

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
27 OCTOBER 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:
Thursday, 27 October 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 - 23 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 13 Council Resolutions currently outstanding as at Friday, 21 October 2022.

There were 28 Council Resolutions outstanding in the report that went to the Thursday, 22 September 2022 Ordinary Council Meeting.

A further 18 outstanding actions were added after the September 22, 2022 Ordinary Council Meeting.

Therefore, 33 outstanding actions have now been completed since the last Ordinary Council Meeting (workings – $28 + 18 = 46 - 33 = 13$).

The 23 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	Sept 2022)
2021	2	(4	Sept 2022)
2022	10	(23	Sept 2022)
TOTAL	<u>13</u>	<u>(28</u>	Sept 2022)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	0	(6	Sept 2022)
Corporate and Community Services	7	(15	Sept 2022)
Place and Growth	1	(1	Sept 2022)
Infrastructure Services	5	(6	Sept 2022)
TOTAL	<u>13</u>	<u>(28</u>	Sept 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 as at 21.10.22

REPORT TITLE: 7.2 ANNUAL DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS

ECM INDEXES:

Subject Index: GOVERNANCE: Disclosures by Councillors and Designated Persons Return Register

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 table the Annual Disclosure of Interest Returns prepared by Councillors and Designated Persons for the 2021/2022 Financial Year.

RECOMMENDATION

That Council notes the tabled Disclosure of Interests Returns by Councillors and Designated Persons for the 2021/2022 Financial Year, in accordance with Section 440AAB of the Local Government Act 1993.

REPORT

(a) Background

The purpose of the Disclosure of Interest Returns is to provide Councillors and Designated Persons with the opportunity to disclose any items where there may be a Pecuniary Interest, which may affect the decision of the person completing the return.

The return is to be completed by each Councillor and each Designated Person before being lodged with the General Manager, initially by 30 September each year and then, within three (3) months of becoming aware of an interest they are required to disclose, under Schedule 1 any interest that has not been previously disclosed in a return lodged under paragraphs 4.9 (a) and 4.9 (b) of the Code of Conduct for Councillors; 4.18 (a) and 4.18 (b) of the Code of Conduct for Council Staff; and 4.15 (a) and 4.15 (b) of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

Once completed and lodged, the returns are required to be tabled at an Ordinary Council Meeting in accordance with section 440AAB of the **Local Government Act 1993 (the Act)**.

(b) Discussion

Whilst individuals are responsible for lodging their returns by the due date, the **Office of Local Government (OLG)** encourages General Managers to remind Councillors and Designated Persons of their obligation to lodge a return by 30 September each year.

Returns were distributed to all Councillors and Designated Persons on 6 September 2022 with a Memorandum providing instruction on the completion of the Returns and the deadline as set out by the relevant Code of Conduct.

Council has procedures in place to record the lodgement of all returns.

Only Councillor Parsons was late in submitting his return. Some designated persons have resigned their positions in the period and no lodgement was received from the Management Accountant and Internal Auditor.

All returns received by the General Manager are tabled at this Council Meeting.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

The applicable Council Codes are:

- Code of Conduct for Councillors;
- Code of Conduct for Council Staff; and
- Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

Governance requirements:

Complaints about breaches of these Code of Conduct requirements are to be referred to the OLG and may result in disciplinary action by the council, the Chief Executive of OLG or the NSW Civil and Administrative Tribunal.

(c) Legislative/Statutory

General Managers should ensure returns are tabled in accordance with Section 440AAB of the Act which states the following:

440AAB REGISTER AND TABLING OF RETURNS

- (1) *The General Manager must keep a register of returns disclosing interests that are required to be lodged with the General Manager under a code of conduct.*
- (2) *Returns required to be lodged with the General Manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged.*

Council must make all returns of interests publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the NSW Information Commissioner.

If any councillor or designated person is concerned that their safety or the safety of their family may be put at risk if information about their home address is disclosed in the return of interests, such person may request that the information be redacted under section 739 of the *Local Government Act 1993*.

Such a request should be made to the General Manager in writing.

(d) Risk

Disclosures of Interests Returns aim to promote transparency and mitigate the risk of conflicts that may arise in carrying out the duties and functions of public office via pecuniary interests.

Those who do not complete Returns are effectively in breach of Council's applicable Code of Conduct of which disciplinary action may be taken.

(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. It is a legislative requirement to table returns and making a return is provided in the Codes of Conduct.

CONCLUSION

The Annual Disclosures of Interests Returns provided to the General Manager are tabled at this meeting in accordance with section 440AAB of the Act.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.3 LOCAL ECONOMIC DEVELOPMENT SUPPORT FUND
POLICY APPLICATIONS**

ECM INDEXES:

Subject Index: **ECONOMIC DEVELOPMENT: PLANNING
CORPORATE MANAGEMENT: POLICY**

Customer Index: **Attract Connect Stay – Glen Innes
Glen Innes Show Society
Ben Falls Retreat
Karinya
Down A Gear Motorcycles
Spend In Glen / Glen Innes Business Chamber
Glen Industries
Kings Gym**

Property Index: **NIL**

AUTHOR: **Margot Davis - Manager of Economic Development**

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

PURPOSE

The purpose of this report is for Council to review and then to endorse the **Local Economic Development Support Fund Panel (LEDSF-P)** recommendation for financial assistance to be provided by Council to six (6) applications (***Annexure A***), which were all received in accordance with Council's **Local Economic Development Support Fund Policy (the Policy) (*Annexure B*)**.

RECOMMENDATION

THAT Council:

- 1. Reimburses Attract Connect Stay – Glen Innes \$21,955 for the Community Workforce Recruiter Connector Feasibility Study with 50% payment to commence the project and 50% payment on completion and presentation to Council of the Feasibility Study.***
- 2. Reimburses the Glen Innes Show Society \$7,000 for the 2023 Annual Glen Innes Show, with 50% reimbursed prior to the event, and 50% reimbursed following the successful holding of the event.***

3. *Reimburses the Ben Falls Retreat \$7,045 for the expansion of cabin accommodation with 100% paid on approval and provision of the Development Application for the cabins to Council.*
4. *Reimburses Karinya \$20,000 for the construction of new units with 100% paid on approval and provision of the Complying Development Certificate to Council.*
5. *Reimburses Spend In Glen \$10,000 for the operation of the 2023 Christmas Promotion with 100% paid on receipt of invoice to Council.*
6. *Reimburses Glen Industries \$25,000 for the acquisition and commissioning of plastic recycling equipment on receipt of invoice to Council, the inclusion of the supplier invoice as proof of purchase, and confirmation in writing that the equipment will be installed in the Glen Innes premises prior to monies being released.*
7. *Requests the Manager of Economic Development to write to all unsuccessful applicants outlining how future submissions could be improved to meet the criteria and provisions of the Local Economic Development Support Fund Policy.*
8. *Requests the Manager Economic Development to communicate to all successful applicants the outcome of their application including a stipulation of the funding to provide Council with evidence of the project completion and invite Council to official openings, events or otherwise in recognition of Council's contribution to their project.*

REPORT

(a) Background

The Policy establishes Council's position regarding providing third-party financial support to enable and support positive local socio-economic outcomes.

The following was resolved at the 21 April 2021 Ordinary Council Meeting:

21.04/21 RESOLUTION

That Council:

1. **Adopts the Local Economic Development Support Fund Policy effective from 1 July 2021.**
2. **Allows the closing period for applications for funding under the Local Economic Development Support Fund to be 31 July 2021.**

The Policy is aligned to the adopted **Economic Development Strategy and Action Plan (EDS)**. The Policy provides the criteria to assess applications through the **Local Economic Development Support Fund Scorecard (LEDSF-SC)** and the LEDSF-P which reviews the applications and then makes recommendations to Council. A summary of the LEDSF-SC is attached (**Annexure C**).

Council called for **Expressions of Interest (EOIs)** for two (2) independent community representatives for the LEDSF-P, with only one (1) submission received from Mrs Jane Newsome who is entrusted and endorsed by Council delegates.

(b) Discussion

The LEDSF-P convened online, on Wednesday, 21 September 2022 to review and discuss the eight (8) applications totalling \$180,112 which had been submitted for the Local Economic Development Support Fund by 5pm, Sunday, 31 July 2022.

There was one (1) application from King's Gym that did not complete the application form, the project alignment form or provide evidence of community support and therefore was not scored and agreed by the panel to not be considered for funding.

Another application from Down A Gear Motorcycles was scored, however, not awarded funding by the panel on this occasion. The LEDSF-P is encouraged by this new business and notes that most of the business set up costs have already accrued and been finalised in the previous financial year.

The remaining six (6) applications, totalling a requested \$159,180 were scored and reviewed by the LEDSF-P regarding their alignment with the EDS – applications and outcomes are summarised below:

1. ATTRACT CONNECT STAY – GLEN INNES

The application from Attract Connect Stay – Glen Innes requested financial assistance for \$21,955 to deliver a feasibility study for a Community Workforce Recruiter Connector. This is to extend the Healthcare model to other future jobs and skills gaps including education and professional trades.

This submission is well aligned to the EDS to the:

- Four (4) Strategic Pillars – People, Place, Partnerships and Prosperity;
- Leverages the opportunities for growth in Small Business, Healthcare and Social Assistance; Innovation and Entrepreneurialism; and
- Contributes to the strategic priorities of - Workforce Attraction and the Retention, Local Training and Skills and Developing Human Capital, Attracting and Retaining Population, Advocacy and Leadership.

The LEDSF-P agreed that the application met all of the criteria of the Policy with an overall scoring of 60% and recommended that \$21,955 be allocated to assist with this project.

2. GLEN INNES SHOW SOCIETY

The application from the Glen Innes Show Society requested financial assistance for \$30,000 to contribute to delivering the Pastoral and Agricultural Show.

This submission is well aligned to the EDS in relation to the:

- Four (4) Strategic Pillars – People, Place, Partnerships and Prosperity;
- Leverages the opportunities for growth in Agriculture, Small Business and the Visitor Economy; and
- Contributes to the strategic priorities of - Diversifying Agriculture, Growth and Industry Focus and Supporting Local Business Growth and Connection.

The LEDSF-P agreed that the application met all of the criteria of the Policy with an overall scoring of 59% and recommended that \$7,000 be allocated to assist with this important and historic annual event.

3. BEN FALLS RETREAT

The application from Ben Falls Retreat requested financial assistance for \$27,225 to contribute to the expansion of cabin accommodation from one (1) to five (5).

This submission is well aligned to the EDS in relation to the:

- Three (3) Strategic Pillars – People, Place, and Prosperity;
- Leverages the opportunities for growth in Small Business, the Visitor Economy, Asset-based Place-making; and
- Contributes to the strategic priorities of - Workforce Attraction and the Retention, Local Training and Skills and Developing Human Capital, Attracting and Retaining Population, Marketing and Promotion, Growth Industry Focus and Supporting Local Business Growth and Connection.

The LEDSF-P agreed that the application met all of the criteria of the Policy with an overall scoring of 54% and recommended that \$7,045 be allocated to contribute to the growth of the accommodation business.

4. KARINYA

The application from Karinya requested financial assistance for \$25,000 to contribute to the building of five (5) additional aged care units.

This submission is well aligned to the EDS in relation to the:

- Four (4) Strategic Pillars – People, Place, Partnerships and Prosperity;
- Leverages the opportunities for growth in Small Business, Healthcare and Social Assistance, Physical Environment and Asset-based Place-making; and

- Contributes to the strategic priorities of - Workforce Attraction and the Retention, Attracting and Retaining Population, Investment Attraction, Growth Industry Focus and Supporting Local Business Growth and Connection.

The LEDSF-P agreed that the application met all of the criteria of the Policy with an overall scoring of 54% and recommended that \$20,000 be allocated to contribute to the growth of the aged care accommodation and services.

5. SPEND IN GLEN

The application from Spend In Glen requested financial assistance for \$10,000 to contribute to the annual Christmas Buy-Local Promotion.

This submission is well aligned to the EDS in relation to the:

- Four (4) Strategic Pillars – People, Place, Partnerships and Prosperity;
- Leverages the opportunities for growth in the Visitor Economy, Small Business, and Asset-based Place-making; and
- Contributes to the strategic priorities of - Workforce Attraction and the Retention, Attracting and Retaining Population, Growth Industry Focus and Supporting Local Business Growth and Connection.

The LEDSF-P agreed that the application met all of the criteria of the Policy with an overall scoring of 53% and recommended that \$10,000 be allocated to contribute to the operation of this important local campaign that drives local retail spend.

6. GLEN INDUSTRIES

The application from Glen Industries requested financial assistance for \$30,000 to contribute to the acquisition and commissioning of plastic recycling equipment.

This submission is well aligned to the EDS in relation to the:

- Four (4) Strategic Pillars – People, Place, Partnerships and Prosperity;
- Leverages the opportunities for growth in Renewable Energy, Small Business, Healthcare and Social Assistance; Innovation and Entrepreneurialism; Physical Environment and Asset-Base Place-Making; and
- Contributes to the strategic priorities of - Workforce Attraction and the Retention, Attracting and Retaining Population, Growth Industry Focus and Supporting Local Business Growth and Connection.

The LEDSF-P agreed that the application met all of the criteria of the Policy with an overall scoring of 53% and recommended that \$25,000 be allocated to contribute to the acquisition and commissioning of equipment to expand the Glen Industries business and employment opportunities.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Operational Plan and Budget for the 2022/2023 Financial Year has an allocation of \$91,000 for the funding of successful applications under the LEDSF.

The LEDSF-P has agreed to recommend to Council that six (6) applications be awarded the amounts as detailed in this report, which total the full available budget of \$91,000.

