

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
24 MARCH 2022**

COMMUNITY CONSULTATION SESSION GUIDELINES

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. 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 about 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 more 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. 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 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.

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.

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.

20. If the Chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 19, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
21. Clause 20 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of the Code of Meeting Practice.
22. Where a speaker engages in conduct of the type referred to in clause 19, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.
23. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

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, 24 March 2022 at 9.00am

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Craig Bennett
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 - 24 FEBRUARY 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: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to provide Councillors with an update on all of 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 of the Outstanding Council Resolutions.

(b) Discussion

There are now 20 Council Resolutions currently outstanding as at Thursday, 17 March 2022.

There were 11 Council Resolutions outstanding in the report that went to the Thursday, 24 February 2022 Ordinary Council Meeting.

A further 15 outstanding actions were added after the February 24, 2022 Ordinary Council Meeting.

Therefore, six (6) outstanding actions have been completed since the last Ordinary Council Meeting (workings – $11 + 15 = 26 - 6 = 20$).

These 20 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>
2020	2 (2 – February 2022)
2021	6 (7 – February 2022)
2022	12 (2 – February 2022)
TOTAL	<u>20</u> (11 – February 2022)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>
General Manager	1 (1 – February 2022)
Corporate and Community Services	5 (3 – February 2022)
Development, Planning and Regulatory Services	4 (1 – February 2022)
Infrastructure Services	10 (6 – February 2022)
TOTAL	<u>20</u> (11 – February 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 actions in Infocouncil should have a commentary that is older than 30 days and the commentary must be relevant and provide an up-to-date status of the action at all times.

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

Staff will continue to focus and prioritise completing the two (2) remaining outstanding actions from the 2020 year.

However, this needs to be tempered with the fact that no outstanding actions are to be completed by staff until they are 100% completed.

Otherwise, Councillors and the community will lose confidence in the governance framework being used to manage outstanding actions.

(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

Nil.

(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 item also links to Council's Delivery Program Objective STC 1.7.1 'Strive for excellence in all customer service areas'.

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 Report as at 17 March 2022

REPORT TITLE: **7.2 MEMBERSHIP OF THE COUNTRY MAYORS
ASSOCIATION AND ATTENDANCE OF THE MAYOR
AT COUNTRY MAYOR ASSOCIATION MEETINGS**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Meetings – Other
Organisations**

Customer Index: **Country Mayors Association**

Property Index: **NIL**

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

APPROVER/S: **Craig Bennett - General Manager**

PURPOSE

The purpose of this report is for Council to consider its continued membership of the **Country Mayors Association (CMA)** and for the Council to approve the attendance of the Mayor at all CMA meetings which are proposed to be held during the 2022/2023 Financial Year.

RECOMMENDATION

THAT Council:

- 1. Renews its membership of the Country Mayors Association for the 2022/2023 membership period and approves the attendance of the Mayor at all Country Mayor Association meetings held during the 2022/2023 Financial Year.***
- 2. Reviews its continued membership of the Country Mayors Association as part of the deliberations on the Draft Operational Plan and Budget for the 2023/2024 Financial Year.***

REPORT

(a) Background

Council resolved the following at the 27 May 2021 Ordinary Council Meeting:

Moved Cr A Parsons Seconded Cr G Frendon

5.05/21 RESOLUTION

THAT Council:

1. Renews its membership to the Country Mayors Association for the 2021/2022 Financial Year and approves the attendance of the Mayor at all Country Mayors Association meetings held during the 2021/2022 Financial Year.
2. Reviews its continued membership of the Country Mayors Association as part of the deliberations on the Draft Operational Plan and Budget for the 2022/2023 Financial Year.

CARRIED

(b) Discussion

The objective of the CMA is to further the interests of the Country Councils by being an advocate on state-wide issues and to act as an information sharing forum.

The CMA meets in Sydney quarterly, usually on a Friday in March, June, August and November.

High calibre guest speakers such as Ministers and senior bureaucrats are invited to attend each meeting, which allows members to be kept informed on the current issues facing Local Government and provides members with the opportunity to make informal contact and to make appointments with Ministers or senior staff.

Attending these meetings also provides the opportunities for Country Mayors to network with other Country Mayors.

Council is a current member of the Association.

If Council resolves to remain a member, it would be appropriate for the Mayor to attend these quarterly meetings.

As detailed above, attendance at these meetings allows the Mayor to network with other Country Mayors, to be kept informed on current issues facing Local Government and to make informal contact with State Ministers and their senior staff, in order to advocate on behalf of Glen Innes Severn Council.

Council also needs to determine if it is appropriate for the General Manager to attend the Country Mayor meetings in Sydney with the Mayor.

The majority of country Councils also send their General Managers to the meetings.

If the General Manager attended the meetings, there would be the opportunity for the General Manager to meet with Ministers in Sydney as the Country Mayors Meeting usually finishes at lunchtime on the Friday.

It would cost Council approximately an additional \$4,000 per annum to send the General Manager to the meetings.

(c) Options

1. THAT Council:

- Renews its membership of the Country Mayors Association for the 2022/2023 membership period and approves the attendance of the Mayor at all Country Mayor Association meetings held during the 2022/2023 Financial Year.
- Reviews its continued membership to the Country Mayors Association as part of the deliberations on the Draft Operational Plan and Budget for the 2023/24 Operational Plan and Budget.

THIS IS THE RECOMMENDED OPTION.

- #### 2. That Council does not renew its membership of the Country Mayors Association for the 2022/2023 membership period.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The annual Membership fee of the CMA is currently \$562.50 for those Councils with a population of less than 10,000. Glen Innes Severn's current population is approximately 8,836.

In addition to the membership fee of \$562.50 per annum, it is estimated that approximately \$4,000 would be required to cover the costs of airfares, accommodation, meals and other incidental expenses such as taxi fares to and from the airport for the Mayor to attend the four (4) meetings of the CMA that are proposed to be held during the 2022/2023 Financial Year.

The expenses are broken up as follows:

Expense	Cost per Meeting	Annual Cost of Attending Four (4) Meetings
Flights	\$400 (return)	\$1,600
Accommodation	\$300 (one night)	\$1,200
Taxi, Meals etc.	\$300	\$1,200
TOTAL	<u>\$1,000</u>	<u>\$4,000</u>

All costs will be paid in accordance with Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

This report relates to meetings of the Country Mayors Association which will be held during the 2022/2023 Financial Year. If Council resolves to renew its membership and approve for the Mayor to attend the quarterly meetings, sufficient funds for travelling expenses will need to be included in the Operational Plan and Budget for the 2022/2023 Financial Year.

(b) Governance/Policy

The payment of expenses for the Mayor to attend the CMA meetings will be in accordance with Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

(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 Mayor was consulted during the preparation of this report.

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

This report has no relevance to the Integrated Planning and Reporting Framework, however, some of the policy matters discussed may influence Council's future strategic planning.

CONCLUSION

Council is a current member of the CMA.

Meetings are held in Sydney on a quarterly basis.

The continued membership to this Association and subsequent attendance of the Mayor at these meetings will allow for networking with other Country Mayors, provide the Mayor with an opportunity to make informal contact with State Ministers and their senior staff, as well as assisting Council to be kept informed on all of the current issues facing Local Government.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.3 2022 NSW AUSTRALIAN LOCAL GOVERNMENT
WOMEN'S ASSOCIATION (ALGWA) CONFERENCE**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Conferences
GOVERNANCE: Councillors**

Customer Index: **Australian Local Government Women's Association**

Property Index: **NIL**

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

APPROVER/S: **Craig Bennett - General Manager**

PURPOSE

The purpose of this report is to inform Council of the 2022 **NSW Australian Local Government Women's Association (ALGWA)** Conference being hosted by Fairfield City Council from 7 until 9 July 2022 and for Council to consider if it would like to send any delegates to the Conference.

RECOMMENDATION

That Council selects Option Number.....

REPORT

(a) Background

ALGWA is the peak body for women in Local Government. It is a voluntary-run organisation, that supports both employees and elected representatives.

ALGWA supports and promotes women in Local Government through advocacy, advice and action.

The Annual Conference is an opportunity to come together and engage in learning and networking that will foster personal and professional development.

(b) Discussion

The 2022 ALGWA NSW Annual Conference is designed to provide training and support for councillors and staff, whether they are new to Local Government or have been around for a long time. It is an opportunity to learn and grow from speakers and from each other.

The program (**Annexure A**) includes an inspirational mix of speakers from the media as well as some lesser-known local identities whose stories are just as inspirational.

The 2022 NSW ALGWA Conference will be held from Thursday, 7 July 2022 until Saturday, 9 July 2022 and is being hosted by the Fairfield City Council at the newly refurbished Fairfield Showground Pavillion, Sydney and the Holiday Inn at Warwick Farm.

The theme of this year's conference is "What's your superpower?"

(c) Options

Council has the following options to consider:

Option 1

That Council authorises for the following delegates, and to be sent to the 2022 NSW Australian Local Government Women's Association (ALGWA) Conference from Thursday, 7 July 2022 until Saturday, 9 July 2022.

Option 2

That Council decides not to send any delegates to the Local Government Women's Association (ALGWA) Conference being held in Sydney from Thursday, 7 July 2022 until Saturday, 9 July 2022.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Conference will be held during the 2022/2023 Financial Year.

If Council resolves to send delegates to the Conference, sufficient funds will need to be included in the Operational Plan and Budget for the 2022/2023 Financial Year.

At present there are no funds allocated for any delegates to attend this conference.

Council is not currently a member of ALGWA.

Council membership is \$275, or full membership for individuals either elected to, employed in or interested in Local Government is \$80.

Registration fees to attend the Conference are as follows:

*Early bird registration (ALGWA Member)	\$ 1,025.00
*Early bird registration (Non-Member)	\$ 1,210.00
Full Registration (ALGWA Member)	\$ 1,333.00
Full Registration (Non-Member)	\$ 1,538.00
1 day registration (ALGWA Member)	\$ 615.00
1 day registration (Non-Member)	\$ 697.00
Online ticket: Full conference	\$ 308.00
Online ticket: 1 day	\$ 103.00
Mayoral Welcome Reception	\$ 80.00
Gala Dinner	\$150.00
Mayoral Welcome Reception & Gala Dinner	\$210.00

*The early bird deadline is 30 April 2022

The Operational Plan and Budget for the 2022/2023 Financial Year will also need to include allowances for Travel Expenses.

Travel expenses cover the costs for delegates to travel to conferences, training or seminars and any accommodation and meal expenses whilst they are at the conference, training course or seminar.

Accommodation, travel and other incidental costs for Councillors will be paid in accordance with the terms of the Glen Innes Severn Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

The payment of expenses for any staff to attend the conference will be in accordance with Council's "Human Resources Policy Statement Register".

The anticipated costs for three (3) representatives to attend this Conference are as follows:

Delegate	*Registration Fee	Mayoral Welcome Reception and Gala Dinner	Accommodation (3 nights)	Flights from Armidale to Sydney return	Grand Total
Delegate Number 1	**\$ 1,025	\$ 210	\$ 867	\$ 344	\$2,446
Delegate Number 2	**\$ 1,025	\$ 210	\$ 867	\$ 344	\$2,446
Delegate Number 3	**\$ 1,025	\$ 210	\$ 867	\$ 344	\$2,446
TOTAL	\$ 3,075	\$ 630	\$2,621	\$1,032	\$7,338

*If Council becomes a member of the ALGWA

**Early bird registration fee

The early bird registration fee for this conference must be paid by 30 April 2022.

The Operational Plan and Budget for the 2022/2023 Financial Year will need to allow approximately \$8,000 to send three (3) delegates to the conference.

This will be sufficient to cover membership fees, conference fees and travelling costs (including transfers to and from the airport and additional meal expenses).

(b) Governance/Policy

The payment of any expenses for Councillors to attend the Conference will be in accordance with Council's "Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy".

The payment of expenses for any staff to attend the conference will be in accordance with Council's "Human Resources Policy Statement Register".

(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

Nil.

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

This report has no relevance to the Integrated Planning and Reporting Framework, however, some of the policy matters discussed at the Conference may influence Council's future strategic planning.

CONCLUSION

The 2022 NSW ALGWA Conference will be hosted by Fairfield City Council from Thursday, 7 until Saturday, 9 July 2022.

The conference is designed to provide training and support for councillors and staff, whether they are new to Local Government or have been around for a long time. It is an opportunity to learn and grow from speakers and from each other.

Council now needs to consider whether it would like to send any delegates to the Conference.

ATTACHMENTS

Annexure A Draft Program - ALGWA Conference 2022

REPORT TITLE: 7.4 RATE CAPPING IN NEW SOUTH WALES LOCAL GOVERNMENT

ECM INDEXES:

Subject Index: RATES AND VALUATIONS: Fees and Charges; Reporting

Customer Index: United Services Union

Property Index: NIL

AUTHOR: Craig Bennett - General Manager

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to notify Council of a **United Services Union (USU)** commissioned report, which was prepared by Professor Brian Dollery regarding rate capping in **New South Wales (NSW) Local Government (LG)** and to decide whether Council wishes to collaborate with the USU on this very important issue.

