Glen Innes Severn Council is that no action in Infocouncil should have a commentary that is older than 30 days and the commentary must be relevant and always provide an up-to-date status of the action.

Additionally, the target date must always be forward looking. No action should have a past target date, only a forward-looking target date.

Staff will continue to focus and prioritise completing the one (1) remaining outstanding action from the 2020 year.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Council strives for exceptional or best practice governance.

One of the ways that Council can demonstrate exceptional or best practice governance is for all Council resolutions to be actioned in a timely, accurate and professional manner.

(c) Legislative/Statutory

*The Local Government Act 1993
335 Functions of a General Manager
The general manager of a council has the following functions
b) to implement, without undue delay, lawful decisions of the council*

(d) Risk

There is a risk that Council staff may not action Council Resolutions in a timely, accurate and professional manner. This report aims to mitigate this risk by managing accountability and promoting transparency.

Responsible officers are assigned actions after each Council Meeting.

(e) Social

An up-to-date Resolution Tracking Report provides confidence to Councillors and the community that Council Resolutions are being followed up in a timely, accurate and professional manner by staff.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Responsible officers are required to provide regular updates on the progress of actioning their respective Council resolutions through the electronic Infocouncil system.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

CONCLUSION

It is extremely important that all Council Resolutions are followed up in a timely, accurate and professional manner.

This assists in building confidence, not only with the Councillors but also with the community, that Council is a transparent, efficient and professionally run organisation.

ATTACHMENTS

Annexure A Outstanding Actions List as at 15.9.22

REPORT TITLE: 7.2 PROPOSED COUNCILLOR WORKSHOP CALENDAR

ECM INDEXES:

Subject Index: GOVERNANCE: Councillor Workshops

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is for the General Manager to inform Councillors about the proposed Councillor Workshops for the next three (3) months.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Councillor Workshops are held to ensure that Councillors have an opportunity, from time to time, to access information within a more informal and interactive forum with regards to the development of key strategic documents for Council and receive information by way of information sessions or briefings with regards to subject matters that are substantial and complex in nature.

(b) Discussion

Given the increasing volume and complexity of material that is necessary for Councillors to consider, Council finds it necessary to, from time to time, implement a mechanism of Councillor Workshops to assist Councillors in developing a thorough understanding of the issues at stake within a more informal and interactive forum.

The General Manager will regularly update Councillors on the items that are proposed to be presented by staff at future workshops.

That way staff and Councillors are always aware early of what is proposed to be dealt with at future workshops.

The decision on what items are to be dealt with at the respective Councillor workshops is ultimately the General Manager's decision.

The General Manager is in regular consultation with other **Management Executive Team (MANEX)** members to determine the priorities for each monthly workshop.

The following Councillor Workshops are proposed to be held during the next three (3) months:

Date	Topic	Presenter/s
Thursday, 13 October 2022 6pm until 9.00pm	Local Environmental Plan (LEP) Review	Acting Director of Development, Planning and Regulatory Services
Thursday, 10 November 2022	Discussion regarding the success criteria for The Youth Booth	Director of Corporate and Community Services
Thursday, 8 December 2022	Landfill Extension	Acting Director of Development, Planning and Regulatory Services

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Councillor Workshops are held in accordance with the **Glen Innes Severn Council Policy Document Incorporating Guidelines for Councillor Workshops (the Policy)**.

The Policy notes that Councillor Workshops will only be held under the following conditions:

- Where the particular subject matter to be dealt with at the Councillor Workshop is dealing with the development of key strategic documents; such as a strategic plan for Council.

This, however, implies that there will be substantial further public consultation before Council would be able to finalise its position on these types of matters;

- Where the particular subject matter to be dealt with at the Council Workshop is of a substantial and complex nature and where it would assist Councillors to receive information by way of information sessions or briefings; such as the presentation of a draft budget and operational plan.
- Councillor Workshops have, as a focus, the provision and/or presentation of information in a structured way, whilst also providing for an opportunity for clarification of the material presented.
- Workshop papers will therefore contain information, but no recommendations;
- Councillor Workshops are not designed, or allowed, to become a substitute for open debate in the official monthly Council Meeting;
- Councillor Workshops are not designed, or used by, or allowed to be used by any Councillor, to reach a pre-determined position on issues that will later be presented to, and be voted on at, a Council Meeting. No agreement will therefore be sought from any Councillor during the course of the Workshop;
- Councillor Workshops are not used, or allowed to be used, as an avenue to influence staff or attempt to influence staff or to give direction to staff or to attempt to give direction to staff as to what the contents of their reports or recommendations to Council should be.

No agreement will therefore be sought from any staff member during the course of the Workshop;

- Notice of Councillor Workshops to all Councillors and the MANEX is given at least five (5) days in advance by the General Manager or Acting General Manager's Office – preferably by way of electronic communication – clearly indicating the subject matter or matters that are to be discussed;
- Councillors are under no obligation to attend Councillor Workshops;
- Councillor Workshops are chaired by the General Manager or in his/her absence another senior officer.

This will assist in placing workshops in their proper perspective, that is, an information sharing forum, and avoid the appearance of a formal Council Meeting which carries the attendant risk of de facto decision-making.

- Councillor Workshops will be conducted in an informal way, but with the necessary acknowledgement and respect shown to the Chair by all participants.

Other relevant Policy and documents include:

- Meeting Practice Note developed by the then Department of Local Government (Practice Note No 16 of August 2009);

- Glen Innes Severn Council Code of Conduct for Councillors;
- Letter of advice from the Department of Local Government dated 29 June 2007, within which it expressed its views with regards to Councillor Workshops;
- Circular Number 10-10, dated 21 May 2010 from the then Division of Local Government regarding the “Implementation of the Revised Meetings Practice Notes”;
- Council’s Code of Meeting Practice;
- Council’s Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

(c) Legislative/Statutory

The Policy is made and adopted in accordance with the spirit and intent of the *Local Government Act 1993* (Chapter 9 Part 2, Chapter 11 – particularly Section 352 – and Chapter 12 Part 2) and the *Local Government (General) Regulation 2021* (Part 10)) regarding the system, process and operation of Local Government and how matters should be dealt with by the Council in an open and transparent manner.

(d) Risk

Given the increasing volume and complexity of material necessary to consider by Councillors, there is a risk that Councillors will not have a thorough understanding of all the issues at stake with regards to the development of key strategic documents of Council.

To mitigate this risk, Council finds it necessary to, from time to time, implement a mechanism of Councillor Workshops to assist Councillors in developing a thorough understanding of the issues at stake within a more informal and interactive forum.

(e) Social

Councillor Workshops allow Councillors to receive information by way of information sessions or briefings with regards to subject matters that are substantial and complex in nature, therefore allowing Councillors to develop a better understanding and make better informed decisions about matters before Council for consideration.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.3: Deliver a program of Councillor Inductions and continued Professional Development.

CONCLUSION

Councillor Workshops are held to ensure that Councillors have an opportunity, from time to time, to access information within a more informal and interactive forum with regards to the development of key strategic documents for Council and receive information by way of information sessions or briefings with regards to subject matters that are a high priority, substantial and complex in nature.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.3 PURCHASE OF ESSENTIAL ENERGY BUILDING

ECM INDEXES:

Subject Index: LEGAL SERVICES: Legal Documents

Customer Index: NIL

**Property Index: 148 Church Street, Glen Innes – 00328-00000000-000 –
ESSENTIAL ENERGY : 2/DP512765**

AUTHOR: Dennis McIntyre - Interim General Manager

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to seek Council's authorisation for the Contract for the sale and purchase of land (**Annexure A**), located at 148 Church Street, Glen Innes, between Glen Innes Severn Council and Essential Energy.

RECOMMENDATION

THAT Council:

- 1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Contract for the sale and purchase of land, located at 148 Church Street, Glen Innes, between the Glen Innes Severn Council and Essential Energy;***
- 2. Authorises for the Mayor and the General Manager to execute all documents relating to the purchase of land located at 148 Church Street, Glen Innes, between the Glen Innes Severn Council and Essential Energy; and***
- 3. Authorises the expenditure for the purchase of land located at 148 Church Street, Glen Innes, being \$250,000 plus GST, plus the Purchase Duty of \$8,005 and Legal Fees of \$1,600 plus GST, to be taken from Internal Restricted Funds for Co-location of Council Administrative Staff.***

REPORT

(a) Background

At the 28 July 2022 Ordinary Council Meeting, Council resolved the following:

6.07/22 RESOLUTION

THAT Council:

1. Instructs the Manager Economic Development to inform all relevant stakeholders and community groups on the cessation of the project continuing.
2. Authorises the General Manager to enter negotiations with Essential Energy to purchase the property at 148 Church Street as an investment property for Council.

(b) Discussion

Negotiations between Council and Essential Energy took place with a final offer of \$250,000 plus GST being accepted.

Council has engaged Northern Tablelands Conveyancing to handle the transaction on behalf of Council. A draft contract was provided on 6 September 2022. The final copy is attached to this report at Annexure A and is ready for Council to endorse for signing, sealing and delivering.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The purpose of the purchase is for investment purposes. Provisions for such an investment are in the Legislative/Statutory, section (c) of this report.

The purchase amount of the land is \$250,000 plus GST. A deposit of \$27,500 has been paid leaving an outstanding amount of \$247,500 payable (inclusive of GST).

Other costs include the Conveyancing Fee (maximum of \$1,600 plus GST), and the purchase duty of \$8,005 (**Annexure C**).

The Internal Restricted Fund for Co-location of Council's administrative staff has an amount of \$1,719,942. With the expenditure for the purchase of the land at 148 Church Street, Glen Innes, this fund will be reduced to \$1,460,337.

(b) Governance/Policy

The Execution of Documents Matrix requires this contract to come before Council for Council's endorsement.

Council has sufficient liquidity in its other investments to meet all reasonably anticipated cash flow requirements. This investment meets the requirements and Purpose of the Investment Policy.

(c) Legislative/Statutory

Investments

How Council may invest is provided at section 625 of the *Local Government Act 1993*.

625 How may councils invest?

(1) A council may invest money that is not, for the time being, required by the council for any other purpose.

(2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.

Editorial note—

See Gazettes No 152 of 24.11.2000, p 12041; No 94 of 29.7.2005, p 3977; No 97 of 15.8.2008, p 7638 and No 160 of 24.12.2008, p 13140.

From the Gazette No 94 of 9.7.2005, p3977 the following investment is approved:

(g) purchase of land (including any lot within the meaning of the *Strata Schemes Management Act 1996*) in any State or Territory of the Commonwealth;

Council Seal

Section 400 of the *Local Government (General) Regulation 2021* sets out the requirements for the use of Council's Seal. It states the following:

400 Council Seal

- (1) The seal of a council must be kept by the mayor or the general manager, as the council determines.
- (2) **The seal of a council may be affixed to a document only in the presence of:**
 - (a) **the mayor and the general manager**, or
 - (b) at least one councillor (other than the mayor) and the general manager, or
 - (c) the mayor and at least one other councillor, or
 - (d) at least 2 councillors other than the mayor.

- (3) The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause (2)) attest by their signatures that the seal was affixed in their presence.
- (4) **The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.**
- (5) For the purposes of subclause (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.

(d) Risk

Prior to submitting a final offer, the Supplementary Detailed Site Investigation document (**Annexure B**) was reviewed and the risks associated with the site, predominantly around potential soil contamination if the site were to be excavated at some stage in the future, were noted; with the final offer reflecting that risk.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The purchase will be an additional asset that will have depreciation, insurance and maintenance costs.

CONSULTATION

(a) External

Northern Tablelands Conveyancing

(b) Internal

Acting Director of Development, Planning and Regulatory Services.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

Council has engaged Northern Tablelands Conveyancing to handle the transaction on behalf of Council. A draft contract was provided on 6 September 2022. The final copy is attached to this report at Annexure A and is ready for Council to endorse for signing, sealing and delivering.

ATTACHMENTS

Annexure A	Contract for Purchase (<i>under separate cover</i>)
Annexure B	Glen Innes Field Service Centre
	Supplementary Detailed Site Investigation (<i>under separate cover</i>)
Annexure C	Purchase Duty (<i>under separate cover</i>)

REPORT TITLE: 7.4 REVIEW OF COUNCIL'S ORGANISATIONAL STRUCTURE

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Organisational Review

Customer Index: NIL

Property Index: NIL

AUTHOR: Dennis McIntyre - Interim General Manager

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to provide Council with the review and re-determination of Council's organisation structure.

RECOMMENDATION

THAT Council:

- 1. Re-determines Council's current organisation structure, without change; and***
- 2. Renames the position of Director of Development, Planning and Regulatory Services to the Director of Place and Growth.***

REPORT

(a) Background

It is a requirement under the ***Local Government Act 1993 (the Act)*** that the organisation structure of Council must be reviewed within 12 months after an ordinary election of the council.

The previous General Manager began a review of the structure and utilised a consultant to gather information to guide a review and possible restructure. A report was provided; however, that report did not provide any lucid guidance as to what structure would be optimal in Council meeting the community's strategic objectives.

(b) Discussion

The Interim General Manager, in discussion with Councillors and senior staff determined a reasonable course of action to re-determine the current structure. When a new General Manager is appointed, that person may carry out a review and either recommend a change to the structure or re-determine the current structure.

An alternate structure was considered and discussed with senior staff and the Mayor that would have created a new Executive Manager position, managing Waste, Regulatory, Town Planning, Development and Environment, making the current positions of Director of Development, Planning and Regulatory Services (DDPRS), Manager of Planning and Regulatory Services and the Personal Assistant to the DDPRS redundant, thus allowing budget to potentially hire more staff to improve services and meet the demands of the community.

In this option, Economic Development would have been moved under the Directorate of Corporate and Community Services, and Recreation and Open Spaces under the Directorate of Infrastructure Services.

Concerns were raised that this may be spreading the two (2) directorates a bit thin, although the benefits of enhancing the development department were acknowledged.

The name change of the Directorate / Director of Development, Planning and Regulatory Services to the Directorate / Director of Place and Growth was considered during the necessity to recruit a new director after the retirement of Mr Graham Price. It simplifies the name and reflects the broader responsibility of the role.

In re-determining the current structure, the Economic Development department temporarily reporting to the General Manager will be moved back to the Place and Growth Directorate and report to the Director of Place and Growth. This will reduce the General Manager's direct reports from six (6) to five (5), a more manageable amount.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There will be no additional financial implications.

(b) Governance/Policy

Once re-determined, Council's organisation structure will continue as is with changes required to be made to documents and website content to reflect the name change of the Director of Development, Planning and Regulatory Services to the Director of Place and Growth.

(c) Legislative/Statutory

The Act:

333 Re-determination and review of structure

The organisation structure may be re-determined under this Part from time to time. The council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

MANEX

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

CONCLUSION

The organisation structure has been reviewed and is recommended to Council to re-determine the current structure with a name change of the Director of Development, Planning and Regulatory Services to the Director of Place and Growth.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.5 STRONGER COUNTRY COMMUNITIES R5 - PROJECTS

ECM INDEXES:

**Subject Index: ECONOMIC DEVELOPMENT: Projects
ECONOMIC DEVELOPMENT: Grant Funding**

Customer Index: NIL

Property Index: NIL

**AUTHORS: Richard Quinn - Grants Officer
Dennis McIntyre - Interim General Manager**

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is for Council to endorse the projects to be submitted for the Stronger Country Communities Round Five (5) grant funding.

RECOMMENDATION

That Council endorses the following projects for submission of funding applications, totalling \$932,710, in the Stronger Country Communities Round Five Fund:

- 1. Anzac Park Playground Upgrade, \$500,000;*
- 2. Glen Innes Aquatic Centre Upgrade, \$332,710; and*
- 3. Community Services Projects at Children, Youth and Family Services, \$100,000:*

REPORT

(a) Background

Round Five (5) of the Stronger Country Communities Fund opened for applications on 5 August 2022. A list of possible projects for inclusion in a Council grant application was presented to the **Management Executive Team (MANEX)** for approval.

MANEX provided its recommendations at the 13 September 2022 meeting.

(b) Discussion

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

The funding available for projects in the Glen Innes **Severn Local Government Area (LGA)** is \$1,356,669. Of this, \$932,710 is available to Council as the applicant, with the balance of the allocation open only to eligible community organisations. Council is encouraged to partner with community groups as the lead applicant where the project involves council-owned infrastructure. Round Five (5) is open to regional councils and Joint Organisations, eligible community organisations and Local Aboriginal Land Councils.

Applications for councils will close at 5pm AEST on 23 September 2022.

The following projects are recommended:

Category	Project	Amount	Meets Program Objective	Priority
Infrastructure	Replacement of Anzac Park Playground equipment.	\$500,000	YES	1
Infrastructure	Community Services Social Infrastructure Upgrades at Children, Youth and Family Services: <ol style="list-style-type: none"> 1. Covered Outdoor Learning Area. 2. Outdoor Furniture Seating. 3. Sunshade for play equipment. 	\$100,000	YES	2
Infrastructure	Aquatic Centre Upgrades: <ol style="list-style-type: none"> 1. Glen Innes Aquatic Centre heat pump and solar for pool. 2. Glen Innes Aquatic Centre 25m pool recoat. 3. Emmaville Pool Shade Cover. 4. Emmaville Pool Cover and Equipment. 	\$332,710	YES	3

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The recommended projects are all identified Capital Works Programs and offsetting such expenditure with grant funding is a priority of Council.

If there is a shortfall in grant funding to deliver Items two (2) and four (4) of the Aquatic Centre Upgrades, Council has a capital budget of \$53,000 that can be used to cover any additional cost.

(b) Governance/Policy

If successful in obtaining funding, Council will be obliged to deliver the projects in line with the Funding Deed.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Delivery of these projects will have a positive benefit on the community.

(f) Environmental

Obtaining funding for the Aquatic Centre will provide renewable energy options for heating the pool.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

MANEX, the Manager of Recreation and Open Spaces and the Manager of Community Services.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Community Service Principal Activity CS 1.1.3 : Provide and maintain adequate exercise and playground equipment in the LGA's parks and recreation areas.

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.1.6: Pursue Grant Funding opportunities where viable, considering lifetime costs.

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.5.2: Implement the Renewable Energy Action Plan.

CONCLUSION

MANEX has reviewed possible projects for funding under the Stronger Country Communities Round Five (5) Fund and has made its recommendation which is now presented to Council for endorsement.

ATTACHMENTS

Annexure A Stronger Country Communities Round 5 Program Guidelines

REPORT TITLE: 7.6 **FIXING OF THE DATES AND TIMES FOR ORDINARY COUNCIL MEETINGS AND REVIEW OF THE FIXING OF DATE AND TIME OF ORDINARY COUNCIL MEETINGS POLICY**

ECM INDEXES:

Subject Index: **GOVERNANCE: Ordinary Meetings of Council; Policy**
CORPORATE MANAGEMENT: Policy

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: **Debbie Duffell - Executive Assistant (Mayor and General Manager)**

APPROVER/S: **Dennis McIntyre - Interim General Manager**

PURPOSE

The purpose of this report is for Council to set the dates and times for the Ordinary Council Meetings which are proposed to be held for the 12-month period from 1 October 2022 until 30 September 2023 and to present Council with the Draft Fixing of Date and Time of Ordinary Council Meetings Policy (**Annexure A**), for its review and adoption.

RECOMMENDATION***THAT Council:***

1. ***Sets the dates and times for the Ordinary Council Meetings which are to be held from 1 October 2022 until 30 September 2023 as follows:***

<i>Date</i>	<i>Location</i>	<i>Time</i>
<i>Thursday, 27 October 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 24 November 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 15 December 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 23 February 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 23 March 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 27 April 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 25 May 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 22 June 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 27 July 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 24 August 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 28 September 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>

2. ***Adopts the revised Fixing of Date and Time of Ordinary Council Meetings Policy.***

REPORT**(a) Background**

Following the Local Government elections held in December 2021, Council resolved on 27 January 2022 to set the dates and times for the Ordinary Council Meetings until September 2022, with the meetings being held on the fourth (4th) Thursday of each month, commencing at 9.00am.

Subsequently, the Fixing of Date and Time of Ordinary Council Meetings Policy was revised and adopted by Council on 24 February 2022. It is due for review every September.

It has been past practice to hold the December meeting on the third (3rd) Thursday of the month to avoid the Christmas period.

Additionally, Council resolved in December 2005, not to hold Ordinary Council Meetings during the month of January each year, in order to provide a period of rest over the festive and summer school holiday period. (Resolution No: 9.12/05).

The revised policy proposes for Council to continue these practices.

(b) Discussion

It is recommended that Council continues its current practice, with the following dates and times being proposed for the Ordinary Council Meetings from 1 October 2022 until 30 September 2023:

Date	Location	Time
Thursday, 27 October 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 24 November 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 15 December 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 23 February 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 23 March 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 27 April 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 25 May 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 22 June 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 27 July 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 24 August 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 28 September 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am

In accordance with Clause 3.1 of Council’s Code of Meeting Practice, The Fixing of Date and Time of Ordinary Council Meetings Policy has been reviewed and no changes are proposed.

(c) Options

Councillors may wish to amend the day and/or time of the Ordinary Council Meetings. Councillors could amend the day of the Ordinary Council Meetings or may choose just to amend the commencement time of the Ordinary Council Meetings.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

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

Once adopted by Council, the revised Fixing of Date and Time of Ordinary Council Meetings Policy will become policy of Council.

(c) Legislative/Statutory

Section 365 of the *Local Government Act 1993* states the following:

“The Council is required to meet at least 10 times a year, each time in a different month.”

The proposed recommendation allows for eleven (11) Ordinary Council Meetings from October 2022 until September 2023.

(d) Risk

The starting time of Ordinary Council Meetings can have positive and negative effects.

An after-hours meeting may better suit Councillors who are employed during ordinary business hours. However, late afternoon starting times may negatively affect particular Councillors and staff members who live out of town and who will have to drive home after sunset, with an increased risk of colliding with a kangaroo or other wildlife.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Management Executive Team (MANEX).