(b) Governance/Policy

The Policy assesses applications based on the application form and guidelines including the submission of the project details and project alignment forms in Appendix B of the Policy and the following criteria scored in the LEDSF Scorecard:

- a) The extent to which the proposal aligns to the four (4) Strategic Pillars and Priorities in the EDS.
- b) The extent to which the proposal leverages the opportunities for growth outlined in the EDS.
- c) The extent to which the proposal delivers, supports or assists in the delivery of one or more action items in the EDS.
- d) Evidence of the community need and community consultation and support for the proposal;
- e) Demonstrated ability to successfully deliver the outcomes in a timely way;
- f) The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial/event plan and budget); and
- g) The extent to which Council's budgeted funds are available for disbursement.

(c) Legislative/Statutory

Section 356 of the **Local Government Act 1993 (the Act)** prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals).

Financial assistance must be for the purposes of exercising the council's functions.

Section 356(2) requires councils to give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so.

Public notice is not required if:

- The assistance is part of a specific program which has been included in the council's operational plan;
- The program's budget does not exceed five per cent (5%) of the council's income from ordinary rates for the year; and
- The program is uniformly available to all or a significant group of persons within the area.

The Policy is a specific program which establishes clear and transparent criteria for the assessment of applications for financial assistance and therefore is not required to go on public notice and adheres to Section 356 of the Act.

(d) Risk

There is a reputational risk associated with applications that were rejected through the process being perceived as not being fair or equitable. This risk is mitigated by the process and procedure of the Policy.

(e) Social

There are positive social implications for this report as supporting local business is identified in the External Customer Satisfaction Survey.

(f) Environmental

Nil.

(g) Economic

Glen Innes Severn Council is committed to supporting the local community to foster positive local economic outcomes.

Council believes that the whole community should be able to access Council financial support that will deliver a positive Return on Investment (ROI) – financial or societal as a driver to improve socio-economic prosperity and wellbeing.

The Policy establishes Council's position regarding providing third-party financial support to enable and support positive local socio-economic outcomes.

The Policy is aligned to the adopted EDS and provides the criteria to assess applications through the LEDSF-SC and a LEDSF-P which reviews and makes recommendations to Council.

(h) Asset Management

Nil.

CONSULTATION

(a) External

There was an independent community representative on the LEDSF-P, Mrs Jane Newsome.

(b) Internal

The LEDSF-P comprised of the Mayor, Deputy Mayor, the Interim General Manager, the Acting Director of Development Planning and Regulatory Services and the Manager of Economic Development.

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

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.3.1: Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.

CONCLUSION

The Policy confirms Council's commitment to supporting the local community to foster positive local economic outcomes.

The recommendations in this report provided by the LEDSF-P meet the requirements of the Policy.

ATTACHMENTS

Annexure A	LEDSF - Applications (<i>Confidential</i>)
Annexure B	LEDSF - Policy
Annexure C	LEDSF - Scoring Summary

REPORT TITLE: **7.4 GENERAL MANAGER'S DIRECTORATE: MONTHLY
REPORT FOR SEPTEMBER 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 September 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 September 2022.

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

ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development and Key Projects

- The **Manager of Economic Development (MED)** attended and presented at a plenary session on Geotourism at the **Sustainable Economic Growth in Regional Australia (SEGRA)** conference held from 31 August until 2 September 2022;
- As a member of the **Regional Activators Alliance (RAA)** the MED attended the **Regional Australia Institute (RAI)** annual Regions Rising conference on 12 and 13 September.
- The vacant Marketing Assistant role was re-advertised due to a lack of candidates from the first round; and
- The Highlands Hub opened its doors to the public on 26 September 2022.

Tourism and Events

- The September Tourism and Events newsletter was sent out on 2 September 2022 to 229 subscribers made up of local businesses within the visitor economy with a 43.7% open rate;
- The **Tourism and Events Officer (TEO)** continued to develop the Skywalk Geotourism Experience;
- The TEO and **Tourism Assistants (TAs)** attended a meeting with **National Parks and Wildlife Service (NPWS)** to discuss new tourism products;
- The **Australian Celtic Festival (ACF)** fees and charges were accepted by Council following the public exhibition period and trader applications placed on the ACF website and social media channels; and
- Council applied for funding from the **NSW Regional Events Acceleration Fund (REAF)** Stream One (1) and Stream Three (3) which will assist with obtaining Scottish themed headline performers, sporting identities and themed workshops as well as obtain temporary infrastructure to improve accessibility at the ACF site.

355 Committees of Council and Community Groups

- The **Emmaville Mining Museum (EMM)** held a site visit from **Museums & Galleries of NSW (M&GNSW)** as part of its Museum Standards Program;
- The TEO attended the Minerama Committee's September meeting. The Minerama Committee has begun planning its event to be held on 10, 11 and 12 March 2023;
- The TEO attended the **Australian Standing Stones Management Board (ASSMB)** September meeting; and

- The TEO attended the **Glen Innes Highlands Visitor Association (GIHVA)** AGM held Monday 19 September 2022 and a committee was formed. This meeting was followed by an Executive meeting.

Visitor Information Centre (VIC)

- Visitor numbers recorded in September 2022-2023 at the VIC were 1,079 people compared to 106 in September 2021-2022, an increase in visitation of 917.9%;
- Trainlink sales and fees in September 2022-2023 were \$1,570.21 compared to \$87.30 in September 2021-2022, an increase of 1,698% showing the true impact of COVID-19 restrictions to our visitors and therefore sales at the VIC;
- The Glen Innes Highlands Shop reached the monthly sales target of \$9,700 for September compared to \$1,816.45 in September 2021-2022, an increase of 434%;
- The VIC online shop September 2022-2023 revenue was consistent with September 2021-2022 revenue, though sales increased by 30%; and
- The top five (5) enquiries received at the VIC were:
 - Where to fossick;
 - Road closures;
 - Accommodation;
 - What to do in Glen Innes staying multiple days; and
 - The Australian Standing Stones.

Grants and Funding

Please see **Annexure A** 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 September 2022 were 2,292. There were 25 posts during September.

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

The Most Popular Facebook Posts for September 2022:	Reach	Post Engagement
Swimming pool posts (several – combined)	5,918	Approx. 15%
Highlands Hub – opening (combined)	2,059	Approx. 10%
EOI saleyards	1,444	Approx. 11%

Other popular posts (over 1,000 views): Men's health; road closures; Garage Sale Trail; Rural Women's Day/Evening event; Access to Better Living Expo; free wi-fi.

Media activity of interest:

- All content migration from the current to new website was completed in accordance with project management requirements; up-dating of website information as notified by staff (in preparation for go live site); structural/presentation tweaking; negotiate Engagement HQ platform for website;
- Issues management – publicity on Council platforms of non-Council sponsored community events - guidelines; and
- Swim season – pools; Garage Sale Trail; recycling/plastics; roadworks/water updates; saleyards; Youth Booth and Library – school holidays; public exhibitions; Highlands Hub opening, general publicity - media, programs; local events (in conjunction with tourism); Access expo (with Life Choices – Support Services); public holiday/Council meeting/rubbish collection; media from Business Paper.

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 23 September 2022 Ordinary Council Meeting, there were a total of 28 live views and 24 archive views.

EXECUTIVE SERVICES DEPARTMENT

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

- Councillor Workshop on 1 September 2022;
- Breakfast with members of the Audit Risk and Improvement Committee (ARIC) on 2 September 2022;
- ARIC Meeting on 2 September 2022;
- Councillor Workshop on 8 September 2022;
- Extraordinary Council Meeting on 12 September 2022;
- All of Staff Meeting on 14 September 2022;
- Year 12 Graduation Assembly, Emmaville Central School on 21 September 2022;
- Year 12 Graduation, Glen Innes High School on 21 September 2022;
- Ordinary Council Meeting on 23 September 2022; and
- Meeting with representatives from Transport for New South Wales on 23 September 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 September 2022	\$3,000
Less, transactions for September 2022	\$0
Balance Available as at 30 September 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 September 2022.

ATTACHMENTS

Annexure A Grants and Funding Update

REPORT TITLE: **7.5 MINERAMA COMMITTEE - ELECTION OF COMMITTEE**

ECM INDEXES:

Subject Index: **GOVERNANCE: COMMITTEES OF COUNCIL**

Customer Index: **Minerama Committee**

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 **Minerama Committee (the Committee)** meeting held on Monday, 12 September 2022 (**Annexure A**).

RECOMMENDATION

THAT Council:

- 1. Endorses the additional five (5) community representatives to the Minerama Committee:***
 - Dione Goard;***
 - Glen Little;***
 - Belinda Parkinson;***
 - Christopher Sexton; and***
 - Maurice Velcich.***
- 2. Approves the Minerama Committee to have a total of 13 members, until the 2023 Annual General Meeting, where a vote to determine Committee members if more than 12 nominations are received will be required.***

REPORT**(a) Background**

The Committee includes representation from interested community representatives. The Committee is required to organise the annual Minerama Event, consider relevant matters and make recommendations to Council.

Council resolved the following at its Ordinary Council Meeting held on Thursday, 25 August 2022:

19.08/22 RESOLUTION

THAT Council:

1. Endorses the following six (6) community representatives as the newly elected Minerama Committee:
 - Kathleen Batten;
 - Peter Batten;
 - Craig Daley;
 - Craig Hulls;
 - Eric Pearce; and
 - Cathy Sexton.
2. Accepts the nominations received from Elizabeth Kerry and Brad Watson and endorses them as additional members to the Minerama Committee provided the Minerama Committee moves a motion at the next meeting to accept these nominations.
3. Endorses the election of office bearers within the newly elected Minerama Committee as follows:
 - Chairperson – Craig Daley;
 - Secretary – Cathy Sexton; and
 - Treasurer – Craig Hulls.

CARRIED

Item 2.1.2b) Committee Membership of the **Manual for Community Committees of Council (the Manual)** states the following:

Committee membership will not number less than four (4) and not more than twelve (12) including office bearers, unless approved by Council. If more than twelve (12) persons are nominated to the Committee, a vote by means of show of hands or ballot must be held to determine Committee members.

Only six (6) members had formally been put forward by the Committee for Council's endorsement to the Committee, with an additional two (2) nominations from Elizabeth Kerry and Brad Watson that were to be ratified by the Committee at the September Committee meeting. This would have meant there were four (4) positions vacant on the Committee, not five (5).

The Committee forwarded to Council an additional six (6) nomination forms on Friday, 2 September 2022. However, one (1) person's nomination was withdrawn, being Petra Andersson. The additional nomination forms for five (5) members have subsequently been put forward by the Committee at its September meeting for endorsement by Council.

(b) Discussion

The Minutes of the Committee, held on Monday, 12 September 2022 (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Dione Goard;
- Glen Little;
- Belinda Parkinson;
- Christopher Sexton; and
- Maurice Velcich.

Minutes received by Council on Saturday, 8 October 2022 for the September Committee meeting failed to ratify the nominations from Elizabeth and Brad, despite correspondence sent to the Committee on Wednesday, 31 August 2022 advising of Council's resolution.

Phone conversations held with the Chairperson and subsequently Council's Tourism and Events Officer on Monday, 10 October 2022 indicated this was an oversight by the Committee as Elizabeth and Brad still wish to be members on the Committee. As the Committee members are volunteers it is unfair to be too critical when minor errors are flagged. Instead, Council staff and the Council staff delegates try to guide the Committee to follow correct processes and adhere to the requirements of Council and the Manual.

Therefore, advice provided to the Committee was to discuss Elizabeth and Brad's nominations with a motion asking Council to approve the Committee having 13 members.

Meeting minutes following the Committees October meeting have not yet been received by Council although the Tourism and Events Officer has advised the Committee discussed the option of the Committee asking Council to have 13 members. Therefore, to ensure the five (5) additional members can be endorsed as members on the Committee this report is being submitted to Council prior to receiving the supporting minutes.

If Council chooses to endorse the additional five (5) nominations, along with the current six (6) members and two (2) conditionally approved members, the Committee membership will total 13 confirmed members being:

- Kathleen Batten;
- Peter Batten;
- Craig Daley;

- Dione Goard;
- Craig Hulls;
- Elizabeth Kerry;
- Glen Little;
- Belinda Parkinson;
- Eric Pearce;
- Cathy Sexton;
- Christopher Sexton;
- Maurice Velcich; and
- Brad Watson.

The additional members, bringing the total number of members to 13 instead of 12, would have no adverse impact on the meeting quorum (half the members plus one (1)) a total of seven (7). Furthermore, the Minerama event requires a large amount of resources and additional volunteers and is potentially outgrowing a volunteer committees' capacity. It is proposed one (1) additional member would in fact have greater potential to assist the Committee rather than hinder it.

If Council does not endorse the Committee having 13 members, the Committee would need to vote on the remaining four (4) positions from the additional five (5) nominations, as per item 2.1.2 b) of the Manual, as mentioned in the background of this report. This would delay member endorsement until at least the November or December Ordinary Council meeting (after the Committee meet in November and submit their minutes). It is suggested that this would negatively impact the Committee decision making during a critical stage in the lead up to the event as half its nominated members would be unable to vote on decisions.

Therefore, the recommendation by staff is to allow the Committee to have an additional member until the 2023 Annual General Meeting of the Committee.

In accordance with Council's resolution 15.09/22 dated Friday, 23 September 2022, Council's representatives on this Committee is Councillor Carol Sparks and Councillor Andrew Parsons. The Manager of Economic Development and the Tourism and Events Officer also attends these meeting as management representatives.

(c) Options

Option 1

THAT Council:

1. Endorses the additional five (5) community representatives to the Minerama Committee:
 - Dione Goard;
 - Glen Little;

- Belinda Parkinson;
 - Christopher Sexton; and
 - Maurice Velcich.
2. Approves the Minerama Committee to have a total of 13 members, until the 2023 Annual General Meeting, where a vote to determine Committee members if more than 12 nominations are received will be required.