RECOMMENDATION

That the information contained in this report be received and noted by Council and that Council selects Option Number..... from this report.

REPORT

(a) Background

Council received a letter and an accompanying report from the USU (**Annexure A**) on Monday, 14 February 2022.

Rate capping has been in continuous use in NSW since its introduction in 1977.

There have been various minor changes over the years, most significantly making **Special Rate Variations (SRVs)** easier to secure over recent years.

Rate pegging has generated a vigorous ongoing debate over the years regarding its significant impact on LG in NSW.

(b) Discussion

Council needs to decide if it wishes to join with the USU on their campaign against rate capping in NSW Local Government. The report from Professor Dollery offers two (2) alternative suggestions that flow directly from the evidence that has been considered.

They are:

Suggestion Number 1

Firstly, under a 'first best' approach the NSW government would simply abolish rate pegging and give local authorities the latitude to strike their own rates and be held accountable by their own residents.

Suggestion Number 2

Secondly, an alternative 'second best' approach would recognise the realities of political barriers in NSW to the abolition of rate-capping and instead focus on removing the worst features of the rate-pegging regime.

It would embrace eight main elements.

These are:

Recommendation Number 1

Different cost indexes should be prepared for the various kinds of local government in NSW.

Recommendation Number 2

Different rate caps should be calculated for the various kinds of council.

Recommendation Number 3

The panel deliberating on both the rate cap and SRV's should include a suitably qualified and credentialled local government expert.

Recommendation Number 4

The rate cap should be based on the average rate for each category.

Recommendation Number 5

The rate cap should be provided as a range to combat 'blame shifting' in NSW local government and thereby reinforce political accountability.

Recommendation Number 6

The timelines for the process should be altered to make SRV's more practical and less expensive.

Recommendation Number 7

A range of automatic triggers should be established to force Councils in fiscal distress to apply for a SRV.

Recommendation Number 8

The burden of proof should be reversed to place the onus on those who object to establish a case as to why a SRV should not proceed.

(c) Options

The following options are available to Council:

Option 1

That Council chooses to collaborate with the United Services Union on their campaign regarding rate capping in NSW Local Government.

Option 2

That Council chooses not to collaborate with the United Services Union on their campaign regarding rate capping in NSW Local Government.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Rate capping makes it extremely difficult to manage significant issues such as the Infrastructure Backlog. It is no surprise that the Infrastructure Backlog is far worse in NSW than it is in other States where rate capping is not part of their policy.

(e) Social

Councils should be able to consult with their communities on what level of service they are comfortable paying for. The amount of the rate increase each year should be dependent on what the majority of the community are willing to pay for.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Rate pegging is having a detrimental impact on infrastructure in NSW. The backlog of infrastructure is far worse in NSW than any other state. Rate pegging has been a factor that has contributed significantly towards this infrastructure backlog.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.01: Ensure that the Long Term Financial Plan includes all identified savings and revenue and expenditure increases and identifies a profit before and after capital items.

CONCLUSION

Council needs to determine whether it is appropriate for it to collaborate with the USU on their campaign regarding rate capping in NSW LG.

ATTACHMENTS

Annexure A USU Commissions Report (February 2022)

REPORT TITLE: 7.5 SUPERANNUATION FOR COUNCILLORS

ECM INDEXES:

Subject Index: GOVERNANCE: Councillors

**Customer Index: INTERNAL DEPT: Councillors
Office of Local Government**

Property Index: NIL

AUTHOR: Craig Bennett - General Manager

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to inform Councillors that legislation has now passed Parliament to introduce superannuation contribution payments on behalf of Councillors in New South Wales.

The decision on whether to contribute superannuation contribution payments on behalf of Councillors is a decision for Council.

RECOMMENDATION

That Council selects Option Number.....

REPORT

(a) Background

Council resolved the following at the 22 July 2021 Ordinary Council Meeting:

Moved Cr D Newman Seconded Cr A Parsons

3.07/21 RESOLUTION

That Council does not elect to make superannuation contribution payments for Councillors from 1 July 2022.

A division was called for, voting on which was as follows:

For	Against
Cr C Sparks	Cr G Frendon
Cr D Newman	
Cr A Parsons	
Cr C Price	
Cr J Smith	
Cr S Toms	

The division was declared CARRIED by 6 votes to 1.

CARRIED

Prior to the report and resolution above a report was prepared for the 26 March 2020 Ordinary Council Meeting and is attached to this report as **Annexure B**.

The **Local Government Amendment Act 2021 (Amendment Act)** was passed by the NSW Parliament on 13 May 2021 and has now come into effect.

The circular from the **Office of Local Government (OLG)** announcing the commencement of the Amendment Act is attached to this report as **Annexure C**.

(b) Discussion

A member message was received from **Local Government NSW (LGNSW)** on Thursday, 24 February 2022 reminding Councils of legislative changes that will allow for Councils to make superannuation payments to Councillors from 1 July, 2022.

This member message is attached as **Annexure A** to this report.

Additionally, a circular was received from the OLG (**Annexure D**) on 15 March 2022, regarding the optional payment of Councillor superannuation.

This report has been prepared for the new Council so that the new Council can decide whether it has the same opinion as the previous Council regarding making superannuation contribution payments for Councillors from 1 July 2022.

The decision on whether to make superannuation contributions on behalf of Councillors will be left to each council to consider, taking into account financial considerations, the views of the Councillors and the expectations of the community.

Councils will be required to make the decision to contribute superannuation contribution payments on behalf of Councillors by resolution at an open meeting of the council, thereby ensuring public accountability and transparency.

(c) Options

1. That Council elects to make superannuation contribution payments for Councillors from 1 July 2022 equivalent in amount to superannuation guarantee payments (as at 1 July 2022 superannuation guarantee payments will be 10.50%).

This is in addition to the Mayoral and Councillor Allowances.

2. That Council does not elect to make superannuation contribution payments for Councillors from 1 July 2022.

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

The cost to introduce the superannuation contribution payments would be as follows:

<u>Year</u>	<u>Super Guarantee %</u>	<u>Total Allowances</u>	<u>Total Super Cost</u>
2022	10.50	\$116,707	\$12,254
2023	11.00	\$119,625	\$13,159
2024	11.50	\$122,616	\$14,101
2025	12.00	\$125,681	\$15,082
<u>TOTALS</u>		<u>\$484,629</u>	<u>\$54,596</u>

It will therefore cost Council an additional \$54,596 over the next four years if it introduces superannuation contribution payments on behalf of the seven (7) Councillors from 1 July 2022.

The Operational Plan and Budget for the 2022/2023 Financial Year would need to have \$12,254 added to it to cover the superannuation contribution payments.

There is currently no funding to cover this additional expense.

Council would need to either reduce other operational expenditure equivalent to the additional payments or increase fees and charges to offset the additional amount added to the budget.

(b) Governance/Policy

Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

If superannuation contribution payments are made on behalf of Councillors from 1 July 2022, the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy will be required to be amended to take effect of the additional expenses.

(c) Legislative/Statutory

Section 254B of the Local Government Act 1993.

Local Government Amendment Act 2021.

Commonwealth Superannuation Guarantee (Administration) Act 1993.

(d) Risk

Residents and ratepayers of the Glen Innes Severn **Local Government Area (LGA)** may not agree with Councillors receiving superannuation contribution payments, in addition to their Mayoral and Councillor Allowances.

(e) Social

The residents and ratepayers of the LGA may be comfortable with Councillors receiving superannuation contribution payments, in addition to their Mayoral and Councillor Allowances, as they are used to employees receiving superannuation contribution payments.

(f) Environmental

Nil.

(g) Economic

Superannuation contribution payments are contributed on behalf of all employees (including casuals who earn above a minimum monthly wage) at the current superannuation guarantee percentage.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Management Executive Team (MANEX).

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

This item links to Council's Delivery Program Community Service Action CS 3.7.01:

Promote a welcoming and inclusive community that strengthens positive attitudes and behaviours towards people of all abilities.

CONCLUSION

The Amendment Act provides Councils with the option to contribute superannuation contribution payments on behalf of Mayors and Councillors, on top of their annual fees from 1 July 2022.

Councils are required to make the decision to contribute superannuation contribution payments on behalf of Councillors by resolution at an open meeting of the Council, thereby ensuring public accountability and transparency.

ATTACHMENTS

Annexure A	LGNSW Member Message
Annexure B	Report to Council 26 March 2020
Annexure C	OLG Circular 21-07
Annexure D	OLG Circular 22-04

REPORT TITLE: 7.6 DELEGATES ON COMMITTEES**ECM INDEXES:****Subject Index: GOVERNANCE: Committees of Council****Customer Index: NIL****Property Index: NIL****AUTHOR: Craig Bennett - General Manager****APPROVER/S: Craig Bennett - General Manager****PURPOSE**

The purpose of this report is for Council to consider appointing Councillor Tim Alt as an additional delegate on the Glen Innes Saleyards Advisory Committee from Friday, 25 March 2022 until Thursday, 22 September 2022.

RECOMMENDATION

That Council nominates Councillor Tim Alt as an additional delegate on the Saleyards Advisory Committee from Friday, 25 March 2022 until Thursday, 22 September 2022.

REPORT**(a) Background**

Council resolved the following (in part) from the January 11, 2022 Ordinary Council Meeting:

8.01/22 RESOLUTION

That Council nominates the following Councillors and Staff as Council's delegates to sit on the committees from Tuesday, 11 January 2022 until Thursday, 22 September 2022 as detailed in the list below:

NAME OF COMMITTEE	DELEGATES
Councillor/Staff Committees of Council	
General Manager's Appraisal Committee	Mayor, Deputy Mayor, Cr J Parry, Cr T Alt.

It then subsequently resolved the following at the January 27, 2022 Ordinary Council Meeting:

15.01/22 RESOLUTION

THAT Council:

1. Endorses Councillor Carol Sparks as the General Manager's Nominated Representative on the General Manager's Appraisal Committee.
2. Removes Councillor Tim Alt as a Council Nominated Representative on the General Manager's Appraisal Committee.

A division was called for, voting on which was as follows:

For	Against
Cr T Alt	Nil
Cr T Arandale	
Cr R Banham	
Cr L Gresham	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared carried by 7 votes to 0.

CARRIED

Council also resolved the following (in part) from the January 11, 2022 Ordinary Council Meeting:

8.01/22 RESOLUTION

That:

1. Council nominates the following Councillors and Staff as Council's delegates to sit on the committees from Tuesday, 11 January 2022 until Thursday, 22 September 2022 as detailed in the list below:

NAME OF COMMITTEE	DELEGATES
Community Committees NOT Committees of Council	
Local Emergency Management Committee	Cr T Alt, Director of Infrastructure Services or delegate from Infrastructure Services, Technical Services Coordinator.

It then subsequently resolved the following at the February 24, 2022 Ordinary Council Meeting:

31.02/22 RESOLUTION

That Council, in accordance with the *State Emergency and Rescue Management Act 1989*, withdraws the Council Nominated Representative to the Local Emergency Management Committee – Councillor Tim Alt.

A division was called for, voting on which was as follows:

For	Against
Cr T Alt	Nil
Cr T Arandale	
Cr R Banham	
Cr L Gresham	
Cr J Parry	
Cr A Parsons	
Cr C Sparks	

The division was declared carried by 7 votes to 0.

CARRIED

The report that was submitted to Council for the January 11, 2022 Ordinary Council Meeting had the following recommendation from staff:

RECOMMENDATION

THAT:

- Council nominates the following Councillors and Staff as Council's delegates to sit on the committees from Tuesday, 11 January 2022 until Thursday, 22 September 2022 as detailed in the list below:*

NAME OF COMMITTEE	DELEGATES
<i>Councillor/Staff Committees of Council</i>	
<i>Local Emergency Management Committee</i>	<i>Director of Infrastructure Services or delegate from Infrastructure Services, Technical Services Coordinator.</i>

Finally, Council resolved the following (in part) from the January 11, 2022 Ordinary Council Meeting:

8.01/22 RESOLUTION

That:

- Council nominates the following Councillors and Staff as Council's delegates to sit on the committees from Tuesday, 11 January 2022 until Thursday, 22 September 2022 as detailed in the list below:

NAME OF COMMITTEE	DELEGATES
Community Committees of Council	
Glen Innes Saleyards Advisory Committee	Mayor, Cr C Sparks, General Manager, Acting Director of Development Planning and Regulatory Services, Saleyard Manager.

Item 7.0

(b) Discussion

Unfortunately, Councillor Alt has had to be removed from two (2) committees since the 11 January 2022 Ordinary Council Meeting.

The first committee was the General Manager's Appraisal Committee. This was due to an oversight by the General Manager. The General Manager was required to nominate his representative to sit on this panel.

Councillor Alt was gracious enough to step down from this committee.

Councillor Sparks was nominated as the General Manager's representative as she is the only remaining member of the previous committee.

The second committee was the **Local Emergency Management Committee (LEMC)**.

Councillor Alt was inadvertently added to the LEMC even though a Councillor is not able to sit on this committee. It is not legislatively possible to have a Councillor sit on this committee.