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

Council needs to determine what day and time it proposes to meet from October 2022 until September 2023.

Council's Fixing of Date and Time of Ordinary Council Meetings Policy has been reviewed in accordance with Clause 3.1 of Council's Code of Meeting Practice. There are no proposed changes to the policy and the revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Fixing of Date and Time of Ordinary Council Meetings Policy

REPORT TITLE: 7.7 REVIEW OF THE MAYORAL LUNCHEON POLICY

ECM INDEXES:

**Subject Index: CORPORATE MANAGEMENT: Policy
GOVERNANCE: Policy**

Customer Index: NIL

Property Index: NIL

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to present Council with the revised Mayoral Fundraiser Policy (***Annexure A***) for its review and adoption. (This Policy was previously named the Mayoral Luncheon Policy).

RECOMMENDATION

THAT Council:

- 1. Adopts the revised Mayoral Fundraiser Policy.***
- 2. Notes that the revised Mayoral Fundraiser Policy supersedes all previous resolutions concerning Mayoral Luncheon / Fundraiser events.***

REPORT

(a) Background

At the September 2016 Ordinary Council Meeting, Council resolved:

9.09/16 RESOLUTION

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

CARRIED

Council then resolved *inter alia* in September 2018 to give the Mayor the delegated authority to distribute the profits from the function to worthy community organisations:

9.09/18 RESOLUTION

1. That Council notes that the 2018 Mayoral Luncheon fundraiser will be held on Thursday, 4 October 2018 at the Glen Innes and District Services Club with invitees/attendees paying for their own tickets to attend the function, and that the Mayor be delegated the authority to distribute the profits from this function to worthy community organisations.

CARRIED

Unfortunately, due to the restrictions put in place as a result of the COVID-19 pandemic, a Mayoral Luncheon has not been held during the last couple of years.

The Mayoral Luncheon Policy was last adopted by Council on 27 September 2018 and is due for review. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

The current Mayoral Luncheon Policy is very prescriptive about the type of event to be held and the date on which it is to be held.

Following discussions with the Mayor, the Policy has been amended to broaden the scope and timing of the event.

The revised Policy proposes that the event will still be held as a fundraiser with profits being directed back to community organisations, however, may not necessarily be in the form of a luncheon.

The name of the policy has been changed from the Mayoral Luncheon Policy to the Mayoral Fundraiser Policy to reflect these changes.

It is also recommended that the Policy be reviewed in November every two (2) years following the Mayoral Election (rather than the previously noted September) which will allow a newly elected Mayor to have input into the review of the Policy.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The event is to be a fundraising event, therefore there will be no financial implications.

(b) Governance/Policy

Once adopted by Council, the revised Mayoral Fundraiser Policy will become policy of Council.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

An annual Mayoral Fundraiser will provide a good opportunity to communicate Council's aspirations and achievements to the community – contributing to building pride and confidence in the community.

(f) Environmental

Nil.

(g) Economic

The Mayoral Function may have a minor economic impact on the organisation/s that receive the benefits from funds raised.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Council's Management Executive Team (MANEX).
The Mayor was consulted during the review of this Policy.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

CONCLUSION

Council's Mayoral Luncheon Policy has been revised to include changes that have occurred since the current Policy was adopted in September 2018. It has been renamed to the Mayoral Fundraiser Policy. Changes are relatively minor, however, broaden the scope and timing of the event. The revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Mayoral Fundraiser Policy

REPORT TITLE: 7.8 GENERAL MANAGER'S DIRECTORATE: MONTHLY REPORT FOR AUGUST 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to provide information on the progress made within the General Manager's Directorate for the month of July 2022.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

The General Manager's Directorate is currently responsible for the following key functions:

- Economic Development;
- Media and Communications;
- Executive Services;
- Councillor Services;

(b) Discussion

This report details all the major projects and activities that were undertaken in the General Manager's Directorate for the month of August 2022.

The following projects/activities were undertaken within each department of the General Manager's Directorate:

ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development and Key Projects

- A Liveability **Grow Glen Innes Think Tank (GGITT)** was held on Wednesday, 3 August 2022. The workshop summary report (**Annexure A**) includes liveability actions that will be leveraged to optimise the **Economic Development Strategy (EDS)**. This also provides Council with focus to improve liveability as a way of growing the population and prioritising ideas and influences.

Key points include:

- Focus on attracting families and skilled professionals to the region.
- Developing the local lifestyle and amenity for families, particularly recreation that also brings local economic benefit and education and employment opportunities.
- Focus on core strengths of:
 - The local and regional agricultural and equestrian industries;
 - The New England's designation as a Renewable Energy Zone;
 - Local parks and green spaces; and
 - Recent upgrades to local health services.
- Discussed an opportunity with the Place and Public Life and the Regional Property & Asset Renewal Team at **Transport for NSW (TfNSW)** regarding an opportunity for Glen Innes to be selected for the Festival of Place program.
- Progressed the updating of the financial model for the Tourism Itinerary and Packages Platform to prepare a report to Council on the funding options following the Councillor workshop on the opportunity.
- Continued to develop the Skywalk Geotourism Experience and digital wayfinding map integration and activations of key points of interest.
- Commenced scoping the **Regional Learning System (RLS)** from the Workforce Attraction and Retention Strategy.
- Commenced scoping of the Investment Attraction Strategy.
- The MED attended the **Community Resilience Network (CRN)** meeting on 16 August 2022 noting that actions from the session needed more direction and information on regional and state plans in order to progress any local version.
- The MED and the TEO visited the Top Pub in Deepwater to discuss and provide support to the new owners.

- The MED met with the new Director of Arts North West, Lauren Mackley, to overview current plans and specifically discuss the Glen Innes Railway Station grant application (refer below).
- The MED met with the **New England Rail Trail (NERT)** working group to discuss next steps following the legislation change, release of the NERT Framework and to seek support for the grant application (refer below).
- The MED attended the **Sustainable Economic Growth for Regional Australia (SEGRA)** conference from 31 August until 2 September 2022.
- **Highlands Hub (HUB):**
 - Due to stock delays to complete fit-out, the HUB is no longer opening on 29 August 2022. The new soft launch date is set for 21 September 2022 and the official opening is planned for 14 October 2022.
 - The Nexodus booking platform will be ready for launch following the integration with Council's financial systems and finalisation of HUB Trading Terms Policy.
 - A launch event plan is in progress as well as the launch communications plan.
 - Following communications released in August, the HUB has received eight (8) enquires and secured six (6) bookings manually and will continue to promote the facilities prior to the booking platform going live to build operational usage pipeline.

Grants

- The following projects were submitted to the Regional NSW – Business Case and Strategy Development Fund:
 1. NERT - Operation and Activation Plans:
 - Project A: Sustainable Governance and Business Operating Model (Glen Innes and Armidale). – This includes several ideas to drive financial outcomes for ongoing maintenance and repairs and future asset renewal costs.
 - Project B: Geotourism Visitor Experience (Glen Innes and Armidale) - The project will define and cost the NERT Geotourism Visitor Experience.
 - Project C: Stonehenge Recreational Reserve (SRR) Master Concept Plan (Glen Innes only) - The project will include plans for this key activation/activity stop.
 - Project D: Glen Innes Railway Station (GIRS) Remediation and Activation Plan (Glen Innes only) - The GIRS is one of two (2) key bookends for the NERT, the other being Armidale Railway Station.
 2. Indoor Equine and Livestock Centre

Council supports the idea to develop a regional equine precinct in Glen Innes.

Please see **Annexure B** for the grants summary.

MEDIA AND COMMUNICATIONS DEPARTMENT

The number of ‘Page Likes’ on the Glen Innes Severn Council Facebook page as at the end of August 2022 were 2,249. There were 22 posts during August.

The most popular posts for the month are provided in the table below:

The Most Popular Facebook Posts for August 2022:	Reach	Post Engagement
More Progress on Key Local Health Project	3,560	765
Road closure Glen Innes township	1,615	181
Road closure truck wash and Glen Innes	1,378	144

The emphasis during August has been on progressing the website project with successful completion of the “presentation” aspects of the home page, the categorisation of content, the identification of content for archiving, for improvement, and for migration, and preparation of various structural aspects of the site.

Completion of all editorial contribution to the Regional Lifestyle magazine.

Media and social media input on current deadlines and upcoming events/issues such as recycling concerns, community donations, heritage awards, Highlands Hub, and Business Paper items such as The Youth Booth and Aquatic Centre.

Live Streaming of Council Meetings

Council is Live Streaming monthly Council meetings and statistics are being received from InterStream on the number of views. For the 25 August 2022 Ordinary Council Meeting, there were a total of 39 live views and 22 archive views.

EXECUTIVE SERVICES DEPARTMENT

The Interim General Manager attended the following meetings / events during the month of August 2022:

- Glen Innes Severn / Rural Fire Service (RFS) Service Level Agreement Meeting on 1 August 2022;
- Meeting with a member of the community and the Mayor on 2 August 2022;
- Community Safety Precinct Meeting on 3 August 2022;
- Meeting with representatives from the Glen Innes Jockey Club and the Mayor on 3 August 2022;
- Regional and Rural Skills Forum in Sydney with the Mayor on 4 August 2022;
- Country Mayors Association Meeting in Sydney on 5 August 2022;
- Renewable Energy Zone Meeting in Armidale on 11 August 2022;

- Councillor Workshop on 11 August 2022;
- Official Opening of the Glen Innes Indoor Sports Centre on 20 August 2022;
- Ordinary Council Meeting on 25 August 2022;
- New England Joint Organisation Meeting in Moree on 29 August 2022; and
- Council Careers Expo on 30 August 2022.

MAYORAL DISCRETIONARY FUND

An amount of \$3,000 has been allocated to this fund in the Operational Plan and Budget for the 2022/2023 Financial Year.

The following table provides an update on the total expenditure and identifies the remaining balance:

Mayoral Discretionary Fund	Amount
Funds available as at 1 August 2022	\$3,000
Less, transactions for August 2022	\$0
Balance Available as at 31 August 2022	\$3,000

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Manager of Economic Development and the Media and Communications Officer provided information contained in this report for their respective areas.

The Interim General Manager provided guidance in creating a more succinct report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council's Community Strategic Plan 2022/2032, Delivery Program 2022/2025 and Operational Plan and Budget for the 2022/2023 Financial Year.

CONCLUSION

The information provided in this report is a summary of everything that has occurred in the General Manager's Directorate for the month of August 2022.

ATTACHMENTS

- Annexure A Liveability Workshop Summary Report
- Annexure B Grants and Funding Update 2

REPORT TITLE: 7.9 EXTENSION TO LODGE FINANCIAL STATEMENTS FOR THE YEAR ENDING 2021/2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Financial Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Anna Watt - Director of Corporate and Community Services

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to advise Council that an extension to lodge the Financial Statements for the Year Ending 2021/2022 is being sought.

RECOMMENDATION

That Council endorses a request for an extension to lodge the Financial Statements for the Year Ending 2021/2022 be submitted in writing to the Office of Local Government by Monday, 17 October 2022.

REPORT

(a) Background

Council's Draft Financial Statements are usually presented to Council in September each year and are required to be lodged to the **Office of Local Government (OLG)** no later than Monday, 31 October 2022. However, this year a request for an extension to lodge Council's Financial Statements for the year ending 2021/2022 is being sought.

An extension to lodge Council's Financial Statements for the year ending 2021/2022 must be submitted in writing to the OLG by Monday, 17 October 2022.

(b) Discussion

The Local Government Code of Accounting and Financial Reporting states an application for an extension must:

- (a) Specify the reason(s) for which the extension is sought,*
- (b) Specify the period for which the extension is sought,*
- (c) Attach a copy of the audit notification of the council's intention to seek an extension and*
- (d) Provide the lodgement dates of financial statements and details of any extensions sought (irrespective of approval) for the previous three years.*

The main reasons for the extension to lodge Council's Financial Statements for the Year Ending 2021/2022 are the:

- increased and ongoing staff workload with the implementation of Project Jigsaw;
- resignation and vacant position of the Chief Financial Officer;
- vacant Management Accountant position; and
- Financial Accountant is on maternity leave with the maternity role position unsuccessfully filled.

The extension that will be requested, will be to lodge Council's Financial Statements no later than 16 December 2022. This proposal has been discussed with Forsyths (Council's External Auditors) and they agree that Council needs to lodge an application for an extension.

Over the past three (3) years Council have lodged its Financial Statements on:

- Year Ending 2020/2021 - Friday, 29 October 2021;
- Year Ending 2019/2020 - Monday, 30 November 2020 (extension requested and granted);
- Year Ending 2018/2019 – date unknown.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Financial Statements are Council's primary form of review on Council's sustainability and the financial performance of Council throughout the reporting period.

(b) Governance/Policy

- The Australian Accounting Standards and professional pronouncements; and
- The Local Government Code of Accounting Practice and Financial Reporting.

(c) Legislative/Statutory

Section 416 of the **Local Government Act 1993 (the Act)** states:

- (1) A Council's Financial Reports for a year must be prepared and audited within the period of 4 months after the end of the year.*
- (2) A council may from time to time apply to the Departmental Chief Executive for an extension of that period.*
- (3) A council must make such an application if requested to do so by its auditor.*
- (4) Before deciding whether or not to grant an extension, the Departmental Chief Executive may require the council to give reasons, additional to those set out in the application, as to why the extension should be granted.*
- (5) The Departmental Chief Executive may grant an extension of such period as, in the opinion of the Departmental Chief Executive, is necessary in the particular circumstances of the case.*
- (6) A council must notify its auditor of any application for an extension made under this section and of the outcome of the application.*

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

- Forsyths – Council's Auditors.
- Laurie Knight – external consultant assisting with Council's Financial Statements and Project Jigsaw.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.1: Provide financial and budget compliance reporting to Council and the community.

CONCLUSION

Council's Financial Statements for the Year Ending 2021/2022 are due to be submitted to the OLG by Monday, 31 October 2022. However, due to the staff vacancies, of key Finance staff, and the implementation of Project Jigsaw an extension to lodge is being sought until the 16 December 2022 with written advice required to be submitted to the OLG by Monday, 17 October 2022.

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.10 FINANCIAL ASSISTANCE GRANT (FAG)
CALCULATIONS FOR THE 2022/2023 FINANCIAL
YEAR**

ECM INDEXES:

Subject Index: GRANTS AND SUBSIDIES: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Anna Watt - Director of Corporate and Community Services

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to advise Council of correspondence received from the **Local Government Grants Commission (LGGC)** explaining the details of the Financial Assistance Grants (General Purpose and Local Roads components) calculations for the 2022/2023 Financial Year (**Annexure A**).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The **Financial Assistance Grants (FAGs)** are untied grants received by Local councils under the *Local Government (Financial Assistance) Act 1995 (Commonwealth)*.

The grants are paid to councils depending on the estimated disadvantage of the council compared with other councils. The grant is calculated using a complicated process that can lead to adjustments at the end of the financial year.

These grants make up a significant portion of many regional and rural councils' overall revenue bases.

The estimated grant revenue of \$4,903,850 for the 2022/2023 Financial Year is estimated to contribute approximately 10% of Council's overall income for the financial year.

For this reason, adjustments in the grants can have a significant impact on the overall budgetary situation of Council and must be accounted for immediately.

Any shortfall or negative adjustment may need to be balanced through a reduction in expenditure or via other increased revenue sources.

(b) Discussion

The LGGC has a policy of providing information annually to councils about the way it calculates FAGs.

The letter that Council received from the LGGC (Annexure A), details the summary of its 2022/2023 grant calculations. This letter included the NSW Statement of Payments (**Annexure B**) which has been separated out for ease of reading.

The following table details the last four (4) years of actual FAGs and the revised estimate for the 2022/2023 Financial Year (including the **Consumer Price Index (CPI)** adjustment):

	2018/2019 Actual	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Estimate
General Purpose Component	\$2,716,584	\$2,885,760	\$2,971,290	\$3,153,694	\$3,352,357
Roads Component	\$1,371,923	\$1,423,182	\$1,452,403	\$1,532,971	\$1,551,493
Total Grant (including CPI adjustment)	\$4,088,507	\$4,308,942	\$4,423,693	\$4,686,665	\$4,903,850
\$ variation (year on year)	\$199,018	\$220,435	\$114,751	\$262,972	\$217,185
% variation (year on year)	5.12%	5.39%	2.66%	5.9%	4.6%

(Source: NSW-Local Government Grants Commission Annual Grant advisory letters)

The proposed increase on last year's Actual grant is expected to be 4.6%.

When calculating Council's allocation for 2022/2023, the Population figure used was 8,816, which is a decrease of 57 on last year's figure of 8,873.

The letter from the LGGC states that "The total national FAGs for 2022/2023 increased by 2.7%, when compared to the 2021/2022 final amount.

This is a slightly higher amount than last year; however, the ongoing economic impact of the government's response to the pandemic is difficult to predict.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The FAGs fund a significant portion of Council's expenditure and, therefore, any changes in the grant amounts have a significant effect on Council's ability to maintain both operational and capital expenditure.

The grant income adopted in the Operational Plan and Budget for the 2022/2023 Financial Year is \$4,573,495.

This is broken up as follows:

General Purpose Component of	\$3,070,469 and
Local Roads Component of	\$1,503,026

The favourable variance between the Council budget estimate and the Grants Commission advice is \$330,355.

This favourable variance will be adjusted as part of the September 2022 Quarterly Budget Review.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Local Government (Financial Assistance) Act 1995 (Commonwealth).

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

Council has received correspondence from the LGGC detailing the 2022/2023 grant calculations and requesting that the letter be tabled at the next Ordinary Council Meeting.

ATTACHMENTS

- Annexure A Local Government Grants Commission - Annual Grant Letter and colalted appendices
- Annexure B NSW Statement of Payments (Appendix B in the Local Government Grants Commission)

REPORT TITLE: 7.11 RECOMMENDATION TO CONFIRM THE INTERNAL RESTRICTION OF FUNDS

ECM INDEXES:

**Subject Index: FINANCIAL MANAGEMENT: Planning
FINANCIAL MANAGEMENT: Financial Reporting**

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with the information required to make an informed decision regarding internal restriction of funds.

RECOMMENDATION

That Council resolves to confirm the nominated internal restriction of funds being:

<i>Department</i>	<i>Project</i>	<i>Current Balance</i>
<i>Administration</i>	<i>Employee Leave Entitlement</i>	<i>\$501,783.64</i>
<i>Governance</i>	<i>Election Costs</i>	<i>\$60,000.00</i>
<i>Capital Projects across all areas of Council – Financed by General Fund</i>	<i>Various</i>	<i>\$2,385,520.41</i>
<i>Building Control</i>	<i>Building Inspection Fees</i>	<i>\$41,548.18</i>
<i>Parks</i>	<i>Sporting fields</i>	<i>\$103,370.76</i>
<i>Infrastructure</i>	<i>Infrastructure contribution to State or Federal project</i>	<i>\$240,029.00</i>
<i>Infrastructure</i>	<i>Staff Co-Location</i>	<i>\$1,719,942.00</i>
<i>Infrastructure – Roads</i>	<i>Infrastructure</i>	<i>\$560,441.00</i>
<i>Waste Management</i>	<i>Landfill rehabilitation</i>	<i>\$3,174,717.00</i>
<i>Rural Fire Service</i>	<i>Wyaliba Fire Shed</i>	<i>\$104,770.00</i>
TOTAL		\$8,892,121.99

REPORT

(a) Background

Council has significant restricted cash set aside for future purposes, which appears in Council's balance sheet under "Cash, cash equivalents and investments". These funds are invested in accordance with Council's Investment Policy and are over and above the expenses provided for in the annual Operational Plan and Budget.

Over the duration of the Long Term Financial Plan, such restrictions are used to smooth out funding requirements for Council's programs outside the scope of normal operational activities. This allows for the equitable spread of the cost burden in establishing and maintaining Council's assets and services.

A Councillor workshop was held on Thursday, 9 June 2022, to review the current internally restricted funds. At this workshop a need to create an internal restriction of funds for future Council elections was identified.

(b) Discussion

Restricted cash falls into three (3) categories based on its use:

External cash restrictions

These are funds received by Council where there is a legal obligation to use the funds for the purpose for which they were paid to Council. Under section 409(3) of the *Local Government Act 1993* they are classified as follows:

- (i) money received as a result of levying a special rate or charge for a particular purpose (e.g., proceeds of a special rate variation);
- (ii) money that is required by legislation to be set aside for a specific purpose (e.g., developer contributions); and
- (iii) money received from the government for a specific purpose (e.g., tied grants).

Internal cash restrictions

These are funds set aside by resolution of Council for a particular purpose, where there is no legal or legislative requirement governing their use. If the purpose for which the cash restriction was established does not eventuate or Council changes its priorities, these funds may be reapplied for a different purpose by resolution of Council.

Unrestricted cash

These are funds which are available to be used to cover unexpected or emergency expenses not provided for in the annual budget and not covered by an available internal restriction.

They are also available for:

- (i) bringing forward projects identified in the Long Term Financial Plan;
- (ii) renewing or replacing current Council assets; and
- (iii) reducing Council's asset backlog.

Any application of funds to be drawn from unrestricted cash for capital projects, where required, would need to comply with the Capital Expenditure Guidelines provided by the NSW Office of Local Government.

Additional internally restricted cash may be created by resolution of Council.