Option 2

That Council does not endorse the Minerama Committee having a total of 13 members and requests the Minerama Committee to vote to determine the remaining four (4) members from the additional five (5) nominations received.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An allocation of \$54,100 has been provided within Council's Operational Plan and Budget for the 2022/2023 Financial Year to coordinate the Minerama event.

(b) Governance/Policy

All community representatives who nominated for the Committee are aware of the conditions as outlined in the Manual.

The Committee does not have its own bank account but is provided an amount from Council and receives other revenue in the lead up to the event. The Minerama budget is managed by the Committee Treasurer in liaison with Council staff for income received and expenses incurred for the Minerama Event.

(c) Legislative/Statutory

The Committee is a Committee of Council under the provisions of Section 355 of the *Local Government Act 1993*.

(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.

(e) Social

The Committee manages an annual event that is well attended by members of the Glen Innes Severn community. This event also attracts visitors from further afield to set up stalls and participate in Minerama which has a flow on effect in the wider community and businesses within the Local Government Area.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Tourism and Events Officer was consulted to clarify meeting outcomes to ensure this report provided accurate information to Council.

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.

This report also links to Council's Delivery Program Economic Development Principal Activity ED 2.2.3: Deliver the annual Minerama Fossicking, Gem and Jewellery Show in collaboration with the Minerama Festival Committee.

CONCLUSION

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

The Committee has six (6) endorsed representatives, with two (2) conditionally endorsed members as per Resolution 19.08/22.

An additional five (5) nominations have been received by representatives 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 to approve the Committee having 13 members to allow the additional five (5) nominations recommended by the Committee during its September Meeting to be endorsed by Council.

ATTACHMENTS

Annexure A Minerama Committee Meeting Minutes - 12/9/22

REPORT TITLE: 7.6 PINKETT RECREATION RESERVE MANAGEMENT COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: COMMITTEES OF COUNCIL

Customer Index: Pinkett Recreation Reserve Management Committee

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 Pinkett Recreation Reserve Management Committee meeting held on Wednesday, 13 July 2022.

RECOMMENDATION

THAT Council:

1. Endorses the following 12 community representatives as the newly elected Pinkett Recreation Reserve Management Committee:

- ***Donna Barnes;***
- ***Rachael Constable;***
- ***Neville Duddy;***
- ***Barb Holliss;***
- ***Garret Lawler;***
- ***Amy Miller;***
- ***Bernie Miller;***
- ***Jack Miller;***
- ***Trevor Miller;***
- ***John Newberry;***
- ***Pat Newberry; and***
- ***Ben Newbury.***

2. *Endorses the election of office bearers within the newly elected Pinkett Recreation Reserve Management Committee as follows:*

- *President – John Newberry;*
- *Senior Vice President – Jack Miller;*
- *Junior Vice President - Ben Newbury;*
- *Treasurer - Amy Miller; and*
- *Secretary - Rachael Constable.*

3. *Endorses the following signatories on the bank account:*

- *Amy Miller;*
- *Bernie Miller; and*
- *Neville Duddy.*

REPORT

(a) Background

The Pinkett Recreation Reserve Management Committee includes representation from interested community members. The Committee is required to consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Pinkett Recreation Reserve Management Committee was held on Wednesday, 13 July 2022.

Twelve nominations were received for membership of the Committee. The representatives who nominated for the Pinkett Recreation Reserve Management Committee 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 Pinkett Recreation Reserve Management Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Donna Barnes;
- Rachael Constable;
- Neville Duddy;
- Barb Holliss;
- Garret Lawler;
- Amy Miller;
- Bernie Miller;
- Jack Miller;
- Trevor Miller;
- John Newberry;
- Pat Newbury; and
- Ben Newberry.

The election of office bearers was also held, with John Newberry elected as President. The elected Senior Vice President was Jack Miller, Ben Newbury was elected as Junior Vice President, Amy Miller as Treasurer and Rachael Constable was elected as Secretary.

It should be noted that the minutes were not received in adherence with section 3.4 of the **Manual for Community Committees of Council (the Manual)** which states *“Minutes of all Committee meetings must be endorsed by members within two (2) weeks following each meeting”* further *“The endorsed, preferably signed and typed, copy of the minutes are then to be forwarded to Council”*. This is the second year in a row the committee secretary has failed to adhere to the Manual.

Staff made various attempts to request the AGM minutes via the Committee Chairperson and Secretary using both email and telephone. A formal letter was sent on Tuesday, 20 September 2022, requesting the outstanding AGM minutes. The AGM minutes were received by Council on Monday, 26 September 2022.

For Council to ensure the community asset is being well managed by the Community Committee of Council regular contact is required. In the past concerns have been raised around the Committees non-compliance with the Manual especially in relation to minutes and notice of meetings or correct notice surrounding the use of the facility and the payment of required fees and charges.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

The AGM and election of office bearers has been carried out in accordance with the Manual. All representatives who nominated for the Pinkett Recreation Reserve Management Committee are aware of the conditions as outlined in the Manual.

The Pinkett Recreation Reserve Management Committee 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, they provide input into relevant Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

The Pinkett Recreation Reserve Management Committee is a Committee of Council under the provisions of Section 355 of the *Local Government Act 1993*.

(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 the potential risk to committee members not being covered by Council's insurance. Furthermore, there is possible 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.

However, 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.

There have been several non-compliance issues in the past with this Committee; therefore, Council will continue to offer support and guidance to ensure the members are aware of the requirements to be adhered to.

(e) Social

As a Section 355 Committee of Council, the Pinkett Recreation Reserve Management Committee assists and maintains important community assets and infrastructure. It provides and manages a function that is creating interaction and lifestyle opportunities for residents by ensuring the facility is accessible and well utilised.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Manager of Governance, Risk and Corporate Planning was consulted previously in relation to risk.

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 Pinkett Recreation Reserve Management Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The Pinkett Recreation Reserve Management Committee has elected 12 members 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 new membership.

ATTACHMENTS

Annexure A Pinkett Recreation Reserve Management Committee - AGM Minutes
- 13/7/22

REPORT TITLE: **7.7 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 30 SEPTEMBER 2022**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: **Ann Newsome - Chief Financial Officer (Casual)**

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

The Glen Innes Indoor Sport Centre was opened on Saturday, 20 August 2022 by The Hon. Barnaby Joyce, MP and The Hon. Adam Marshall, MP. The venue has since been utilised by the Glen Innes Basketball Club - Polar Bears, the Glen Innes Netball Association, and school groups have even been playing some Futsal.

Plans are in place to seal the carpark (Image 1), install line marking, and hang an internal curtain between the two (2) indoor courts, to be completed by the end of October. Once the carpark has been completed, works will start on the two (2) outdoor (basketball/netball) multi-courts located to the east of the Sports Centre.



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. 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.

Of note to this report are the following outstanding issues:

- Plant costings are not yet able to be charged in the new system, and as such capital project expenditure as reported does not include internal plant costings from 1 July 2022.

This issue has been logged with Open Office for resolution.

Emmaville Road Segment 180 upgrade – Regional Roads Block Grant

Drainage and shoulder widening have been completed after experiencing issues and delays associated with wet subgrade material. The segment is now ready for overlay and shape correction works as seen in Image 2 below:



Image 2: Emmaville Road widening

Fixing Local Roads – Round 2 New Bitumen Seals

Gordons Road has been sealed using a trial bitumen emulsion graded seal from Colas Australia (Image 3 below). Gravel re-sheeting works have been completed on West Furracabad Road in preparation for sealing (Image 4 below).



Image 3: Bitumen emulsion sealing trial on Gordons Road



Image 4: Gravel re-sheeting works on West Furracabad Road

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

Shared Pathways Linking the Indoor Sports Centre to Existing Pathways

Council's concrete team has commenced construction on the shared pathways linking the newly constructed indoor sports centre to existing footpaths on Taylor Street as seen in Image 5 below:



Image 5: Shared pathway construction to Indoor Sports Centre

(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	\$ 6,347,977	98%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 4,364,065	\$ 4,364,065	\$ 2,525,484	58%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 11,202,214	\$ 14,794,719	\$ 5,789,142	39%
CAPITAL WORKS PROGRAM REVOTES-2022	\$ 1,298,626	\$ 1,318,626	\$ 349,191	26%
CAPITAL WORKS PROGRAM 2022/2023	\$ 19,534,216	\$ 19,534,216	\$ 1,285,387	7%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 943,487	\$ 1,473,507	\$ 281,678	19%
TOTALS	\$ 39,421,862	\$ 47,939,896	\$ 16,578,859	35%
*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 Place and Growth.

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 Expenditure 2019-2020
Annexure B	Capital Expenditure 2020-2021
Annexure C	Capital Expenditure 2021-2022
Annexure D	Capital Revotes 2021-2022
Annexure E	Capital Expenditure 2022-2023
Annexure F	Capital Revotes 2022-2023

REPORT TITLE: 7.8 INVESTMENTS REPORT AS AT 30 SEPTEMBER 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

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 \$17.7 M 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 September 2022	\$10,597,461.64
Movements		-\$ 2,582,780.66
Closing Balance	30 September 2022	\$ 8,014,680.98
Add unprocessed Bank Statement Transactions		\$ 12,951.19
Total:		\$ 8,027,632.17
Balance as per Statement		
	30 September 2022	\$ 8,030,917.04
Less Unpresented Payments		(\$3,284.87)
Plus Unpresented Debits		
Total:		\$ 8,027,632.17
		
Responsible Accounting Officer		
13 October 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-	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-	9/12/2022	0.60%	Westpac Banking Corporation (4)	Yes*	1,000,000	6,000.00	
A1+/AA-	6/03/2023	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+	5/04/2023	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-	9/08/2023	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	
A1+/AA-	8/09/2023	3.95%	NAB (18)	Yes	1,000,000	39,391.78	
A1/A+	8/09/2023	4.18%	Macquarie	Yes	700,000	29,179.84	
A1+/AA-	11/09/2023	4.04%	CBA (19)	Yes	1,000,000	40,621.37	
A1+/AA-	25/09/2023	4.46%	CBA (12)	Yes	1,000,000	44,844.38	
Expected Average Return 22/23		2.21%	Total Investments			17,700,000.00	524,615.73
Actual Average Return Received YTD		2.00%	Cash on Hand			8,027,632.17	
			Total Cash and Investments			25,727,632.17	

*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:

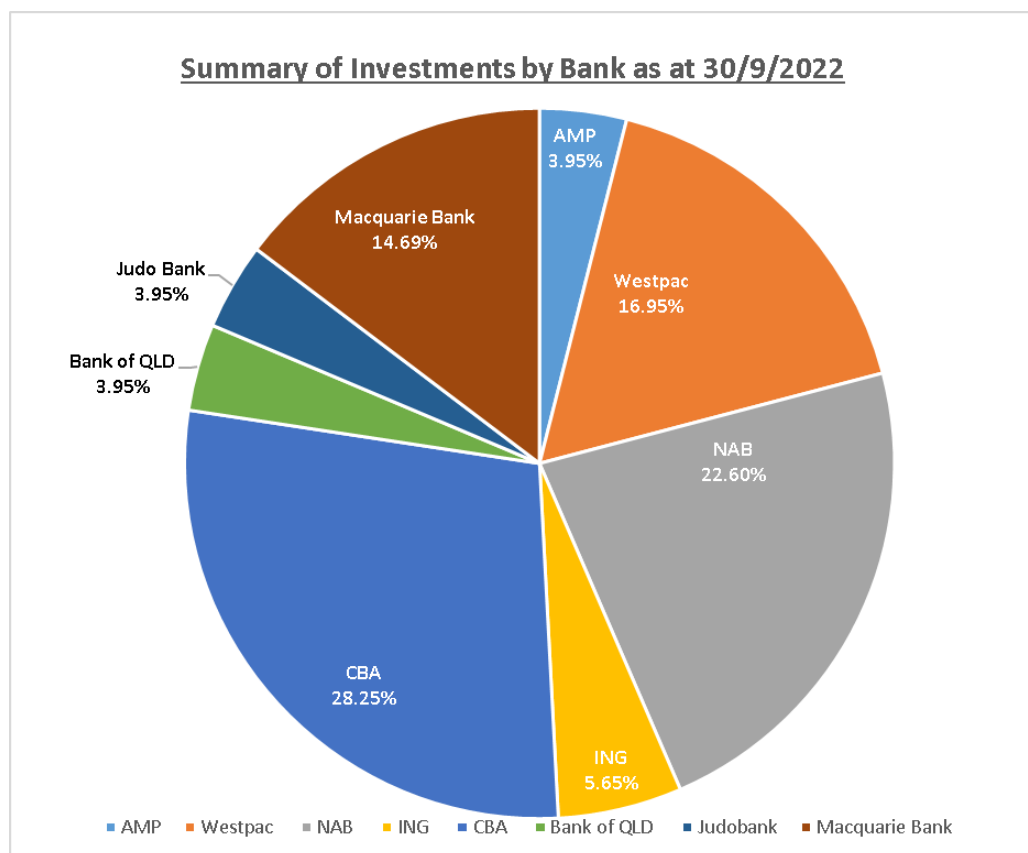
Interest received for year to 30 September 2022	\$27,740.78
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 September 2022	17,000,000
Less:	
Maturities (3)	3,000,000
Subtotal	14,000,000
Plus	
Rollovers (3)	3,000,000
New Investments (1)	700,000
Closing Balance as at 30 September 2022	17,700,000

During the reporting month, there were three (3) investments that matured, and were rolled over and one (1) new investment.

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, Casual 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 0.48%. The current actual average return for the 2022/2023 Financial Year is 2%. This is an increase on the actual average return of 1.52%, 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 0.98%.