The report that is presented to Councillors in September 2022, when delegates are nominated again to sit on committees for the next 12 months will make it very clear that Councillors are not able to nominate any of their own to sit on this committee.

It would be prudent to add Councillor Alt as an additional delegate to the Saleyards Advisory Committee for two (2) reasons. Firstly, Councillor Alt has had to be removed from two (2) committees, and secondly, and more importantly, Councillor Alt has a passion and interest in the Saleyards Advisory Committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Division 3, Section 28 of the **State Emergency and Rescue Management (SERM) Act 1989** states the following:

28 Local Emergency Management Committees

(1) There is established by this Act a Local Emergency Management Committee for each local government area.

(2) Each such Committee is to consist of—

(a) the General Manager of the council of the relevant local government area, who is to be the Chairperson of the Committee, and

(b) a senior representative of each emergency services organisation operating in the relevant local government area, and

(c) a representative of each organisation that—

(i) provides services in a functional area or areas in the relevant local government area, and

(ii) the council of that area determines from time to time is to be represented on the Committee, and

W

(d) the Local Emergency Operations Controller for the relevant local government area.

The Office of Emergency Management **Local Emergency Management (LEM) Information Guide** page 12, referencing both the **SERM Act 1989** and the **Local Government Act 1993 (the Act)**, states the following:

The SERM Act 1989 requires the General Manager of the Council of the relevant Local Government Authority to chair the committee.

However, there are provisions under the SERM Act 1989 and the Act for the Chair to either delegate that responsibility or nominate a Deputy to act in their absence.

The General Manager of the Glen Innes Severn Council has delegated the chairing of the LEMC to the Director of Infrastructure Services.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

This item links to Council's Community Strategic Plan Objective CS 5 'Celebrate and encourage community committees (volunteerism) and CS 5.1 'Promote partnerships between the community and Council in achieving this objective'.

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

CONCLUSION

It is recommended that Council endorses for Councillor Tim Alt to become an additional delegate of the Glen Innes Saleyards Advisory Committee from Friday, 25 March 2022 until Thursday, 22 September 2022.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.7 PROPOSED COUNCILLOR WORKSHOP CALENDAR

ECM INDEXES:

Subject Index: GOVERNANCE: Councillor Workshops

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

The General Manager will regularly update Councillors on the items that are proposed to be presented by staff at future workshops. That way staff and Councillors are always well aware early of what is proposed to be dealt with at future workshops. The decision on what items are to be dealt with at the respective Councillor workshops is ultimately the General Manager's decision.

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

The following Councillor Workshops are proposed to be held from now until June 2022:

Date	Topic	Presenter/s
Monday, 28 March 2022 9am until 12pm	Discussion on the Draft Fees and Charges and Draft Capital Works Program for the 2022/2023 Operational Plan and Budget	Director of Corporate and Community Services / Chief Financial Officer
Wednesday, 30 March 2022 9am until 12pm	Presentation on any proposed operational amendments from the previous year's budget to the current year from each Directorate.	Director of Corporate and Community Services / Chief Financial Officer
Monday, 4 April 2022 All day workshop	Presentation and Discussions on the Draft Delivery Program 2022-2024.	Director of Corporate and Community Services / Manager of Governance, Risk and Corporate Planning
Thursday, 7 April 2022 9am until 12pm	Spare Day (Extra day set aside for discussions on the Draft Operational Plan and Budget if required).	Director of Corporate and Community Services / Chief Financial Officer
Thursday, 7 April 2022 6pm until 9pm	Presentation from Attract Connect Stay. Workshop on the Powerhouse Museum Proposal and Business Case. Update on the New England Rail Trail.	Attract Connect Stay Committee Manager of Economic Development Director of Infrastructure Services
Thursday, 12 May 2022 6pm until 9pm	Presentation from Arts North-West Risk Management	Caroline Downer OAM, Executive Director Manager of Governance, Risk and Corporate Planning
Thursday, 9 June 2022 All day workshop	"Values" workshop	Facilitated by Stephen Blackadder from Blackadder Associates

(c) **Options**

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

Nil.

(b) **Governance/Policy**

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

The Policy is attached as Annexure A to the previous report - Report Number 7.5 Review of the Date and Time of Councillor Workshops.

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

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

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

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

- Councillor Workshops are not used, or allowed to be used, as an avenue to influence staff or attempt to influence staff or to give direction to staff or to attempt to give direction to staff as to what the contents of their reports or recommendations to Council should be.

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

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

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

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

Other relevant Policy and documents include:

- Meeting Practice Note developed by the then Department of Local Government (Practice Note No 16 of August 2009);
- Glen Innes Severn Council Code of Conduct for Councillors;
- Letter of advice from the Department of Local Government dated 29 June 2007, within which it expressed its views with regards to Councillor Workshops;
- Circular Number 10-10, dated 21 May 2010 from the then Division of Local Government regarding the "Implementation of the Revised Meetings Practice Notes";
- Council's Code of Meeting Practice;
- Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

(c) **Legislative/Statutory**

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

(d) Risk

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.8 MONTHLY REPORT FROM THE GENERAL
MANAGER'S DIRECTORATE FOR THE MONTH OF
FEBRUARY 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: **Craig Bennett - 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 February 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;
- Councillors 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 February 2022.

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

ECONOMIC DEVELOPMENT DEPARTMENT

1. Rehbein Airport Consulting continued on the Airport Master Plan project.
2. Demolition and building work commenced on the Highlands Hub Coworking space with Council's **Building Maintenance Officer (BMO)**.
3. The **New England Rail Trail (NERT)** project continued with challenges regarding the lease arrangements, future asset renewal implications, project management and the necessary Act of Parliament. The challenges have been escalated through the **Bushfire Local Economic Recovery (BLER)** fund and Regional NSW.
4. The Skywalk project continued through the detailed design stage into detailed costing as well as investigating ways to deliver a physical, audio and **Augmented Reality (AR)** experience.
5. The **Manager of Economic Development (MED)** held a **Grow Glen Innes Think Tank (GGITT)** on the 2100 Vision.
6. The MED discussed a partnership with the **University of New England (UNE)** and its new STEM_Q initiative.
7. Submissions were made to the following draft plans whilst they were on public exhibition: New England North West Regional Plan 2041; National visitor economy strategy: THRIVE 2030;
8. Regional Growth Program for the New England to agree MED participation in the forthcoming regional workshop.
9. Tourism Signage and Touring Route – 11 audits were completed.
10. Bouldering experience was developed with The Crag Bouldering Network to integrate their bouldering experiences at Stonehenge Recreational Reserve into the Glen Innes Highlands website.
11. Council continued to support the Minerama 355 Committee of Council in the lead up to the event to be held at the Glen Innes Showgrounds on the 11,12 and 13 March 2022.
12. Delivery of the **Australian Celtic Festival (ACF)** operational plan continued with the support of the working group of volunteers.
13. The Tourism and Events Industry newsletter was delivered focusing on the following topics: **Discover Little Llangothlin Nature Reserve; Alfresco Restart Rebate; Free Social Media Training from Facebook & Destination NSW; NAIDOC Local Grants Program; New Visa Incentives to Bring Backpackers to NSW; COVID -19 Update for Hospitality Industry; List with Australian Tourism Data Warehouse (ATDW)**, Sponsor Minerama and Sponsor ACF.
14. ACF marketing activity booked and execution of marketing creative across channels continues.

15. The **Glen Innes Highlands (GIH)** Digital Marketing Campaign was optimised to remove YouTube as an underperforming channel, and refresh existing creative executions. The majority of campaign results are above industry benchmarks.
16. Minerama 2022 marketing campaign delivered by ME across website, print, radio, social media organic and paid, **Electronic Direct Mail (EDM)** and signage.

The current status of grants and funding can be viewed on **Annexure A**.

MEDIA AND COMMUNICATIONS DEPARTMENT

The number of 'Page Likes' on the Glen Innes Severn Council Facebook page as at the end of February 2022 were 2,107. There were 39 posts during February.

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

The Most Popular Facebook Posts for February 2022:	Reach	Post Engagement
Dust off your wetsuit (free pool entry)	3,423	406
It's bigger than a breadbox (Grey Street bus zone)	3,350	251
Emmaville Mining Museum Military Room opening	3,309	399

Please note: There were a high number of posts (20 posts) with a reach of over 1,000.

Media activity of interest (not in consecutive, nor priority order):

- Website redevelopment – additional research; mini style guide, auditing research staging research;
- Local events for Life Choices-Support Services, Library;
- Communication and advertising for Community Strategic Plan project including Communication Plan, special feature in GIE;
- Councillor induction session on media and communication.

The Publicity/media focus during February has been on the Community Strategic Plan (CSP), Public Exhibition documents, Mayoral Minute regarding free pool entry, grant funded projects updates, section 355 committees, road maintenance/closures, before school hours service (out of school hours OOSH service), Council transparency and changes to the commencement times of Council meeting.

Media releases have been sent out subsequent to Council meetings on key decisions/reports.

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 February 24, 2022 Ordinary Council Meeting, there were a total of 66 archive views.

EXECUTIVE SERVICES DEPARTMENT

The following executive services have been provided to the Mayor and General Manager during February 2022:

- Registration and travel arrangements for the Mayor, Deputy Mayor and General Manager to attend the Local Government NSW Special Conference 2022 from Monday, 28 February 2022 until Wednesday, 2 March 2022;
- Preparation of PowerPoint presentations and other information for Councillor Induction sessions;

The General Manager attended the following meetings during the month of February 2022:

- The General Managers Advisory Committee (GMAC) Meeting, which was held at Inverell on Wednesday, 16 February 2022; and
- The Local Government Professionals NSW Board Meeting on Thursday, 17 February 2022 in Sydney – this was the General Manager's first board meeting as a newly elected board member of the Local Government Professionals NSW.

COUNCILLOR SERVICES DEPARTMENT

The following services have been provided to the Councillors during February 2022:

- Arrangements were made for the setup of Multifactor Authenticator and Outlook on Councillor mobile phones;
- Arrangements were made for the setup of Councillor Microsoft Surface Pros followed by an explanation of how to access and mark up electronic meeting papers;
- Extension of invitations to Councillors to multiple events via calendar appointments (including celebrations, official openings and announcements from Members of Parliament); and
- Provision of assistance and support to Councillors, for example, how to access Teams Meetings.

(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 and the Media and Communications Officer have provided the information contained in this report for their respective areas.

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 2017/2027, Delivery Program 2017/2021 and Operational Plan and Budget for the 2020/2021 Financial Year.

CONCLUSION

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

ATTACHMENTS

Annexure A Table of Grants and Funding

REPORT TITLE: 7.9 END OF TERM REPORT - 2021

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Integrated Planning and Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Dennis McIntyre - Manager of Governance, Risk and Corporate Planning

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

PURPOSE

The purpose of this report is to provide information to Council regarding changes to end of term reporting requirements contained in the **Office of Local Government (OLG) - Integrated Planning and Reporting Guidelines (the Guidelines)** September 2021 and to present to Council the End of Term Report 2021, (**Annexure A**) for the period Saturday, 1 July 2017 until Wednesday, 30 June 2021 for review and noting.

RECOMMENDATION

THAT Council:

- 1. Reviews and notes the End of Term Report; and***
- 2. Determines that future End of Term Reports will be named Option Number from this report.***

REPORT

(a) Background

The OLG released revised Guidelines in September 2021.

One of the changes in the requirements for local government councils is to provide a State of Our City Report (or State of our Town, Region, Shire as suited), formerly the End of Term Report to the second meeting of the newly elected Council.

Advice provided by the OLG was that it was not expected that councils would immediately have to meet the new requirements in the Guidelines relating to the State of Our City Report but would need to have these implemented before the end of this Council's term.

The End of Term Report 2021 (Annexure A) was an annexure to the 2020/2021 Annual Report presented to Council at the 25 November 2021 Ordinary Council Meeting, as Item 7.4.

(b) Discussion

Description of the State of our City Report

The State of our City Report should be presented to the second meeting of a newly elected Council for noting. The report will cover the 4-year term of the previous Council and will objectively track Council's progress against the **Community Strategic Plan (CSP)**.

The report will provide information that sets the scene for the new Council and may include achievements to date and highlight future work to be undertaken. The report should assist the new Council to undertake a review of the CSP, which is an essential component of the **Integrated Planning and Reporting (IP&R)** framework.

Example of the Process for delivery of the State of our City Report for the current Council's end of term - borrowed from the OLG Integrated Planning and Reporting Handbook.

September to December 2023

- Establish a staff working group to provide input and guide development and delivery of the State of our City Report; and
- Develop project plan with allocated responsibilities to guide development.

December 2023

- Decide approach, style, data input, design and format of State of our City Report.

January to March 2024

- Collect relevant data and inputs; and
- Hold workshop with Councillors.

April to May 2024

- Draw relevant material together and draft State of our City Report.

June to July 2024

- Obtain approval from General Manager and executive team.

August to September 2024

- Graphic design and summary reporting.

October 2024

- Noted by the incoming Council at the second meeting.