Current Internal restrictions

Internal Restrictions				
Department	Project	Comments	Capital / Operational	Current Balance \$
Administration	Employee Leave Entitlement	Auditors advised Council can choose its own percentage.	O	501,783.64
Governance	Election Costs	To fund future Council Elections (add \$60K each year).	O	60,000.00
Capital Projects across all areas of Council – Financed by General Fund	Various	From capital works reports, projects that are not funded by external grants.	C	2,385,520.41
Building Control	Building Inspection Fees	Resolution 25.02/20 portion of bushfire grant to be reserved for the building inspection fees for the 66 dwellings destroyed by the Kangawalla bushfire.	O	41,548.18
Parks	Sporting fields	Once Wilson and Mead Park upgrades are finalised, any remaining funds are to be unrestricted (Resolution 17.05/17).	O	103,370.76
Infrastructure	Infrastructure contribution to State or Federal project	Council Resolution 12.12/15. A contribution reserve for the construction of a roundabout at the intersection of Church Street and Bourke Street.	C	240,029.00

Internal Restrictions				
Department	Project	Comments	Capital / Operational	Current Balance \$
Infrastructure	Staff Co-Location	Staff co-location.	C	1,719,942.00
Infrastructure – Roads	Infrastructure	Wattle Vale Quarry intersection upgrade (Resolution 6.08/21).	C	560,441.00
Waste Management	Landfill rehabilitation	Future remediation and expansion.	C	3,174,717.00
RFS	Wyaliba Fire Shed	Insurance Claim Funds	C	104,770.00
TOTAL				8,892,121.99

Upon finalisation of the Financial Statements for the year ending 30 June 2022 and the establishment and audit of year end balances there may be adjustments to some internal restrictions, including the Waste Management and Employee Leave Entitlement restrictions. In accordance with Council's Restricted and Unrestricted Cash Policy the adoption of the annual financial statements containing a schedule of restricted cash showing transfers in and out provides authority for such transfers.

(c) **Options**

Option 1

That Council resolves to confirm the nominated internal restriction of funds.

Department	Project	Current Balance
Administration	Employee Leave Entitlement	\$501,783.64
Governance	Election Costs	\$60,000.00
Capital Projects across all areas of Council – Financed by General Fund	Various	\$2,385,520.41
Building Control	Building Inspection Fees	\$41,548.18
Parks	Sporting fields	\$103,370.76
Infrastructure	Infrastructure contribution to State or Federal project	\$240,029.00
Infrastructure	Staff Co-Location	\$1,719,942.00
Infrastructure – Roads	Infrastructure	\$560,441.00
Waste Management	Landfill rehabilitation	\$3,174,717.00
Rural Fire Service	Wyaliba Fire Shed	\$104,770.00
TOTAL		\$8,892,121.99

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council:

1. Resolves to confirm the categories of internal restriction of funds; and
2. Establishes alternate dollar amounts to be set aside.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The internal restriction of funds is intended to ensure that Council has sufficient funds available for future projects as required.

(b) Governance/Policy

Internal restrictions of funds may be created by resolution of Council.

(c) Legislative/Statutory

The Local Government Code of Accounting Practice and Financial Reporting applies to the internal restriction of funds.

(d) Risk

The internal restriction of funds is intended to remove risks associated with not having sufficient funds available for future projects as required.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Councillor workshop with the Management Executive Team.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1 Continue to be a financially sustainable and independent Council.

CONCLUSION

Council has significant restricted cash set aside for future purposes, which appears in Council's balance sheet under "Cash, cash equivalents and investments". These funds are invested in accordance with Council's Investment Policy and are over and above the expenses provided for in the annual Operational Plan and Budget.

Over the duration of the Long Term Financial Plan, such restrictions are used to smooth out funding requirements for Council's programs outside the scope of normal operational activities. This allows for the equitable spread of the cost burden in establishing and maintaining Council's assets and services.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.12 PROJECT JIGSAW UPDATE

ECM INDEXES:

**Subject Index: CORPORATE MANAGEMENT: Project Jigsaw
INFORMATION TECHNOLOGY: Acquisition**

Customer Index: INTERNAL: Project Jigsaw

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide an update on the progress of the Corporate Software Implementation Project (Project Jigsaw).

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

Council was last provided with an update for Project Jigsaw at the Ordinary Council Meeting held on Thursday, 25 August 2022.

Project Jigsaw is a major update to Council software. This is a long-term project to replace the current Practical software. The software being implemented is Open Office, an integrated software system designed for local government based on Microsoft Dynamics 365. Software modules being implemented initially include Rates, Property and Water Billing, Payroll, Accounts Receivable, Accounts Payable, Purchasing, Inventory, General Ledger and Reporting.

(b) Discussion

Since the last update was provided to Council, Project Jigsaw continues to move forward.

Stage One (1) cutover occurred on the weekend of Saturday, 2 July 2022, and Sunday, 3 July 2022.

Current Project Status – Stage One (1):

Actions to progress the project have continued on many fronts, including:

- Receipting: Implementation is now considered complete;
- Payroll: With the exception of some reporting Payroll implementation is now considered complete;
- The Rates, Property and Water Billing: Rates were successfully levied in Open Office however the module is yet to have configuration fully completed. Staff from Open Office attended Council premises the week beginning 5 September and many system improvements have been made. The next major milestone for this module will be water billing and the issuing of Rates reminder notices;
- Accounts Receivable: Implementation of this module is considered complete. Work on linking Open Office to other Council software has commenced;
- Accounts Payable: Implementation of this module is considered complete. Work has now commenced on moving to a paper free process;
- Purchase Orders: During the Open Office visit this week changes were identified to provide addition purchasing probity and to reduce the level of risk in this area. Testing will be done on the identified processes, and these will be rolled out at the completion of testing; and
- Reporting: Work continues on developing the required reports from the system.

Overall, the project is on track and progressing well. At the time of writing Stage One (1) is considered to be 90% complete. Additional work is required to become fully functional. This includes:

- Purchase Requisition testing and deployment of amended processes;
- System environment deployed to the cloud environment;
- System administration training;
- Reporting, both report writing and manager training; and
- Training for staff for the Rates, Property and Water Billing module.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An amount of \$476,825 was allocated for the Project Jigsaw Open Office Implementation in Council's Operational Plan and Budget for the 2021/2022 Financial Year. Budgeted funds will be carried forward in next month's capital revote and carry over report.

(b) Governance/Policy

In the modern Local Government environment, it is critical for Council to have the software tools that allow it to meet its governance requirements in an efficient and effective manner. The current Practical Plus finance / information system used by Council is very out-of-date and is unable to meet current requirements, necessitating its urgent replacement.

(c) Legislative/Statutory

Nil.

(d) Risk

With a project of this scale and complexity it is vital to have good governance, project management and adherence to timelines and budgets, which is why an external Project Manager with this expertise has been engaged to assist Council with the implementation of Project Jigsaw.

(e) Social

Practical Plus is outdated and unable to deliver the level of customer service that Council has committed itself to. Newer systems offer significant enhancements in the areas of customer service and information management, which will be of great benefit to staff in their day-to-day duties and members of the community who are interacting with Council on a range of issues.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The external Project Manager of Project Jigsaw was consulted and contributed to the contents of this report.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.1: Provide financial and budget compliance reporting to Council and the community.

CONCLUSION

The implementation of Project Jigsaw is moving forward with external consultants assisting with the project implementation and data migration.

Overall, the project is on track and progressing well. At the time of writing Stage One (1) is considered to be 90% complete. Additional work is required to become fully functional.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.13 DELEGATES ON COMMITTEES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Danielle Mepham - Personal Assistant (Director of Corporate and Community Services)

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is for Council to resolve the Councillors and Staff who are to be the Council delegates to sit on the Council and Community Committees for the period from Thursday, 22 September 2022 until Thursday, 28 September 2023.

RECOMMENDATION

THAT:

- Council nominates the following Councillors and Staff as Council's delegates to sit on the committees from Thursday, 22 September 2022 until Thursday, 28 September 2023 as detailed in the list below:***

NAME OF COMMITTEE	DELEGATES
<i>Council Committees</i>	
<i>Annual Donations Review Committee</i>	<i>Mayor, Deputy Mayor, Councillor on 24-month rotation currently Councillor Alt, Director of Corporate and Community Services. Meets in August each year.</i>
<i>General Manager's Appraisal Committee</i>	<i>Mayor, Deputy Mayor, Councillor, and a Councillor nominated by the General Manager.</i>
<i>Glen Innes Severn Learning Centre Management Committee</i>	<i>Mayor, Director of Corporate and Community Services, Manager of Library and Learning Centre.</i>

Local Economic Development Support Fund Committee	Mayor, Councillor, General Manager, Director of Place and Growth, Manager of Economic Development.
Public Art Reference Group	Mayor, Councillor, Director of Place and Growth, Council staff representatives as required and directed by the General Manager.
Significant Development Proposals Committee	Mayor, Deputy Mayor, General Manager, Director of Place and Growth, Director of Infrastructure Services, Director of Corporate and Community Services.
Community Committees of Council	
Aboriginal Consultative Committee	Mayor, Councillor, Director of Corporate and Community Services, Manager of Community Services.
Australia Day Committee	Councillor
Australian Standing Stones Management Board	Councillor, Director of Place and Growth and/or delegate.
Community Access Committee	Mayor, Councillor, Director of Infrastructure Services or delegate, Manager of Community Services.
Emmaville Mining Museum Committee	Councillor, Tourism and Events Officer.
Emmaville War Memorial Hall Committee	Councillor, Manager of Community Services and/or Manager of Learning and Library Centre.
Glencoe Hall Committee	Councillor
Glen Elgin Federation Sports Committee	Councillor
Glen Innes Saleyards Advisory Committee	Mayor, Councillor, Councillor, General Manager, Director of Place and Growth, Saleyard Manager.
Glen Innes Severn Cemetery Committee (Incorporating the Glen Innes Cemetery Trust, Deepwater, Dundee, Emmaville and Glencoe Cemetery Committees)	Councillor, Manager of Recreation and Open Spaces.
Library Committee (Managed under Section 11 of the Libraries Act)	Mayor, Director of Corporate and Community Services, Manager of Library and Learning Centre.

Minerama Committee	Councillor, Manager of Economic Development and/or Tourism and Events Officer.
Open Spaces Committee	Mayor, Councillor, Director of Place and Growth, Manager of Recreation and Open Spaces.
Pinkett Recreation Reserve Management Committee (Looks after hall and sports grounds)	Councillor
Roads Consultative Committee	Mayor, Councillor, Councillor, Director of Infrastructure Services, Manager of Asset Services, Manager of Infrastructure Delivery, Infrastructure Staff nominated by Director of Infrastructure Services.
Stonehenge Reserve Trust	Councillor
Regional Groups of Councils	
New England Joint Organisation (NEJO)	Mayor, General Manager.
Northern Inland Regional Waste Group (NIRW)	Director of Place and Growth.
Delegate of the Council	
Joint Regional Planning Panel	Councillor, Councillor, (two (2) Council nominees as community representatives).
North West Weight of Loads Committee	Councillor, Director of Infrastructure Services.
Community Committees NOT Committees of Council	
Arts North-West Strategic Advisory Committee	Director of Corporate and Community Services.
Community Safety Precinct Committee	Mayor.
Community Services Interagency Committee	Mayor, Councillor, Director of Corporate and Community Services, Manager of Community Services and/or delegate.
Deepwater Progress Association	Councillor
Glen Innes and District Community Centre Inc.	Councillor, Director of Corporate and Community Services and/or Manager of Community Services.

Glen Innes Business Chamber	Mayor and a Council representative nominated by the Committee.
Glen Innes Correctional Centre Community Committee	Mayor.
Glen Innes Highlands Rail Trail Working Group	Councillor, Councillor, Director of Place and Growth or delegate.
Glen Innes Highlands Visitor Association Inc.	Councillor
GLENRAC	Councillor, Director of Place and Growth or delegate.
Local Emergency Management Committee	Director of Infrastructure Services or delegate from Infrastructure Services, Technical Services Coordinator.
Local Traffic Committee	Mayor (with voting rights), Director of Infrastructure Services, Director of Place and Growth or delegate as required.
New England High Country	Marketing Assistant.
New England Weeds Authority	Councillor
Northern Tablelands Bush Fire Management Committee	Primary: Director of Infrastructure Services or delegate from Infrastructure Services. Alternate: Technical Services Coordinator. Fire Access Trails Sub Committee: Director of Infrastructure Services or delegate from Infrastructure Services.
Rural Fire District Liaison Committee	Councillor, Councillor, General Manager or delegate.
Sapphire Wind Farm Community Consultative Committee	Mayor.
White Rock Wind Farm Community Consultative Committee	Mayor.
White Rock Wind Farm Community Fund Committee	Mayor.

2. Council confirms the importance of its Community Committee structure to facilitate the necessary flow of communication and information from its committees back to Council and vice versa.

3. *All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 “Reports from Delegates” in the following month’s Business Paper.*
4. *All Councillors ensure that matters of significance from the various Committees are brought back to Council for information and/or further discussion.*

REPORT

(a) Background

Council last resolved the Council delegates to committees at the Extraordinary Council Meeting held on Tuesday, 11 January 2022 for the period Tuesday, 11 January 2022 until Thursday, 22 September 2022 (8.01/22 Resolution).

Council delegates are usually assigned annually at the September Ordinary Council Meeting.

(b) Discussion

Council delegates are now requested to sit on Council Committees, Community Committees of Council, Regional Groups of Council, Delegates of Council, and Community Committees that are not Committees of Council from Thursday, 22 September 2022 until Thursday, 28 September 2023.

Council currently has the following number of Committees, Groups and Industry Structures on which it is represented:

- Council Committees: eight (6);
- Community Committees of Council: 16;
- Groups of Council: two (2);
- Delegates of Council: two (2);
- Community Committees NOT Committees of Council: 19.

The draft Delegates to Committees 2022/2023 (**Annexure A**) provides the full details regarding each committee including the delegate details for the 2022/2023 Community Committee term (from Tuesday, 11 January 2022 until Thursday, 22 September 2022 so that Councillors are aware of what committees previous Councillors were on for the last full 12-month period.

Some changes are noted in red text in the Annexure.

Feedback is invited from any Councillors in respect of membership of any of the committees.

Councillors are required to provide information to the Executive Assistant (Mayor and General Manager) regarding their attendance at all Council and Committee meetings. A record of these attendances is recorded as part of the Reports from Delegates section 10 report. This information is provided to Council monthly. The report provides valuable information to the community on what meetings all Councillors are attending each month.

(c) **Options**

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

Council has, in most cases, made provision in its Operational Plan and Budget for the 2022/2023 Financial Year for expenses associated with the operation of the Committees / Groups / Structures listed in this report.

(b) **Governance/Policy**

Although most Council committees are advisory in nature, input from these committees assists Council in formulating policy.

Manual for Community Committees of Council

Paragraph 2.2.5 of Council's Manual for Community Committees of Council states the following:

Attendance of Committee Members is required at Committee Meetings. Committee Members are required to attend a minimum of three (3) meetings in each financial year. In the instance that members are unable to attend the scheduled meeting, an apology must be submitted to the Secretary prior to the commencement of the meeting.

A person shall cease to be a member of a Community Committee if the member is absent for more than three (3) meetings without leave (i.e. accepted apology). (This does not apply to Councillors or Council staff).

All Section 355 Committees must function in accordance with the "Manual for Community Committees of Council".

Council's **Code of Conduct** for:

- Councillors (applicable to Councillors in the exercise of all their functions as Councillors including as delegates on committees of Council);
- Staff (applicable to Council staff in the exercise of all their functions as Councillor employees, including as delegates on committees of Council); and

- Council Committee Members, Delegates of Council and Council Advisers (applicable to all council committee members and delegates of Council who are not councillors or council staff. It also applies to advisers of Council).

(c) Legislative/Statutory

Section 355 of the *Local Government Act 1993* states the following:

How a council may exercise functions

A function of a council may, subject to this Chapter be exercised:

- (a) by the council by means of the councillors or the employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or*
- (b) by a committee of the council, or*
- (c) partly or jointly by the council and another person or persons, or*
- (d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or*
- (e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).*

(d) Risk

According to the **Office of Local Government (OLG)** in the *OLG Circular 16-24 – Section 355 Committees*:

- There have been several cases of section 355 committees failing to meet basic governance and accounting standards. This creates significant and ongoing risks for councils;
- Where councils delegate functions to section 355 committees, including the expenditure of council funds, it is important that the activities of these committees remain transparent and subject to critical oversight;
- Committees should be able to demonstrate clear links with the goals of the council's Delivery Program, while meeting required standards of governance; and
- Following the local government elections, councils are encouraged to review the operations of all section 355 committees.

Council's new Delivery Program (2022/2025) was adopted by Council before 30 June 2022.

A full review of Council's section 355 committees is currently underway to ensure they continue to be fit for purpose and their functions and expenditures align with the goals of the Delivery Program.

(e) Social

It is important for Council to consult with the community it serves, with regards to a variety of issues.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

CS 1.5 Support the Voluntary and Not-For-Profit Sector to strengthen its capability.

Council achieves many of its strategic objectives contained in the Operational Plan and Delivery Program through its Community Committee structure.

CONCLUSION

It is recommended that Council re-assesses its listing of community and other committees and nominates Councillors and staff to sit as Council delegates on the committees from Thursday, 22 September 2022 until Thursday, 28 September 2023.

ATTACHMENTS

Annexure A Draft Delegates to Committees 2022/2023

REPORT TITLE: 7.14 COMMUNITY DONATIONS FOR THE 2022/2023 FINANCIAL YEAR

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Requests for Donations

Customer Index: NIL

Property Index: NIL

AUTHOR: Danielle Mepham - Personal Assistant (Director of Corporate and Community Services)

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is for Council to review and then approve the Community Donations for the 2022/2023 Financial Year, as recommended by the Annual Donations Review Committee.

RECOMMENDATION

That Council approves the Community Donations for the 2022/2023 Financial Year, totalling \$15,000, to be distributed as outlined in the table below:

<i>Organisation</i>	<i>Amount Awarded</i>
<i>Deepwater and District Community Radio Inc</i>	<i>\$650</i>
<i>Deepwater Jockey Club and Deepwater Golf Club</i>	<i>\$1,000</i>
<i>Deepwater Progress Association</i>	<i>\$1,200</i>
<i>Glen Innes and District Historical Society Inc</i>	<i>\$1,300</i>
<i>Glen Innes Highlands Lioness-Lions Club</i>	<i>\$4,000</i>
<i>Glen Innes Multiple Sclerosis Society</i>	<i>\$1,400</i>
<i>Glen Innes Opportunity Shop</i>	<i>\$1,500</i>
<i>Glen Severn Community Christmas Day Luncheon</i>	<i>\$1,000</i>
<i>Reachout Toy Library</i>	<i>\$1,500</i>
<i>Wellingrove Progress Association Inc</i>	<i>\$1,450</i>
<i>Total</i>	<i>\$15,000</i>

REPORT**(a) Background**

Council advertises annually for Community Groups to apply for Community Donations to foster community building in the Glen Innes Severn Local Government Area.

In June 2022, Council reviewed its Donations Policy and following this review, an advertisement was placed in the Glen Innes Examiner in July 2022, inviting local community groups to apply for a donation. In response to the advertisement, Council received a total of 13 applications from eligible groups, which is one (1) application less than the total received last year.

(b) Discussion

Council's Annual Donations Review Committee comprises of the Mayor, the Deputy Mayor, Councillor Alt and the Director of Corporate and Community Services. The Committee met on Thursday, 25 August 2022 to assess the submissions for Community Donations, with all members in attendance.

In addition to the Non-Pre-Approved Donations budget allocation of \$10,000, is the Sapphire Wind Farm Community Benefit Funds of \$5,000 that is allocated annually to the Glen Innes Severn Local Government Area. Council has a resolution (12.11/18) to distribute these additional funds to community organisations and groups through its well-established donations application process, bringing the total available funds for distribution to \$15,000.

The assessments were based on the type of project, its benefit to the community, the range of projects and groups, and available funds. The range of groups that applied for Community Donations varied greatly and it is exciting for Council to be able to support so many different projects. Council commends all of the groups for the excellent work that they do in the community.

The following donations are recommended for approval:

Organisation	Amount Requested	Amount Awarded	Project
Deepwater & District Community Radio Inc	\$638	\$650	Purchase handheld recording equipment to record interviews with community members away from the studio to allow for better reach and broadcasting opportunities.
Deepwater Jockey Club and Deepwater Golf Club	\$1,500	\$1,000	Assistance with substantial rates bill (\$5,121.29 in 2021/2022) to ensure the venue remains available for the iconic race day that draws thousands of people to the area.
Deepwater Progress Association	\$1,200	\$1,200	Assistance with rates paid for use of the local CWA Hall.

Organisation	Amount Requested	Amount Awarded	Project
Glen Innes and District Historical Society Inc	\$1,281	\$1,300	Purchase a 600kg furniture mover to assist volunteers to safely move artefacts and museum furniture.
Glen Innes Highlands Lioness-Lions Club	\$4,000	\$4,000	Assistance to fund the Lions District 2021n1 Convention in 2023. This event has great potential economic benefits to the wider community if the event is adequately funded.
Glen Innes Multiple Sclerosis Society	\$1,400	\$1,400	Support clients of the Glen Innes branch with financial support of immediate expenses such as massages, travel expenses, gardening and maintenance, client home assistance etc.
Glen Innes Opportunity Shop	\$1,500	\$1,500	Assist with the increasing costs associated with skip bins to remove unwanted unsaleable items.
Glen Severn Community Christmas Day Luncheon	\$1,000	\$1,000	Feed up to 200 people (mainly targeting elderly, under privileged family groups and people otherwise alone) in the Town Hall on Christmas Day.
Reachout Toy Library	\$1,500	\$1,500	Financial support to cover the costs to provide a free children's music program (Mini Musos and Baby Beats which is incredibly popular with families in the LGA).
Wellingrove Progress Association Inc.	\$3,648	\$1,450	Assistance to pay rates (\$883.20) and insurance (\$2,764.43).
Total	\$17,667	\$15,000	

Of the 13 applications received, totalling \$22,167, it is recommended to allocate funds to 10 of the applicants.