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 September	17,000,000	16,100,000
Closing Balance as at 30 September	17,700,000	18,100,000

(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%	17,700,000
Yes	AA	67.80%	12,000,000	100%	5,700,000
Yes	A	20.34%	3,600,000	45%	4,365,000
Yes	BBB	11.86%	2,100,000	25%	2,325,000
Yes	Government	0.00%	-	100%	17,700,000
		100.00%	17,700,000		

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	17,700,000	100%
Total			17,700,000	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: 7.9 BORROWINGS REPORT AS AT 30 SEPTEMBER 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

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	\$ 588,000.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 131,878.62
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	01/11/2027	\$1,862,064.90
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	09/12/2022	\$ 31,992.82
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	\$ 286,775.10
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$1,147,100.38
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$1,093,120.85
Total General Fund Liability					\$6,891,535.19

*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	\$ 853,860.46
Total Sewer Fund Liability					\$ 853,860.46

TOTAL LOANS LIABILITY					\$9,318,995.65
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Certification

I, Ann Newsome, Casual 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 \$9,318,995.65 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: 7.10 REVIEW OF VACCINATION POLICY

ECM INDEXES:

Subject Index: WORK HEALTH AND SAFETY (WHS): Policies and Procedures WHS
CORPORATE MANAGEMENT: Policy

Customer Index: WORK HEALTH AND SAFETY: Work Health and Safety Consultative Group

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 present Council with the revised **Vaccination Policy (Annexure A)** for its review and adoption.

RECOMMENDATION

That Council adopts the revised Vaccination Policy.

REPORT

(a) Background

The Vaccination Policy was last adopted by Council on 26 September 2019 and is due for review every three (3) years. The document has been reviewed by Council's **Work Health and Safety Consultative Group (WHSCG)** and Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

Council's management of vaccination requirements is in accordance with relevant public health guidelines and **Work Health and Safety (WHS)** due diligence requirements.

The draft Vaccination Policy has been rewritten in line with Council's updated policy template, reviewed and updated to satisfy public health guidelines. This review will assist Council to achieve best practice in WHS by managing risks from infectious diseases, achieved by:

- identifying vaccination requirements using current Occupational Immunisation Guidelines listed in Table One (1) in the draft Policy; and
- achieving robust risk management processes for all health monitoring requirements across Council.

The suggested changes are noted in red text in Annexure A.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An amount of \$20,000 has been budgeted for staff vaccinations in the 2022/2023 Financial Year.

(b) Governance/Policy

Once adopted by Council, the revised Vaccination Policy will become policy of Council and will support Council's WHS Management System.

(c) Legislative/Statutory

Council has a legal obligation to comply with the requirements of the *Work Health and Safety Act 2011 (NSW)* and *Work Health and Safety Regulation 2017 (NSW)*.

(d) Risk

The provision of a robust vaccination process that supports Council's health monitoring and WHS Management System is an important part of Council's risk mitigation controls.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

NSW Health, StateCover Mutual Limited, SafeWork NSW, United Services Union (USU).

(b) Internal

The WHSCG and various work teams across Council.

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

Council's Vaccination Policy has been revised to include changes that have occurred since the current Policy was adopted in September 2019. Changes are relatively minor to ensure that sound WHS processes and practices are in place for Council's health monitoring. The revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A DRAFT Vaccination Policy

**REPORT TITLE: 7.11 GLEN INNES SEVERN LIBRARY QUARTERLY
REPORT - JULY, AUGUST SEPTEMBER 2022**

ECM INDEXES:

**Subject Index: LIBRARY AND PUBLIC INFORMATION ACCESS: General
COMMUNITY SERVICES: Reporting**

Customer Index: NIL

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 keep Council up to date on the quarterly statistical data and the community cultural program and activities delivered by the Library and Learning Centre.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Under the *Library Act 1939*, Council has a responsibility to be well informed about the management and coordination of the Library. Further, the Manager of the Library and Learning Centre has a reporting obligation under the Glen Innes Severn Learning Centre's Principal Agreement and the Glen Innes Severn Library Committee's Agreement with Council, this report is compiled to fulfil these obligations.

(b) Discussion

Both vacant Library Assistant positions are now filled with permanent staff, and cancelled services have resumed. In addition, two (2) new services have been added. These are monthly storytelling at the Emmaville Branch Library and weekly Senior Savvy Technology classes on a Monday morning which is grant funded by State Library of NSW and Telstra.

July 2022

Village Social Gathering recommenced on Wednesday, 6 July 2022

Village locals are enjoying the once-a-month morning and afternoon teas which are available at the village Libraries.

School Holiday Program – Monday, 7 – 16 July 2022

Tuesday, 5 July	Movie Day – Encanto
Thursday, 7 July	Movie Day – Sing 2
Tuesday, 12 July	Craft Activities – Paper and Recycled Craft
Thursday, 14 July	Deepwater / Emmaville Movie Day – Encanto

New Library Assistant – Raelene Watson – Monday, 18 July 2022

The Library welcomes Raelene Watson to a permanent Library Assistant position.

BAD Sydney Crime Writers Festival – Thursday, 28 July 2022

The BAD Sydney Crime Writers Festival LIVE online author event with bestselling author, Pamela Hart, was held on Thursday 28 July from 6 until 7 pm.

August 2022

NEW Service - Monthly Village Storytelling – Friday, 12 August 2022

The Emmaville Library's monthly storytelling will be held on the second Friday of the month from 10.30 am. The Emmaville Preschool children and local children will have a story read to them with singing and rhyming and a craft activity with the Branch Library Assistant coordinating the event.

‘The Joy of Reading – As Seen by The Golden Age Illustrators – Saturday, 20 August 2022

An exhibition of Australian and International magazine covers from Bill Rendell extensive historical magazine collection. The exhibition commenced with an informative talk on the period of 1880s and 1930s called ‘The Golden Age’ of Illustration which experienced the advances of print technology, freeing illustrators to experiment with colour and rendering techniques.

The event was well attended with 20 people enjoying the talk and exhibition on the night.

The 2022 Byron Writers Festival Regional Tour – Monday, 22 August 2022

Twenty-seven people joined us for the live author and poet event which features three authors Mirandi Riwoe, Jane Caro, and Nigel Featherstone with a poet, Huda the Goddess which rounded out the night’s performance.

September 2022

BAD Sydney Crime Writer’s Festival

The September BAD Sydney Crime Writer’s Festival had a three (3) day program which was held at the Glen Innes Library and with a single event at the Emmaville Branch Library on Friday, 9 September.

School Holiday Activities – September / October

Tuesday, 27 September	Craft Activity – Hanging Bird Feeders
Thursday, 29 September	Movie Morning – The Bad Guys
Tuesday, 4 October	Community Craft Activity – Tie Dye
	OOSH Craft Activity – Tie Dye
Thursday, 6 October	Movie Morning – Minions The Rise of Gru
	Deepwater/Emmaville Movie Day – Light Year

GLEN INNES ART GALLERY EXHIBITION

‘Celtic Country Artists’ Art Exhibition, opened from 11 June through to 29 July and featured well-known local artists Mike Gilbert, Raelene Watson, and Peter Grimes artwork.

The **‘Australian Flora & Fauna Exhibition’** commenced on 8 August and run through to 2 September 2022. This exhibition featured a National Parks information display on local walks and parks, a unique example of sculpture artwork using chicken wire to form an emu and her eggs, paintings in all mediums of native flowers and birdlife, embroidery, cross stitching, and one-of-a-kind cards for special occasions.

LEARNING CENTRE'S CONFERENCE AND MEETING ROOM USAGE

The Learning Centre's bookings are improving post-COVID with a 53% increase in comparison to the previous Quarterly Totals 2021. Usage has been predominantly by Council and commercial users.

	July	August	September	Total
Council	21	22	20	63
Art Gallery	2	2	2	6
TAFE/DET	0	0	0	0
Community/Commercial	2	6	4	12
Total	25	30	26	81

LIBRARY QUARTERLY STATISTICS

The Library's statistics are showing an improvement compared to the Quarterly Totals 2021 with increased visitors to the Library at 17 percent (%), Increased memberships by six percent (6%), increased income by 134 percent (%), and increased visitors to the Art Gallery by 154 percent (%). It should be noted that the Library's WIFI system was upgraded and reporting is now available, and has impacted on the WIFI quarterly statistics.

With the introduction of the Library App in January 2022 and the increased availability of e-Resources in e-Books, e-Audio, a new and improved e-Magazine and e-Newspapers subscription and a new e-Language Learning Service, have some members turning to the convenience of these services.

Quarterly Library Statistics						
ISSUES	July	August	September	Quarterly Totals 2022	Quarterly Totals 2021	% + -
Glen Innes Public	3,342	4,119	4,292	11,753	14,683	-20%
Library transfers	415	651	455	1,521	1,121	36%
TAFE	139	175	141	455	771	-41%
TOTAL	3,896	4,945	4,888	13,729	16,575	-17%
Branch Library Issues						
Deepwater	332	412	353	1,097	380	189%
Emmaville	401	241	350	992	687	44%
Glencoe	12	19	31	62	62	0%
TOTAL	745	672	734	2,151	1,129	91%
INCOME						
Internet Printing	\$ 218.45	\$ 150.15	\$ 114.85	\$ 483.45	\$ 371.30	30%
Photocopy/Fax	\$ 25.55	\$ 41.95	\$ 49.90	\$ 117.40	\$ 148.35	-21%
Coffee Machine	\$ 72.00	\$ 12.00	\$ 64.00	\$ 148.00	\$ 163.85	-10%
Conference Room	\$ -	\$ 2,068.75	\$ 932.50	\$ 3,001.25	\$ 1,034.50	190%
Inter Library Loan	\$ -	\$ -	\$ -	\$ -	\$ 39.00	-100%
Other*	\$ 4.20	\$ 382.93	\$ -	\$ 387.13	\$ 14.60	2552%
TOTAL	\$ 320.20	\$ 2,655.78	\$ 1,161.25	\$ 4,137.23	\$ 1,771.60	134%
<i>*Other includes Replacement of Books and Donation</i>						
Members						
GISC	3,803	3,834	3,870	3,870	3,674	5%
Others (outside LGA)	101	103	102	102	94	9%
TAFE	179	181	182	182	169	8%
TOTAL	4,083	4,118	4,154	4,154	3,937	6%
People Counter						
	1,852	1,968	2,243	6,063	5,188	17%
History Group						
	0	0	0	0	0	
Internet Usage						
Deepwater	4	17	12	33	38	-13%
Emmaville	11	8	17	36	34	6%
Public	452	510	500	1,462	890	64%
WIFI	0	3,773	5,436	9,209	717	1184%
TAFE	6	18	19	43	1	4200%
TOTAL	473	4326	5984	10,783	1,680	542%
Home Library Service						
Members						
Glen Innes	40	41	41	41	84	-51%
Deepwater	2	2	0	0	7	-100%
Emmaville	7	6	6	6	8	-25%
	49	49	47	47	99	-53%
Issues						
Glen Innes	361	457	321	1,139	1,800	-37%
Deepwater	3	2	1	6	104	-94%
Emmaville	137	122	132	391	345	13%
	501	581	454	1,536	2,249	-32%
Art Gallery Visitors						
	150	186	152	488	192	154%

UNE /TNE Study Centre						
UNE Members	6	5	5	5	27	-81%
TAFE Members	0	2	2	2	1	100%

(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 and total \$415,161.

(b) Governance/Policy

The Library has relevant operational policies in place and this report is produced to inform Council and the Community of the activities at the Library and Learning Centre

(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.

(e) Social

Monthly cultural activities and educational events support and contribute to the cultural well-being, quality of life, literacy, and intellectual growth of the Glen Innes Severn Community.

(f) Environmental

The Library and Learning Centre 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

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 1.2.1: Deliver Library and Learning Centre Services to enhance the equity of access to information, education and recreation for all members of the community.

This report also links to Council's Delivery Program Community Service Principal Activity CS 1.2.3: Deliver the Strategic Plan - Deepwater, Emmaville, Glencoe Library Services 2021-2025.

CONCLUSION

With the improvement in staffing levels at the Library, services will recommence, and the annual program will begin to offer more diverse activities for more target groups in our community. In July and August, the Weekly Storytime, school holiday activities commenced and in August, a new monthly children's storytelling service at Emmaville Branch Library.

The improved quarterly statistics are encouraging and will continue to improve as services are recommenced.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.12 WORKPLACE INJURY MANAGEMENT REPORT AS AT 30 SEPTEMBER 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 30 September 2022, as follows:

Item	2019/2020	2020/2021	2021/2022	2022/2023
Total Premium Paid	\$152,383.59	\$226,022.88	\$204,694.45	\$256,479.95 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.43%	1.97%	1.81%	2.22% (estimate)
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	157
Open Premium Impacting Claims (From Previous Years)				8
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				17
Closed Claims that are still Impacting on Council's Premium				9
Total Cost of All Premium Impacting Claims (to date)	\$30,792.00	\$35,352.00	\$60,800.00	\$13,601.00
Safety & Wellbeing Incentive (Scheme Performance Rebates)	\$24,593.67	\$34,953.89	\$34,265.14	\$33,838.58

This report covers the month of September 2022. There were no new workers compensation claims during this period. One injured worker returned to pre-injury duties and a single claim was finalised.

StateCover has now finalised Council's 2021/2022 premium, which stands at \$204,694.45 ex GST. The premium estimate for 2022/2023 is \$256,479.95 ex GST, reflecting the increases in lost time and claims expenses last year.

StateCover has advised that Council's safety and wellbeing incentive will be \$33,838.58 this year, subject to Council completing the WHS self-audit, wages declaration, and action plan arising from the self-audit. The action plan is an additional requirement that hasn't been necessary in the past but will apply from this point forward.

Lost time continues to impact on claims costs. There are currently two (2) workers who are unable to sustain suitable duties, resulting in an increase in claims costs for both medical expenses and wages.

(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. The estimate from the insurer for this year's premium currently stands at \$256,479.95 ex GST, which is well within the budgeted amount.