November 2024

- Publish on the Council website alongside or appended to the Annual Report.

Council will follow a similar process when developing the State of our City Report for 2024.

Council will aim to include, in its State of City Report, all essential elements described in the Guidelines including that it:

- is noted by the incoming council at the second meeting after the election;
- covers the previous four (4) years;
- is based around the structure of the CSP;
- includes data for the measures contained in the CSP;
- shows the progress in clear terms;
- includes trend data for the measures contained in the CSP;
- identifies areas in which progress may be moving away from the desired target;
- provides an analysis for the identified areas in which progress was from the desired target; and
- provides recommendations for considerations by the incoming Council in the review and updating the CSP.

As *State of our City* is not an appropriate title for the report in our rural locale, provision is given to amend the name of the report to a more suitable title.

(c) **Options**

Option One

THAT Council:

1. Reviews and notes the End of Term Report; and
2. Determines that future End of Term Reports will be named **State of our Town.**

Option Two

THAT Council:

1. Reviews and notes the End of Term Report; and
2. Determines that future End of Term Reports will be named **State of our Area.**

Option Three

THAT Council:

1. Reviews and notes the End of Term Report; and
2. Determines that future End of Term Reports will be named **State of our Council.**

Option Four

THAT Council:

1. Reviews and notes the End of Term Report; and
2. Determines that future End of Term Reports will be named **State of our Local Government Area.**

Option Five

THAT Council:

1. Reviews and notes the End of Term Report; and
2. Determines that future End of Term Reports will be named **State of our**
..... (please add own wording).

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

Nil.

(b) Governance/Policy

The Office of Local Government *Integrated Planning and Reporting Guidelines*.

(c) Legislative/Statutory

Local Government Act 1993

406 Integrated planning and reporting guidelines

(1) The regulations may make provision for or with respect to integrated planning and reporting guidelines (referred to in this Chapter as the guidelines) to be complied with by councils.

(2) Without limiting subsection (1), the regulations may impose requirements in connection with the preparation, development, consultation on and review of, and the contents of, the community strategic plan, resourcing strategy, delivery program, operational plan, community engagement strategy, annual report and environment reporting of a council.

“The regulations” as used in the Act above refers to the *Local Government (General) Regulation 2021*.

(d) Risk

Following the OLG Guidelines and Handbook mitigates the risk of non-compliance and assists Council in continuous improvement and meeting the community’s objectives in the CSP.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

OLG through the Local Government Professionals Integrated Planning and Reporting (virtual) conference 8-10 September 2021.

(b) Internal

All directorates of Council had input into creating the End of Term Report.

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

This report is directly reporting on the Delivery Program outcomes for the end of Council term, an essential requirement of the Integrated Planning and Reporting Framework.

CONCLUSION

Changes have been made to the OLG Guidelines and Council is requested to provide a name for future editions of the end of term report.

Further, the End of Term Report 2021 is presented now to Council for review and noting.

ATTACHMENTS

Annexure A End of Term Report 2021

REPORT TITLE: 7.10 DELEGATION TO THE MAYOR

ECM INDEXES:

Subject Index: PERSONNEL: Delegation of Functions

Customer Index: NIL

Property Index: NIL

AUTHOR: Dennis McIntyre - Manager of Governance, Risk and Corporate Planning

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

PURPOSE

The purpose of this report is for Council to review and adopt the Draft Delegations from Council to the Mayor (***Annexure A***) for the term of the current Mayor.

RECOMMENDATION

That Council adopts the Draft Delegations of Authority to the Mayor.

REPORT

(a) Background

Section 380 of the ***Local Government Act 1993*** (the Act) states that each council must review all its delegations during the first 12 months of each term of office.

This report specifically relates to the Mayoral delegations.

(b) Discussion

Council delegates functions to the Mayor and General Manager in addition to delegating functions to others, such as some Committees established under section 355 of the Act.

The Delegations from the Council to the Mayor (Annexure A) is a newly drafted document.

The purpose of the Delegation is to provide clear direction to the Council and the Mayor regarding the functions and powers of delegation authorised in accordance with the legislation. It applies to the Mayor and the conduct of his duties.

(c) Options

Option One

That Council adopts the Draft Delegations of Authority to the Mayor.

THIS IS THE RECOMMENDED OPTION.

Option Two

That Council does not adopt the Draft Delegations of Authority from Council to the Mayor.

Option Three

That Council does not adopt the Draft Delegations of Authority from Council to the Mayor and directs an officer of Council to make changes to the Delegations and bring the revision back before Council at a later date.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The statutory role of the mayor as defined in Section 226 of the *Local Government Act 1993* is as follows:

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,

- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.

Local Government Act 1993:

s377 General power of the council to delegate

- (1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:*
- (a) *the appointment of a general manager,*
 - (b) *the making of a rate,*
 - (c) *a determination under section 549 as to the levying of a rate,*
 - (d) *the making of a charge,*
 - (e) *the fixing of a fee,*
 - (f) *the borrowing of money,*
 - (g) *the voting of money for expenditure on its works, services or operations,*
 - (h) *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),*
 - (i) *the acceptance of tenders to provide services currently provided by members of staff of the council,*
 - (j) *the adoption of an operational plan under section 405,*
 - (k) *the adoption of a financial statement included in an annual financial report,*
 - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
 - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*

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- (n) *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,*
 - (o) *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](#),*
 - (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
 - (q) *a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under section 234 to grant leave of absence to the holder of a civic office,*
 - (s) *the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) *this power of delegation,*
 - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
- (1A) *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*
- (a) *the financial assistance is part of a specified program, and*
 - (b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*
- (2) *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.*
- (3) *A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.*

s378 Delegations by the general manager

- (1) *The general manager may delegate any of the functions of the general manager, other than this power of delegation.*
- (2) *The general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council).*
- (3) *Subsection (2) extends to a function sub-delegated to the general manager by the council under section 377(2).*

(d) Risk

Clearly defining the mayoral delegations from Council mitigates the risk of ambiguity in the carrying out of the mayoral functions.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

A review was undertaken of the mayoral delegations of the City of Newcastle, Federation Council and Shellharbour City Council to assist with the drafting of the Delegations of Authority from Council to the Mayor.

(b) Internal

The Draft Delegations of Authority from Council to the Mayor have been reviewed by the **Executive Management Team (MANEX)**.

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

This item links to Council's Delivery Program Strategy STC 2.1 "Continue to be a financially sustainable and independent Council".

CONCLUSION

The Draft Delegations from Council to the Mayor have been drafted, reviewed by MANEX and are now provided to Council for review and adoption.

ATTACHMENTS

Annexure A Draft Delegations of Authority from Council to the Mayor

REPORT TITLE: 7.11 CORPORATE GOVERNANCE POLICY FRAMEWORK

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy

Customer Index: NIL

Property Index: NIL

AUTHOR: Dennis McIntyre - Manager of Governance, Risk and Corporate Planning

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

PURPOSE

The purpose of this report is to inform Council of the Corporate Governance Policy Framework, a Management Policy of Council.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The **Manager of Governance, Risk and Corporate Planning (MGRCP)** was requested by the **Management Executive Team (MANEX)** in 2021 to define the various documents used at Council such as Council Policy, Management Policy, Guideline, Procedure, Code or Standard.

In the research that followed it was ascertained that creating a corporate governance policy framework would not only define these documents but provide guidance for the creation, amendment or repeal of such documents.

The **Corporate Governance Policy Framework (The Framework)** (**Annexure A**) was created and adopted by MANEX on Tuesday, 14 September 2021.

(b) Discussion

The Framework provides guidance for the adoption, alteration, repeal and systematic review of Council policies, management policies, procedures, guidelines, codes, strategies and plans.

The outcomes of the Framework include:

- To provide high quality policy documents that can be easily accessed and readily understood;
- To achieve compliance with legislation and other mandatory requirements;
- To enable Council to achieve enhanced efficiency in its operations;
- To provide appropriate quality assurance and monitoring processes and ensure that the policies are being developed, reviewed and updated appropriately on a rolling schedule;
- To ensure policies no longer relevant or no longer in use are promptly deleted;
- To ensure policy documents reflect governance best practice;
- To plan strategically and ensure strategies that include actions have been included in the integrated planning and budget process; and
- To support the integrity of the integrated planning in Council, avoiding duplication of plans and associated reporting.

Guidance in the Framework provides that policies should be shorter in length and generally, a maximum of two (2) to three (3) pages. They should be separate from lengthier guideline and procedure manuals and should indicate what Council (or management) are going to do, not how they are going to do it. In other words, a policy is generally strategic in nature, rather than operational.

A policy should not be restrictive in nature nor limit ways in which the outcomes of the policy may be achieved. This contributes to Council's ability to be innovative, agile and responsive to change in decision making.

Council Policy

A Council policy is a statement of the mandatory principles guiding the Council's operations and decision making. Policies relate to subject areas where Council directly interacts or impacts on the community, rather than operational issues. Policies should support legislation, but not replicate it.

A Council Policy satisfies all the following criteria:

- *It is a governing principle that guides actions that affect community / community members and ratepayers;*
- *It changes infrequently and supports Council's strategic plans;*

- *It helps ensure compliance, enhances Council's mission or reduces corporate risk; and*
- *It is reviewed at senior levels and approved by Council.*

Management Policy

A Management Policy is an administrative policy that is a statement of mandatory principles, however, does not require a resolution of Council to be passed. A Management Policy is established by a decision of MANEX or a directive of the General Manager. Like Council policies, Management Policies support the Council's Strategic plans, however, are general in nature, have application to the staff body and provide guidance for decision making that affects employees.

A Management Policy satisfies all the following criteria:

- *It is a governing principle that guides consistency;*
- *It has multi-directorate application;*
- *It changes infrequently and supports Council's strategic plans;*
- *It helps ensure compliance and reduces corporate risk; and*
- *It is reviewed by consultation with the staff and stakeholders and approved by MANEX.*

Alteration of Existing Council and Management Policies

Any amendments required to Council and Management policies that are only administrative in nature (i.e., changing position title, legislative details, or organisation references, or the correcting of typographical errors) can be made without reference to Council or MANEX for adoption. The MGRCP will review all changes and determine whether the policy requires submission to MANEX or Council for adoption of amendments. Any and all policies that are not required to be submitted to MANEX or Council for adoption (after review) will be reported, as relevant, to either Council and/or MANEX for noting.

Amendments to Council policies that change the policy position of Council or constitute significant re-wording will be submitted with an accompanying report for Council to seek adoption of the draft amended Policy.

The above section was included in the Framework to cut down on unnecessary administrative burdens where minor administrative or typographical corrections that in no way changed the policies position were going before Council or MANEX for adoption.

Further, it was found that some "policies" were procedures that were operational in nature or were a combination of policy and procedure. Removing procedures from policy documents allows Council to focus on strategic direction and does not burden Council with having to make decisions on operational procedures, which is the responsibility of MANEX, the relevant Director or Manager.

Council maintains all documents covered in the Framework in a digital policy register called **Pulse - Delegations and Policies Register (DPR)**. The Register keeps a track of adoption dates, review dates and provides for automated notifications alerting Council officers of upcoming document reviews.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

The Corporate Governance Policy Framework is a Management Policy of Council.

(c) Legislative/Statutory

Council policies are approved by a Council resolution and are binding and apply Council-wide. A Council policy can only be revoked or amended by Council under section 372 of the *Local Government Act 1993*, unless delegated authority is given by the Council to the General Manager to do so under section 377 of the *Local Government Act 1993*.

(d) Risk

The Framework aims to mitigate several risks including clarifying the definitions of each Council document and ensuring that the creation, amendment or repeal of Council documents follows appropriate channels of authorisation.

It was foreseen that the inclusion in the Framework of allowing for documents with only administrative or typographical changes to be made without reference to Council or MANEX for adoption may create some risk. This has been mitigated by the control of having all such requests reviewed by the MGRCP who provides detailed notes to the General Manager of all such administrative or typographical edits prior to seeking the General Manager's signature.

Further, any Council Policies that are reviewed with no amendments or amendments that are administrative only in nature and do not need to go before Council, will be reported on to Council for noting.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Consultation for the creation of the Framework was through the NSW Local Council Governance Group with numerous responses. Predominantly, four (4) councils assisted in the creation of the document and were:

- Liverpool City Council;
- Wollongong City Council;
- Snowy Valleys Council; and
- Clarence Valley Council.

(b) Internal

MANEX reviewed and endorsed the Framework.

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

Best practice governance is essential to achieving the outcomes within the Integrated Planning and Reporting Framework.

CONCLUSION

A Corporate Governance Policy Framework has been created and adopted as a Management Policy by MANEX and is now presented to Council for noting.

ATTACHMENTS

Annexure A Corporate Governance Policy Framework

REPORT TITLE: 7.12 ARTS NORTH WEST UPDATE

ECM INDEXES:

Subject Index: GOVERNMENT RELATIONS: Local and Regional

Customer Index: Arts North West

Property Index: NIL

AUTHOR: Anna Watt - Director of Corporate and Community Services

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to provide Council with information on its Return on Investment from Council's contribution to **Arts North West (ANW)**.