The applications not recommended to receive funding are:

Organisation	Amount Requested	Project
Deepwater Cool Choir (subcommittee of the Deepwater School of Arts Hall Trust)	\$1,500	Engage music teachers to conduct workshops to enhance music knowledge and increase resilience after disasters, community capacity building and awareness of mental health.
Deepwater School of Arts Hall Trust	\$1,500	Provide sensory play equipment to enhance the recent garden and outdoor shelter at the hall.
Emmaville Pony Club	\$1,500	Assist to cover significantly increased costs of materials and tradesmen since commencing a project to upgrade the amenities block at the home ground (Dundee sportsground).
Total	\$4,500	

Unfortunately, all applications could not be funded due to Council only having an amount of \$15,000 to allocate and with one (1) project request being received for \$4,000 (a great proposal that will see further economic benefits to the wider community - the Committee felt that this project deserved a larger portion of the funding).

Additionally, it was requested that there was to be only one application from each committee, however, two (2) applications were received from the Deepwater School of Arts Hall Trust.

(c) Options

Option 1

That Council approves the Community Donations for the 2021/2022 Financial Year, totaling \$15,000, to be distributed as outlined in the table below:

Organisation	Amount Awarded
Deepwater and District Community Radio Inc	\$650
Deepwater Jockey Club and Deepwater Golf Club	\$1,000
Deepwater Progress Association	\$1,200
Glen Innes and District Historical Society Inc	\$1,300
Glen Innes Highlands Lioness-Lions Club	\$4,000
Glen Innes Multiple Sclerosis Society	\$1,400
Glen Innes Opportunity Shop	\$1,500
Glen Severn Community Christmas Day Luncheon	\$1,000
Reachout Toy Library	\$1,500
Wellingrove Progress Association Inc	\$1,450
Total	\$15,000

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may decide to allocate differing amounts to particular organisations.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An allocation has been made in the Operational Plan and Budget for the 2022/2023 Financial Year of \$10,000 for Non-Pre-Approved Donations. In addition to this, funding of \$5,000 has been allocated as part of the Sapphire Wind Farm Community Benefit Funds, making the total available funds to be distributed in the 2022/2023 Financial Year to be \$15,000.

(b) Governance/Policy

This report is in line with the recently revised Donations Policy, Resolution Number 18.06/22 adopted by Council in June 2022.

(c) Legislative/Statutory

Council's Community Donations have been made in accordance with the requirements of the **Local Government Act 1993 (the Act)**.

The Act states the following:

Section 356 Can a council financially assist others

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

(2) A proposed recipient who acts for private gain is not eligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days public notice of the council's proposal to pass the necessary resolution has been given.

(3) However, public notice is not required if:

- a. The financial assistance is part of a specific program, and*
- b. The program's details have been included in the council's draft operation plan for the year in which the financial assistance is proposed to be given, and*
- c. The program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied that year, and*
- d. The program applies uniformity to all persons within the council's area or to a significant group of persons within the area.*

(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Note: Part 4 of the Graffiti Control Act 2008 deals with graffiti removal work.

(d) Risk

There is a risk of partiality, or perceived partiality in the process of allocating funds to community groups. This risk is mitigated by having the Annual Donations Review Committee make recommendations to Council as to the allocation of the funds. Council also has a Donations Policy to guide the community donation process each year.

(e) Social

Council's Community Donations assist community groups each year to run their projects and activities. This enhances the social fabric and increases social capital in Glen Innes Severn Local Government Area.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Annual Donations Review Committee provided the recommendations for this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

Council's Annual Donation Review Committee met on Thursday, 25 August 2022 to assess the submissions received for Community Donations. Council's approval is now sought to allocate the \$15,000 towards the nominated community donations for the 2022/2023 Financial Year.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.15 REVIEW OF THE BUSINESS CONTINUITY PLAN

ECM INDEXES:

Subject Index: RISK MANAGEMENT: Business Continuity

Customer Index: NIL

Property Index: NIL

AUTHOR: Danielle Mepham - Personal Assistant (Director of Corporate and Community Services)

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Business Continuity Plan (**Annexure A**) for its review and adoption. Further that the newly adopted Business Continuity Guide (**Annexure B**) be noted.

RECOMMENDATION

THAT Council:

- 1. Adopts the revised Business Continuity Plan; and**
- 2. Notes the adopted Business Continuity Guide.**

REPORT

(a) Background

Council has a **Pandemic Business Continuity Plan (PBCP)**, an **Information Communications Technology (ICT) Strategic Plan (ICTSP)**, which includes ICT business continuity, and the **Business Continuity Plan (BCP)**.

The PBCP was adopted by Council on 23 April 2020, the ICTSP on 24 February 2022 the BCP on 27 August 2015. The **Business Continuity Guide (BCG)** was adopted by the **Management Executive Team (MANEX)** on Tuesday, 28 June 2022.

A review of the BCP has been completed and found the contents to be very academically focused on the principles of business continuity planning rather than operationally focus. As part of the BCP review an operationally focused document called the BCG was produced. The BCG was presented to the **Management Executive Team (MANEX)** and approved on 8 August 2022.

The BCP has been reviewed by Council's **Management Executive Team (MANEX)** and the **Audit, Risk and Improvement Committee (ARIC)** and is now recommended for Council's review and adoption.

It should be noted this report was previously prepared by the **Manager of Governance, Risk and Corporate Planning (MGCRP)** for review by MANEX and the Acting MGRCP for review by the ARIC. For the purpose of this report to be presented to Council information has been copied from the previous reports.

(b) Discussion

The draft BCP has been amended significantly to contain essential information pertaining to a business continuity event and how Council will respond.

The current BCP was filled with academic information about how to create a BCP which distracted from the essential elements of who, what, when and how.

A separate document has been created called the BCG which includes both academic information and guidance that will inform the BCP further, such as:

- Templates for an event log and media release;
- Incident response checklists;
- Key contacts;
- Business continuity team meeting agenda templates;
- Vulnerable community list; and
- Guidance on safety, salvage and recovery.

A budget of \$5,000 has been allocated to engage professional help to assist in a desktop review / test and to update the BCP further, as well as hold a workshop to complete a new **Business Impact Analysis (BIA)**.

The BIA undertaken by Council forms the basis for and details the method used to determine many key aspects and guidelines required to supplement and guide the BCP. Unfortunately, no document/s titled Business Impact Analysis have been located at Council in any record management system. The Director of Corporate and Community Services reached out to the former Risk and Compliance Manager who shared whatever documents he still had on file. This did not include the BIA.

It is understood that the BIA informed the Business Continuity Action Plans contained within the BCP as appendixes. It is important, however, that a professional review is undertaken in this area.

The BIA provides a level of analyses to examine, in detail any consequences that may exceed routine management capability. “The process of analysing business functions and the effect that a business disruption might have upon them.” (Business Continuity Institute).

The BIA enables Council to determine key determinants such as:

1. The maximum allowable outage for any function or service;
2. Recovery Time Objective - “The target time for resuming the delivery of a product or service to an acceptable level following its disruption”; and
3. Recovery Point Objective “The target set for the status and availability of data (electronic and paper) at the start of a recovery process. It is a point in time at which data capacity of a process is in a known, valid state and can safely be restored from.” In purely IT DR terms, it can be seen as the precise time to which data and transactions must be restored. (Business Continuity Institute).

The BIA will contain valuable information as such working documents are used to consider key determinants and will be kept as source of reference to be used in conjunction with the BCP in an emergency, crisis or event.

The amendments to the revised BCP are noted in red font in Annexure A.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An amount of \$5,000 has been budgeted in the Operational Plan and Budget for the 2022/2023 Financial Year for consultants to assist with the BCP review.

(b) Governance/Policy

Once adopted by Council, the revised BCP will become policy of Council. The BCG will be used to inform the BCP further.

(c) Legislative/Statutory

- *State Emergency and Rescue Management Act 1989;*
- *Local Government Act 1993;*
- *Public Health Act 2010;* and
- *Work Health and Safety Act 2011.*

(d) Risk

The principle of preparing a BCP is to mitigate those risks that can shut down the operations of Council. It deals with the most significant risks that can cause major deviations from Council achieving its objectives as defined in the Community Strategic Plan and Delivery Program.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Limited consultation was undertaken with Centium (specialists in Business Continuity Planning) and Statewide Mutual's Regional Risk Manager.

(b) Internal

The BCP was provided to MANEX and Managers with feedback provided by the Manager of Recreation and Open Spaces and the Director of Infrastructure Services.

Council's ARIC reviewed the BCP and BCG at its meeting held on Friday, 2 September 2022.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

Council's BCP has been revised to include changes that have occurred since the current Plan was adopted in 2015. Changes are relatively major to ensure the BCP focuses on essential actions. The BCG was created to inform the BCP but not essential to the BCP. The revised Plan is now presented to Council for its review and adoption.

ATTACHMENTS

- Annexure A Draft Business Continuity Plan (*Confidential*)
- Annexure B Business Continuity Guide (*Confidential*)

REPORT TITLE: 7.16 AUSTRALIAN STANDING STONES MANAGEMENT BOARD - ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Australian Standing Stones Management Board

Property Index: NIL

AUTHOR: Danielle Mepham - Personal Assistant (Director of Corporate and Community Services)

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the **Australian Standing Stones Management Board (ASSMB) Annual General Meeting (AGM)** held on Wednesday, 17 August 2022.

RECOMMENDATION

THAT Council:

1. *Endorses the following 11 community representatives as the newly elected Australian Standing Stones Management Board:*

- *Storm Black;*
- *Peter Grimes;*
- *Fiona O'Brien;*
- *Robert O'Brien;*
- *Pamela O'Neill;*
- *Colin Price;*
- *John Rhys Jones;*
- *George Robertson-Dryden;*
- *Judi Toms;*
- *Steve Toms; and*
- *Raelene Watson.*

2. Endorses the election of office bearers within the newly elected Australian Standing Stones Management Board as follows:

- **Chairperson - Judi Toms;**
- **Treasurer - John Rhys-Jones; and**
- **Secretary - Raelene Watson.**

REPORT

(a) Background

The ASSMB includes representation from interested community members and/or other key stakeholders of the site. The Committee is required to consider particular matters and make recommendations to Council.

The AGM of the ASSMB was held on Wednesday, 17 August 2022. Eleven nominations were received for membership of the ASSMB. The representatives who nominated for the ASSMB are aware of the following conditions, as outlined in the **Manual for Community Committees of Council (the Manual)**:

- *A commitment to the activities of the Committee and a willingness to be actively involved in Committee issues;*
- *Community representatives nominated for the Committee must be either a resident of the Local Government Area (LGA) or employee in a business within the LGA;*
- *Members are prepared to actively serve the Committee until the next Annual General Meeting; and*
- *Members are prepared to operate under Council's Code of Conduct and Community Committees of Council Manual.*

(b) Discussion

In accordance with the Manual, all positions were declared vacant. Nominations were called from interested members of the community to fill the 12 committee positions for the coming year.

The AGM Minutes of the ASSMB (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Storm Black;
- Peter Grimes;
- Fiona O'Brien;
- Robert O'Brien;
- Pamela O'Neill;
- Colin Price;
- John Rhys Jones;

- George Robertson-Dryden;
- Judi Toms;
- Steve Toms; and
- Raelene Watson.

The election of office bearers was also held, with Judi Toms re-elected as Chairperson and Protocol Officer, Raelene Watson re-elected as Secretary and John Rhys-Jones elected as Treasurer.

It should be noted Judi, Raelene, John and Fiona are all employees of Council and have nominated as members on this committee in a voluntary capacity. They have declared this as a conflict of interest in the minutes and will continue to adhere to Council's Code of Conduct for Council staff and Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers. This will be further discussed at (b) Governance/Policy and (d) Risk, under implications to be addressed.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022 Council's representatives on this Committee are Councillor Rob Banham and Councillor Lara Gresham. The Tourism and Events Officer is a staff nominated representative on this committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Under the provisions of chapter four (4), Financial Management, of the Manual, the General Manager has delegated financial authority to the Committee to manage its own funds.

(b) Governance/Policy

The Manual

The AGM and election of office bearers has been carried out in accordance with the Manual. All community representatives who nominated for the ASSMB are aware of the conditions as outlined in the Manual.

The ASSMB has delegated Council powers and responsibilities and are required to adhere especially to section four (4) Financial Management of the Manual to ensure compliance.

Further, the ASSMB provides advice on the development, maintenance, education, promotion and interpretation of the site and infrastructure as well as providing input into relevant Council policies and strategies as they are formulated and reviewed.

Code of Conduct for Council Staff (the Code)

Part 4 describes what is a Pecuniary Interest.

Clause 4.1 defines a pecuniary interest a staff member has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the staff member (or those related to a staff member as defined in clause 4.3).

Sub-clause 4.6(e) requires an interest a staff member has as a member of a club or other organisation or association, if they are an office holder in that club or organisation (whether remunerated or not) to be disclosed.

Clause 4.16 makes provision for the disclosure that must be made by a council committee member in accordance with clause 4.25 and 4.26.

Clause 4.25 A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as possible.

Non-pecuniary conflicts of interest are dealt with in Part 5 of the Code.

There is nothing in the Code that prevents Council staff from holding positions of office in clubs or other organisations or associations even though it is an interest that must be disclosed.

The General Manager may consider management decisions and policy that may aim to mitigate risk associated with potential conflicts of interest in this regard, either by blanket resolutions affecting all staff or by specific circumstantial and discretionary application.

Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers

As the ASSMB is a section 355 committee of Council under the **Local Government Act 1993 (the Act)** this Code will apply to all members of the ASSMB.

(c) Legislative/Statutory

The ASSMB is a Council Committee under the provisions of Section 355 of the Act.

(d) Risk

There is a risk to Council by appointing community members to committees to manage facilities or functions and provide services under Council.

If committee members do not comply with the roles and responsibilities as set out in the Manual there is potential risk that committee members may not be covered by Council's insurance. Furthermore, there is potential risk to Council's corporate image if committee members do not adhere to Council's Code of Conduct for Committee Members, Delegates of Council and Council Advisers.

Council aims to mitigate these risks by providing electronic and hard copies of the Manual and associated documents to committee members as well as providing annual training to all committees. Additionally, Council, through the monthly Corporate and Community Services Report in the Business Paper, are kept informed of any non-compliance warnings sent out to committees via correspondence.

Council Staff

There is a risk of conflicts of interest as defined in the Code with Council staff members holding office on the ASSMB.

The conflict must be related to their position at Council in relation to their office on the ASSMB and must be dealt with in accordance with the directions in the Code.

(e) Social

Council's Community Committee is managing the Australian Standing Stones site, including flag lowering ceremonies for the Celtic nations and other events and provides an atmospheric venue for the Australian Celtic Festival.

The Standing Stones site also provides an educational opportunity to learn about Celtic cultures, descendants and their contribution as well as an outdoor recreation venue, an iconic curiosity and a rest stop and café for travellers and residents. The ASSMB provides valuable assistance to Council in managing this significant recreational attraction of Glen Innes and assists to increase visitor numbers to the area.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The ASSMB plays an important role in maintaining and preserving an important asset of Council.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5 Support the Voluntary and Not-For-Profit Sector to strengthen its capability.

CONCLUSION

The ASSMB duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The ASSMB has elected 11 representatives for the coming year, who have agreed to be actively involved in committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the 12 nominations for membership.

ATTACHMENTS

Annexure A Australian Standing Stones Management Board AGM Minutes - 17/8/22

REPORT TITLE: 7.17 GLEN INNES SEVERN LEARNING CENTRE'S
PRINCIPAL AGREEMENT 2022-2024

ECM INDEXES:

Subject Index: INTERNAL DEPT: LIBRARY / LEARNING CENTRE

Customer Index: TAFE NSW

Property Index: NIL

AUTHOR: Kerry Byrne - Manager of Library / Learning Centre

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised **Principal Agreement (the Agreement)** between the Glen Innes Severn Council, TAFE NSW, the University of New England and the Glen Innes Art Gallery Incorporated, and to authorise the Mayor and the General Manager to sign the document.

RECOMMENDATION

THAT Council:

- 1. Authorises the renewal of the Glen Innes Severn Learning Centre's Principal Agreement 2022 – 2024 between the Glen Innes Severn Council, TAFE NSW, the University of New England and the Glen Innes Art Gallery Incorporated.*
- 2. Authorises the Mayor and General Manager to sign the Principal Agreement 2022 – 2024 between the Glen Innes Severn Council, TAFE NSW, the University of New England and the Glen Innes Art Gallery Incorporated.*

REPORT

(a) Background

The **Glen Innes Severn Learning Centre's (GISLC)** Principal Agreement was created in November 2004 as a combined operational and management agreement between the four (4) stakeholders in the GISLC.

This Agreement contained individual stakeholder's budget and staff contributions and was regularly reviewed over the past 18 years to reflect changes to staffing and operational procedures and organisational restructures. The original had a term of 'not less than five years' and 'for as long as the Glen Innes Severn Council, [Glen Innes Art Gallery Incorporated], UNE and TAFE NSW shall mutually agree' statement.

Due to TAFE NSW organisational restructures and the increased emphasis for online courses, the Agreement has had several specific changes in relation to the term of the Agreement which dropped to three (3) years in 2014 – 2017 and then one (1) year from the period of 2019 – 2022. Other changes during the life of this Agreement, involved the decrease of TAFE staff hours on the Library's Circulation Desk, however, not the overall commitment to 17.5 hours for a TAFE Librarian.

Over the past seven (7) years TAFE NSW has been restructuring and modernising its organisation with the transition to a new vision called 'One TAFE NSW: Learning for jobs and brighter futures', delivered by the then Minister for Skills, Mr Barilaro on July 13, 2016.

The TAFE NSW restructure has resulted in **Connected Learning Centres (CLC)** being rolled out across the State. Institutes were combined into larger Institutes to 'leverage competitive advantages and efficiencies across the business' and to break down competition between Institutes.

The combined Institutes included:

- North (North Coast and Hunter);
- South (Illawarra and Riverina);
- West (New England and Western);
- Sydney (Sydney and North Sydney); and
- Western Sydney (South Western and Western Sydney).

The New England Institute was combined with the Western Institute and includes Dubbo, and Orange Campuses which are now the management units of the region.

Several locations were given strategic business focus such as the Armidale Campus which became TAFE Digital and delivers a 'single platform for digitally-enabled training and support across the State' and a streamlined corporate office in a regional location.

(b) Discussion

The last stage of the restructure has commenced and includes the TAFE Support Services which includes Customer Service, Libraries, Student Support Services, Children Centres and Contact Centres. This stage of the restructure has placed an element of uncertainty around delivery of some of TAFE services and long-term agreements and has resulted in the short-term extension periods of the Principal Agreement over the past four (4) years.

The GISLC Principal Agreement was recently reviewed, and the final document was signed by the authorised delegate for TAFE NSW, Mr Hugh Greenough, with a renewal date of March 2024.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The delivery of Library services together with the facilities of the Learning Centre, including the William Gardner Conference Room, Art Gallery and the University of New England Study Centre are included in the Operational Plan and Budget for the 2022/2023 Financial Year.

Under this Agreement, it is estimated that, TAFE NSW will contribute approximately \$40,519.90 (GST exclusive) in the 2022/2023 Financial Year towards the delivery of Library and Learning Centre.

(b) Governance/Policy

Under Council's Execution of Documents Matrix this subject falls into document type 11 being Deeds / agreements / contracts which may be politically sensitive.

(c) Legislative/Statutory

NSW Public Library Services are legislated by the Library Act 1939 No.40 and Library Regulations. Legislation passed by the New South Wales Government on Thursday, 2 November 1939 aimed to encourage local governments to establish free public libraries for their citizens and includes financial subsidies.

(d) Risk

All risks associated with operating a public service have been noted through Council's Governance, Risk and Corporate Planning Department and are being appropriately managed.

Regularly reviewing this agreement mitigates the risk of the agreement not being relevant and/or up to date with current needs and/or obligations.

(e) Social

The GISLC provides services to the Glen Innes Severn community to enrich culture, education and learning, and community well-being which contributes and supports the growing of the Glen Innes Severn Community.

(f) Environmental

The GISLC has 156 solar panels installed on the Learning Centre's roof to reduce its ecological footprint, to limit its consumption of energy and to ensure sustainability of services for the future.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The Principal Agreement between the GISLC stakeholders was developed in November 2004 and includes management, budget and operational procedures which are reviewed regularly or as required. The Principal Agreement was reviewed and approved by TAFE NSW in August 2022 and has been sent to the Glen Innes Art Gallery for review and approval.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Community Service Principal Activity CS 1.2.1: Deliver Library and Learning Centre Services to enhance the equity of access to information, education and recreation for all members of the community.

CONCLUSION

The GISLC stakeholders have been successfully collaborating, providing services and gaining mutual benefits for their clients, the Glen Innes Severn community and their individual organisations for the past 18 years.

A Principal Agreement between all stakeholders was developed in November 2004 and includes management, budget and operational procedures which are reviewed regularly or when required.

This Agreement is a valuable management and operational tool which has changed to reflect the needs of their clients and the stakeholder's organisation over the past 18 years.

The GISLC Principal Agreement 2022-2024 had been circulated to all stakeholders for approval and has already been authorised by TAFE NSW.

ATTACHMENTS

Annexure A Glen Innes Severn Learning Centre's Principal Agreement 2022-2024

REPORT TITLE: 7.18 FEEDBACK FOLLOWING TRIAL EXTENSION OF OUT OF SCHOOL HOURS CARE (OOSH) BEFORE SCHOOL CARE

ECM INDEXES:

Subject Index: COMMUNITY SERVICES - OOSH – OSHC – Outside School Hours Care

Customer Index: Internal Dept - CAFS

Property Index: NIL

AUTHOR: Anthony Williams - Manager of Community Services

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with an update of the **Before School Care (BSC)** trial at the **Children and Family Services (CAFS) Early Childhood and Education Centre (ECEC)** during January and February 2022.

RECOMMENDATION

That Council acknowledges the financial, strategic, and other results of the three (3) weeks Before School Care (BSC) trial held in early 2022, that have been outlined within this report.