(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 September to 30 September 2022 saw no new workers compensation claims, one (1) claim finalised, and an overall increase in lost time and claims costs. Council received notification from StateCover that the 2021/2022 premium has been finalised at \$204,694.45 ex GST and that the 2022/2023 premium estimate is \$256,479.95 ex GST.

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: 7.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE -
REPORT AND MINUTES**

ECM INDEXES:

Subject Index: RISK MANAGEMENT – Audit, Risk and Improvement
Committee (ARIC)
GOVERNANCE – Committees of Council

Customer Index: Audit, Risk and Improvement Committee (ARIC)

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 provide Council with the Minutes of the **Audit, Risk and Improvement Committee (ARIC)** Meeting held on Friday, 3 June 2022 (**Annexure A**), and on Friday, 2 September 2022 (**Annexure B**).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The requirement for each Council to have an ARIC is prescribed in section 428A (1) of the **Local Government Act 1993 (the Act)**.

The **Office of Local Government (OLG)** has since been working with key stakeholders and industry experts to develop the regulatory framework that will support the operation of ARICs, and the establishment of a risk management and internal audit function in each council.

The OLG released draft *Risk Management and Internal Audit for Local Councils in NSW* Guidelines in August 2021.

Council has established its ARIC based on the requirements outlined in the draft guidelines.

(b) Discussion

ARIC meetings are held once per quarter with three (3) independent members on the Committee. Members of the Management Executive Team (MANEX), the Manager of Governance Risk and Corporate Planning and the Shared Internal Auditor attend these meetings along with any other required staff presenting reports. The Mayor, Councillor Banham attended the last two (2) ARIC meetings. The ARIC meeting held on Friday, 2 September 2022 was the first meeting, since the establishment of the Committee in early 2021, in which all members could attend in person.

The ARIC continues to be impressed with the progress Council has made on risk management and the understanding of key risk demonstrated by the officers.

A point of discussion was around how the ARIC would interact with Councillors. It is likely that the new Guidelines will allow Councillors to be non-voting members of the committee. Further advice will be provided to Council when the new guidelines are released.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

This report provides information on the endorsement of the ARIC Charter and the meeting minutes from recent ARIC meetings.

(c) Legislative/Statutory

The Act states the following:

428A Audit, Risk and Improvement Committee

(1) A council must appoint an Audit, Risk and Improvement Committee.

(2) The Committee must keep under review the following aspects of the council's operations—

(a) compliance,

(b) risk management,

(c) fraud control,

- (d) financial management,*
 - (e) governance,*
 - (f) implementation of the strategic plan, delivery program and strategies,*
 - (g) service reviews,*
 - (h) collection of performance measurement data by the council,*
 - (i) any other matters prescribed by the regulations.*
- (3) The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

(d) Risk

The ARIC is required to keep risk management under review. The ARIC has been impressed with the progress Council has made on risk management and the understanding of key risk demonstrated by the officers of Council who met with the ARIC at the induction and during the meetings.

(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 links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.7: Provide an Audit Risk and Improvement Committee in line with the Office of Local Government Risk Management Framework and Internal Audit Guidelines and ensure it has sufficiently resourced secretariat support to function optimally.

CONCLUSION

The Minutes of the past two (2) ARIC meetings have been provided (Annexures A and B) for Council's information.

ATTACHMENTS

Annexure A	ARIC Meeting Minutes - 3 June 2022
Annexure B	ARIC Meeting Minutes - 2 September 2022

REPORT TITLE: **7.14 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR SEPTEMBER 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 28 applications for 603 Certificates in September 2022 compared to 24 applications for the same month last year. Year to date, there have been 84 applications compared to 105 applications for the same period last year.

Risk Management

During the month of September there were three (3) 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		
	Sept	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	3	8	13
Council Property Damage	0	0	1
Volunteer Incidents – Personal Injury	0	0	0
TOTAL	3	9	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	5
September	4
Year to Date Total	11

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

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

The Youth Booth Update

The Youth Booth have been working with local organisations to build and start their spring vegetable gardens. Inverell Bunnings very kindly donated three (3) large, raised garden beds and Mitre 10 Glen Innes have donated paint for the youth to decorate their new gardens. This project has been very successful with youth members working together to decorate and build their garden beds and are looking forward to growing their own food.

Discussions are continuing with Sergeant Lauren Wheeler regarding a Youth Engagement Day which will be supported by local Police, Police Citizens Youth Club (PCYC) and Youth staff. Plans include a basketball game at the new indoor sporting centre with the event to take place in the school term.

The NSW government has approved and executed Council's Reconnecting Regional NSW Community Events Program grant. This includes funding for "Festival of Youth and Community Culture". This funding will provide several activities and opportunities for Glen Innes youth. Listed below are the items that were included in the grant application:

- Community street artists graffiti workshops on appealing street art including contracted tutorials. Open to all ages;
- Cultural art workshops. Open to all ages and abilities. Aimed at all cultural demographics including Aboriginal and Torres Strait Islander community members;
- Youth mentoring, responsibility and teamwork workshops. Aimed at our youth. Open to the public. Parents and guardian or adult mentor figures will also be encouraged to attend;
- Portable outdoor cinema screen and projector kit for youth movies. Youth under 25 years activity. Parents or guardians will also be encouraged to attend;
- Skateboard workshop / clinic. Build your own skateboard, skate park ethics and trick activities. This is open to all age groups interested in skate boarding. It is also an opportunity for youth and parents/guardians to interact in a joint activity;
- Youth specific mental health first aid training. Mental health issues in our youth is an identified LGA concern, through community consultation. Whilst the program focuses on youth, the aim is to educate people of all ages in the community on mental health first aid training for the younger demographic. The program will be promoted for youth, parents and guardians, adults and interested community members of all ages to attend and learn. An interactive and engagement activity across multiple age groups;
- Youth drug and alcohol mentoring and community awareness program. Two-pronged program that will educate youth and also provide awareness education to community members of all ages. Drugs and alcohol issues are not age specific so all age groups will be covered here;
- Return complimentary transport services to selected events from isolated LGA villages and localities will be available to everyone attending this program's events;
- Marketing for event promotions including digital media to all age group demographics; and
- Catering for events.

The activities and events will need to be completed by 31 March 2023.



Image 1: Young people painting donated garden beds

The figures below highlight the statistics for The Youth Booth in September. The highest attendance number in one (1) day was 12.

The Youth Booth	September
Number of registered members	90
Average number of visits per day	8
Highest number of attendees in one (1) day	12
Number of registered volunteers (as at last day of month)	3
Number of days registered volunteers attended	3

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 – 25.93
- Vacation Care – 21.88

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	8	0
Supported Playgroup Wyaliba	Wyaliba	7	11
Aboriginal Playgroup	Glen Innes	2	3
CAFS Playgroup	Pool House	10	26
National Disability Insurance Scheme (NDIS)*	Pool House	0	0
TOTAL		27	40

*NDIS services - 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 30 September 2022, the number of consumers accessing services with LC-SS was 396, 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	293	35	256	2
Gwydir Shire	2	0	2	0
Inverell Shire	60	0	60	0
Tenterfield Shire	41	0	41	0
TOTAL	496	35	359	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.

The Australia Day Committee is in the midst of organising the 2023 Australia Day celebrations with nomination forms now open across nine (9) categories being:

- Citizen of the Year;
- Young Citizen of the Year;
- Community Event of the Year;
- Voluntary Community Organisation of the Year;
- Emergency Services Citizen of the Year;
- Environmental Citizen of the Year;
- Young Environmental Citizen of the Year;
- Senior Sportsperson of the Year; and
- Individual Junior Sportsperson of the Year.

Planning for the 2023 Minerama event is starting to ramp up, with less than five (5) months until the weekend long event. Staff are noticing a few issues following the new committee being responsible for ensuring the delivery of the Minerama Operational Plan. An increased focus on good governance and support to ensure adherence to the Manual for Community Committees of Council, Council's Code of Meetings Practice and the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers is being provided.

EVENTS

Disability Expo

The Glen Innes Community Access Committee held its annual 'Access to Living Better Expo' on Tuesday, 20 September 2022.

The name and key goals of the project were changed by the committee this year with the event making a return after cancellations due to COVID-19. The committee wanted to target people of all abilities rather than only those with a disability and if possible, provide information prior to them actually requiring assistance.

There were 34 businesses from across the New England in attendance with information available on matters such as assistance types, mobility aids, funding for care services, and a range of general information to assist everyone to 'Live Better'. Some products were available for purchase on the day.

The event was held at the Glen Innes and District Services Club and was hailed as a huge success.

November Councillor Workshop

Planning for the November Councillor Youth Workshop, scheduled for Thursday, 10 November 2022, is underway with invitations sent to relevant organisations / people.

(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 Governance, Risk and Corporate Planning Officer, the Casual Youth Worker, the Customer Services Officer (LC-SS) and the Educator Assistant.

The Tourism and Events Officer was consulted in relation to the Minerama update under the heading Section 355 Community Committees of Council.

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: 7.15 DEVELOPMENT ASSESSMENT BEST PRACTICE

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT - Reporting

Customer Index: Internal – Development Assessments

Property Index: N/A

AUTHOR: Kane Duke - Acting Director of Place and Growth

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to provide Council with information regarding reducing development application timeframes to below 18 to 21 days.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

28.08/20 RESOLUTION That COUNCIL:

1. Notes the information contained in this report.
2. Requests the Acting Director of Development, Planning and Regulatory Services to bring a report back to the October 27, 2022 Ordinary Council Meeting with ideas on how to reduce the Development Application approval timeframe back to a period of 18 to 21 days.

Complying development was introduced in New South Wales to reduce the timelines for simple and straightforward applications that would normally be tied up with more complex development assessments.

Complying development is a combined development and construction approval for straightforward development that can be determined through a fast-track assessment. Complying development applies to homes, businesses and industry and allows for a range of things like the construction of a new dwelling house, alterations and additions to a house, new industrial buildings, demolition of a building, and changes to a business use.

In 2015 – 16, the State Policy for exempt and complying development enabled 33 per cent of all development approvals in NSW to be fast-tracked, saving time and money for families and business owners. About nine percent (9%) of all applications have been lodged as complying development in Glen Innes Severn Council area in 2021-22. A total of seven (7) Complying development approvals were issued in that period to the value of \$612,900. The low take-up rate of these applications is due to the complexity of legislative requirements. Less restrictions are required for development applications under Councils Development Control Plan compared to Complying Development requirements in Glen Innes Severn Council area.

Fast-tracked complying development approvals can be issued in as little as 20 days. This compares with the average State determination time for a development application of 70 days in 2015 – 2016. More than \$6.39 billion of development was delivered in New South Wales by complying development in this time.

NSW Planning and Environmental has put out guidelines for development assessment best practice (**Annexure A**) to assist Councils to improve delivery timeframes for development within New South Wales.

Although the Glen Innes Severn Council development times were working within the Development Assessment Best Practice Guide (NSW Planning and Environment March 2017) in 2020, Council proposed to reduce the development processing times by a further 20% as detailed in Table 1 below.

Listed are the actual average development determination times for applications:

Year	Minor developments	Major developments
2017-18	34	53
2018-19	31	21
2019-20	19	35

Table 1 – Proposed Determination Days by Council for grant funding in 2020

The latest average net determination time information available for New South Wales for development assessments was in 2020. The State average was 48 days. The Glen Innes Severn Council average net determination time was 37 days in this period. Glen Innes Severn Council was listed 23rd out of 128 Councils (Table 2).

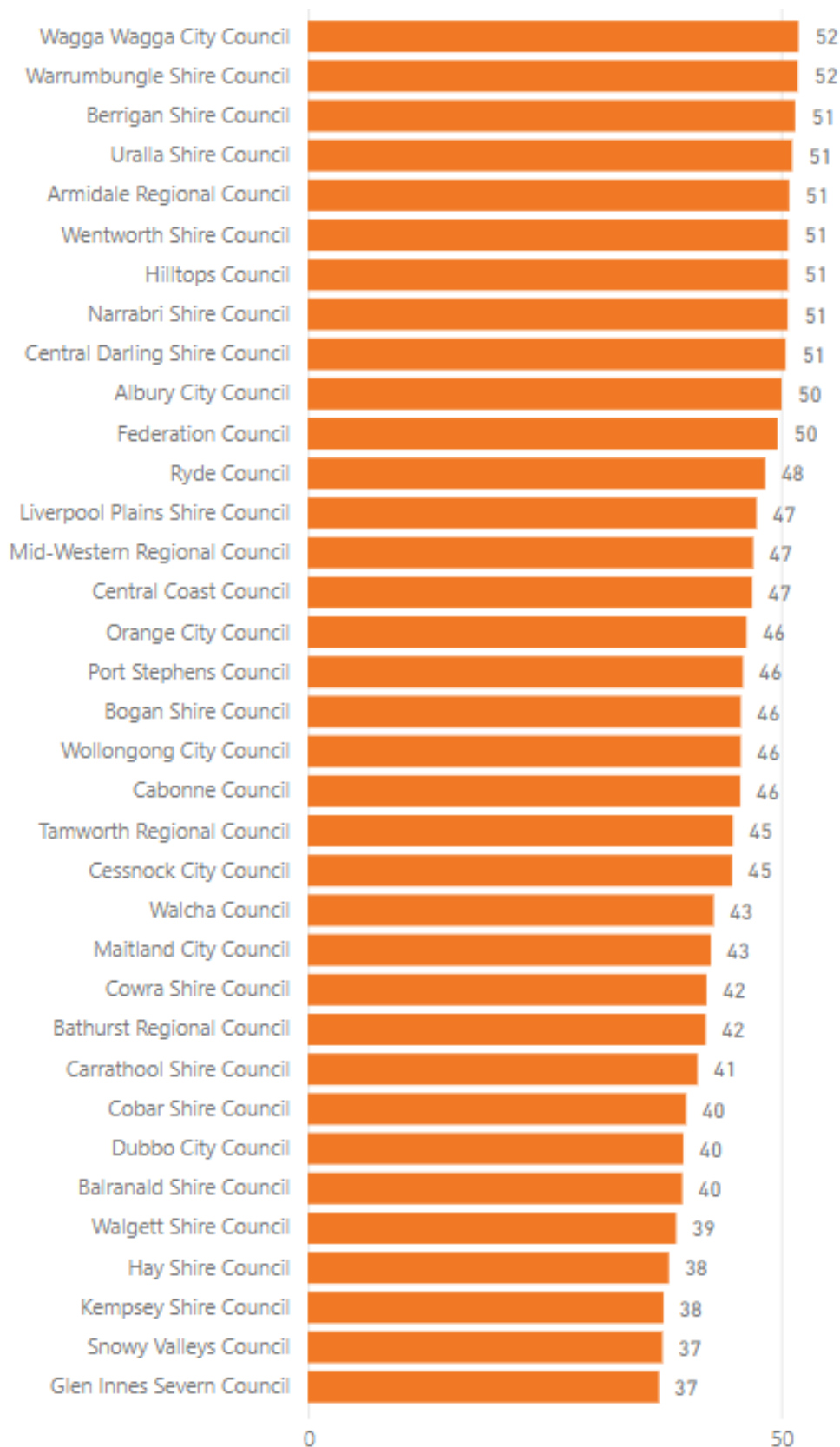


Table 2 – Average Determination Days by Council in 2020

In 2020, Council applied for a grant application and was awarded \$2M (to install a skywalk at the Centennial Park lookout) because of reducing development processing times by more than 20%. It was proposed that Council was going to focus on fast tracking development applications lodged between 1 September 2020 and 30 June 2021. It was proposed that the mean average turnaround times for minor development applications would be processed within 15 days and major development applications within 28 days.