RECOMMENDATION

THAT Council:

- 1. Notes the 473% Return on Investment for 2021 that Council received from its partnership with Arts North West as detailed in this report;***
- 2. Continues to support Arts North West into the future; and***
- 3. Notes that the 2022 Annual General Meeting of Arts North West is to be held on Friday, 20 May 2022 from 5.30pm until 6.30pm in the William Gardner Conference Room at the Library Learning Centre, Glen Innes.***

REPORT

(a) Background

ANW was established in 1996 as a Regional Arts Development Program and established as an independent Regional Arts Board for the New England North West region of NSW in 1997.

It is a not-for-profit incorporated association and charitable institution. The role of ANW is to facilitate and deliver arts and cultural development in the region.

The crucial partners of ANW include:

- Create NSW;
- Federal Government Indigenous Languages and the Arts; and
- The 12 Councils in the Region:
 - Armidale Regional Council;
 - Glen Innes Severn Council;
 - Gunnedah Shire Council;
 - Gwydir Shire Council;
 - Inverell Shire Council (re-joined network in July 2018);
 - Liverpool Plains Shire Council;
 - Moree Plains Shire Council;
 - Narrabri Shire Council;
 - Tamworth Regional Council;
 - Tenterfield Shire Council;
 - Uralla Shire Council; and
 - Walcha Shire Council.

Although a small organisation, ANW has a very large and diverse regional brief.

Its core business includes a multitude of day to day enquiries, providing immediate and quality advice, information and professional support to artists and organisations, as well as the research, promotion and advocacy it oversees in partnerships with various stakeholders.

ANW has one (1) office, which is located in King Edward Park, Glen Innes.

At its **Annual General Meeting (AGM)** held in May 2018, ANW moved to a new governance structure, a two-tiered configuration, comprising a small Board of Management governing the organisation along with a **Strategic Advisory Council (SAC)** of representatives from the contributing Local Government Areas (LGA's) and independent cultural organisations providing strategic input and feedback into programming and direction.

Council's representative, the **Director Corporate and Community Services (DCCS)**, was nominated by the SAC to be one (1) of the four (4) Regional Directors for a Board of Management position on behalf of the SAC.

At the ANW AGM in May 2018, the DCCS was elected Chair of the Board of Management and was then re-elected as the Chair of the Board of Management in May 2019, May 2020 and May 2021.

Prior to the restructure in 2018, the DCCS had been Chair of the ANW Board since its AGM in March 2016. Previous to that, she was the Treasurer.

(b) Discussion

Last year, Council contributed \$6,654 to ANW and received back a total of \$38,116 worth of support in various services and activities across the **Local Government Area (LGA)**. This support is detailed as follows:

Professional Development Services - \$390:

- Managing a Simple Online Shop (Zoom);
- E-resources developed: 10 top tips for Creative Promotion (10 video animation episodes), Marketing and Promotion Help Sheets and Developing an Aboriginal Arts Market.

Advice / Advocacy - \$4,677:

- Art and [not] About – one-on-one advice;
- Committees: Public Art Committee;
- Glen Innes Severn Community Consultation for Cultural Plan;
- Glen Innes Severn Council Public Art Policy development;
- Arts North West Board Meeting and Annual General Meeting; and
- Networking and partnerships.

Communications / Promotion and Marketing - \$10,360:

- Arts Calendar, social media and website.

Programs: Aboriginal Cultural Support Program - \$2,229:

- Yinaar residencies;
- Yinaar films;
- Aboriginal Cultural Awareness Training;
- Inaugural Aboriginal Leadership Symposium; and
- Gather and Trade Online.

ANW Micro Grants

- Marianne la Cour (visual arts and crafts).

Arts and Disability Program

- Enable Arts: Disability Confidence Training.

Cultural Tourism - \$3,164:

- ANW Connect (new website) included online marketplace, snapshot photographers and creative champions.

Arts North West ON TOUR - \$3,400:

- Hellship and Melbourne Comedy Festival Roadshow;
- Pocket Productions – Shootin Sadie.

Community / Strategic Projects - \$13,896:

- The Panorama Project (library tour), Captain Isobolt, the Puppet Project: lockdown edition;
- Looking both Ways, In the Museum.

This amounts to a 473% return on investment.

The return on investment is detailed above.

Further details can be seen in **Annexure A**.

The 2022 ANW AGM is scheduled to be held in Glen Innes on Friday, 20 May 2022 from 5.30pm until 6.30pm in the William Gardner Conference Room at the Library Learning Centre.

All Councillors and community members are welcome to join the meeting. To register your interest, please go to the ANW website.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's proposed contribution for the 2022/2023 Financial Year is estimated to be \$6,905.70. This is detailed in **Annexure B**.

This amount has been included in Council's Draft Operational Plan and Budget for the 2022/2023 Financial Year.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

As Council is a contributing LGA, all persons living within its LGA are eligible to receive and use the services provided by ANW. As is noted within the body of the report, the return on investment for Council for 2021 is 473%.

(f) Environmental

Nil.

(g) Economic

Up until recently, ANW employed three (3) staff whom lived in our Local Government Area, currently two (2) of these positions are vacant.

(h) Asset Management

ANW has only one (1) office which is located within the building in King Edward Park, Glen Innes. ANW does not pay any rent to use this building.

CONSULTATION

(a) External

Documents received from Arts North West have been attached to this report as annexures.

(b) Internal

Nil.

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

This item links to Council's Delivery Program Environment Heritage Action EH 5.1.1: Continue membership and support of Arts North West.

CONCLUSION

Last year Council contributed \$6,654 to ANW and received back a total of \$38,116 worth of support in various services and activities across the LGA; which is a 473% return on investment for its contribution.

ATTACHMENTS

Annexure A	Return on Investment from Arts North West
Annexure B	Cover Letter for 2020 LGA Summary - Glen Innes

REPORT TITLE: 7.13 PROJECT JIGSAW UPDATE

ECM INDEXES:

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

Customer Index: INTERNAL: Project Jigsaw

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

Council was last provided with an update for Project Jigsaw at the Ordinary Council Meeting held on Thursday, 27 January 2022.

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

(b) Discussion

Since the last update was provided to Council Project Jigsaw continues to move forward with staff being kept up to date with the progress through the bi-monthly internal staff newsletters.

During January the Project Manager from Open Office advised that there were some staffing issues at Open Office. Council was advised there would be a delay to the Go Live date and there would need to be adjustments to the previously agreed project schedule. The Open Office Project Manager has advised that they have had a number of executive meetings to discuss scheduling and resourcing.

The current advised Go Live Stage 1 date is Monday, 6 June 2022. Council is currently waiting for an amended project schedule. Project momentum has slowed while waiting for the amended project schedule.

Current Project Status – Stage 1:

Actions to progress the project have continued on several fronts including:

- Data extract templates for the Rates, Property and Water Billing module have been completed and uploaded into Open Office. Data validation is currently taking place. Basic user training to enable online data validation has taken place;
- Data extract templates for the Payroll module have been completed and uploaded into Open Office. Templates for standard codes e.g. pay transaction codes are being completed and reviewed. Basic user training to enable online data validation has taken place;
- A Job costing ledger is currently being designed and should be completed for review soon;
- The Project Office (old Rural Fire Service (RFS) building on Bourke Street) is being utilised by Project Jigsaw staff for training and data review;
- Subject matter expert training has commenced;
- User acceptance testing is to begin in April 2022;
- End user training will be held in May 2022; and
- Go Live preparation will take place in April and May 2022.

The chart below details the Summary of Key Project Components as at Tuesday, 16 February 2022:

Legend:

	Issue is unresolved and is impacting project
	Task is incomplete, or concerns are being managed
	Task is on track or is complete

1. Status Summary – Key Project Components

Project Component	Comments	Status This Report	Status Last Meeting
<i>Contract with Open Office</i>	100% Complete <ul style="list-style-type: none"> Contract negotiation complete Payment Plan agreed Contract signed 22 December 2020 Contract Variation for Enterprise Asset Management (EAM) solution has been agreed and signed 		
<i>Azure Cloud Infrastructure (RMT)</i>	95+% Complete <ul style="list-style-type: none"> RMT build complete Open Office database installation complete Minor configuration ongoing 		
<i>Project Breakout Office</i>	90% Complete <ul style="list-style-type: none"> IT connectivity and furniture is being installed Training commences 27 January onwards 		
<i>Stage 0 – Project Initiation</i>	100% Complete <ul style="list-style-type: none"> Staff Project initiation complete Project Management Plan agreed Draft Project Schedule (Gantt Chart) received and under review. 		
<i>Stage 1 – Core Module Implementation</i>	50% Complete – <ul style="list-style-type: none"> Data migration analysis for Rates/Property/Water completed Data migration analysis for Finance & Payroll completed Data validation has commenced and remains in progress Interruptions due to schedule changes, clarifications and competing Council activities is impacting slightly 		
<i>Stage 1 – Chart of Accounts Development</i>	80% Complete <ul style="list-style-type: none"> CoA design completed Sandpit environment established Job/Job Task Codes commenced and remains in progress 		
<i>Stage 2 – Other Module Implementation</i>	10% Complete <ul style="list-style-type: none"> Council to initiate early commencement of Stage 2 modules from January where possible 		

2. Milestone Completion this Report

Milestone	Comments	Status This Report	Status Last Meeting
<i>Enterprise Asset Management Contract Variation</i>	<i>Agreed and signed.</i>		
<i>Stage 0 – PMP completed</i>	<i>Agreed and signed.</i>		
<i>Project Kick-off meeting</i>	<i>Meeting held 5 October 2021</i>		
<i>Data Migration Workshops – Stage 1</i>	<i>Workshops with GISC completed for Finance, Payroll, Rates, Property & Water modules.</i>		
<i>Baseline Project Plan V6 agreed</i>	<i>Go Live date set for 5 May 2022</i>		
<i>Stage 1 modules data extraction</i>	<i>Rates/Property/Water & Payroll & Financials data extraction cut 1 complete</i>		
<i>Chart of Accounts Design</i>	<i>CoA design complete</i>		
<i>Test Data Load</i>	<i>Initial data loads for Payroll and Rates/ Property complete and validation commenced</i>		

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An amount of \$476,825 has been allocated for the Project Jigsaw Open Office Implementation in Council's Operational Plan and Budget for the 2021/2022 Financial Year.

(b) Governance/Policy

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

(c) Legislative/Statutory

Nil.

(d) Risk

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

Nil.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.07: Review the existing financial accounting software and investigate potential alternative software solutions to ensure that the finance system meets requirements in respect of organisational reporting and asset management.

CONCLUSION

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

Council is waiting on an amended project schedule, the current advised go live date for Stage 1 is Monday, 6 June 2022

Council's key project team continues to meet regularly to ensure that activities are progressing as quickly as possible.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.14 YOUTH CENTRE REPORT

ECM INDEXES:

**Subject Index: Community Services
Youth Services**

Customer Index: INTERNAL DEPT: Youth

Property Index: NIL

AUTHOR: Anthony Williams - Manager of Community Services

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

PURPOSE

The purpose of this report is to provide Council with current information relating to the resolution passed at the Ordinary Meeting of Council held on Thursday, 28 February 2019 which dedicated the building at 152 Wentworth Street Glen Innes to be used as a **Youth Centre (YC)** from 1 July 2019, for a period of three (3) years.

In addition, this report is to provide Council with information, which outlines the history of the YC and facilitates a way forward for Council's Youth Services. The early preparation of the report is intended to allow time for financial and social considerations to be determined and included in the **Delivery Plan (DP)** and **Operational Plan and Budget for the 2022/2023 Financial Year (OP)**.

RECOMMENDATION

That Council Continues to dedicate the building at 152 Wentworth Street, Glen Innes for use as a Youth Centre.

REPORT

(a) Background

At the Ordinary Meeting of Council during February 2018, Councillor Sparks put forward a Notice of Motion for increased Youth Services. The establishment of a YC for the **Local Government Area (LGA)** was the result of the extensive discussion, consultation and research which followed on from this Notice of Motion.

There were some significant considerations and concerns for the then Council, including the funds for the establishment of a YC that had not been allocated in the Operational Plan and Budget for the 2018/2019 Financial Year, nor in the 10-year Long Term Financial Plan as this project was not included in the DP. In its DP, Council had committed to the specific action CS 3.3.2 which was to “lobby for and support the establishment of a PCYC in Glen Innes.”

At the time there was an active **Youth Advisory Committee (YAC)** that assisted Council with its considerations and decision-making process. Following 12 months of extensive consultation and discussion, the Ordinary Council Meeting held on Thursday, 28 February 2019 passed the following resolution (in part).

Moved Cr A Parsons Seconded Cr G Frendon

19.02/19 RESOLUTION

1. That Council notes the information in this report.
2. That Council gives notice to the Glen Innes Toy Library to vacate the premises at 152 Wentworth Street by 30 June 2019, and that the Toy Library be assisted with the identification of possible alternative locations for the relocation of this facility and potential funding opportunities also be communicated to the Toy Library.
3. That Council dedicates the building at 152 Wentworth Street to be used as a Youth Centre from 1 July 2019, for a period of three (3) years, after which period a report will be prepared for Council's consideration assessing the successfulness of the project and whether Council and the community have obtained value for the annual financial commitment towards the project.
4. That Council offers Youth Services out of the Life Choices – Support Services building until the Youth Centre at 152 Wentworth Street is available.