REPORT

(a) Background

CAFS has a strong record of delivering quality **Out of School Hours (OOSH)** and Vacation Care services to the community for children aged between five (5) and 12 years of age. The OOSH services are delivered during the **NSW Department of Education (NSWDE)** school terms and until the trial of BSC in January, consisted only of **After School Care (ASC)**. Vacation Care is delivered during the school holiday periods.

After school OOSH hours are from 3.00pm until 6.00pm with Vacation Care delivered from 8.00am until 6.00pm. During the 2020/2021 financial year the demand for both services increased. The service had been operating at near capacity every day with a waiting list for most days.

Discussion between parents / carers and staff initiated a proposal to extend OOSH services to trial a BSC Program.

Moved Cr A Parsons Seconded Cr G Frendon

14.05/21 RESOLUTION

THAT:

1. Council endorses the trial of Out of School Hours (OOSH) Services delivered from the Children and Family Services outlet to include a Before School Care Program.
2. Towards the end of the trial period, the Manager of Community Services submits a further report to Council for its consideration. The report will contain details of progress related to financial, strategic, and other implications for Council.
3. If the trial proves financially unviable due to low attendance rates at any stage after the first three (3) weeks, the Manager of Community Services will cease the trial.

CARRIED

COVID-19 and NSW Government **Public Health Orders (PHO)**, staffing, and a pending Grant Application, affected the original commencement date for the trial. Consequently, a further report was prepared for Council at the 28 October 2021 Ordinary Council Meeting with it resolved to delay the commencement of the trial until the 2022 school year.

Moved Cr A Parsons Seconded Cr D Newman

17.10/21 RESOLUTION

THAT:

1. Council endorses the delay of the Before School Care Program trial, until the 2022 school year when additional information regarding a grant application to extend the trial period will be available.
2. Pending the result of the grant application, Council endorses the trial period to be extended beyond the original three (3) weeks, to 12 months.
3. Prior to the end of the Before School Care Program trial period, the Manager of Community Services submits a further report to Council for its consideration of continuing a Before School Care Program into the future.

CARRIED

This report has been delayed as it originally included information and options seeking a secondary BSC trial. Despite several recruitment endeavours we have not been able to attract sufficient staff to support another BSC trial. Recruitment continues and once sufficient staffing is secured, a separate report will be presented seeking endorsement for another BSC trial.

(b) Discussion

Council has a long history of offering safe, educational, and fun childcare services to the Glen Innes Severn **Local Government Area (LGA)**. **Quality Before and After School Care (BASC)** Programs are of significant benefit to children and their families.

Following the resolution of Council in May 2021, the trial of BSC met some hurdles which delayed the trial commencement. The initial obstacles were related to staffing, with the resignation of the Educator Supervisor, and NSW PHO implications relating to COVID-19 and the State-wide lockdown.

During July 2021, the NSW Government invested \$120 million to expand **Before and After School Care (BASC)** to make places available to all parents and carers with children at government primary schools that need it. The Establishment Grant Program is designed to encourage and support the establishment of new services to increase the number of approved BASC places for NSW government primary school children.

Applicants were permitted to seek up to \$40,000 (GST inclusive) to support establishment and operating expenses. An application was submitted for \$38,680 to support staff wages, advertising and promotion, food, and sundry expenses such as heating and electricity. The grant if successful would have allowed for a one (1) year trial of the BSC program.

Unfortunately, the grant application was unsuccessful and the CAFS team reverted to planning a three-week trial commencing week one (1) of term one (1) 2022.

The three-week trial was financially dependent on an average daily attendance of at least 8.5 children or an average weekly attendance of 42.5 children (5 x 8.5). Should attendance rates not meet the minimum level for financial viability after an initial three (3) week period, the resolution was that the program be discontinued.

The trial returned an average of 4.10 students per day. There was a minimum of two (2) students on two (2) days and a maximum of six (6) students on another two (2) days. The Manager of Community Services ceased the trial in accordance with Council's Resolution 14.05/21.

Observations arising from the BSC trial included the following:

1. The trial did not receive its best possible opportunity for success.

COVID-19, and in particular the Omicron variant of the virus arrived in Glen Innes during the 2021/2022 summer school holidays. The disease was widely transmitted throughout the community and created an atmosphere of anxiety and fear amongst families.

New information released from the Department of Health and the **Australian Technical Advisory Group on Immunisation (ATAGI)** regarding the need for child vaccinations further contributed to the anxiety and lack of direction within the community.

On Thursday, 20 January 2022 a COVID-19 positive student was identified at our ECEC. The outbreak at the centre led to three (3) COVID-19 positive staff and seven (7) COVID-19 positive students and the closure of the centre for three (3) days.

Families were uncertain about sending their children to school and childcare facilities. This ultimately impacted the success of the trial.

2. Demand remains within the community for a BSC program.

This is evidenced by the April 2021 survey results, word of mouth to CAFS staff, the absence of supervision at local Primary School's until 8:40am and feedback that the trial period conducted was too short for families to commit.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The cost for children attending the BSC trial was calculated at the same rate as the existing ASC program. There was no need to consider additional family payments just that we required the average of 8.5 students per session to cover costs.

The Service is approved to operate to a maximum of 30 students and any numbers above the 8.5 minimum will have created additional profit for the Council. After three (3) weeks the trial returned an average of 4.10 students per day. The income was insufficient to cover costs and the trial terminated accordingly.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Approval to provide a BSC Program from the NSW Department of Education to a maximum of 30 children remains valid.

(d) Risk

Staff at Council's ECEC regularly receive enquiries regarding a BSC program. The original survey results demonstrated demand for the service. There is a risk to Council's reputation as a Childcare provider should conversation not remain open to a secondary trial of BSC.

(e) Social

There are considerable social benefits to the community with an extension of OOSH services to include a BSC Program. Families will be afforded additional assistance with managing their work / home life balance by having extended access to childcare services. The BSC Program will reduce the pressure and stress on many families who are reliant on external childcare services to assist with work commitments.

There are considerable social advantages for children who attend BASC Programs. The children can connect with familiar faces, play in groups, and meet new friends. Quality educational programs are developed which build confidence, self-esteem, and motivate children to eat healthy and be more active. The programs assist with transition to school and the individual's ability to concentrate and achieve their goals.

Any extension of Council's Childcare Services will provide additional benefits to families by assisting their recovery from the impact of COVID-19.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil

(b) Internal

The Educator Supervisor and Educator Assistant at CAFS, have been consulted regarding outcomes arising from the trial.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.2.9: Deliver Children, Youth and Family Services including Out of School Hours (OOSH) Care, Playgroups, and Parenting programs and initiatives.

CONCLUSION

The 2022 trial of BSC services failed to meet financial viability within the trial period timeframe. The COVID-19 outbreak within the LGA, the subsequent outbreak at the ECEC on Thursday, 20 January 2022 and the new information from the Department of Health and the **Australian Technical Advisory Group on Immunisation (ATAGI)** regarding the need for child vaccinations all impacted the success of the trial. Families were very cautious regarding placements into all types of schooling environments, and this created some uncertainty within the community.

Communities in NSW now have a raised awareness and capacity to move forward living with COVID-19. Council has a long history of offering safe, educational, and fun Childcare Services for the LGA. The establishment of additional staff numbers may enable Council to extend its OOSH and vacation care services to meet the community demand for a BSC Program in the future.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.19 REVIEW OF THE QUALITY POLICY FOR LIFE CHOICES - SUPPORT SERVICES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy

Customer Index: INTERNAL DEPT: Life Choices - Support Services

Property Index: Nil

AUTHOR: Anthony Williams - Manager of Community Services

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the draft Quality Policy for Life Choices - Support Services (**Annexure A**) for its review and adoption.

RECOMMENDATION

That Council adopts the Quality Policy for Life Choices - Support Services.

REPORT

(a) Background

A Quality Policy for **Life Choices - Support Services (LC-SS)** was drafted during 2017 however not presented to Council for adoption. The reasoning behind this is unknown. During the LC-SS ISO Audit of November 2021, it was noted that LC-SS did not have a current Quality Policy in place.

A draft Quality Policy for Life Choices - Support Services has now been created to capture the requirements of Council, LC-SS regulatory bodies, and that is in accordance with the **International Organisation for Standardisation (ISO)** Standard - AS/NZS ISO 9001:2016.

The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

LC-SS is required under AS/NZS ISO 9001:2016 to implement a Quality Policy. A Quality Policy for Life Choices - Support Services has been drafted and is now presented to Council for adoption.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil

(b) Governance/Policy

Once adopted by Council, the Quality Policy for Life Choices - Support Services Policy will become policy of Council.

AS/NZS ISO 9001:2016 – ISO Standards.

(c) Legislative/Statutory

The 2021 ISO 9001 audit revealed that LC-SS must have a Quality Policy and Quality Statement on display within its office building.

(d) Risk

Nil.

(e) Social

The Quality Policy for Life Choices - Support Services provides guidance to staff which assists them to deliver quality supports to internal and external customers.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

AS/NZS ISO 9001:2016 – ISO Standards.

(b) Internal

The LC-SS Management Review Committee which includes the Manager of Governance, Risk and Corporate Planning, and has been consulted in the preparation of this Policy.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.2.2: Deliver wellbeing and facilitation support to promote access to community-based programs.

CONCLUSION

A Quality Policy for Life Choices - Support Services has been created to meet auditory requirements and to assist staff to consistently deliver quality services to customers. The revised policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Quality Policy for Life Choices - Support Services

REPORT TITLE: 7.20 REVIEW OF VOLUNTEER POLICY

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy

Customer Index: NIL

Property Index: NIL

AUTHOR: Anthony Williams - Manager of Community Services

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Glen Innes Severn Council Volunteer Policy (***Annexure A***) for adoption.

RECOMMENDATION

That Council adopts the revised Glen Innes Severn Council Volunteer Policy.

REPORT

(a) Background

The Volunteer Policy was last adopted by Council 25 July 2019 and is now due for review in accordance with Pulse Delegations and Policies Register.

(b) Discussion

Volunteers are an important resource to many, if not most, community organisations. It's estimated that almost 44% of adult Australians volunteer more than 932 million hours on an annual basis. This amounts to an average of 134 hours each. Most volunteers provide their services because they want to contribute to their community in a useful and meaningful way.

The relationship between the community organisation and the volunteer should be managed in a way that is mutually respectful, safe, and healthy.

Previously, **Life Choices - Support Services (LC-SS)** and the **Visitor Information Centre (VIC)** managed their volunteers under separate policies. These separate volunteer policies have been condensed into the Glen Innes Severn Council Volunteer Policy which will cover all Departments and all volunteers assisting Council.

The annexures attached to the policy, the Volunteer Handbook (**Annexure B**), Volunteer Application Form (**Annexure C**) and Volunteer Confidentiality Agreement (**Annexure D**), are all former LC-SS documents. The said documents have been revised and updated to include current relevant information applicable to all departments.

- Department Managers will ensure there is appropriate induction, training, instruction and supervision to undertake volunteer activity;
- All volunteers will complete a Volunteer Application Form available from Council's website or the relevant section of Council in Volunteer's Requirements;
- All volunteers will complete a Volunteer Confidentiality Agreement Form available from Council's website or the relevant section of Council; and
- All volunteers will read and have an understanding of the Glen Innes Severn Council Volunteer Handbook;

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Volunteer Policy will become policy of Council and reviewed every three (3) years or earlier if required.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Volunteering provides valuable social experiences both for the volunteers and the community members that they assist.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Volunteering Australia website and resources.

(b) Internal

The draft Volunteer Policy has been sent to the Life Choices - Support Services team, the Manager Library and Learning Centre, and the Visitor Information Centre team.

CONCLUSION

Previous separate volunteer policies have been condensed into the Glen Innes Severn Council Volunteer Policy. The annexures which previously only pertained to LC-SS have been revised and updated to include current relevant information applicable to all Council Departments that engage the services of volunteers.

The revised Glen Innes Severn Council Volunteer Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A	Draft Glen Innes Severn Council Volunteer Policy
Annexure B	Draft Glen Innes Severn Council Volunteer Handbook
Annexure C	Draft Glen Innes Severn Council Volunteer Application Form
Annexure D	Draft Glen Innes Severn Council Volunteer Confidentiality Agreement

**REPORT TITLE: 7.21 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 AUGUST 2022**

ECM INDEXES:

**Subject Index: CORPORATE MANAGEMENT: Budgeting
FINANCIAL MANAGEMENT: Financial Reporting**

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2022/2023 Financial Year and to review the progress of the Capital Works Projects that were carried over from the 2019/2020, 2020/2021 and the 2021/2022 Financial Years and to review the Capital Works Projects that were adopted as Revotes for the 2021/2022 and 2022/2023 Financial Years.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Council adopts its Capital Works Program annually as part of the adoption of the Operational Plan and Budget.

(b) Discussion

This report has been prepared with input from the staff who have ownership of the various projects to ensure that there is up-to-date commentary on all the projects.

The report provides a holistic overview of Council's progress regarding completed projects, works in progress or expected project commencement dates.

The Capital Works Program Carried Forward for the 2019/2020 Financial Year (**Annexure A**), Capital Works Program Carried Forward for the 2020/2021 Financial Year (**Annexure B**), Capital Works Program for the 2021/2022 Financial Year (**Annexure C**), Capital Works Program Revotes 2022 (**Annexure D**) and the Capital Works Program for the 2022/2023 Financial Year (**Annexure E**) Capital Works Program Revotes for the 2022/2023 Financial Year (**Annexure F**) provide detailed information on all of the projects that were budgeted for and not completed in the 2019/2020, 2020/2021 and 2021/2022 Financial Years, projects that have been revoted into the 2021/2022 and 2022/2023 Financial Years and projects that were budgeted for in the 2022/2023 Financial Year.

Projects of Significance from the 2019/2020 Financial Year (refer Annexure A):

Glen Innes Indoor Sports Centre

Construction of the Glen Innes Indoor Sports Centre began in June 2021. Additional grant funding was received for the kitchen fit out, internal lining, fire rating of the storerooms, 130 stadium seating, outdoor children's playground and two (2) external multi-purpose courts. The main Sports Centre project has been completed with additional funding projects to be undertaken throughout the year. The completion of the road and carpark is expected by the end of October, weather permitting.



Image 1: Glen Innes Indoor Sport Centre – progress on site

Projects of Significance from the 2021/2022 Financial Year (refer Annexure B):

New Finance System and Implementation

The implementation of Project Jigsaw is moving forward with external consultants assisting with the project implementation and data migration.

Overall, the project is on track and progressing well. At the time of writing Stage One (1) is considered to be 90% complete. Additional work is required to become fully functional. Stage Two (2) has not yet commenced.

Emmaville Road Segment 180 upgrade

Widening of the shoulders as shown in image 2 and drainage is underway by the Construction team on Emmaville Road, 25km north of Glen Innes in preparation for overlay and pavement stabilisation in September. This is funded by the Regional Roads Repair block grant.



Image 2: Emmaville Road shoulder widening

Projects of Significance from the 2022/2023 Financial Year (refer Annexure C):

Gulf Road Causeway Renewal

Council's bridge team have completed an upgrade of a causeway of Gulf Road at Emmaville in preparation for the Fixing Local Roads funded road upgrade, as seen in image 3.



Image 3: Bridge Creek causeway widening, Gulf Rd

Fixing Local Roads

Rehabilitation of 2.9km of the Furracabad Road have been undertaken by external contractor Stabilcorp. The works include upgrade to Bradleys Lane entrance to the truck wash and the section of Lang St past the saleyards to Dumaresq Street. The works include an overlay of material from the Wattle Vale quarry that was incorporated into the existing pavement and stabilised with cement/fly ash binder, and application of a two-coat spray seal. See images 4 and 5 below.

Item 7.21



Image 4 and 5: Furracabad Road rehabilitation works

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED**(a) Financial**

The table below details a summary of the Adopted Budget, Revised Budget and the Actual and Committed amounts for each respective period along with the percentage of the actual and committed expenditure when compared to the revised budget:

	ADOPTED BUDGET	REVISED BUDGET	*Project Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$ 2,079,254	\$ 6,454,763	\$ 6,343,641	98%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 4,364,065	\$ 4,364,065	\$ 2,442,473	56%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 11,202,214	\$ 14,794,719	\$ 4,377,025	30%
CAPITAL WORKS PROGRAM REVOTES-2022	\$ 1,298,626	\$ 1,318,626	\$ 293,864	22%
CAPITAL WORKS PROGRAM 2022/2023	\$ 19,534,216	\$ 19,534,216	\$ 287,910	1%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 943,487	\$ 1,473,507	\$ 247,795	17%
TOTALS	\$ 39,421,862	\$ 47,939,896	\$ 13,992,709	29%

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

(b) Governance/Policy

Maintenance of Council's infrastructure assets is in accordance with Council's Risk Management Policies, Procurement Policy and Asset Management Plans.

(c) Legislative/Statutory

- *Local Government Act 1993;*
- Local Government Code of Accounting Practice and Financial Reporting; and
- Australian Accounting Standards.

(d) Risk

Maintaining Council's assets minimises legal and risk exposure.

(e) Social

Asset maintenance and renewal work is performed to manage public hazards and asset performance. Where feasible, maintenance and renewal activities are scheduled to minimise social impacts.

(f) Environmental

Capital works are designed, and operational staff members have received training, to assess and minimise the environmental impact of work activities.

(g) Economic

Nil.

(h) Asset Management

The extent to which the Capital Works program is completed determines the Infrastructure Asset Renewal ratio, which is a measure of the financial sustainability of Council's assets.

CONSULTATION

(a) External

Nil.

(b) Internal

This report has been prepared with input from the following staff who have ownership of the various projects to ensure that it includes up-to-date commentary:

- Director of Infrastructure Delivery;
- Manager of Infrastructure Delivery;
- Manager of Integrated Water Services;
- Acting Director of Development, Planning and Regulatory Services; and
- Executive Assistant (Mayor and General Manager).

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.2.1: Implement Maintenance infrastructure works according to adopted service levels.

CONCLUSION

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget process. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary.

ATTACHMENTS

Annexure A	Capital Works Carried Forward 2019-20
Annexure B	Capital Works Carried Forward 2020-21
Annexure C	Capital Works Carried Forward 2021-22
Annexure D	Capital Works Revoted 2021-22
Annexure E	Capital Works 2022-23
Annexure F	Capital Works Revote 2022-23

REPORT TITLE: 7.22 INVESTMENTS REPORT AS AT 31 AUGUST 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with a reconciliation of Financial Investments as at the end of the reporting month.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report is required to be prepared monthly and presented to the next available Ordinary Council Meeting in accordance with Section 212 of the **Local Government (General) Regulation 2021 (the Regulation)**.

(b) Discussion

Council has \$17M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

Council selects banks based on rating, return and term of investment. It is expected that future investments will continue to target returns while aiming to select institutions with a high **Standard and Poor's (S&P)** rating. This is done by rolling investments between banks that meet Council's criteria and cash requirements.

If Council has two (2) comparable investment fund options, investment will be made in the fund that does not fund fossil fuels. At present all banks in this category are rated BBB. Council's Investment Policy limits exposure to an individual financial institution, for the BBB rated category, to five percent (5%) of the total Investment portfolio.

Currently Council has three (3) responsible investments, being three (3), \$1M investments with Westpac's Green Tailored Deposits. These are identified in the Summary of Investments table set out below.

The Bank Reconciliation Statement shown below details what Council had in its bank account as at the end of the reporting month. This considers unrepresented cheques, unrepresented deposits and unrepresented debits compared to what is stated in the General Ledger:

Bank Reconciliation Statement		
Balance as per General Ledger		
Opening Balance	1 August 2022	\$9,647,896.95
Movements		\$ 949,564.69
Closing Balance	31 August 2022	\$ 10,597,461.64
Less unprocessed Bank Statement Transactions		\$ -
Total:		\$ 10,597,461.64
Balance as per Statement		
	31 August 2022	\$ 10,613,697.70
Less Unpresented Payments		(\$19,425.32)
Plus Unpresented Debits		\$ 3,189.26
Total:		\$ 10,597,461.64
		
Responsible Accounting Officer		
9 September 2022		

The Summary of Investments set out in the following table details each of Council’s investments, where each investment is held, maturity dates, interest rates and the rating of each investment as at the end of the reporting month.

SUMMARY OF INVESTMENTS:

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	09/09/2022	0.39%	CBA (19)	Yes	1,000,000	3,900.00
A1+/AA-	09/09/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	23/09/2022	0.35%	CBA (12)	Yes	1,000,000	3,480.82
A1+/AA-	21/10/2022	0.44%	CBA (5)	Yes	1,000,000	4,400.00
A1+/AA-	10/11/2022	0.52%	CBA (8)	Yes	1,000,000	5,200.00
A1+/AA-	09/12/2022	0.60%	Westpac Banking Corporation (4)	Yes*	1,000,000	6,000.00
A1+/AA-	06/03/2023	0.94%	Westpac Banking Corporation (6)	Yes*	1,000,000	9,451.51
A2/BBB	21/03/2023	1.25%	AMP (10)	Yes	700,000	8,750.00
A1+/AA-	24/03/2023	1.24%	Westpac Banking Corporation (1)	Yes*	1,000,000	12,400.00
A1/A+	05/04/2023	1.60%	Macquarie	Yes	900,000	14,400.00
A1/A+	23/05/2023	3.15%	ING	Yes	1,000,000	31,500.00
A1/A+	24/06/2024	4.38%	Macquarie (16)	Yes	1,000,000	87,720.00
A1+/AA-	24/06/2023	3.60%	NAB (18)	Yes	1,000,000	36,000.00
A1+/AA-	31/07/2023	3.60%	NAB (17)	Yes	1,000,000	36,197.26
A3/BBB+	24/01/2023	3.45%	Judobank	Yes	700,000	11,909.59
A2/BBB+	23/08/2023	3.95%	BOQ (13)	Yes	700,000	27,650.00
A1+/AA-	09/08/2023	3.80%	NAB (14)	Yes	1,000,000	38,000.00
A1+/AA-	15/08/2023	4.10%	CBA (15) - at call	Yes	1,000,000	41,000.00
Expected Average Return 22/23		1.75%	Total Investments		17,000,000.00	380,959.18
Actual Average Return Received YTD		1.60%	Cash on Hand		10,597,461.64	
Total Cash and Investments					27,597,461.64	

*Although these banks fund fossil fuels, these investments are Green Tailored Deposits.