Council has worked hard over the past three (3) years to review procedures and processes, reducing development processing times by over 20%. Our records indicate that looking back over the three-year period, the past development application average total progressing number of days, has been consistently improving. In 2018 average development turnaround times were 36 days, 2018 the times were reduced to 31 days and in 2019 further reduction to 21 days. This is equivalent to having a 41% reduction in average development turnaround times over the last three (3) years.

The planning department is acutely aware of the statutory timeframes for development applications to be determined under the *Environmental Planning and Assessment Act and Regulations*. Whilst the Place and Growth directorate was successful in substantially reducing determination timeframes in 2020-2021 to 11 days (shown below in Table 3), it is acknowledged that during this period there were a core number of experienced staff who worked many additional (**unpaid**) hours to secure \$2M in funding under the NSW Government Public Spaces Legacy incentive program, ensuring other staff were still available to maintain the supplementary services the directorate provides to the community.

The NSW Government Public Spaces grant required set targets to reduce the mean average development turn around times measured over a 10 month period. It is noted Council reports on the average development turn around times instead of median turn around times as reported for the grant. Achievable targets were individually set by each Council and proposed to the NSW State Government to obtain the Skywalk funding. The actual targets achieved by Council compared to previous development timeframes achieved are listed in table 3.

Timeframes	Actual median timeframe (gross days)	Interim Target (gross days)
August - September 2020	4	32
September - October 2020	4	32
October - November 2020	5	32
November - December 2020	6	29
December - January 2021	6	29
January - February 2021	6	29
February - March 2021	6	25
March - April 2021	6	25
April - May 2021	6.5	25
May - June 2021	6	21.5

Table 3 – Public Spaces Grant Median Targets

The Glen Innes Severn Council average time taken to determine development applications in 2021-2022 was 25 days. This figure is well within the statutory timeframes and is consistent with the average timeframes in the three (3) previous years preceeding the 2020-2021 Financial Year. According to the latest statistics available through the NSW Department of Planning Local Development Performance Monitoring (LDPM) data, the average net determination days in 2020 for all Councils in NSW was 60 days with Glen Innes recording 37 days (see Figure 1 below).

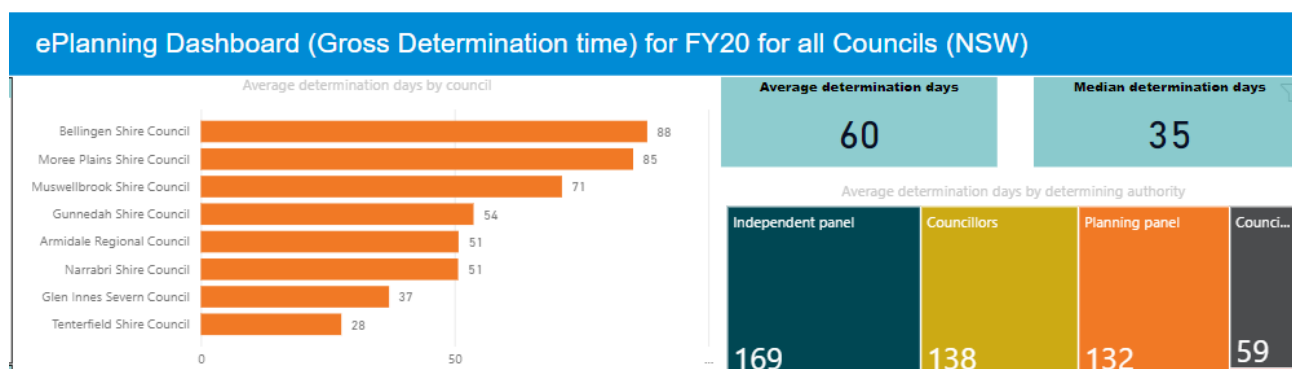


Figure 1 - LDPM Average determination days by Council

(b) Discussion

The annual statistics in Table 4 show the average determination times in Glen Innes between 21-36 days over the past five (5) years, excuding 2020-2021. The determination timeframes from January 2022 to October 2022 have been slightly amplified by a number of significant factors.

	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Total Number of DAs Determined	80	117	95	58	101
Average Determination Time (days) – All Applications	25	11	21	31	36
Average Determination Time (days) – Minor Development	26	11	19	31	34
Average Determination Time (days) – Major Development	28	18	35	21	53
Value of DAs	\$14,729,273	\$14,746,307	\$11,354,798	\$5,750,898	\$17,560,203
Number of Single Dwellings	28	27	21	18	21
Number of Subdivisions	5	8	9	13	6
Number of Multi Until Dwellings	2	0	3	1	1
Number of Commercial Developments	8	9	16	2	9
Number of Industrial Developments	3	4	3	0	2
Withdrawn	2	2	1	3	3

Table 4 – Annual DA Statistics

1. The NSW Planning Portal

Since the introduction of the NSW Planning Portal from 1 July 2021, Council planning staff have made adjustments to workflows to accommodate the implementation of this system and strived to maintain low turn around times for development applications.

Time and resources have also been expended for planning staff to provide support, information and assistance for the community using the planning kiosk at reception. What was once a simple process to provide a paper application, is now a process that assumes people have access to a computer and a reasonable level of computer skills to enter the information needed to lodge an application. There is a reliance on planning staff to be available to assist the user to fill in all necessary fields in order to complete their application. Generally, planning staff can be occupied for over an hour with one client's application, taking them away from their expert and essential role in assessing and reviewing applications.

Under previous management all staff were forced forced to take three (3) weeks leave (including public holidays) at Christmas. During this period, development applications continued to be received, and whilst it may be argued that this was eight (8) months ago, the staff in the planning directorate are only just managing the backlog of applications and influx of current applications against the availability of the portal, 24 hours a day, 7 days a week.

2. COVID-19 and other Leave

Council and the planning department team have not been immune to the impacts and effects of COVID-19 in 2022. The key planning staff, with the expert knowledge to review and assess development applications were all unwell for weeks at the same time with COVID-19 and whilst on sick leave, all staff were aware of the backlog and growing number of applications. Despite being considerably unwell, these staff struggled whilst sick to still work and alleviate the influx of applications and avoid pressures from additional backlogs.

Additionally, a number of key staff have needed to take substantial time off work for unexpected personal reasons and family needs – all impacting staff availability to perform their normal duties.

Staffing availability is also a limited factor that effects processing times. The Technical Support Officer is not currently filled and Council rely on the Acting Town Planner to undertake this role. The Technical Services officer would usually create and upload development approvals when completed. This shortage of staffing is adding additional workload and increased times for development approvals in the department.

The planning staff have not utilised leave entitlements like annual leave, long service entitlements or potential workers compensation from additional stress, to meet targets and deadlines. It has been reported in the planning industry that planners are susceptible to burnout from ongoing pressure to assess controversial developments, along with ongoing community pressure and backlash. This can result in sick leave being utilised, which further compounds the pressures of having additional unmanageable workloads.

3. Retirement of Director and Organisational Review

Despite Council being given ample notice of the long service leave and retirement of the former Director of Development, Planning and Regulatory Services, there was little succession planning to recruit a person to fill this position, or the subsequent vacancy left by the Manager of the directorate whilst he acts in the Director role during the organisational review. This has left the directorate without key staff to assist with development applications. During the period of organisation review four (4) key staff have been acting in higher duties whilst needing to teach and train other staff acting in their substantive positions.

The Acting Town Planner is doing an excellent job, considering she has had no previous experience in development assessment prior to commencing in this role in January 2022. One key staff position (Technical Services Officer) has been vacant since June due to an interim lateral transfer into another department to fill the role of the Personal Assistant Infrastructure, after the person in this role resigned, meaning other staff are taking on additional workload on top of their own.

Whilst staff are grateful for the opportunity to be able to learn new roles, and take advantage of financial opportunities presented to study courses relevant to their positions, it has been challenging for staff to train others and try to learn themselves from key staff when they are available.

4. Staffing and Key Council Documentation

During this six (6) month period from January 2022 to July 2022, in addition to the changes and impacts mentioned above, staff have also produced and contributed information to the following key Council documentation and deadlines such as the Community Strategic Plan, Delivery Plan, Operational Plan, Local Environmental Plan gateway review, the annual budget, grant projects, staff performance reviews and recruit for five (5) internal department positions.

When you consider the abovementioned factors and the lengths some of the staff have gone to during this period to continue to provide a high level of service to the community, the increase in average determination times from 11 days to 52 days is not unreasonable. We appreciate the ongoing support of Councillors and community at this time.

Table 5 below shows the number of development applications currently in the NSW Planning Portal, and includes those under assessment, those waiting for additional information, those waiting for concurrence from a State Government Agency and applications awaiting payment prior to lodgement.

Number of DAs currently in NSW Planning Portal	22
Number of DAs Clock Stopped - Additional Info requested	8
Number of DAs under Referral to other State Agency	3
Total Number of DAs Under Assessment	11 (22-8-3)
Total Number of DAs not yet lodged in EPlanning portal awaiting payment	9

Table 5 – Number and Status of DA's

5. Additional Factors Affecting Development Turn Around Times

Council has no control over the type of development applications lodged. The more complex the application, generally the longer the applications take to process. Also Council has no control over when development lodgements are being lodged. These variables reduce the ability for Council to provide adequate staffing for the worst possible case scenario and minimise processing times. An example is when Council has no control over when payments are going to be made for the nine (9) applications currently pending lodgement in the EPlanning portal (Table 5). If all applications are paid for at the same time, then Council's turn around times will increase by trying to manage higher than usual lodgements. The average number of applications to process are three (3) applications per week. Development processing could be doubled if an additional senior planner was employed.

Some applications require notification to adjoining landholders and or public notification in accordance with Council's Community Participation Plan and the Development Control Plan 2014. This could require a application to be notified for a period of 14 to 28 days and any submissions received need to be considered in the assessment prior to Council determining the application.

Further, the wide variety of development applications to consider, makes it difficult to provide adequately trained staff. The quality of information provided in the application and diversity of the applications all affect turn around times. The NSW best practice guideline suggests not to except applications or have applicants withdraw the application until adequate information has been provided. These approaches have not been adopted at Council previously, which increases development processing times but provides a higher level of customer service.

A shortage of building surveyors and planners exist throughout the State. This reduces the chance of filling positions when staff are on leave; and being a small Council with a limited number of key planning staff can affect development turn around times.

NSW best practice guideline also recommends, at least, a Council meeting twice a month to facilitate more council determinations within a 40 day period. A performance indicator, in line with the guideline is to process 90 per cent of Development Applications within 40 days. To set this target, an additional senior planner would be needed to cover customer enquiries, assisting with the EPlanning portal lodgements and leave entitlements.

Council is implementing Project Jigsaw - Stage 2, which is the planning and customer service module of Open Office. The senior town planner could be utilised for the installation of digital intergration of council's IT systems with the NSW Planning Portal.

An additional senior town planning role would also allow ongoing planning services for more complex planning issues, providing assistance for customer enquiries and assist with the installation of the new planning module.

Council has been successful in obtaining NSW Planning Portal API Grant funding for the value of \$80,000 that can be used to offset the costs of a senior town planner to assist in implement the planning module of Open Office and developmment assessments.

(c) Options

Nil

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Development application fees are set by the *Environmental Planning and Assessment Act 1979*. The fee for a development application can range from \$295 to \$1,400 depending on the value of the cost of construction.

The 2022/2023 budget allocated for planning staff is \$166,000 with a proposed income of \$65,000. An additional \$100,000 will be required to be allocated in the current budget for a senior town planner position.

An \$80,000 NSW Planning Portal API grant has been received for implementation of digital integration of Council's IT systems with the NSW Planning Portal. This one-off grant can be utilised for a senior town planner to be employed to assist the Open Office - Stage 2 planning module installation.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Development applications are required to take into consideration legislative and statutory requirements.

(d) Risk

Providing adequate number of planning staff will allow for assessment of development applications. Development approvals or refusals may be subject to legal action though the Land and Environmental Court.

(e) Social

Nil.

(f) Environmental

Providing adequate number of planning staff will allow for assessment of development applications. When a development is assessed, consideration is given to environmental impacts.