CARRIED

Cr J Smith requested that his dissenting vote against the motion be recorded, as his understanding was that the YC was meant to be funded through grants.

(b) Discussion

The YC now known as **The Youth Booth (YB)** opened on Wednesday, 10 July 2019 with the following objectives:

- Create a vibrant, modern, safe, supportive and engaging space for youth to visit and interact in a positive manner;
- Provide afternoon snacks;
- Foster an environment where learning is encouraged through guest speakers and support with homework; and

- Connect and engage the youth with the wider community through:
 - The use of community members as volunteers; and
 - Active involvement with schools, NSW Police, local businesses, parents, carers, Aboriginal Elders, and community groups.

There is a possibility into the future for collaboration with the following external organisations that work with youth:

- Hope Projects; and
- Youth Insearch.

The target demographic was the high school student population (years seven (7) to 12), with a student age range from 12 to 18 years. This group would include those in high-risk groups, for example Aboriginal students, young carers and students already showing early signs of mental illness. It was also proposed that the centre will be open for young adults from 19 to 24 years of age once per week around a normal lunch hour, as recommended by the YAC.

The objectives have mostly been met however it has proven difficult to engage with the 19 to 24 year age bracket. The objectives are now superseded by the actions contained within the **Glen Innes Severn Council Youth Strategy 2021-2025 (the Strategy)** approved at the Ordinary Meeting of Council held on Thursday, 23 September 2021:

Moved Cr D Newman Seconded Cr A Parsons

16.09/21 RESOLUTION

THAT Council:

1. Approves for the Glen Innes Severn Council Youth Strategy 2021-2025 to be placed on public exhibition for 28 days from Thursday, 30 September 2021 until Wednesday, 27 October 2021.
2. Displays the Glen Innes Severn Council Youth Strategy 2021-2025 on Council's website, and that it be made available for viewing at the following locations:
 - Council's Town Hall Office;
 - Council's Church Street Office; and
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.
3. Requests the Manager of Community Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Glen Innes Severn Council Youth Strategy 2021-2025; otherwise, that the Glen Innes Severn Council Youth Strategy 2021-2025 be adopted by Council.

CARRIED

The Glen Innes Severn Council Youth Strategy 2021-2025 is attached as **Annexure A** of this report.

The Youth Strategy was extensively researched in consultation with all key stakeholders. It provides a four (4) year framework for Council and community with a vision for young people to grow up in a safe, happy, and healthy community which is supportive of changing needs, encourages resilience by promoting self-esteem, and provides opportunities to advance their life skills whilst making safe, sensible decisions for themselves.

There are significant benefits for young people obtained from their attendance and experiences at the YB. Valuable life skills have been acquired for some young people who otherwise would have missed the opportunity. Activities of Daily Living (ADL's) such as cooking, setting a table with places for dinner, washing up and drying, cleaning, washing and drying clothes (some students wash their school uniform at the YB), social interaction, and a safe person who is other than a teacher or parent have all been accessed by members.

Mental Health was the number one (1) priority identified by respondents to the Youth Survey conducted when researching the Youth Strategy. The **Hunter New England Health Primary Health Network (HNEHPHN)** are strong supporters of the YB and regularly attend the centre to conduct activities which support and promote young people's mental health awareness. The YB staff make referrals to other key organisations after receiving disclosures and requests for assistance from at risk young people.

It is important to note that whilst there is an emphasis on youth services delivered from the YB and that the building provides a central safe hub for young people, Council's commitment to youth services and young people at risk is relative to the whole of the LGA and not just members of the YB. This is accurately reflected in the actions of the Strategy. Approximately 20% of the Actions reference the YB directly. It is a key link to the Strategy however, it is possible to deliver the remaining 80% of Actions to the LGA in the absence of a YC.

The establishment of successful partnerships with community groups, Aboriginal Elders, the local high school and job agencies, has been very difficult. Once established they have been even more difficult to maintain. This has largely been due to the regular transition of GISC and community group / business staff. COVID-19 has also been a factor.

Strong partnerships have been successfully developed and maintained with the Youth Insearch Organisation and the **Southern Cross School of Distance Education (SCSoDE)** and the HNEHPHN.

Council has partnered with Youth Insearch to seek grant funding for the Youth Insearch Place Based Model which has a full time qualified Social Worker complement existing youth services within the LGA. Council has a Memorandum of Understanding (MOU) with SCSoDE which enables their Aboriginal and Alternate Learning Faculty to work with students who have a less than 40% attendance at mainstream school. The SCSoDE operates out of the YB building two (2) days each week during the school term.

Staffing for the YC was originally resourced from Council's Youth Worker with the position moving from Council's Town Hall office space to the YB building. The 28 February 2019 report to Council determined that *Community volunteers will be required to assist with the operational tasks of providing this service during all opening hours, as the YC will need to be run with at least one (1) volunteer at all times to meet **Work Health Safety (WHS)** requirements. There will be associated costs with training and legislative requirements for these volunteers.*

The February 2019 report also noted that *Community volunteers will be an integral part of the success of the YC. It is estimated that at least 20 people per year would need to be cleared to work with children and young adults.*

Despite the best efforts of Community Services staff, other than for occasional assistance, the volunteer workforce failed to materialise. The failure to secure a reliable volunteer workforce necessitated relief staff being deployed from other areas of Council which compromised endeavours to provide a safe and engaging atmosphere for staff and the young people attending the YB.

To overcome this obstacle a Youth Worker Assistant position was created and incorporated in the Operational Plan and Budget for the 2020/2021 Financial Year. This position has remained constant however ongoing problems have been encountered retaining the services of a qualified Youth Worker and the YB has remained reliant on deployments of staff from other Council departments to provide a safe workplace with adequate supervision.

The early days of the YB were reasonably successful with several senior high school students role modelling acceptable behaviours and adopting responsibilities on the YAC. Numbers gradually increased with the enticement of food and fun activities and by February 2020 the YB was accommodating an average of 27 attendees per day. Challenging behaviours are not unexpected as it is the troubled young people within the LGA we seek to assist however, attendee behaviours were increasingly difficult to manage with our inexperienced staff and lack of volunteers.

The YB was closed in March 2020 for six (6) months due to the COVID-19 Outbreak and the corresponding **NSW Department of Health Public Health Order (PHO)**. The closure of the centre presented a fantastic opportunity to review, revise and improve operations. Youth were provided online activities during the closure which were well received.

Council received a Bushfire Recovery Grant to the value of \$58,884 during 2020 to refurbish and improve amenities at the YB site. Staff consulted with the young people to ascertain their suggestions, wants, and needs related to the renovations. The building received a new kitchen, interior paint and floor coverings, bag hooks and paint boards along with the installation of a **Covered Outdoor Learning Area (COLA)** to provide additional outdoor shelter from the extremes of weather.

Additional consultation was held regarding rules and consequences for disrespect and poor behaviour and a Youth Booth Membership was created to establish pride, afford a feeling of belonging and assist with behaviour management by way of suspension of membership. The new measures have been quite successful with generally much improved respect and behaviours from the members.

The YB was closed due to another NSW Government PHO directive during 2021 however for a shorter period. Following this re-opening, attendance has been lower however consistent, numbers have ranged from eight (8) to 19 member visits each day. There are currently 78 YB members registered with 21 of those identifying as Indigenous. Of the registered members 40 of the 78 have attended during the past six (6) months.

There are currently 10 volunteers registered however there are only two (2) of these that could in any way be considered active.

The Youth Worker Position has been vacant since Thursday, 29 April 2021. There have been two (2) failed recruitment phases. At the time of writing this report to Council, a third recruitment phase has proven much more positive with 15 applicants for the vacant position. The preferred applicant has verbally accepted an Offer of Employment with the plan being they will commence in the position Monday, 14 March 2022.

When the original students and interested parties who formed the YAC moved to other interests, Council was unsuccessful in attracting replacement members. The YAC was disbanded during 2020/2021 after several failed attempts to establish a committee.

(c) Options

Option 1

THAT Council continues to dedicate the building at 152 Wentworth Street, Glen Innes for use as a Youth Centre.

THIS IS THE RECOMMENDED OPTION.

Option 2

THAT Council:

1. Discontinues its dedication of the building at 152 Wentworth Street, Glen Innes as a Youth Centre;
2. Reconsiders the Memorandum of Understanding between Council and the Southern Cross School of Distance Education regarding their use of the 152 Wentworth Street Building, suggesting they relocate to a room at the Library Learning Centre;

3. Agrees to have the Youth Worker continue with the delivery of actions from the Youth Strategy document which are not dependant on a Youth Centre;
4. Requests the Youth Worker Assistant Position is made redundant; and
5. Requests the Director of Infrastructure Services to review the 152 Wentworth Street property for future use or disposal.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Revenue and Expenditure for the period 1 July 2018 until 31 January 2022 are shown in the below table. Council carries almost all the financial commitment associated with operating the YB. Council receives some financial assistance via Grant funding. The revenue shown in the table is reflective of the grant income received during the nominated reporting periods. The difference between revenue and expenditure is provided from the General Fund of Council.

Reporting Period	Grant Income	Expense	Net cost to Council	Notes
2018/2019	\$26,186	\$46,500	(\$20,314)	Part time Youth Worker working out of Town Hall and utilising various locations in the community.
2019/2020	\$88,335	\$82,616	\$5,719	YB opened 10 July 2019. \$55,884 income received from Bushfire Recovery Grant Only \$13,408.91 expended.
2020/2021	\$27,984	\$174,728	(\$146,744)	Exp includes remaining Bushfire Grant funds expended; additional COVID-19 cleaning; and Youth Strategy development.
2021 to 31/01/2022	\$23,348	\$38,327	(\$14,979)	\$7,700 Summer Holidays Grant income received however not yet expended/acquitted.

Council receives minimal income for youth services however has a current 2-year Deed of Contract with the **NSW Department of Communities and Justice (DCJ)** to deliver **Targeted Early Intervention (TEI)** Program Activities and outcomes for young people and families within the community. The deed has an option for another three (3) years if the 'milestones' and 'deliverables' are met during years one (1) and two (2). The two (2) year initial period will expire on 30 June 2022 however Community Services staff are confident of extending into the additional three (3) year option. This funding opportunity adds \$20,864 to the annual budget.

DCJ also support local Councils to facilitate Annual Youth Week events for the LGA with a dollar-for-dollar grant arrangement. This year Youth Week is scheduled from Monday, 4 April until Thursday, 14 April and Council has received \$3,313 from the DCJ as their commitment.

The Regional NSW Office of Regional Youth offers regular Grant funding opportunities throughout each year. School holiday activities are frequently targeted, and funds are available for local Councils to provide additional youth services and activities during the vacation periods. The grants are usually less than \$10,000 however are a very effective means of delivering activities that are supportive of youth development and recreation. The YB has just delivered \$7,700 of additional activities funded by the Regional NSW Office of Regional Youth under the Summer Vacation Program.

Should Council resolve to accept Option 2 of this report, the Youth Worker Assistant will be entitled to severance pay as identified within **The Local Government (State) Award 2020**. The current Youth Worker Assistant has greater than one (1) year and less than two (2) years of service with Council and the severance pay entitlement would be five (5) weeks' pay at Grade 5 plus any outstanding leave payment due, which is estimated to be \$3,000.

(b) Governance/Policy

All youth services delivered from the YB will be in accordance with current Council Policy and Procedural Guidelines.

(c) Legislative/Statutory

All services delivered from the YB will have due consideration to the NSW *Children's Guardian Act 2019* and the NSW *Child Protection (Working with Children) Act 2012*

(d) Risk

There is an increased risk to the safety and wellbeing of young people within the LGA should the YB be closed and a risk of a negative impact to Council's reputation.

(e) Social

Young people are an integral part of any community. They bring with them different perspectives, new ideas and a vibrancy for life. The continued support of Council to facilitate the building at 152 Wentworth Street as a YC provides additional opportunities for young people to grow up in a safe, happy, and healthy community which is supportive of changing needs, encourages resilience by promoting self-esteem, and provides opportunities to advance their life skills whilst making safe, sensible decisions for themselves.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Land and structures situated at the 152 Wentworth Street site are currently valued at \$661,000 with an annual depreciation of \$16,000 per year.

CONSULTATION

(a) External

Information and statistic data as collated by Murphy Consultants during the preparation of the Strategy has been referenced in this report.

(b) Internal

Council's Acting Youth Worker, Technical Services Coordinator and Finance Team have been consulted in the development of this report.

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

This item links to Council's Delivery Program Community Service Action CS 3.3.1: Work with young people and Council's Youth Worker to develop a program and ideas to address youth needs and issues in the LGA.