The table below details the interest received for the current Financial Year as at the end of the reporting month:

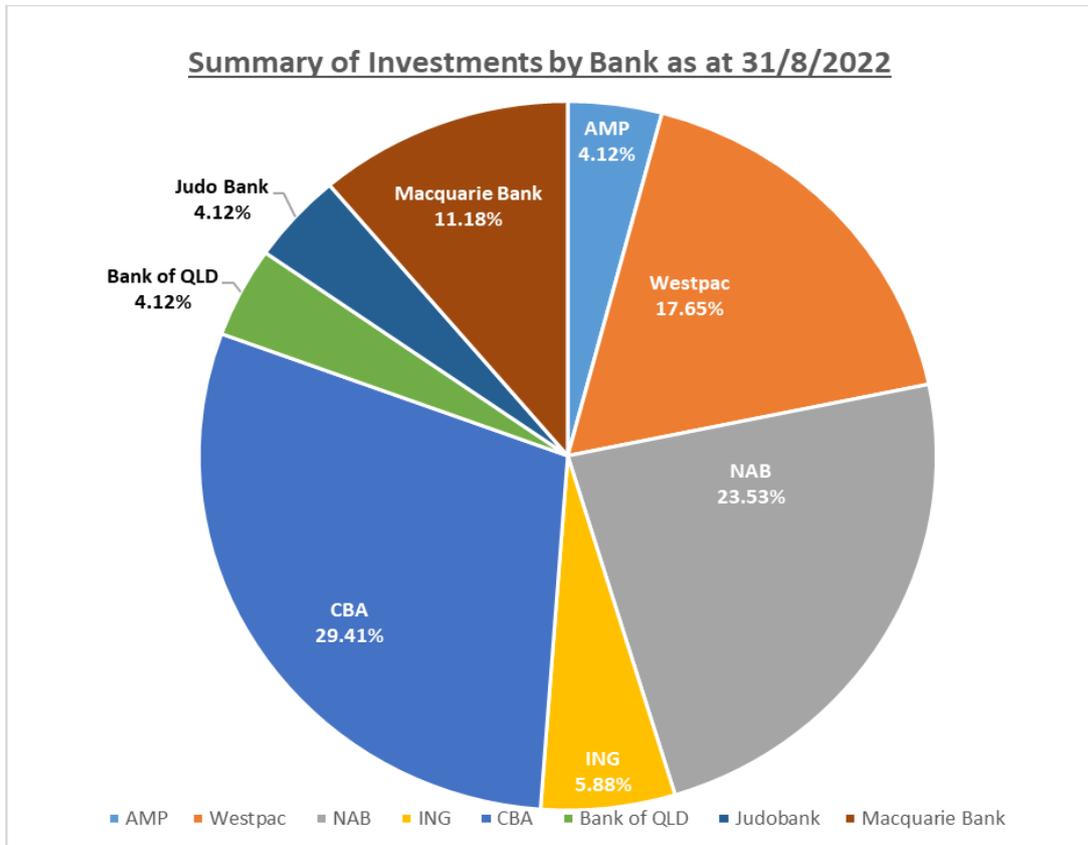
Interest received for year to 31 August 2022	\$17,359.96
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 August 2022	17,003,800
Less:	
Maturities (3)	2,703,800
Subtotal	14,300,000
Plus	
Rollovers (3)	2,700,000
New Investments (0)	
Closing Balance as at 31 August 2022	17,000,000

During the reporting month, there were three (3) investments that matured, and were rolled over.

The graph below shows the summary of Investments by Bank:



The application of restricted funds and trust funds are limited to a particular purpose and must be set aside for that purpose. Therefore, they may not be available to meet certain obligations, and this should be kept in mind when determining the short-term liquidity of Council.

Certification

I, Ann Newsome, Chief Financial Officer, do hereby certify that the above investments have been made in accordance with the Regulation (Section 212), the **Local Government Act 1993 (the Act)** (Section 625), and Council's **Investment Policy (the Policy)**.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year was .48%. The current actual average return for the 2022/2023 Financial Year is 1.60%. This is an increase on the actual average return of 1.12%, which reflects the current upward trend in interest rates.

Interest rates are now trending upwards, and it is expected that the actual average return will increase as investments are made at the new rates. The Bloomberg Ausbond Bank Bill Index one (1) year return rate for the reporting month is 0.43%.

The following table compares information on investment balances from this year to last year:

Investment Balances	This Year	Last Year
Opening Balance as at 1 August 2022	17,003,800	16,100,000
Closing Balance as at 31 August 2022	17,000,000	16,100,000

(b) Governance/Policy

Monthly financial reporting ensures transparency of financial reporting to enable Councillors to make financially sustainable and accountable decisions. The Policy states that short-medium term funds can be invested for up to five (5) years.

All funds are invested in accordance with the Policy. Investments are to be considered in conjunction with the following key criteria:

- At the time of investment, no institution at any time shall hold more than 45% of Council's total investments. The maximum will be determined by the long-term rating of the institution - AAA up to 45%; AA up to 35%; A up to 15% and BBB up to five percent (5%);
- At the time of investment, the maximum portfolio limits per rating are - AAA up to 100%; AA up to 100%; A up to 45%; BBB up to 25% and Government up to 100%; and
- Council's Investments can be placed in a mixture of short (0-12 months), short-medium (1-2 years) and medium (2-5 years) term investments whilst ensuring that liquidity and income requirements are met.

The portfolio is split across three (3) of the credit rating categories (AA, A and BBB).

All aggregate rating categories are within the policy limits.

Credit Quality Portfolio Compliance

The following table details the credit rating of each of the categories where Council has money invested. All investments are compliant with Council's Investment Policy:

COUNCIL'S PORTFOLIO COMPLIANCE

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	17,000,000
Yes	AA	70.59%	12,000,000	100%	5,000,000
Yes	A	17.06%	2,900,000	45%	4,750,000
Yes	BBB	12.35%	2,100,000	25%	2,150,000
Yes	Government	0.00%	-	100%	17,000,000
		100.00%	17,000,000		

A credit rating is an evaluation of the credit risk of a prospective financial institution, predicting its ability to pay back the investment and interest maturity and an implicit forecast of the likelihood of the institution defaulting. The credit ratings are an opinion based on the creditworthiness of the company issuing the security and are assigned by Australian Ratings based on publicly available information at a point in time.

(c) Legislative/Statutory

All investments continue to be made in accordance with the requirements of the Act and the Policy.

Section 625 of the Act states the following:

How may Councils invest?

- (1) *A Council may invest money that is not, for the time being, required by the Council for any other purpose.*
- (2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*
- (3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- (4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.*

Section 212 of the Regulation states the following:

Report on Council's Investments

- (1) *The responsible accounting officer of a council:*
 - (a) *must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:*
 - (i) *if only one ordinary meeting of the council is held in a month, at that meeting, or*
 - (ii) *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*
 - (b) *must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.*
- (2) *The report must be made up to the last day of the month immediately preceding the meeting.*

(d) Risk

The following table provides information on investment types including a risk assessment and the amount and percentage invested compared to the total investment portfolio:

Risk Assessment of Investment Portfolio

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term deposits & At Call	Low	Low	17,000,000	100%
Total			17,000,000	100%

The Policy defines the principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par or greater than the **Consumer Price Index (CPI)**. It is possible therefore that Council does not meet the principal objective of the Policy. In addition, consideration must be given to the potential that the investment restrictions provided in the Policy (both legislatively and by Council) may increase this risk.

A review of the aggregate performance on Council investments, comparative to the CPI, over a significant period (greater than five (5) years) may ascertain if the investment strategy has been meeting the Policy's principal objective. This may then advise if changes are required to Council's investment strategy.

(e) Social

Council funds are used to provide services and infrastructure to the community and, as a result, well managed funds maximise the level of financial resources available to support the community.

(f) Environmental

Nil.

(g) Economic

Sound economic management includes maximising Council's return on financial investments.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Council makes investments through Curve Securities and deals directly with the Commonwealth Bank and the Westpac Bank. During the month all three (3) advisors were contacted to gain advice on daily interest rates.

(b) Internal

The Manager of Governance, Risk and Corporate Planning was consulted previously regarding the risk implications section of this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.2: Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community's assets.

CONCLUSION

Funds have been restricted to ensure all areas of Council can continue to operate in accordance with both the annual Operational Plan and Budget and the Long-Term Financial Plan. Further, all investments continue to be made in accordance with the requirements of the Act, the Regulation, and Council's Investment Policy.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.23 BORROWINGS REPORT AS AT 31 AUGUST 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with a reconciliation of borrowings as at the end of the reporting month.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report is provided to inform Council of the reconciliation of borrowings on a monthly basis.

(b) Discussion

The following tables detail the interest rates, loan completion dates, and balances as the end of the reporting month for each of Council's borrowings in each of the respective funds:

General Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP "Wattle Vale" and RFS Loan	3.95%	12/12/2016	08/12/2036	\$1,635,562.59
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 588,529.20
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 123,824.85
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	01/11/2027	\$1,867,671.36
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	09/12/2022	\$ 63,562.19
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023	\$ 115,039.93
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 313,956.85
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$1,255,827.40
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$1,109,022.07
Total General Fund Liability					\$7,072,996.44

*On each of the four (4) **Local Infrastructure Renewal Scheme (LIRS)** loans, Council pays the interest rates above; Council is then reimbursed either three percent (3%) or four percent (4%), depending on the loan, every six (6) months of interest paid on each loan under the LIRS scheme.

Water Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
11-02	Land Acquisition: Future Storage	7.69%	28/07/2011	28/07/2036	\$1,573,600.00
Total Water Supply Fund Liability					\$1,573,600.00

Sewer Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
10	Sewer Augmentation Loan	6.51%	9/05/2006	11/05/2026	\$ 853,955.33
Total Sewer Fund Liability					\$ 853,955.33

TOTAL LOANS LIABILITY					\$9,500,551.77
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Certification

I, Ann Newsome, Chief Financial Officer, do hereby certify that the above borrowings have been made in accordance with the requirements of the **Local Government Act 1993 (the Act)** (Chapter 15, Part 12 – sections 621 to 624) and the **Local Government (General) Regulation 2021 (the Regulation)** (Section 230).

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council has Loan Liabilities totalling \$9,500,551.77 as at the end of the reporting month.

(b) Governance/Policy

As Council is responsible for the prudent management of community resources, it is important it adheres to the Capital Expenditure Guidelines, prepared by the Office of Local Government.

(c) Legislative/Statutory

All Borrowings continue to be made in accordance with the requirements of the Act.

The Act, Chapter 15, Part 12, states the following:

Section 621 – When and for what may a Council borrow?

A Council may borrow at any time for any purpose allowed under this Act.

Section 622 – What form may a Council borrowing take?

A council may borrow by way of overdraft or loan or by any other means approved by the Minister.

Section 624 – Are there any restrictions on a Council borrowing?

The Minister, may from time to time, impose limitations or restrictions on borrowings by a particular Council or Councils generally despite the other provisions of this Part.

Other legislation and guidelines relevant to Council borrowing:

- The Regulation (Section 229 and Section 230); and
- Minister of Local Government Borrowing Order pursuant to section 624 of the Act (Appendix A11, Code of Accounting Practice) Local Government Circulars and Directives.

(d) Risk

Council is reminded that, under section 8A of the Act, it should consider the long term and cumulative effects of its decisions on future generations.

Accordingly, Council must exercise reasonable care and diligence that a prudent person would exercise when borrowing funds. The borrowing of money is not a function that Council can delegate.

It is expected that Councillors would have a full understanding of the terms and conditions of borrowing arrangements before entering any contract. Council is required to abide by the contractual requirements of the loan providers.

(e) Social

Council funds are used to provide services and infrastructure to the community and, as a result, well managed funds maximise the level of financial resources available to support the community.

(f) Environmental

Nil.

(g) Economic

Sound economic management includes maximising Council's available funds by taking out loans to spread the cost of the Capital Works across the period in which the project will be available for the community's use.

This is called "Intergenerational Equity". Each generation pays for the service or project when borrowings are used to fund the project.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Manager of Governance, Risk and Corporate Planning was consulted previously regarding the risk implications section contained in this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.2: Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community's assets.

CONCLUSION

Council's loans continue to be made in accordance with the requirements of the Act and the Regulation.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.24 WORKPLACE INJURY MANAGEMENT REPORT AS AT 31 AUGUST 2022

ECM INDEXES:

Subject Index: WORK HEALTH AND SAFETY: General

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Blunt - WHS Co-ordinator

**APPROVER/S: Peter Sayers - Manager of Administration and Human Resources
Anna Watt - Director of Corporate and Community Services**

PURPOSE

The purpose of this report is to keep Council informed of significant Workers Compensation figures and trends on a monthly basis.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Information on Workers Compensation has been provided to Council since 1 July 2019.

(b) Discussion

This report covers Workers Compensation figures from 1 July 2019 until 31 August 2022, as follows:

Item	2019/2020	2020/2021	2021/2022	2022/2023
Total Premium Paid	\$152,383.59	\$226,022.88	\$213,206.95 (estimate)	TBA
Premium as a % of Gross Wages (excluding GST)	1.43%	1.97%	1.83% (estimate)	TBA
YTD New Claims (Premium Impacting)	4	5	5	4
YTD New Claims (Non-Premium Impacting)	6	10	5	3
YTD Total New Claims	10	15	10	7
YTD Time Lost Due to Injury (LTI Days)	79	29	387	108
Open Premium Impacting Claims (From Previous Years)				9
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				4
Open Non-Premium Impacting Claims (Current Year)				4
Total Open Claims				18
Closed Claims that are still Impacting on Council's Premium				8
Total Cost of All Premium Impacting Claims (to date)	\$30,792.00	\$35,352.00	\$60,800.00	\$5,173.00
Scheme Performance Rebates	\$24,593.67	\$34,953.89	\$34,265.14	\$30,000.00 (estimate)

This report covers the month of August 2022. There were six (6) new workers compensation claims during this period, comprising two (2) non-premium impacting claims and four (4) premium impacting claims. One claim was finalised during the month.

Three injured workers have returned to pre-injury duties. Currently, two (2) workers are unable to sustain suitable duties, resulting in an increase in claims costs for both medical and wage expenses.

The finalised premium for the 2021/2022 year will be available once StateCover advises Council.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council budgeted \$280,000 in its adopted Operational Plan and Budget for the 2022/2023 Financial Year, for its Workers Compensation Insurance premium. Council will soon have an estimate from the insurer for this year's premium, which will be included in future reports.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

As far as is practicable, Council has a legislative and statutory obligation to maintain an effective and sustainable return to work program for injured workers, in accordance with the *Workers Compensation Act 1987*.

(d) Risk

As far as is practicable, Council has a legislative and statutory obligation to provide a workplace that is free from risks to health and safety, in accordance with the *Work Health and Safety Act 2011*.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The information provided in this report has been completed in consultation with StateCover Mutual Limited, Council's workers compensation insurer.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.5: Implement the Work Health and Safety Management Plan.

CONCLUSION

The period 1 August to 31 August 2022 saw six (6) new workers compensation claims, one (1) claim finalised, and an overall increase in lost time and claims costs. Council is currently waiting on StateCover to provide a premium estimate for 2022/2023.

Council continues to work closely with StateCover and rehabilitation providers to manage workers compensation claims and provide a sustainable recover at work program for injured workers and is continuously monitoring and reviewing its Work Health and Safety framework to reduce workplace hazards and improve outcomes for injured workers.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.25 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR AUGUST 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Danielle Mepham - Personal Assistant (Director of
Corporate and Community Services)

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

This report provides information on the progress of the Corporate and Community Services Directorate for the 2022/2023 Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Corporate and Community Services Directorate is responsible for: Administration and Human Resources; Aged and Disability Services; Children, Youth and Family Services; Corporate Planning; Finance; Governance; Information Technology and Communications; Library Services; Rates; Corporate Risk Management and Compliance; and Work Health and Safety.

(b) Discussion

603 Certificates as to Rates and Charges

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land.

There were 23 applications for 603 Certificates in August 2022 compared to 39 applications for the same month last year. Year to date, there have been 56 applications compared to 81 applications for the same period last year.

Risk Management

During the month of August there was no incidents reported. The table below sets out figures against the area in which an incident relates to. The table also provides year to date figures for the current year and 2021/2022:

Description	Incidents		
	August	Year to date	2021/2022
Public Incident Report (slip, trip and falls etc.)	0	1	4
Public Property Damage (including roots, trees, sewers, vehicles)	0	0	4
Other: Crypto Locker Attacks etc.	0	0	0
Council Motor Vehicle / Plant Damage	0	0	13
Council Property Damage	0	0	1
Volunteer Incidents – Personal Injury	0	0	0
TOTAL	0	1	22

Complaints

Complaints range across all areas of Council. The following table shows the monthly complaints received and the year-to-date total:

Month	Complaints Received
July	2
August	0
Year to Date Total	2

The Interim General Manager has set up an **Internal Conduct and Performance Review Panel (ICPRP)** to review all open complaints and for the panel to agree on a course of action to resolve the complaint. The ICPRP includes the General Manager, Manager of Human resources and Manager of Governance, Risk and Corporate Planning.

Council Policies reviewed and amended not requiring Council adoption (Corporate Governance Policy Framework)

There were no policies amended during the period of August 2022 that did not require going before Council.

The Youth Booth Update

This month saw a new basketball hoop installed on the northern end of the Covered Outdoor Learning Area (COLA), which has been very popular and is encouraging friendly competition between members and staff. Police attended the centre having recovered one (1) of the centres electric guitars that went missing. Discussions are occurring with Sergeant Lauren Wheeler from the Oxley Sector Command regarding a Youth Engagement Day during the September school holidays. Officers from the Youth Command will be supported by local Police and youth staff to deliver the day.

A donation was received from Inverell Bunnings at the end of the month. The store donated 10 hardwood Garden Beds that can be stacked into higher beds or used individually. The beds were hand made with assistance from an Inverell group with whom Bunnings staff partner each Monday. Accompanying the Garden beds are a series of hardwood stools that can be placed around the gardens or a fire pit to form a 'yarning circle'. It was a most generous donation and much appreciated by the staff and youth members.

The **Director of Corporate and Community Services (DCCS) and Manager of Community Services (MCS)** have met with Youth Insearch Officials who introduced their newly appointed Social Worker for the Armidale and Glen Innes communities. The new worker has been attending The Youth Booth during early September and has immediately connected with the young people and is providing assistance.

The **Southern Cross School of Distance Education (SCSoDE)** is planning a graduation ceremony during September for their first ever student to graduate from the program delivered at The Youth Booth. The graduation is significant for the student as she is the first in her immediate family to do so, but also a significant milestone in the partnership between SCSoDE and Council. SCSoDE have invited the DCCS and MCS to attend the ceremony.

The figures below highlight the statistics for The Youth Booth in August. The highest number in one (1) day was 15 attendees.

The Youth Booth	August
Number of registered members	90
Average number of visits per day	11
Highest number of attendees in one (1) day	15
Number of registered volunteers (as at last day of month)	3
Number of days registered volunteers attended	2

Children and Family Services (CAFS) - Out of School Care

The daily number of children booked into after school care remains above budget.

- After School Care – 25.84
- Vacation Care - nil

CAFS – Supported Family Programs

The statistics for the CAFS Supported Family Programs are set out in the table below:

Program	Location	No. of Families	No. of Children
My Time (for Carers)	Glen Innes	9	0
Supported Playgroup Wyaliba	Wyaliba	6	15
Aboriginal Playgroup	Glen Innes	5	15
CAFS Playgroup	Pool House	10	40
National Disability Insurance Scheme (NDIS)*	Pool House	0	0
TOTAL		30	70

*NDIS services / early intervention position is in the recruitment stage.

Life Choices - Support Services (LC-SS)

Council's LC-SS provides a range of services, mainly in the Glen Innes Severn **Local Government Area (LGA)**, Inverell LGA and Tenterfield LGA. Some services are also provided in the Gwydir LGA.

These services are predominantly funded by the Commonwealth **Department of Health (DOH)** for people who are older. The heading "Private Funding Source" below, relates to any funding coming from any source other than DOH. Examples of this are other organisations hiring our staff to provide services or an individual paying for a service from their own personal funds. Under the NDIS and Private Funding, Council does not hold any funding, but rather performs a fee for service.

As at 31 August 2022, the number of consumers accessing services with LC-SS was 400, as detailed in the following table:

Local Government Area	Total Number of Consumers	NDIS	People who are Older (DoH)	Private Funding Source
Glen Innes Severn	295	35	258	2
Gwydir Shire	2	0	2	0
Inverell Shire	62	0	62	0
Tenterfield Shire	41	0	41	0
TOTAL	400	35	363	2

SECTION 355 COMMUNITY COMMITTEES OF COUNCIL

Council continues to monitor committees that are not compliant with the Manual for Community Committees of Council. Support and assistance is continuously offered to ensure a healthy relationship between Council and the various Committees.

A Councillor workshop was held on Thursday, 11 August 2022 to review Council's s.355 Community Committees.

The Property Administration Officer has commenced work on bringing Council's 355 asset records up to date for insurance and depreciation purposes.

EVENTS

Council held a Local Government Careers Expo on Tuesday, 30 August 2022 in conjunction with the Glen Innes High School for students in years nine (9) to 12. The day saw approximately 250 students in attendance over three (3) hours to learn about the various roles and responsibilities of Council staff. A number of key staff, Managers and Directors were in attendance for the day to help educate and bring awareness to students of the varying departments, teams and roles at Council.