(g) Economic

Providing timely development assessments provides economic stimulation to the local economy. The value of development approved in the Glen Innes Severn Council area in the 2021-2022 years was about \$14 million.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

This report has been referred to the Town Planner for consultation.

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

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.9.4: Provide Town Planning services to adopted customer service standards.

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.5.2: Deliver (Church Street) Customer Service functions to adopted customer service levels.

CONCLUSION

It is suggested that development processing performance indicators of 18-21 days would be unrealistic. Even setting a performance indicator as per the NSW Planning guidelines would be difficult to meet in a small Council with only one (1) planner and having one (1) Council meeting a month. Due to a number of factors listed in the report that are out of Councils control, it is unreasonable to set localised Council targets beyond legislative requirements.

Adding an additional senior planner to Council's organisational structure would allow an ability to manage development applications lodged and provide a higher customer service level. With having an additional planning staff member, it would maximise accuracy in assessments and provide approvals that legally protect the interest of Council. An organisational structure review of the planning department can be undertaken by the newly appointed Director of Place and Growth to determine appropriate levels of staffing to meet operational targets and goals.

The staff in the Place and Growth directorate continue to work hard to provide a quality service in these very exceptional circumstances. After monitoring development processing time frames, if they are considered above the community and Council's expectations, the directorate would welcome the opportunity to engage the assistance of additional expert staff to expedite processing applications and manage development assessment times.

ATTACHMENTS

Annexure A Development Assessment Best Practice Guide 2017

REPORT TITLE: 7.16 ACQUISITION OF LOT 721 DP 753282, BLUE HILLS ROAD

ECM INDEXES:

Subject Index: WASTE MANAGEMENT: Service Provision

Customer Index: NSW Department of Planning and Environment – Crown Lands

Property Index: Lot 721 DP 7532382, Blue Hills Road, Glen Innes

AUTHOR: Pramod Lamsal - Waste and Environmental Management Officer

APPROVER/S: Kane Duke - Acting Director of Place and Growth

PURPOSE

The purpose of this report is to seek Council approval for entering a ‘Compensation by Agreement’ arrangement with the **NSW Department of Planning and Environment – Crown Lands (DPIE)** for proposed compulsory acquisition of Lot 721 DP 753282 located at Blue Hills Road.

RECOMMENDATION

THAT Council:

- 1. Proceeds with the compulsory acquisition of land described as Lot 721 DP753282 for the purpose of landfill buffer in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.***
- 2. Makes an application to the Minister of Local Government and the Governor of NSW for approval to acquire Lot 721 DP753282 by compulsory process under section 186(1) of the Local Government Act 1993.***
- 3. Upon acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes, classifies the land as Operational Land.***
- 4. Authorises for the Mayor and the General Manager to sign the necessary documents relating to the acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes.***

REPORT

(a) Background

On 22 October 2020 Council resolved:

21.10/20 RESOLUTION

That Council lodges an application with the NSW Department of Industry - Lands to acquire Lots 721 DP 753282 and Lots 7011 DP 92971, Blue Hills Road.

On February 2022 Council resolved:

27.02/22 RESOLUTION

That Council notes the information contained in this report.

(b) Discussion

The existing former open pit quarry collects rainwater and stormwater runoff from surrounding properties. Council pumps this water from the site to eliminate excess rainwater entering the landfill site. The purchase of Lot 721/753282, Blue Hills Road will allow a stormwater diversion system to be installed above the quarry site to minimise the pumping required.

The NSW Department of Industry – Crown Land & Water Division was contacted to proceed with compulsory acquisition which referred to the **NSW Aboriginal Land Council (NSW ALC)** Sydney Office to check if the subject land parcels are under Aboriginal Land Claims. It is understood that the Aboriginal Land Claim has been withdrawn for the Lot 721 DP 753282 (**Annexure A**) however remains for the Lot 7011 DP 92971. The NSW ALC is mediating on behalf of Glen Innes Severn Council with the **Glen Innes Local Aboriginal Land Council (GI LALC)** for the Aboriginal Land Claim over Lot 7011 to be withdrawn. The NSW ALC has indicated that they do not have an interest in the land and would be amiable to withdrawing the Land Claim. Once the Aboriginal Land Claim has been withdrawn, the process to acquire that land can continue.

An online application form was lodged with the **NSW Department of Planning and Environment – Crown Lands (NSW Crown Lands)** to purchase the Lot 721 DP 753282. As part of this application a property valuation (totalling 1.715 hectares) has been undertaken through a locally owned firm, Glen Innes Valuation Services. It is estimated the property value at **\$80,000 (Annexure B)** (excluding GST, if applicable) and an offer being made of the same amount to the NSW Crown Lands for 'Compensation by Agreement' for proposed compulsory acquisition which has been accepted (**Annexure C**) in accordance with *Section 63 of the Land Acquisition (Just Terms Compensation) Act 1991*.

The acceptance letter from the NSW Crown Lands mentioned that if the acquisition has not been finalised within twelve (12) months from the date of the letter, this agreement will be reviewed, and an updated valuation report may need to be submitted to the department. Also, in the event that an interest holder submits a claim for compensation under *Section 39* of the Act to the Valuer General, the departments agreement to compensation will become void and the determination will be made by the Valuer General.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

A fee of \$765 was required for the proposed compulsory lodgement to the NSW Department of Industry.

A land valuation has been undertaken, with the subject land (Lot 721 DP753282) valued at \$80,000. A further land valuation will be undertaken on Lot 7011 DP92971 after the Aboriginal Land Claim has been withdrawn. A separate land valuation may be undertaken by the Crown Lands to determine final sale prices.

Council currently has a budget allocation in the 2022/2023 Operational Plan and current budget to cover the purchase of Lot 721 DP 753282, Blue Hills Road, Glen Innes.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The acquisition of land will be undertaken in accordance with legislative requirement. Compensation has been determined with DPIE with consideration to the *Land Acquisition (Just Terms Compensation) Act 1991*.

(d) Risk

If the subject land is not acquired, could create additional environmental issues from water ingress into the former quarry area.

(e) Social

Nil.

(f) Environmental

The water in the quarry dam provides a positive pressure against the dam wall. High levels of stormwater within the dam may cause excess water to enter the landfill site.

(g) Economic

Nil.

(h) Asset Management

Land purchases are not subject to depreciation costs.

CONSULTATION

(a) External

NSW Crown Lands has been consulted as part of the preparation of this report.

(b) Internal

The following staff were consulted as part of the preparation of this report:

- Acting Manager of Planning and Regulatory Services;
- Acting Manager of Governance, Risk and Corporate Planning;
- Chief Financial Officer; and
- Property Officer.

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

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.6.2: Investigate the expansion of the existing landfill.

CONCLUSION

Acquisition of the Lot 721 DP 753282, Blue Hills Road, Glen Innes will allow for stormwater diversion system to be installed to minimise rainwater entering the existing quarry site.

ATTACHMENTS

Annexure A	Search Request for Aboriginal Land Claim
Annexure B	Land Valuation Report
Annexure C	NSW Crown Lands offer acceptance letter for compensation by agreement for proposed compulsory acquisition

REPORT TITLE: 7.17 LETTER OF OFFER REQUEST FOR WITHDRAWAL OF
ABORIGINAL LAND CLAIM ON FORMER SEVERN
SHIRE QUARRY SITE

ECM INDEXES:

Subject Index: WASTE MANAGEMENT: Service Provision

Customer Index: NSW Crown Lands, NSW Aboriginal Land Council, Glen
Innes Local Aboriginal Land Council

Property Index: Lot 7011 DP 92971

AUTHOR: Pramod Lamsal - Waste and Environmental Management
Officer

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

PURPOSE

The purpose of this report is to update Council on ongoing negotiation with **Glen Innes Local Aboriginal Land Council (GI LALC)** through **New South Wales Aboriginal Land Council (NSW ALC)** in withdrawing Aboriginal land claim on former Severn Shire quarry site (part of Lot 7011 DP 92971) where the Council plans for future extension of Glen Innes Landfill Facility.

RECOMMENDATION

THAT Council:

- 1. Issues a Letter of Offer to the Board of the Glen Innes Local Aboriginal Land Council and enters into a Deed of Agreement to withdraw an Aboriginal Land Claim on part Lot 7011 DP 92971; and***
- 2. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Deed of Agreement (if required) between the Glen Innes Severn Council and the Glen Innes Local Aboriginal Land Council.***
- 3. Authorises the Mayor and the General Manager to execute all documents relating to the Deed of Agreement between Glen Innes Severn Council and the Glen Innes Local Aboriginal Land Council.***

REPORT

(a) Background

Council is seeking to extend the Glen Innes Landfill site, located at 88 Rodgers Road, to incorporate land on the adjoining quarry which is Crown Land.

An investigative report on the environmental suitability of extending landfill into the former quarry site was considered by Council at its May 2018 Ordinary Meeting.

The report concluded that the former quarry is geotechnically, geologically and hydrologically suitable for the construction of an engineered landfill.

Council subsequently resolved at the Ordinary meeting held on 22 October 2020:

21.10/20 RESOLUTION

That Council lodges an application with the NSW Department of Industry - Lands to acquire Lots 721 DP 753282 and Lots 7011 DP 92971, Blue Hills Road.

Council has been updated regarding the ongoing development at the Ordinary meeting held on 24 February 2022 and subsequently resolved:

27.02/22 RESOLUTION

That Council notes the information contained in this report.

(b) Discussion

The subject land (part of Lot 7011 DP 92971) is under Aboriginal land claim (ALC 48760) as advised by the Office of the Registrar, *Aboriginal Land Rights Act 1993 (NSW)* (**Annexure A**). The NSW ALC has been mediating on behalf of **Glen Innes Severn Council (GISC)** with the GI LALC to withdraw their claim.

Council has been in discussions with the NSW ALC regarding this land claim for the last two (2) years. The NSW ALC recently informed Council that the GI LALC Board is willing to withdraw their land claim in exchange of a suitable compensation package. Council then engaged a local certified practicing valuer Glen Innes Valuation Services to undertake valuation, with the subject land (part of Lot 7011 DP 92971) valued at \$150,000 (**Annexure B**). Glen Innes Severn Council has notified NSW ALC that it is willing to offer this valuation amount as part of compensation package.

The NSW ALC has further advised that Council put a Letter of Offer to GI LALC Board and enter into a Deed of Agreement.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

A land valuation has been undertaken, with the subject land (part of Lot 7011 DP 92971) valued at \$150,000 for the purpose of withdrawing Aboriginal land claim made by the GI LALC.

Council currently has available funds in the Landfill reserves to cover the purchase of this parcel of land.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The acquisition of land for future expansion will allow Council to satisfy the requirement of Chapter 5 of the *Local Government Act 1993*, that Council provide the services of waste removal and waste disposal to the community.

(d) Risk

Failure to acquire subject land could jeopardise Council's long-term plan to extend existing landfill site, that could in turn have financial, environmental and community wellbeing risks. The continued work to acquire this land is aimed at mitigating this risk.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

NSW Crown Lands, NSW ALC, GI LALC and local certified practising valuer have been consulted as part of the preparation of this report.

(b) Internal

The following staff were consulted as part of the preparation of this report:

- Acting Manager of Planning and Regulatory Services;
- Manager of Governance, Risk and Corporate Planning;
- Chief Financial Officer; and
- Property Administration Officer.

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

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.6.2: Investigate the expansion of the existing landfill.

CONCLUSION

It is recommended that Council issues a Letter of Offer to the GI LALC Board and enters into a Deed of Agreement in order for the Aboriginal land claim to be withdrawn from the part of Lot 7011 DP 92971 and to initiate the acquisition process with the NSW Crown Lands for the subject land.

ATTACHMENTS

Annexure A	Search report for Aboriginal land claim Lot 7011 DP 92971
Annexure B	Land valuation report Lot 7011 DP 92971

REPORT TITLE: **7.18 WEEKEND CLOSURE OF GLEN INNES AQUATIC CENTRE FOR CLINIC AND SWIMMING CARNIVAL**

ECM INDEXES:

Subject Index: **COUNCIL PROPERTIES: Swim Centre Report**

Customer Index: **N/A**

Property Index: **N/A**

AUTHOR: **Graham Archibald - Manager of Recreation and Open Spaces**

APPROVER/S: **Kane Duke - Acting Director of Place and Growth**

PURPOSE

The purpose of this report is to inform Council of the weekend closure of the Glen Innes Aquatic Centre on 26 and 27 November 2022 for use by the Glen Innes Redfins Swim Club for their clinics and carnival.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Over past years the Glen Innes Redfins has been successful in getting well known athletes to visit and to run swimming clinics, and on the same weekend hold one (1) of the two (2) club Carnivals. Past Australian swimmers have been Minna Atherton, Leisel Jones and Cate Campbell. It has been the practise in the past to run clinics on the Saturday followed by the long course swim events, then to run the short course events carnival on the Sunday.

(b) Discussion

It has been confirmed that this year Emily Seebohm will be conducting the swimming clinics on Saturday, 26 November 2022 followed by the swim meet on Sunday, 27 November 2022.

Emily Seebohm is an Australian swimmer who has represented Australia at four (4) Olympic Games between 2008 and 2021, and won three (3) Olympic gold medals, five (5) world championship gold medals and seven (7) Commonwealth Games gold medals. She specialises in the backstroke but has also won medals in the freestyle and in the individual medley.

The Glen Innes Aquatic Centre will be closed for access to the public on the weekend of the clinic and meet. The clinics and swim meet has traditionally brought in visitors from all over the northern area, and the wider region. The clinics have always been booked out and numbers attending the Centre are well above normal weekend attendances, with attendees of the weekend clinic/carnival paying the normal Aquatic Centre entry fees.