CONCLUSION

The GISC Youth Strategy 2021-2025 reaffirmed Council's commitment with the community to provide young people with the supports they require as they transition along the sometimes-difficult path to adulthood. It provides the framework for Council and community to guide and assist our young people over the next four (4) years. The YB located at 152 Wentworth Street is a lynch pin connecting many of the actions from the Strategy to the community.

The YB operations and services have not reached their full potential due to several unforeseen factors during the past three (3) years. COVID-19 has been a significant factor. The regular transition of Council and community group / business staff has reduced the ability to establish and maintain community partnerships. The inability to attract volunteers another significant factor. Despite the difficulties the centre has supported tens of young people to have a dedicated building where they can feel safe, have a sense of ownership and pride whilst developing valuable life skills and knowledge.

There is a financial cost to Council providing youth services for the LGA. The social benefits to the at risk young people from within the LGA must be balanced against the financial implications to Council.

With a newly appointed qualified Social Worker in the Youth Worker role and COVID-19 implications easing, we are now in a favourable position to build on the existing partnerships with Youth Insearch, the SCSODE, and create new partnerships with the local high school and community groups. The recent grant funded renovations and existing feelings of ownership for YB members, have the 152 Wentworth Street building ideally situated to support our young people into the future.

Item 7.14

ATTACHMENTS

Annexure A Glen Innes Severn Council Youth Strategy 2021-2025

REPORT TITLE: 7.15 REVIEW OF THE HOME LIBRARY SERVICE POLICY 2022-2025

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy

Customer Index: INTERNAL – LIBRARY AND LEARNING CENTRE

Property Index: NIL

AUTHOR: Kerry Byrne - Manager of Library / Learning Centre

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

PURPOSE

The purpose of this report is to present Council with the revised **Library Services – Home Library Services (LS-HLS) Policy (Annexure A)** for review and adoption.

RECOMMENDATION

That Council adopts the revised Library Services – Home Library Services Policy and notes the Home Library Service Guidelines.

REPORT

(a) Background

The LS-HLS Policy was last adopted by Council on Thursday, 24 April 2019 and is due for review every three (3) years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review and adoption.

(b) Discussion

The revised LS-HLS Policy has been updated to be consistent with the new policy template. This has required a definition of the equal access and quality standard of service that is required under the *Library Act 1939*. As well as updating the 'Relevant Legislation, Regulation and Industry Standards' section.

The policy required the review of legislative, regulatory and industry standards since the adoption of the current policy in February 2019. The obsolete NSW Home Library Service Working Party Committee Standards 2012-2015 have been replaced with the current Public Libraries NSW – Metropolitan, Home Library Service and contact phone numbers and email addresses have been reviewed and updated where required.

The reviewed LS-HLS Policy is attached (Annexure A) and the HLS Guidelines (**Annexure B**) with the suggested changes noted in red text.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's HLS delivered by the Friends of the Library volunteers, with the exception of the COVID-19 pandemic restrictions.

(b) Governance/Policy

Once adopted by Council, the revised LS-HLS Policy will become policy of Council.

(c) Legislative/Statutory

Council has a legal responsibility under the *Library Act 1939* (Section 10) to provide free library and information services to the community and to provide equal access and quality standard of service to people that at frail, aged and/or have a disability.

(d) Risk

There is a risk to Council's reputation and funding subsidies should staff fail to comply with this policy and the legislative requirement.

(e) Social

This policy is a strong commitment to providing services that support the wellbeing, mental health and social inclusivity to community members that are frail, aged, disabled, housebound or are living in nursing homes.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

NSW State Library - Public Library Resources examined.
Legislations, Standards and Guidelines were researched and examined for changes.

(b) Internal

- Home Library Service Coordinator – Library Assistant; and
- Friends of the Library Volunteers – HLS Deliveries.

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

This item links to Council's Delivery Program Community Service Action CS 6.1. 'Promote community events, including family-oriented entertainment, culture and arts.'

CONCLUSION

Council's Home Library Service Policy and the Home Library Services Guidelines have been revised to include changes that have occurred since the current Policy was adopted on Thursday, 24 April 2019. Changes are minor and the revised Policy is now presented to Council for review and adoption, the associated Guidelines have been included for noting.

ATTACHMENTS

Annexure A Draft - Home Library Service Policy 2022 - 2025
Annexure B Draft - Home Library Service Guidelines 2022 - 2025

REPORT TITLE: 7.16 REVIEW OF THE RECORDS MANAGEMENT POLICY

ECM INDEXES:

Subject Index: GOVERNANCE: Policy; Ordinary Meetings 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 purpose of this report is to present Council with the revised Records Management Policy (**Annexure A**) for review and adoption.

RECOMMENDATION

That Council adopts the revised Records Management Policy.

REPORT

(a) Background

The Records Management Policy was last adopted by Council on 28 March 2019 and is due for review every three (3) years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review and adoption.

(b) Discussion

The updated Records Management Policy (**Annexure A**) is attached to this report. Only minor amendments have been made to the original documents. The amendments are highlighted in red.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Records Management Policy will become policy of Council.

(c) Legislative/Statutory

There are several statutes and standards that apply to the Records Management Policy, including the:

- *State Records Act 1998 (NSW).*
- *Government Information (Public Access) Act 2009;*
- *Privacy and Personal Information Protection Act 1998;*
- *Health Records and Information Privacy Act 2002;*
- *Public Interest Disclosures Act 1994 (PID Act);*
- *Environmental Planning and Assessment Act 1979;*
- *State Records GA39: General Retention and Disposal Authority Local Government Records;*
- *State Records GA45: General Retention and Disposal Authority Original or Source records that have been copies;*
- *State Archives and Records NSW Standard on Records Management 2015;*
- *State Archives and Records NSW Standard on the Physical Storage or State Records;*
- *Evidence Act 1995 (NSW); and*
- *Local Government Act 1993.*

(d) Risk

Council could potentially lose vital information unless documentation created, sent and received, which supports the conduct of business activities, is managed by employees in accordance with legislative requirements and standards.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

MANEX.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.16: Pursue the strategic and operational actions within the Records Strategic / Operational Plan to further improve Council's record keeping procedures and achieve compliance with required standards.

CONCLUSION

Council's Records Management Policy has been revised to include changes that have occurred since the current Policy was adopted in March 2019. Changes are relatively minor and the revised Policy is now presented to Council for review and adoption.

ATTACHMENTS

Annexure A Draft Records Management Policy

**REPORT TITLE: 7.17 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 28 FEBRUARY 2022**

ECM INDEXES:

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

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

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

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 of the projects.

The report provides a holistic overview of Council's progress with regards to 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**) and the Capital Works Program Revotes (**Annexure D**) provide detailed information on all of the projects that were budgeted for and not completed in the 2019/2020 and 2020/2021 Financial Years, projects that were budgeted for in the 2021/2022 Financial Year and projects that have been revoted into the 2021/2022 Financial Year.

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

Warwick Twigg Indoor Sports Stadium

Construction of the Warwick Twigg Indoor Sports Stadium, as shown in image one (1) commenced in June 2021 and is progressing well. Delays have occurred with availability of Woollams Constructions and contractors due to the recent rain and flooding on the coast. The project is approximately 50% completed and is now expected to be completed by 30 June 2022.



Image 1: Warwick Twigg Indoor Sport Stadium – progress on site

Airport Master Plan

Progress has been made with the Bushfire Community Resilience and Economic Recovery Fund being used to prepare a master plan for the Glen Innes airport. Consultants Kamen Engineering have visited the site and conducted a full engineering assessment of the existing runway pavement to determine ongoing capability. Rehbein Airport Consulting have been engaged to develop the master plan in consultation with key stakeholders. This plan will identify essential aviation infrastructure requirements and potential economic development activities at the airport. It is expected that this will be completed by 30 June 2022.

Projects of Significance from the 2020/2021 Financial Year (See Annexure B):

New Finance System and Implementation

Project Jigsaw continues to progress. Training has been completed on general ledger, jobs and tasks. Procurement and invoicing training has commenced, while work continues on data validation for payroll and rates.

Stage One implementation is programmed to go live this financial year. This stage includes payroll, procurement, inventory, accounts payable, accounts receivable including general and water rating and general ledger and reporting modules.

Projects of Significance from the 2021/2022 Financial Year (See Annexure C):

Kangaroo Flat Road - Gravel Re-sheet

Gravel re-sheeting of Kangaroo Flat Road has commenced with materials sourced from a new rural gravel pit on adjoining private property. The works involve full re-sheeting of the entire length of road and are funded under the Local Roads and Community Infrastructure Grant. It is likely that this project will be finished by the end of March 2022 (weather dependant).



Image 1: Kangaroo Flat Road Re-sheeted section



Image 2: Kangaroo Flat Road Re-sheeting – Work on-site

February has continued to see rain events cause extended delays across the capital works program, with natural disaster recovery work taking precedence to maintain essential access across the network.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's Capital Works Program is included in the Operational Plan and Budget for the 2019/2020 Financial Year, which was adopted by Council on Thursday, 27 June 2019.

Council's Capital Works Program is included in the Operational Plan and Budget for the 2020/2021 Financial Year, which was adopted by Council on Thursday, 25 June 2020.

Council's Capital Works Program is included in the Operational Plan and Budget for the 2021/2022 Financial Year, which was adopted by Council on Thursday, 24 June 2021.

The Revotes Capital Works Program was adopted by Council at the Ordinary Council Meeting held on Thursday, 26 August 2021 and includes capital expenditure from the 2020/2021 financial year and the 2021/2022 financial year.

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

	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$2,989,929	\$7,515,438	\$4,551,795	60.57%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$6,188,765	\$6,182,146	\$3,876,164	62.70%
CAPITAL WORKS PROGRAM 2021/2022	\$17,464,451	\$17,340,998	\$3,457,067	19.94%
CAPITAL WORKS PROGRAM REVOTES	\$1,298,626	\$1,318,626	\$707,990	53.69%
TOTALS	\$27,941,771	\$32,357,208	\$12,593,017	38.92%

(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 in order to minimise 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;
- Acting Director of Development, Planning & Regulatory Services;
- Acting Manager of Infrastructure Delivery;
- Manager of Community Services;
- Media and Communications Officer; and
- Technical Support Officer (Assets).

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

This item links to Council's Delivery Program Infrastructure Management Objective IM 1.3.1 'Maintain appropriate levels of service across the LGA.'

CONCLUSION

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

This report is updated monthly, and the information is also reported to Council monthly. The information within this report is current as at Monday, 28 February 2022.

This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary.

ATTACHMENTS

Annexure A	Capital Works Program Carried Forward 2019/2020
Annexure B	Capital Works Program Carried Forward 2020/2021
Annexure C	Capital Works Program 2021/2022
Annexure D	Capital Works program Revotes

REPORT TITLE: 7.18 INVESTMENTS REPORT AS AT 28 FEBRUARY 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion


Council has \$17.8M 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 criterion 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 BBB rated category, to five percent (5%) of the total Investment portfolio.

Currently, Council has four (4) responsible investments – four (4) \$1M investments with Westpac's Green Tailored Deposits.

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

Bank Reconciliation Statement		
Balance as per General Ledger		
Opening Balance	1 February 2022	\$6,826,222.41
February Movements		\$ 390,871.00
Closing Balance	28 February 2022	\$ 7,217,093.41
Less unprocessed Bank Statement Transactions		\$ -
Total:		\$ 7,217,093.41
Balance as per Statement	28 February 2022	\$ 7,198,085.18
Less Unpresented Payments		-\$ 12,138.45
Plus Unpresented Debits		\$ 31,146.68
Less Unpresented Deposits		
Total:		\$ 7,217,093.41
		
Responsible Accounting Officer		
3 March 2022		

The Summary of Investments set out in the following table, details each of Council's investments. Where each investment is held, maturity date, interest rate 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-	4/03/2022	0.38%	Westpac Banking Corporation (6)	Yes*	1,000,000	3,800.00
A2/BBB	24/03/2022	0.45%	ME Bank (11)	Yes	700,000	3,150.00
A1+/AA-	24/03/2022	0.34%	Westpac Banking Corporation (1)	Yes*	1,000,000	3,400.00
A2/BBB	24/03/2022	0.35%	AMP (10)	Yes	700,000	1,812.33
A1+/AA-	24/04/2022	0.35%	Westpac Banking Corporation (9)	Yes*	1,000,000	3,490.41
A3/BBB+	28/04/2022	0.70%	Judobank	Yes	700,000	1,221.64
A1+/AA-	23/05/2022	0.40%	NAB (2)	Yes	1,000,000	1,304.11
A1/A+	24/06/2022	0.40%	Macquarie (16)	Yes	1,000,000	4,000.00
A1+/AA-	24/06/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	29/07/2022	0.38%	CBA (15)	Yes	1,000,000	3,800.00
A1+/AA-	31/07/2022	0.29%	NAB (17)	Yes	1,000,000	2,892.05
A1+/AA-	9/08/2022	0.30%	NAB (14)	Yes	1,000,000	3,000.00
A2/BBB+	23/08/2022	0.40%	BOQ (13)	Yes	700,000	2,800.00
A1+/AA-	9/09/2022	0.39%	CBA (19)	Yes	1,000,000	3,900.00
A1+/AA-	9/09/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	24/09/2022	0.35%	CBA (12)	Yes	1,000,000	3,480.82
A1+/AA-	21/11/2022	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
Expected Average Return 21/22		0.40%	Total Investments		17,800,000.00	63,651.36
Actual Average Return Received YTD		0.55%	Cash on Hand		7,217,093.41	
			Total Cash and Investments		25,017,093.41	