The day was a great success with a lot of time and energy invested by staff to make it interactive and enjoyable for students.

A staff debrief was held on Wednesday, 7 September 2022 to discuss the event and to seek feedback to improve this event for future years.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Council's Community Services teams provide a range of support services to all age groups. These services build on the social fabric of the LGA.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Information has been provided from the Debtors Officer, the Acting Manager of Governance, Risk and Corporate Planning, the Manager of Community Services, the Customer Services Officer (LC-SS) and the Educator Assistant.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council's Community Strategic Plan 2022/2032, Delivery Program 2022/2025 and Operational Plan and Budget for the 2022/2023 Financial Year.

CONCLUSION

The information provided in this report updates Council on the key activities undertaken the Directorate during the last month.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.26 CORPORATE EMISSIONS REDUCTION PLAN (COERP) 2022

ECM INDEXES:

Subject Index: ENVIRONMENTAL MANAGEMENT: Planning

Customer Index: 100% Renewables

Property Index: NIL

AUTHOR: Pramod Lamsal - Waste and Environmental Management Officer

APPROVER/S: Kathleen Taminiau - Acting Manager of Planning and Regulatory Services
Kane Duke - Acting Director of Development, Planning and Regulatory Services

PURPOSE

The purpose of this report is to present Council with the **Corporate Emissions Reduction Plan (CorERP) 2022 (Annexure A)** for review and adoption.

RECOMMENDATION

That Council adopts the Corporate Emissions Reduction Plan 2022.

REPORT

(a) Background

Council resolved at the Ordinary Council Meeting held on 27 February 2020:

21.02/20 RESOLUTION

That Council adopts a Climate Emergency Plan comprising the following actions:

- i. A review of the 2013 Risk Assessment being undertaken and included in the 2020-21 Operational Plan as a key strategic objective and funds provided accordingly.

- ii. As an outcome of the review of the 2013 Risk Assessment, an Adaption Strategy is developed and the development of such a strategy is a key strategic objective of the 2021-2025 Delivery Program.
- iii. That an Emissions Reduction Plan be developed as a key strategic objective of the 2021-2025 Delivery Program.

(b) Discussion

The CorERP for Glen Innes Severn Council builds on a number of commitments made by the Council in recent years to respond to the challenges posed by climate change. Declaration of climate emergency in late 2019 was one of them in response to drought and bushfire condition in the region and to join other local governments seeking to commit to and plan for a sustainable future.

Items (i) and (ii), of resolution 21.02/20, have already been completed.

Council's carbon footprint builds on the energy-related carbon footprint that was developed for the **Renewable Energy Action Plan (REAP)** that identified emissions of 2,958 tonnes of CO₂-e in 2018/19 (FY2019), and now includes emissions resulting from waste deposited in landfills as well as emissions resulting from wastewater treatment operations. Emissions related to the purchase of goods and services by Council, and from the commute to and from work by Council staff (value chain emissions) are not considered this time but recommended in future revisions to this plan. Council's overall carbon footprint for FY2021 is estimated at 10,920 t CO₂-e as tabulated and graphed in table 1 and figure 1.

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

Table 1: Glen Innes Severn Council – FY 2021 Carbon Footprint by 100% Renewables

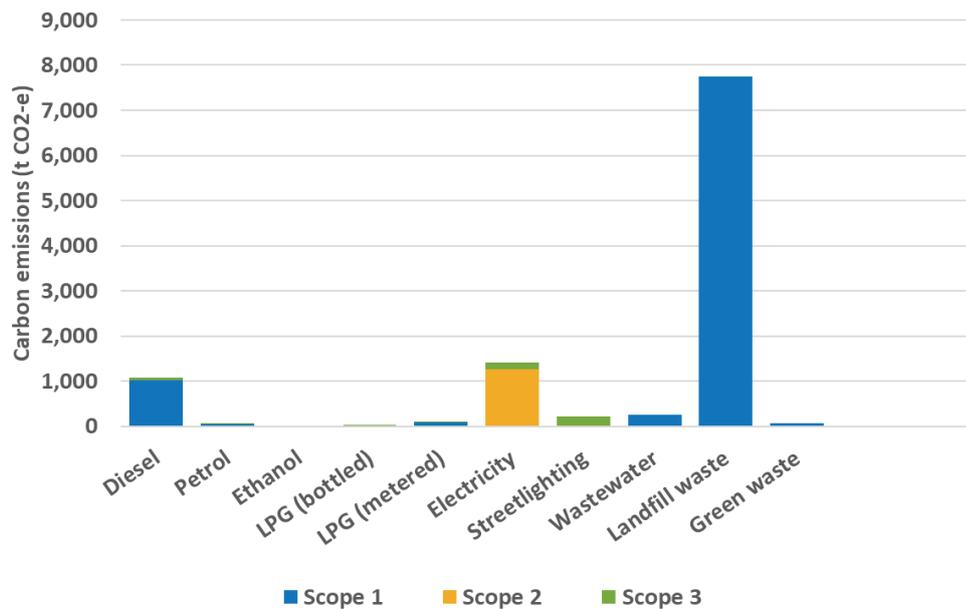


Figure 1: Glen Innes Severn Council – FY 2021 Carbon Footprint by 100% Renewables

The report identified six (6) emissions reduction opportunities for Glen Innes Severn Council.

- Implement the REAP as adopted in 2020 and updated in this CorERP, including renewable energy power purchasing to meet Council's electricity demand.
- Develop a gas transition plan to shift all gas-using equipment to fit-for-purpose electric heating.
- Develop a fleet low emissions / EV transition strategy and integrate into fleet planning, building on low emissions vehicles that have been sourced by Council to date.
- Align waste management with the NSW Waste and Sustainable Material Strategy 2041, including emissions reduction from higher diversion, organics composting such as **Food, Organics, Garden Organics (FOGO)** and waste reduction.
- Evaluate opportunities for eliminating residual emissions through offsetting or the development of local carbon sequestration opportunities.
- Consider sustainable funding mechanisms that can help to deliver the CorERP.

The report also suggests short to medium term actions and medium to long term priorities for Council to implement based on the six opportunities identified as above.

(c) Options

Option 1

That Council adopts the Corporate Emissions Reduction Plan.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council adopts the Corporate Emissions Reduction Plan with changes to be suggested by Council.

Option 3

That Council does not adopt the Corporate Emissions Reduction Plan.

This option may affect the ability of meeting the Operational Plan targets.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

100% Renewables was successful in providing a quotation to undertake the development of CorERP. The total cost to develop the plan was \$15,000 (+ GST) and this amount was funded from the general budget.

The CorERP recommends actions to be undertaken and targets to be met. These actions and targets will assist to create future operational plan and delivery plan goals. The recommended actions may have significant financial implications to Council to implement. Consideration will be given to completing the actions as funding becomes available.

(b) Governance/Policy

The proposed CorERP is consistent with the objectives and goals of Council's Community Strategic Plan 2022 – 2032.

Strategic Objective 4 – An Appealing Sense of Place – that is protected and preserved, so that our authentic natural and built assets are showcased and enhanced for the enjoyment of all and enriched by new developments.

Goal 4.5: Encourage the community's use of renewable energy in the LGA and reduce Council's carbon footprint and energy costs - To work with partners, to promote the use of renewable energy across the LGA and minimise Council's carbon footprint and energy costs.

(c) Legislative/Statutory

Australian Government recently updated its commitment to the **United Nations Framework Convention on Climate Change (UNFCCC)** to reduce greenhouse gas emissions by 43 per cent below 2005 levels by 2030 and reaffirms the commitment to reach net zero emissions by 2050.

Australia has already achieved a target to source 20% of its electricity from renewable energy sources by 2020.

The NSW Government Climate Change Policy Framework also sets a target to achieve net zero emissions by 2050.

The NSW Waste and Sustainable Material Strategy 2041 commits net zero emissions from organics to landfill by 2030 through better waste and materials management.

(d) Risk

Greenhouse gas emissions have far-ranging impacts on environment and public health at global, national and regional scale. The delay in adoption of this CorERP adds more emissions to the atmosphere resulting from Council operations and contribute to the ongoing climate change risks that our nation and region is experiencing.

(e) Social

The initiation of CorERP would have the flow-on-effect of encouraging local businesses and the community as a whole to follow suit.

(f) Environmental

The use of more renewable energy, switching from gas to electric technologies, adoption of low emissions and electric vehicles, and introducing FOGO collection system will certainly minimised greenhouse gas emissions from Council operations and help safeguard our regional and local environment.

(g) Economic

The implementation of CorERP would in the long run decrease the number of hospitalisations related to warming climate and outdoor air pollution and help ease pressure on regional and local healthcare systems. It also helps in reducing extreme events such as bushfire and drought that our region has recently witnessed due to warming climate that otherwise could have severe economic impact to local farms and businesses.

(h) Asset Management

The implementation of CorERP requires additional investment to improve buildings and other assets such as plants and fleets, LED technology to street lightings and installing more onsite solar PV and battery storage systems, organic diversion through FOGO services, and adopting sustainable procurement processes across Council's value chain through preferring sustainable designed and low and zero emissions goods and services.

CONSULTATION

(a) External

100% Renewables undertook the research and collated the information with the assistance of Alison Leckie from New England Regional Waste.

(b) Internal

The following staffs were consulted by 100% Renewables during the preparation of CorERP:

- Director of Infrastructure Services;
- Acting Director Development, Planning and Regulatory Services;
- Manager of Integrated Water Services; and
- Waste and Environmental Management Officer.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Environment Heritage Principal Activities:

- EH 4.4.1: Deliver an Environmental Management Function and service.
- EH 4.5.2: Implement the Renewable Energy Action Plan.

CONCLUSION

The CorERP calculates Council's overall carbon footprint for FY2021. The plan identifies emissions reduction opportunities for Council and suggests short to medium term actions and medium to long term priorities as a roadmap for moving forward. Implementing this plan will help reducing Council's existing carbon footprint in line with Commonwealth and NSW State Government's commitment to reach net zero emissions by 2050.

ATTACHMENTS

Annexure A Corporate Emissions Reduction Plan (CorERP) 2022

REPORT TITLE: 7.27 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR AUGUST 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Tracey Henderson - Acting Personal Assistant (Director of Development, Planning and Regulatory Services)

APPROVER/S: Kane Duke - Acting Director of Development, Planning and Regulatory Services

PURPOSE

The purpose of this report is to provide information on the progress of Council's Development, Planning and Regulatory Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2022/2023 Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Development, Planning and Regulatory Services Directorate of Council is currently responsible for the following key functions:

- Saleyards;
- Regulatory and Planning Services;
- Recreation and Open Spaces; and
- Environment and Waste Management.

(b) Discussion

A report of statistical data and updates relating to services and projects across this directorate will be presented to Council each month for comparison purposes, showing the previous year's totals, and the year-to-date figures for the current year. This report includes information from 1 August until 31 August 2022.

REGULATORY AND PLANNING SERVICES**DEVELOPMENT APPLICATIONS (DA) DATA**

The following table provides a summary of the number and type of applications approved, the value of the work and the average determination time:

	2022-2023 YTD	2021-2022
Total Number of DAs Determined	26	80
Average Determination Time (days) – All Applications	52	25
Average Determination Time (days) – Minor Development*	52	26
Average Determination Time (days) – Major Development**	35	28
Value of DAs	\$7,004,383	\$14,729,273
Number of Single Dwellings	5	28
Number of Subdivisions	5	5
Number of Multi Until Dwellings	1	2
Number of Commercial Developments	1	8
Number of Industrial Developments	2	3
Withdrawn	1	2

* Typically, residential applications such as dwellings, sheds and alterations and additions that don't meet the Complying Development Criteria.

** Commercial and industrial applications requiring referral to Government Departments

COMPLYING DEVELOPMENT APPLICATION (CDC) DATA

The table below provides statistical information regarding the number of Complying Development Certificates issued in 2021/2022 compared to the number issued year to date for the current Financial Year:

	2022-2023 YTD		2021-2022	
Total Number of CDCs	1		7	
Value of CDCs	\$13,000		\$612,900	
Number of Single Dwellings	0		1	
	Urban	0	Urban	0
	Rural	0	Rural	0
	Village	0	Village	1

DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – August 2022

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (herein referred to as “the Act”), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Church Street office. In accordance with *Section 4.59* of the Act and *Clause 161* of the *Environmental Planning and Assessment Regulation 2021*, the following table lists the August 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
CDC1/22-23	Construct Shed	6 Simpson Street, Deepwater
DA5/21-22 Modification	Construct Shed	393 Furracabad Road, Glen Innes
DA116/20-21 Modification #	Construct Shed	12 Ward Street, Deepwater
DA18/22-23	Construct Farm Building	1259 Rangers Valley Road, Rangers Valley
DA17/22-23	Construct Dwelling, Garage and Shed	36 Fawcett Road, Glen Innes
DA12/22-23	Construct Retaining Wall	113-119 Oliver Street, Glen Innes
DA11/22-23	2 Lot Subdivision	50 Derby Street, Glen Innes
DA9/22-23	Alterations and Additions to existing dwelling, demolish existing garage and construct new garage/carport	32 Margaret Street, Glen Innes
DA8/22-23	Demolish Existing Dwelling and Construct New Dwelling	911 Costello’s Road, Mount Mitchell
DA7/22-23	5 Lot Subdivision	66 Derby Street, Glen Innes
DA6/22-23	2 Lot Subdivision	15 Mossman Street, Glen Innes
DA5/22-23	Construct Farm Building	474 Grey Street, Glen Innes
DA3/22-23	Construct Dwelling and Shed	57 Caerleon Road, Glen Innes
DA1/22-23	Construct Dwelling	43 Caerleon Road, Glen Innes
DA92/21-22	Construct Covered Outdoor Learning Area	171 Church Street, Glen Innes

DA/CDC Number	Description	Location
DA91/21-22	Alterations and Additions to Existing Dwelling	74 Glen Elm Drive, Glen Innes
DA90/21-22	2 Lot Subdivision	201 Lambeth Street, Glen Innes
DA81/21-22	Home Business	6A Wentworth Street, Glen Innes
DA79/21-22	Boundary Adjustment	8 Grey Street, Glen Innes

Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest. The development satisfies the relevant aims, objectives and provisions of both the *Glen Innes Severn LEP 2012* and *Glen Innes Severn DCP 2014*.

The application was required to be notified in accordance with Table 2.1 of the Glen Innes Severn DCP 2014.

RECREATION AND OPEN SPACES

Cemeteries

Funerals are being attended to as required. Maintenance is being carried out at the cemeteries as time and resources allow.

Parks and Sporting Fields

Mowing has commenced around the main parklands and weed spraying has been carried out throughout the CBD. Parks and median strip gardens are being tidied up leading into spring. Edging of paths throughout the main parklands has commenced.

Aquatic Centres

The shelter at the Emmaville Aquatic Centre has been painted in preparation for the upcoming season. The pool at the Glen Innes Aquatic Centre is receiving minor maintenance to some high wear areas. The Aquatic Centres are scheduled to re-open on the October long weekend.

Other Open Spaces

Several small dead trees have been removed from around Glen Innes streets with plans underway for the re-planting program to continue in Macquarie Street. Work has commenced on the upgrade of the gardens on the Meade/Church Street roundabout with the old plantings removed and irrigation upgrade completed.

SALEYARDS

The following tables provide comparative yarding's for both sheep and cattle for the current year to date and compared to the total number for the previous four (4) years. The total value of sheep sold is also included, since regular cattle sales ceased in 2019 the cattle value data would not provide value to the table.

Description	2022-2023 YTD	2021-2022	2020-2021	2019-2020	2018-2019
Fat cattle	0	149	1,321	2,265	11,471
Cattle weighing	607	6,247	5,109	4,655	7,278
Special cattle sale	123	3,368	2,989	1,897	9,422
Total cattle	730	9,764	9,419	8,817	28,171

Description	2022-2023 YTD	2021-2022	2020-2021	2019-2020	2018-2019
Fat sheep	5,278	34,574	30,034	29,007	72,143
Total sheep	5,278	34,574	30,034	29,007	72,143
Sheep gross value	\$722,289.00	\$5,319,277.50	\$4,894,055	\$3,867,411	\$7,685,449

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED**(a) Financial**

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The information contained in this report has been collected in consultation with input from departmental managers and staff including the Acting Town Planner, the Saleyard Manager the Manager for Recreation and Open Spaces and the Acting Technical Support Officer.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council's Community Strategic Plan 2022/2032, Delivery Program 2022/2025 and Operational Plan and Budget for the 2022/2023 Financial Year.

CONCLUSION

The statistics contained in this report deliver information to Council on the key activities undertaken in Council's Development, Planning and Regulatory Services Directorate for the month of August 2022.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.28 AIRPORT MASTER PLAN

ECM INDEXES:

Subject Index: TRAFFIC AND TRANSPORT: Glen Innes Aerodrome

Customer Index: Internal Dept – Airport Manager

Property Index: 773 Emmaville Road, Glen Innes

AUTHOR: Cameron MacLachlan - Technical Services Coordinator

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to present Council with the Draft Airport Master Plan (**Annexure A**) for its review and endorsement for public display.

RECOMMENDATION

THAT Council:

- 1. Approves for the Draft Airport Master Plan to be placed on public exhibition for 28 days from Thursday, 29 September 2022 until Wednesday, 26 October 2022.***
- 2. Displays the Draft Airport Master Plan on Council’s website, and that it be made available for viewing at the following locations:***
 - Council’s Town Hall Office;***
 - Council’s Church Street Office; and***
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.***
- 3. Requests the Technical Services Coordinator to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Airport Master Plan; otherwise, that the Draft Airport Master Plan be adopted by Council.***

REPORT

(a) Background

In March 2018, Council became the registered operator of the Glen Innes Airport after **Australia Asia Flight Training Pty Ltd (AAFT)** abandoned the independent residential pilot training project and effectively ended their lease and five (5) years of operational control of the airport.

Council staff have since worked diligently to ensure compliance and safety work was progressed. The operational and maintenance budgets were maintained at the levels from the AAFT tenure. However, any capital works were delayed pending further **Expressions of Interest (EOI)** for a flight training project. These EOIs were unsuccessful, and Council's Airport Manager was asked to begin forward planning for the airport.

During the After-Action Review of the response to the 2019 bushfires, issues with physical condition of the airport manoeuvring areas and outdated facilities were identified. The situation highlighted the lack of a cohesive plan and direction for the airport: a facility which was critical to the disaster response. Moreover, Council did not have key information about the current state of the operating surfaces. Council needed this baseline understanding upon which it could form any decision on future direction.

In January 2022, Council engaged Rehbein Airport Consulting to produce an Airport Master Plan. This project was funded under the **Disaster Recovery Funding Arrangements (DFRA)** Bushfire Disaster Recovery Funding Program. This Draft Airport Master Plan, including the associated engineering assessment, provides a clear understanding of the current state of the airport. It also identifies clear direction and priority of short, medium, and long-term goals for the facility.

The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

The Draft Airport Master Plan answers the following questions which provide for immediate direction and improved asset use:

- **Where are we now?** The plan outlines a fact-based picture on airport usage, operating costs, and the condition of the operating surfaces. The plan outlines concrete short-term actions to maintain the current levels of service and safety.
- **Where do we want to be?** The plan outlines some short-term enablers to immediately improve aviation support to the community. Although the medium and long-term goals provided are less concrete, the plan discusses how the development of a role for the airport supporting wider economic and community goals would fit with the operational side of an airport.

- **Where can things happen?** An airport has unique space constraints. A staged site-plan allocates space and deconflicts current operational and future development. Staff can start to action initiatives knowing that other activities into the future will not be compromised.

(c) Options

Option 1

THAT Council:

1. Approves for the Draft Airport Master Plan to be placed on public exhibition for 28 days from Thursday, 29 September 2022 until Wednesday, 26 October 2022.
2. Displays the Draft Airport Master Plan on Council's website, and that it be made available for viewing at the following locations:
 - Council's Town Hall Office;
 - Council's Church Street Office; and
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.
3. Requests the Technical Services Coordinator to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Airport Master Plan; otherwise, that the Draft Airport Master Plan be adopted by Council.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may decide to postpone the adoption of the plan and further review or modify its contents. Any significant delay would risk further asset deterioration, increase air safety risks, and miss opportunities for grant funding.

Option 3

Council may decide not to continue operational management and ownership of the airport by disposing the asset.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

No immediate negative costs are associated with the adoption of this plan. Any projects requiring capital works will be presented to Council as required.

Having an endorsed long-term plan for the airport, however, will support Council's grant applications for funding capital works.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Noting that the layouts provided in the plan are conceptual, further work will be required by Council Staff to survey specific areas to comply with both aviation safety and development legislation. Furthermore, research into land and facility lease, licence, and ownership models will be required.

(d) Risk

Not supporting the first objective of this plan - “continued safe and unrestricted operation of aircraft” - increases the risk of an air safety incident whilst any change to current service risks not prioritising critical work required to maintain support to medevac, emergency, and disaster response aviation.

(e) Social

Adopting this plan will restore some confidence in Council’s management of the airport after the failure of AAFT’s programme and provide clear direction to the community of Council’s intent to support this facility.

(f) Environmental

Section 9 of this plan formally considers the environmental impact of air operations and gives guidance to Council staff via the National Airports Safeguarding Framework.

(g) Economic

Support to Economic Development is fully detailed in sections 4 and 5 of this plan.

(h) Asset Management

This plan will significantly help with asset management by endorsing a defacto desired-level of service allowing the airport to be efficiently managed and maintained according to Council’s Asset Management Plan thus avoid costly interventions.

Forward planning and deconflicting development initiatives will ensure that funds are not wasted, nor air operations restricted.

The plan Identifies under-used parts of the facility and will allow the asset to be used more efficiently.