The weekend closure will be advertised on Council's website, Facebook page and at the Aquatic Centre. The pool is closed for other specific events during the season, though only for one day or part day periods, these being events such as School and Club carnivals. These are all arranged by bookings and are well publicised to the public.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There is a minimal cost to the Council, with Council having to cover for an extra four (4) hours of staffing (\$250). The management of the clinics and of the Carnival is carried out by the Redfins Club and assistance from other clubs attending the events. The Redfins Club also pay any of the costs associated with the sports person attending.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

There is a risk that the clinic and carnival could be postponed or cancelled due to bad weather or equipment malfunction, with the club having their own cancellation policy in relation to this.

(e) Social

The Glen Innes Aquatic Centre is a key site for residents. By accessing a facility such as the swimming pool, residents have the opportunity to engage in physical activity across a wide range of age groups. To allow the holding of events such as these clinics brings greater opportunity to the young people of Glen Innes and surrounding areas and promotes greater participation into a physical activity.

(f) Environmental

Nil.

(g) Economic

Holding these clinics and carnivals invites attendance from out-of-town participants who then spend money in Glen Innes on accommodation and food. It also further assists in the promotion of the facilities available in Glen Innes.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The Redfins has been in contact with Council to formally discuss requirements and book this weekend.

(b) Internal

The information contained in this report has been collected in consultation with input from the Coordinator of Recreation.

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

This report links to Council's Delivery Program Community Service Principal Activity CS 1.1.4: Deliver the aquatic centre services and facilities, including ongoing maintenance programs.

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.2.5: Provide an event support service to the community.

CONCLUSION

It is proposed that the Glen Innes Aquatic Swim Centre will be closed to the public on the weekend of 26 and 27 November 2022 for the Glen Innes Redfins Swim Club to conduct a swimming clinic. It is a great event to support, with the Redfins carrying out all of the organising, and it brings the opportunity to Glen Innes and the wider community to have access to a well-known athlete. It also promotes interest in participating, and for those already involved, improving in their chosen sport.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.19 PLACE AND GROWTH DIRECTORATE: MONTHLY
REPORT FOR SEPTEMBER 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Tracey Henderson - Acting Personal Assistant (Director of
Place and Growth)

APPROVER/S: Kane Duke - Acting Director of Place and Growth

PURPOSE

The purpose of this report is to provide information on the progress of Council's Place and Growth 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 Place and Growth 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 September until 30 September 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	32	80
Average Determination Time (days) – All Applications	46	25
Average Determination Time (days) – Minor Development*	46	26
Average Determination Time (days) – Major Development**	35	28
Value of DAs	\$8,512,957	\$14,729,273
Number of Single Dwellings	8	28
Number of Subdivisions	5	5
Number of Multi Unit 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	2	7
Value of CDCs	\$78,745	\$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 – September 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 September 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
DA30/22-23	Construct New Dwelling	Robinson Avenue, Glen Innes
DA20/21-22 Modification	Construct Shed	197 Meade Street, Glen Innes
CDC2/22-23	Alterations and Additions to Existing Dwelling	435 Golf Links Road, Glen Innes
DA22/22-23	Construct Dwelling and Detached Shed	3 Netherby Close, Glen Innes
DA27/22-23	Construct Shed	41 Derby Street, Glen Innes
DA31/22-23	Construct Shed	174 Church Street, Glen Innes
DA23/22-23	Construct Secondary Dwelling	34 West Avenue, 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. Graves are being top dressed as the weather allows and areas of damage from machinery is also being attended to.

Parks and Sporting Fields

Mowing has commenced around the main parklands along with weed spraying, snipping and edging. Another mowing run is scheduled to take place throughout the villages in the next fortnight with mowing just being completed at Wilson Park. The wet weather has resulted in some tasks being rescheduled and has also caused the creek banks to be frail. Walk throughs have been conducted three (3) days per week in order to complete litter pick up around the main parklands.

Aquatic Centres

The Glen Innes and Emmaville Aquatic Centres opened on the October long weekend. The first round of swimming lessons is nearly fully booked.

Other Open Spaces

Weed spraying of pedestrian refuge islands along Church Street has been completed with courtyards being attended to as required. Flood clean-up has been carried out in the amenities at Wilson Park and King George Oval. The Meade / Church Street roundabout will be replanted once the grevillea plants arrive.

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	781	6,247	5,109	4,655	7,278
Special cattle sale	123	3,368	2,989	1,897	9,422
Total cattle	904	9,764	9,419	8,817	28,171

Description	2022-2023 YTD	2021-2022	2020-2021	2019-2020	2018-2019
Fat sheep	6,693	34,574	30,034	29,007	72,143
Total sheep	6,693	34,574	30,034	29,007	72,143
Sheep gross value	\$946,692.00	\$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 Place and Growth Directorate for the month of September 2022.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.20 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR SEPTEMBER 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Kimberley Wilkins - 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 September, Council's infrastructure works teams have been working tirelessly on fixing flood damaged roads, boxing out natural springs, gravel re-sheeting and cleaning and upgrading rural road drainage on our unsealed road network.

On 15 September 2022, Glen Innes was hit by another flood event, and as a result declared as affected by Natural Disaster AGRN 1034 by the NSW Government. The event resulted in several days of road closures, debris clean up and damages to our network. It further impacted our works program and capital projects delivery.

On our sealed road network our Heavy Patching team has made progress on Pinkett Road, and our two (2) Jetpatchers have been focusing on maintaining trafficable surfaces on our worst damaged sealed roads, and patching areas of damaged bitumen seal in an effort to prevent further water ingress into the underlying pavement layers and further deterioration of the road. These measures keep our roads open and can slow further damage while Council applies for **Essential Public Asset Reconstruction Works (EPAR)** funding for rehabilitation of our most significantly damaged road sections as a result of the natural disasters.

Council has completed rehabilitation and re-sealing of three (3) kilometres of Furracabad Road and the Bradley's Lane truck wash entry. Gordon's Road has been bitumen sealed, and West Furracabad Road has been gravel re-sheeted to Cherry Tree Road and drainage upgrades are underway. The Concrete team has commenced work on the shared pathways linking the new Indoor Sports Centre to existing footpaths on Taylor Street.



Image 1: Mann River over Mt Mitchell Road – September 2022

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Image 2: Flooding at Grafton Street Glen Innes – September 2022



Image 3: Repair of damaged concrete pavement – Pinkett Road – September 2022

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	33	207	350	20
		39%		61%	

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. The remaining meters have been delayed to allow for meters to be carried out for the upcoming billing period.

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

Crushing and screening operations have recommenced during the month with stockpiles being replaced.

Precoating and mixing of the aggregates have also taken place for upcoming sealing programs.

Sales have been consistent for this time of year with a high demand for drainage rock and scalps 20-40 and 53mm sizes. Road and pad construction has also continued and the quarry entry/exit gates have been installed along with garden and landscaping.

The old weighbridge has been decommissioned and dismantling is underway to expose the quality rock under this structure.

Campions Pit

Dozer and loader work was completed and there is now a stockpile of granite ready for re-sheeting work on Pinkett Road, Watsons Road and Ryans Road.

PLANT AND FLEET

Arrangements have been made for the purchase of a new cement spreader trailer. This unit will allow the heavy patch team to undertake small scale stabilisation works efficiently and allow patching to occur without the need for additional gravel in some circumstances.

EMERGENCY MANAGEMENT AND RECOVERY

The **Local Emergency Management Officer (LEMO)** and the **Local Emergency Operations Controller (LEOCON)** have been monitoring the recent flood situation with Infrastructure Services. Council applied for and has been added to AGRN 1034 NSW Flooding Natural Disaster Declaration for the storm event which began on the 21st of September.

The **Community Resilience Officer (CRO)** contract from the bushfire event of 2019/2020 has ended after 24 months. Funding for a further **CRO** contract was approved during September. During this interim period between **CRO** contracts, the **LEMO** took over as chairman of the **Community Resilience Network (CRN)**.

(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 September 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 September 2022.

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Australian Local Government Association – advice for Councils in regard to commemorating Queen Elizabeth II;
- Inside Local Government – newsletters;
- Local Government NSW – newsletters;
- Office of Local Government – Council circulars and newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports and media alerts; and
- Pinkett Ratepayers and Road Users Association – concerns regarding roads.

Press Releases

- Member for Northern Tablelands, The Hon. Adam Marshall; and
- Member for New England, Shadow Minister for Veterans' Affairs, The Hon. Barnaby Joyce.

Publications

- LG Focus – September 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	Aboriginal Consultative Committee - 22/08/22
Annexure B	Australia Day Committee - 7/09/22
Annexure C	Australian Standing Stones Management Board - 21/09/22
Annexure D	Community Access Committee - 5/09/22
Annexure E	Emmaville Mining Museum Committee - 18/09/22

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

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 23 September 2022. These delegates will remain in place until Thursday, 28 September 2023.

(b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Thursday, 23 September 2022:

15.09/22 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 September 2022:

Name of Committee	Councillor Delegate(s)	Date
Glen Innes Severn Cemetery Committee	Cr Arandale	2.9.22
Community Access Committee	Cr Banham, Cr Sparks	5.9.22
Australia Day Committee	Cr Parsons, Cr Parry	7.9.22
Minerama Committee	Cr Sparks	12.9.22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	21.9.22
Open Spaces Committee	Cr Banham, Cr Arandale, Cr Sparks	21.9.22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	28.9.22

The following is a list of meetings and functions attended by Councillors during September 2022:

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Councillor Workshop	1.9.22
	Audit Risk and Improvement Committee (ARIC) Meeting	2.9.22
	Walkthrough transport building with The Hon. Adam Marshall, Member for Northern Tablelands and The Hon. Sam Faraway, Minister for Transport	2.9.22
	New England Police District Awards Ceremony at Inverell	7.9.22
	Councillor Workshop	8.9.22
	Extraordinary Council Meeting	12.9.22
	Panel Meeting Glen Innes High School Medallion Awards	13.9.22
	Lions / Lioness Club Dinner with District Governor	13.9.22
	GLENRAC Committee Training	16.9.22
	Glen Innes Community Resilience Network Meeting	20.9.22
	Year 12 Graduation Assembly – Emmaville Central School	21.9.22
	Local Economic Development Support Fund (LEDSF) Assessment Panel	21.9.22
	Year 12 Graduation Ceremony – Glen Innes High School	21.9.22

Councillor	Name of Meeting / Function	Date attended
	National Day of Mourning Queen Elizabeth II Church Service	22.9.22
	Pre-meeting Briefing Session	23.9.22
	Ordinary Council Meeting	23.9.22
	Emmaville Mining Museum Audit	23.9.22
	National Police Remembrance Day Service at Moree	29.9.22
	Meeting with two members of the community	29.9.22
Cr T Arandale (Deputy Mayor)	Councillor Workshop	1.9.22
	Breakfast with the ARIC	2.9.22
	Walkthrough transport building with The Hon. Adam Marshall, Member for Northern Tablelands and The Hon. Sam Faraway, Minister for Transport	2.9.22
	Meeting with business owner	5.9.22
	Photoshoot with the Glen Innes Business Chamber	5.9.22
	Councillor Workshop	8.9.22
	Extraordinary Council Meeting	12.9.22
	Sapphire Wind Farm Community Consultative Committee Meeting	15.9.22
	Attendance at the Disability Expo	20.9.22
	Spring Equinox at the Australian Standing Stones	21.9.22
	Local Economic Development Support Fund Meeting	21.9.22
	Year 12 Graduation Ceremony – Glen Innes High School	21.9.22
	Pre-meeting Briefing Session	23.9.22
	Ordinary Council Meeting	23.9.22
	Creating Capability and Confidence for Community Champions Workshop	27.9.22
Cr T Alt	Councillor Workshop	1.9.22
	Councillor Workshop	8.9.22
	Extraordinary Council Meeting	12.9.22
	Pre-meeting Briefing Session	23.9.22
	Ordinary Council Meeting	23.9.22

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Councillor	Name of Meeting / Function	Date attended
Cr L Gresham	Councillor Workshop	1.9.22
	Councillor Workshop	8.9.22
	Glen Innes Highlands Visitor Association AGM and Executive Meetings	19.9.22
	National Day of Mourning Queen Elizabeth II Church Service	22.9.22
	Pre-meeting Briefing Session	23.9.22
	Ordinary Council Meeting	23.9.22
Cr J Parry	Councillor Workshop	8.9.22
	Extraordinary Council Meeting	12.9.22
	Glencoe Hall spring clean	17.9.22
Cr A Parsons	Councillor Workshop	1.9.22
	Australia Day Committee Meeting	7.9.22
	Councillor Workshop	8.9.22
	Pre-meeting Briefing Session	23.9.22
	Ordinary Council Meeting	23.9.22
	Community Centre Meeting	26.9.22
Cr C Sparks	NAIDOC Meeting	1.9.22
	Councillor Workshop	1.9.22
	Access Committee Meeting	5.9.22
	Councillor Workshop	8.9.22
	NAIDOC Meeting	8.9.22
	Extraordinary Council Meeting	12.9.22
	Minerama Committee Meeting	12.9.22
	NAIDOC Workday at the Boorabi / Willows community	13.9.22
	NAIDOC Workshop with Primary Schools	14.9.22
	NAIDOC Workshop with the High School	15.9.22
	NAIDOC Celebrations and Workshops at the Cooramah Centre	16.9.22
	Access Committee – setting up for Disability Support Services Expo	19.9.22
	Art Gallery Committee Meeting	19.9.22
	Disability Expo (attendance as a Committee Member)	20.9.22
	Pre-meeting Briefing Session	23.9.22
	Ordinary Council Meeting	23.9.22

Councillor	Name of Meeting / Function	Date attended
	Community Centre Meeting	26.9.22
	Glen Innes Family Youth Support Services AGM	27.9.22

(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 were assigned at the Ordinary Council Meeting held on Thursday, 23 September 2022. These delegates will remain in place until Thursday, 28 September 2023.

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