CONSULTATION

(a) External

- Rehbein Airport Consulting (Airport Design and Master Planning);
- Kamen Engineering (Runway Pavement Specialists);
- Aerodrome Inspector for Glen Innes, Civil Aviation Safety Authority;
- (Compliance and Future Changes);
- Airport Surveys Pty Ltd (Runway Services); and
- The Airport Group (Former Airspace and Approach Designers).

(b) Internal

The Manager of Economic Development.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.6.1: Continue to investigate options for increased utilisation of the Airport, whilst maintaining current service levels.

CONCLUSION

Since gaining operational management of the airport in 2018, Council has lacked a clearly articulated plan to direct the airport's daily operation, asset maintenance, future development and full integration into Council's strategic vision.

The Draft Airport Master Plan is now presented to Council for review and endorsement for public display.

ATTACHMENTS

Annexure A Draft Airport Master Plan
Annexure B Pavement Assessment (Annexure B to Draft Airport Master Plan)

REPORT TITLE: 7.29 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION
ROADS CONGRESS

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Conferences

Customer Index: Australian Local Government Association (ALGA)

Property Index: NIL

AUTHOR: Kimberley Wilkins - Acting Personal Assistant (Director of Infrastructure Services)

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is for Council to consider whether it wishes to nominate delegates to participate in the **Australian Local Government Association (ALGA)** Roads and Transport Congress to be held in Hobart from Monday, 2 November to Tuesday, 3 November 2022.

RECOMMENDATION

That Council does not elect to send representatives to the 2022 National Local Roads and Transport Congress.

REPORT

(a) Background

In past years it has been practice for councillors and staff to attend this Congress from time to time. At its Meeting held on 24 October 2016, Council *inter alia* resolved the following:

1. *That Council authorises the Mayor and Director of Infrastructure Services to attend the 2016 National Local Roads and Transport Congress, and the associated Toowoomba Tour and Heavy Vehicle Demonstration, as delegates of Council.*

Councillor Toms attended the 2016 Congress, along with the Director of Infrastructure Services. Council did not send representatives to the 2017 or 2018 Congress.

In 2019 the General Manager, Deputy Mayor and acting Director of Infrastructure Services attended the conference held in Adelaide.

The Mayor, General Manager and Director attended the 2020 conference virtually, and the event was not held in 2021 due to the COVID-19 pandemic.

(b) Discussion

The annual National Local Roads and Transport Congress will be held on 2-4 November 2022 at the Wrest Point Conference Centre in Hobart Tasmania. The conference will focus on opportunities to boost national productivity, improve safety on our local roads and build more sustainable infrastructure. Attendees will hear about how councils are using recycled materials to reduce emissions and transitioning from fossil fuels to electric powered cars and trucks. The latest developments in heavy vehicle access, and the role councils are playing supporting and improving national productivity will also be presented.

The National Local Roads and Transport Congress serves to promote Local Government’s road and transport agenda, focussing on the importance of initiatives such as the Roads to Recovery Program, and the importance of the three (3) tiers of Government working together to meet the transport expectations of communities.

It is important that Local Government shows a clear and united front regarding the important issue of Local Government roads and transport funding. It is noted that the Roads to Recovery program, established as a result of this Congress, has now been adopted as an ongoing funding source.

The event will be hosted by the President of ALGA Cr Linda Scott, and will include an address from the The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government.

The keynote speakers below have been confirmed in the Registration Brochure (**Annexure 1**), and include:

- Marcus Spiller, Principal & Partner, SGS Economics & Planning “Balancing productivity with council budgets”
- Steve Verity, Principal Advisor, IPWEA “State of the Assets”
- Gabby O’Neill, Head of National Office of Road Safety “National Road Safety Strategy and Local Government”

The conference has value for the whole of local government and is supported. This year, however, Council faces particular challenges due to workload as a result of natural disaster recovery and recruitment of a General Manager. It is therefore recommended that Council does not attend this year and focusses its efforts on matters closer to home.

(c) Options

Option 1

That Council does not elect to send representatives to the 2022 National Local Roads and Transport Congress.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council authorises the Mayor or nominee, the General Manager and the Director of Infrastructure Services to attend the 2022 National Local Roads and Transport Congress and the associated tours as delegates of Council.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Early Bird Registration fee (to be paid by 30 September 2022) is \$895 (including GST) for each person attending the Congress. Accommodation, travel and other incidental costs estimated at \$1,750 per delegate will be paid in terms of the Glen Innes Severn Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy and Human Resources Policy Statement Register.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Correspondence from the organisers including the conference agenda was sent to the Mayor and passed on to staff.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report has no relevance to the Integrated Planning and Reporting Framework.

CONCLUSION

While Council supports the ALGA Local Roads Congress in general terms it is not recommended that the conference is attended in 2022 due to other priorities.

ATTACHMENTS

Annexure A 2022 National Local Roads and Transport Congress Registration Brochure

REPORT TITLE: 7.30 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR SEPTEMBER 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Kimberley Wilkins - Acting Personal Assistant (Director of Infrastructure Services)

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to provide information on the progress of Council's Infrastructure Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the current Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Infrastructure Services Directorate of Council is responsible for the following key functions:

- The design, construction and maintenance of Council's civil infrastructure including roads, bridges, footpaths, drainage network and aerodrome;
- Maintenance, acquisition and disposal of a modern light and heavy plant fleet;
- Operating and maintaining the Sewer Treatment Facility and the Glen Innes and Deepwater Water Treatment Facilities;
- Glen Innes Aggregates Quarry;

- Assistance and support of emergency services and Community Recovery; and
- Land and Property Management.

(b) **Discussion**

INFRASTRUCTURE DELIVERY

For the month of August, Council's Road crews continued closing out the flood damage repair work on our unsealed road network. Some teams are beginning to return to their scheduled maintenance programs and new projects, while others continue to address natural disaster damages.

External Contractors have commenced rehabilitation work on three (3) kilometres of Furracabad Road. This rehabilitation project will aim to restore the road conditions impacted by recent weather events.

MAINTENANCE ENQUIRIES AND RESPONSES

Table 1 below categorises maintenance enquiries into categories based on assigned timeframes. Council aims to have at least 90% of issues resolved within the priority timeframe. Natural disaster issues are causing response times to blow out and this timeframe is not currently able to be met.

Year	Total Reports	Out of Time		In Time	
		Completed	Yet to be Completed	Completed	Yet to be Completed
2021	949	62	52	817	18
		12%		88%	
2022	610	26	222	335	27
		41%		59%	

Table 1

INTEGRATED WATER AND SUSTAINABILITY SERVICES

The Beardy and Deepwater Weirs have remained full and flowing throughout the reporting period.

Contractors have now completed the Automated Meter rollout. Council staff have an additional 300 units to install. So far more than 800 new meters have been installed and 2000 transmitters have been retro-fitted to existing meters.

Water pumped from the Eerindii ponds to the **Water Treatment Plant (WTP)** for processing in the month was 42ML. Water pumped and processed at Deepwater was 2.83ML. Throughout the reporting period, no traces of blue-green algae were present in the Beardy Waters Weir or the Deepwater Weir.

The **New South Wales (NSW)** Health Drinking Water Monitoring Program Results Report for the month is attached as **Annexure A**. The report shows that 100% of the samples provided were within the **Australian Drinking Water Guidelines (ADWG)** for chemistry.

GLEN INNES AGGREGATES

Sales have continued to be dominated by flood damage work over the month which has seen drainage rock the main product sold. A blast operation was conducted in the west pit to enable production of sealing aggregates for upcoming projects.

Contractors have hauled stockpiled material from Wattle Vale quarry to the Furracabad Road rehabilitation program using traffic control on the intersection with the Gwydir Hwy. The intersection program remains in the planning stage as the contractor completes documentation for final approval by TfNSW.

Deliveries of sealing aggregates to Furracabad Road for the rehabilitation project was also completed during the month.

PLANT AND FLEET

Arrangements have been made for the purchase of a new bogie axle truck and dog trailer, and a new bogie axle tip truck. Council has secured these items with delivery in November, much earlier than anticipated given current lead times. The items had been originally ordered for another customer who cancelled their order.

EMERGENCY MANAGEMENT AND RECOVERY

The **Local Emergency Management Officer (LEMO)** and the **Local Emergency Operations Controller (LEOCON)** has been monitoring the Varroa Mite situation and regional preparedness for Foot and Mouth Disease. The **Community Recovery Officer (CRO)** progressed key guidance for the Community Resilience Network.

The **Emergency Operations Centre (EOC)** Critical Upgrade Program at the Northern Tablelands Fire Control Centre is now in its final phase of fit-out; this will be followed by testing and audit next month.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Maintenance of Council's infrastructure assets is in accordance with the Risk Management - Roads and Carparks Policy, Risk Management Footpath and Cycleway Policy and the Roads Hierarchy Policy.

(c) Legislative/Statutory

Town Water is supplied in Glen Innes and Deepwater in accordance with the *Australian Drinking Water Guidelines (updated 2018)* and the *NSW Public Health Act 2010*.

The Glen Innes sewerage system is operated under an Environmental Protection Licence no. 576.

Council manages its responsibilities as the road authority under the *Roads Act 1993*.

(d) Risk

Council manages the risks associated with infrastructure through the adaption of various NSW StateWide Best Practice Manuals into policy.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Council obtains water analysis data from the NSW Health Drinking Water Database.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This item links to Council's Delivery Program Infrastructure Management Action IM 3.2.1: Implement maintenance infrastructure works according to adopted service levels.

The statistical information contained within this report also demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2022/2032, Delivery Program 2022/2025 and Operational Plan and Budget for the 2022/2023 Financial Year.

CONCLUSION

The statistics provided in this report provide information to Council on the key activities undertaken within Council’s Infrastructure Services Directorate within the current Financial Year.

ATTACHMENTS

Annexure A NSW Health Drinking Water Monitoring Program - results August 2022

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

APPROVER/S: Peter Sayers - Manager of Administration and Human Resources
Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to list the documents and press releases that have been circulated to Councillors throughout August 2022.

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – new Executive Director;
- Australian Local Government Association – newsletters;
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts – 2022 National Awards for Local Government;
- G and M Stanger – Comments regarding Grey Street buildings;
- Inside Local Government – newsletters;
- Legacy – Centenary Torch Relay 2023;
- Local Government Information Unit – policy updates;
- Local Government NSW – newsletters;
- Office of Local Government – Council circulars and newsletter;

- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports and media alerts; and
- Regional Australia Institute – Regionalisation Ambition 2023.

Press Releases

- Member for Northern Tablelands, The Hon. Adam Marshall.

Publications

- LG Focus – July and August 2022.

All the above documents and press releases were sent by email to each Councillor for their information as they were received.

REPORT TITLE: 9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

**APPROVER/S: Peter Sayers - Manager of Administration and Human Resources
Anna Watt - Director of Corporate and Community Services**

PURPOSE

The minutes listed as annexures have been received from Committees of Council for the information of Council.

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Australia Day Committee - 30/8/22
Annexure B Australian Standing Stones Management Board - 15/06/22
Annexure C Australian Standing Stones Management Board - 17/08/22
Annexure D Emmaville War Memorial Hall Committee - 25/07/22
Annexure E Glen Innes Severn Learning Centre Management Committee
20/05/22
Annexure F Glencoe Hall Committee - 30/07/22
Annexure G Library Committee - 17/06/22
Annexure H Library Committee - 12/08/22
Annexure I Saleyards Advisory Committee - 6/07/22
Annexure J Stonehenge Reserve Trust - 29/07/22

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to list all the recent meetings held by the Section 355 Community Committees of Council and to list all the meetings and functions that have been attended by Councillors.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

Council currently has the following number of Committees, Groups and Industry Structures on which it is represented:

- Councillor/Staff Committees of Council: four (4);
- Community Committees of Council: 20;
- Groups of Council: three (3);
- Delegates of Council: two (2);
- Community Committees NOT Committees of Council: 17.

Council delegates are usually assigned annually at the September Ordinary Council Meeting. Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

(b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Tuesday, 11 January 2022:

8.01/22 RESOLUTION

3. All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 “Reports from Delegates” in the following month’s Business Paper.

Councillors are therefore required to provide information to the Executive Assistant (Mayor and General Manager) regarding their attendance at all Council and Committee meetings.

To meet the deadlines in relation to the publication of the Business Paper, Councillors are requested to provide the names and dates of meetings/ functions attended in writing or by email to the Executive Assistant (Mayor and General Manager) by close of business on the first Friday of every month.

It is the sole responsibility of each Councillor to ensure that the information is provided to the Executive Assistant (Mayor and General Manager) in both a timely and accurate manner. This will ensure that Councillors are abiding by Council’s first value, which is Respect.

It is now expected that each Councillor will meet this commitment that they have all agreed to.

A record of these attendances is recorded monthly as a part of this report.

This record provides valuable information to the community on what meetings all Councillors are attending.

The following meetings were held by Section 355 Community Committees of Council during August 2022:

Name of Committee	Councillor Delegate(s)	Date
Minerama Committee	Cr Sparks	1/8/22
Australia Day Committee	Cr Parsons, Cr Parry	3/8/22
Library Committee	Cr Banham	12/8/22
Australian Standing Stones Management Board (AGM)	Cr Banham, Cr Gresham	17/8/22
Emmaville Mining Museum Committee	Cr Banham	18/8/22
Roads Consultative Committee	Cr Banham, Cr Alt, Cr Arandale	18/8/22
Aboriginal Consultative Committee	Cr Banham, Cr Sparks	22/8/22

The following is a list of meetings and functions attended by Councillors during August 2022:

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	RFS SLA Meeting	1/8/22
	Meeting with Community Member	2/8/22
	Tour of Photo Create	2/8/22
	Local Traffic Committee Meeting	2/8/22
	Community Safety Precinct Committee Meeting	3/8/22
	Meeting with Glen Innes Jockey Club	3/8/22
	Grow Glen Innes Think Tank (GGITT) Meeting at the Services Club	3/8/22
	Country Mayors Regional Skills Forum	4/8/22
	LGNSW Awards Presentation Dinner	4/8/22
	Country Mayors Meeting	5/8/22
	NBN Video Production	8/8/22
	GLENRAC Drought De-Brief Meeting	8/8/22
	NBN Video Production Continued	9/8/22
	Youth Command Meeting	9/8/22
	Meeting with Community Member and Deputy Mayor	10/8/22
	New England Renewable Energy Zone (NEREZ) Meeting in Armidale	11/8/22
	Meeting with Leading Roles	11/8/22
Councillor Workshop	11/8/22	

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Councillor	Name of Meeting / Function	Date attended
	Zoom Meeting with NSW Opposition Leader and Shadow Health Minister	15/8/22
	Meeting with Potential Industry Proponent	15/8/22
	Meeting with Emmaville community member	15/8/22
	Meeting Community Resilience Network	16/8/22
	Meeting with Adam Marshall and Minister of Regional Health	17/8/22
	Meeting with the Interim General Manager and Deputy Mayor regarding Correctional Centre potential help	17/8/22
	Australian Standing Stones Management Board (ASSMB) AGM	17/8/22
	Walk through new Indoor Sports Centre with Adam Marshall	18/8/22
	Vietnam Veterans Commemoration Service	18/8/22
	Emmaville Mining Museum Committee Meeting	18/8/22
	GLENRAC Committee of Management Meeting	19/8/22
	Meeting with Glen Innes Business Chamber Chair	19/8/22
	Meeting with Interim General Manager (IGM) regarding Essential Energy Building	19/8/22
	Opening of the Glen Innes Indoor Sports Centre	20/8/22
	Meeting with Lisa Roberts Manager DPI Rural Recovery Support Service	22/8/22
	Aboriginal Consultative Committee	22/8/22
	Pre-briefing Meeting	25/8/22
	Ordinary Council Meeting	25/8/22
	Annual Donations Committee Meeting	25/8/22
	Opening of New Lifeline Shop	25/8/22
	New England Joint Organisation (NEJO) at Moree	29/8/22
	NSW Farmers REZ Forum	30/8/22
	Meeting with Adam Marshall and Matthew Sprott in office and Mike Young From Energy Co via phone	30/8/22
Cr T Arandale (Deputy Mayor)	Meeting with Community Member	2/8/22
	Tour of Photo Create	2/8/22

Councillor	Name of Meeting / Function	Date attended
	Community Safety Precinct Committee Meeting	3/8/22
	Meeting with Glen Innes Jockey Club	3/8/22
	GGITT Meeting at the Services Club	3/8/22
	Guest at the Glen Innes Public School's Education Week event	4/8/22
	Meeting with the Director of Infrastructure Services to discuss future renewable energy projects	4/8/22
	Glen Innes Hospital Auxiliary AGM	5/8/22
	Youth Command Meeting	9/8/22
	Meeting with Community Member and Mayor	10/8/22
	NEREZ Meeting in Armidale	11/8/22
	Meeting with Leading Roles	11/8/22
	Councillor Workshop	11/8/22
	Glen Innes Severn Library Committee Meeting	12/8/22
	Meeting with Potential Industry Proponent	15/8/22
	Walk the main street with the Mayor picking up petitions re Hunter New England Health (HNEH)	16/8/22
	Meeting with Adam Marshall and Minister of Regional Health	17/8/22
	Meeting with the Interim General Manager	17/8/22
	Roads Consultative Committee Meeting	18/8/22
	Vietnam Veterans Commemoration Service	18/8/22
	Business Chamber Meeting	19/8/22
	Essential Energy Meeting	19/8/22
	Opening of the Glen Innes Indoor Sports Centre	20/8/22
	Business Chamber Meeting	24/8/22
	Pre-briefing Meeting	25/8/22
	Ordinary Council Meeting	25/8/22
	Annual Donations Committee Meeting	25/8/22
	NSW Farmers REZ Forum	30/8/22
	Meeting with ENCO	30/8/22
	Creating Capability and Confidence for Community Champions Workshop	31/8/22

Item 10.1

Councillor	Name of Meeting / Function	Date attended
Cr T Alt	Meeting with Leading Roles	11/8/22
	Councillor Workshop	11/8/22
	Pre-briefing Meeting	25/8/22
	Ordinary Council Meeting	25/8/22
	Annual Donations Committee Meeting	25/8/22
	Opening of New Lifeline Shop	25/8/22
Cr L Gresham	On leave	1/8/22 until 17/8/22
	Pre-briefing Meeting	25/8/22
	Ordinary Council Meeting	25/8/22
	NSW Farmers REZ Forum	30/8/22
Cr J Parry	North West Weights and Loads Group Meeting	1/8/22
	Australia Day Committee Meeting	3/8/22
	Meeting with Leading Roles	11/8/22
	Councillor Workshop	11/8/22
	Roads Consultative Committee Meeting (Delegate for Cr Alt)	18/8/22
	Opening of the Glen Innes Indoor Sports Centre	20/8/22
	Pre-briefing Meeting	25/8/22
	Ordinary Council Meeting	25/8/22
Cr A Parsons	Meeting with Leading Roles	11/8/22
	Councillor Workshop	11/8/22
	Pre-briefing Meeting	25/8/22
	Ordinary Council Meeting	25/8/22
Cr C Sparks	Minerama Committee Meeting	1/8/22
	Glen Innes Art Gallery Opening of Exhibition	6/8/22
	Access Committee Meeting (walk)	10/8/22
	Meeting with recruitment agency, Leading Roles	11/8/22
	Councillor Workshop	11/8/22
	Glen Innes Art Gallery	15/8/22
	Glen Innes Family Youth and Support Services Committee Meeting	16/8/22
	Community Centre Committee Farewell Morning Tea for Moira Munro	17/8/22

Councillor	Name of Meeting / Function	Date attended
	Opening of the Glen Innes Indoor Sports Centre	20/8/22
	Aboriginal Consultative Committee Meeting	22/8/22
	Community Centre Committee Meeting	22/8/22
	NAIDOC Meeting	24/8/22
	Pre-meeting Briefing Session	25/8/22
	Ordinary Council Meeting	25/8/22

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED**(a) Financial**

Nil.

(b) Governance/Policy

Although most Council committees are advisory in nature, input from these committees assists Council in formulating policy.

Manual for Community Committees of Council

Paragraph 2.2.5 of Council's Manual for Community Committees of Council states the following:

Attendance of Committee Members is required at Committee Meetings. Committee Members are required to attend a minimum of three (3) meetings in each financial year. In the instance that members are unable to attend the scheduled meeting, an apology must be submitted to the Secretary prior to the commencement of the meeting.

A person shall cease to be a member of a Community Committee if the member is absent for more than three (3) meetings without leave (i.e. accepted apology). (This does not apply to Councillors or Council staff).

(c) Legislative/Statutory

Section 355 of the *Local Government Act 1993* states the following:

How a council may exercise functions.

A function of a council may, subject to this Chapter be exercised:

- (a) by the council by means of the councillors or the employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) **by a committee of the council**, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).

(d) Risk

Nil.

(e) Social

The record of attendance provides valuable information to the community on what meetings all Councillors are attending.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Personal Assistant (Director of Corporate and Community Services) provided the information regarding the meetings held by Section 355 Community Committees of Council.

Individual Councillors provided the information regarding the meetings and functions that they attended.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (DPOP)

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

Council achieves many of its strategic objectives contained in the Operational Plan and Delivery Program through its Community Committee structure.

CONCLUSION

Council delegates are usually assigned annually at the September Ordinary Council Meeting.

Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

This report lists all the recent meetings held by the Section 355 Community Committees of Council and all of the meetings and functions that have been attended by Councillors.

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS

CLOSED COUNCIL **To consider Confidential Reports** (Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council or Committee meeting may be closed to the public are listed in Section 10A(2) of the *Local Government Act 1993* and are as follows:

- (a) personnel matters concerning particular individuals other than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the Council or committee.

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Procurement of Electricity</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>

The following two (2) recommendations will also be put to the Closed Council:

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

RECOMMENDATION

That the Confidential Closed Council Resolutions be recommended for adoption to the Ordinary Meeting of Council.