*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:

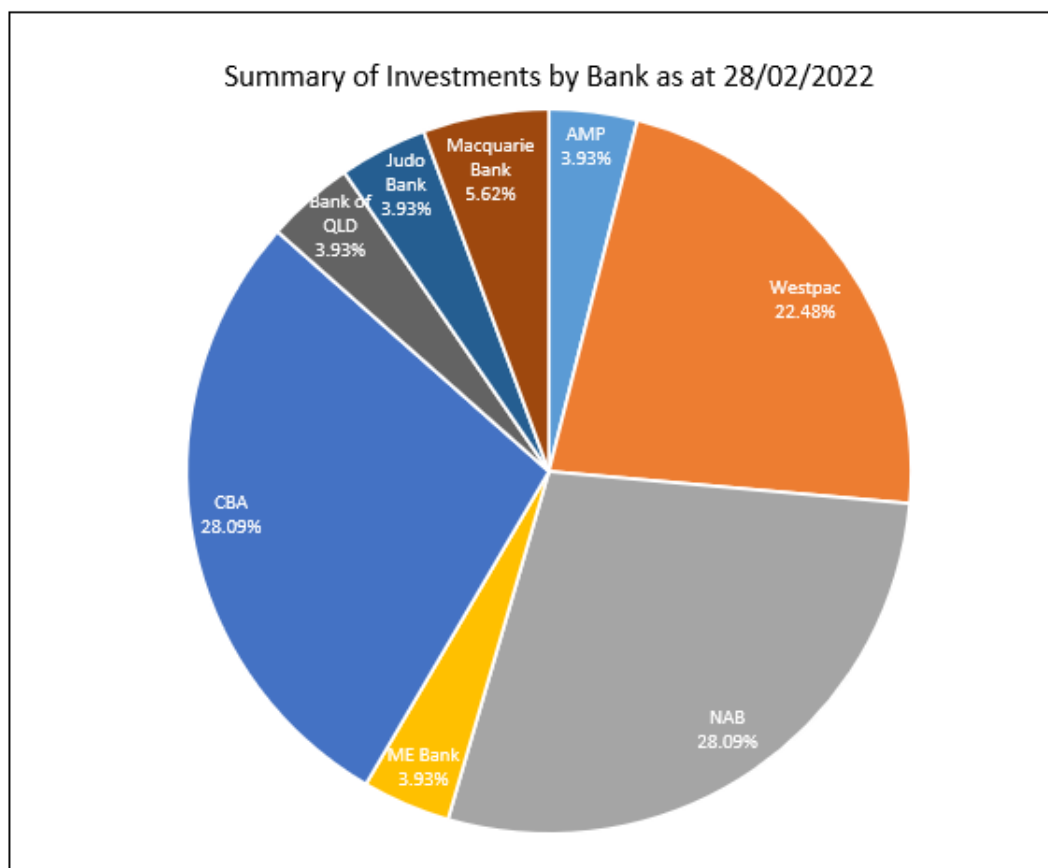
Interest received for year to 28 February 2022	\$49,882.75
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The table below details the monthly movements of investments for February 2022:

Investment Movements	
Opening Balance as at 1 February 2022	17,800,000
Less:	
Maturities	-
Subtotal	17,800,000
Plus	
Rollovers	-
New Investments	-
Current Balance as at 28 February 2022	17,800,000

During the month of February 2022, there were no movement in investments.

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.

All of Council's investments are currently made on terms of 12 months and under as the interest rates for short term investments are currently higher than the longer-term investments. This is due to the market not necessarily wanting long term investments now.

For this reason, the interest rate will vary in accordance with the prevailing interest rate. This may expose Council to fluctuations in short-term interest rates but should improve liquidity due to the structured availability of these invested funds.

Certification

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year is 0.55%. This is a reduction on the actual average return of 1.43% for the 2020/2021 Financial Year, which reflects the downward trend in interest rates over the past few years. The Bloomberg Ausbond Bank Bill Index one (1) year return rate for February 2022 is 0.03%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 February 2022	17,800,000	15,400,000
Closing Balance 28 February 2022	17,800,000	15,400,000

(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:

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	17,800,000
Yes	AA	78.65%	13,000,000	100%	4,800,000
Yes	A	5.62%	2,000,000	45%	6,010,000
Yes	BBB	15.73%	2,800,000	25%	1,650,000
Yes	Government	0.00%	-	100%	17,800,000
		100.00%	17,800,000		

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:

Investment Type	Risk Assessment		Amount \$	% Of Portfolio
	Capital	Interest		
Term deposits	Low	Low	17,800,000	100%
Total			17,800,000	100%

The Policy defines the principle 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 principle 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 principle 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 of 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 item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1 Continue to be a financially sustainable and independent Council.

CONCLUSION

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: 7.19 BORROWINGS REPORT AS AT 28 FEBRUARY 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

General Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP "Wattle Vale" and RFS Loan	3.95%	12/12/2016	8/12/2036	\$ 1,676,782.80
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 609,000.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 148,948.33
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$ 2,012,674.30
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$ 125,448.85
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023	\$ 227,036.37
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 367,618.27
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 1,470,473.08
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$ 1,140,554.80
Total General Fund Liability					\$ 7,778,536.80

*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	\$ 1,629,800.00
Total Water Supply Fund Liability					\$ 1,629,800.00

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	\$ 945,770.54
Total Sewer Fund Liability					\$ 945,770.54

TOTAL LOANS LIABILITY					\$10,354,107.34
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Certification

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council has Loan Liabilities totalling \$10,354,107.34 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 item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1 Continue to be a financially sustainable and independent Council.

CONCLUSION

Council'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: 7.20 RATES AND CHARGES AS AT 28 FEBRUARY 2022

ECM INDEXES:

Subject Index: RATES AND VALUATIONS: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Andrea Davidson - Rates Officer

**APPROVER/S: Ann Newsome - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services**

PURPOSE

The purpose of this report is to advise Council of the funds collected for all **rates, water and sewer charges (rates and charges)** and water consumption charges and the amounts outstanding for rates and charges and water consumption charges for the year to date, as at the end of the reporting month.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Council's adopted Operational Plan and Budget for the 2021/2022 Financial Year sets the annual rates and charges and water consumption charges.

(b) Discussion

Amounts outstanding as at the end of the reporting month for both rates and charges and water consumption charges compared to the same period last year are as follows:

	28 February 2022	28 February 2021
Rates and Charges	\$3,442,321.12	\$3,390,063.19
Water Consumption Charges	\$128,377.05	\$96,512.37
Total Outstanding	\$3,570,698.17	\$3,486,575.56

The following table provides details of outstanding rates and charges as at the end of the reporting month:

Outstanding Rates and Charges	28 February 2022
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,677,098.05
Pension Concession	-\$395,138.25
Amounts collected as at 28 February 2022.	-\$9,620,715.54
Total Outstanding Rates and Charges	\$ 3,442,321.12

The amount levied for rates and charges for 2021/2022 includes the current year's annual rates and charges and any interest that has been added after the rates notices were issued. The amount received as at the end of the reporting month includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges for the 2021/2022 levied amount is reduced by the pensioner concession of \$395,138.25; reducing the amount of income derived from these rates and charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$177,812.21. The remaining 55% (\$217,326.04) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding rates and charges at 28 February 2022 were \$3,442,321.12 which represents **26.35%** of the total annual rates and charges levied and outstanding of \$13,063,036.66 compared with the outstanding rates and charges of \$3,390,063.19 at the same time last year. This represented **26.76%** of the total annual rates and charges levied and outstanding of \$12,669,123.57 at the same time last year.

E-Notices

At the end of the reporting period there were 895 ratepayers registered for E-Notices. These ratepayers generate 1,207 individual rate notices which are distributed by email. This represents 21.63% of all rate notices issued. These figures are based on the 5,581 rates and water notices issued from 1 July 2021 until the end of the reporting month.

Water Consumption Charges

The following table provides details of outstanding water consumption charges as at the end of the reporting month:

Outstanding Water Consumption Charges	28 February 2022
Water Consumption Charges and arrears as at 30 June 2021	\$320,412.89
Water Consumption charges and adjustments 2021/2022 year to date (YTD)*	\$621,027.07
Amounts collected as at 28 February 2022	-\$813,062.91
Outstanding Water Consumption Charges	\$128,377.05

The outstanding Water Consumption Charges as at the end of the reporting month of \$128,377.05 represents **13.64%** of \$941,439.96, compared with the outstanding Water Consumption Charges of \$96,512.37 at the same time last year. This represents **11.16%** of the total Water Consumption Charges levied and outstanding of \$864,569.55 as at the same time last year. It should be noted that outstanding charges are not the same as overdue charges.

Agreements to Pay Rates by Arrangement

A ratepayer may enter a written arrangement with Council to repay rate debt(s) in full, within a reasonable amount of time.

A key component of the agreement is that there must be a genuine commitment by the defaulter to extinguish the debt in accordance with the agreement.

There are currently 100 ratepayers who have entered arrangements for the payment of their rates, totalling \$220,780.83. This is a decrease of \$25,556.25 from last month. It should be noted that this figure includes the annual rates and charges levied for the 2021/2022 Financial Year. These arrangements for payments are within the requirements of Council's Debt Recovery Policy.

Debt Recovery Agency

The Debt Recovery Agency that acts on behalf of Council is continuing with all debt recovery.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

There are several policies applicable to the area of rates and charges and water consumption charges, including Council's Debt Recovery Policy, Rates Pensioner Concession Policy, and Rates Hardship Policy.

(c) Legislative/Statutory

Chapter 15, Section 494 of the *Local Government Act 1993* "Ordinary rates must be made and levied annually" makes provision for Council to levy rates.

(d) Risk

The collection of outstanding rates and charges and water consumption charges can result in potential legal costs associated with challenges in courts of appeal. However, as these charges are legislative, the risk of this action is minor.

(e) Social

The collection of rates and charges and water consumption charges has an impact on the community; therefore, Council is always willing to negotiate payment terms for outstanding accounts.

(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)

Council's adopted Operational Plan and Budget for the 2021/2022 Financial Year sets the annual Rates, Water and Sewer Charges.

CONCLUSION

All payment arrangements are consistent with Council's current Debt Recovery Policy. The outstanding rates and charges at the end of the reporting month represent **26.35%** of the total annual rates and charges levied and outstanding from previous years by Council (compared with **26.76%** as at the same time last year).

The outstanding Water Consumption Charges at the end of the reporting month represents **13.64%** of the total Water Consumption Charges issued and outstanding from previous years (compared with **11.16%** as at the same time last year).

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.21 WORKPLACE INJURY MANAGEMENT REPORT AS AT
28 FEBRUARY 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 2018.

(b) Discussion

This report covers Workers Compensation figures from 1 July 2018 until 28 February 2022, as follows:

Item	2018/2019	2019/2020	2020/2021	2021/2022
Total Premium Paid	\$143,153.33	\$152,383.59	\$226,022.88	\$213,206.95 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.50%	1.43%	1.97%	1.83% (estimate)
YTD New Claims (Premium Impacting)	8	4	5	1
YTD New Claims (Non-Premium Impacting)	8	6	10	4
YTD Total New Claims	16	10	15	5
YTD Time Lost Due to Injury (LTI Days)	40	79	29	125
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				3
Open Non-Premium Impacting Claims (Current Year)				2
Total Open Claims				9
Closed Claims that are still Impacting on Council's Premium				7
Total Cost of All Premium Impacting Claims (to date)	\$9,585.00	\$30,792.00	\$35,352.00	\$19,563.00
Scheme Performance Rebates	\$55,620.88	\$24,593.67	\$34,953.89	\$34,265.14

This report covers the month of February 2022. There were no new workers compensation claims during this period; however, lost time increased slightly and there was a slight increase in claims costs, with neither increase being substantial.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council budgeted \$252,507 in its adopted Operational Plan and Budget for the 2021/2022 Financial Year, for its Workers Compensation Insurance premium. StateCover has since advised that the premium estimate for the 2021/2022 Financial Year is \$213,206 (excluding GST).

In addition to this, a 2020/2021 adjustment premium of \$14,576 has been paid in the current year, bringing the total premium cost for 2021/2022 to \$227,782. A September Quarterly Budget Review adjustment has been completed for the difference between the budgeted amount and the total estimated premium cost.

The revised budget for the 2021/2022 Financial Year therefore now reflects a premium of \$227,782; however, the Workers Compensation Insurance premium estimate remains for the year at \$213,206.95.

(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 item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.15: Pursue the strategic and operational actions within the Work Health and Safety Plan to further improve Council's WHS standards and ensure a safe and productive work environment.

CONCLUSION

The period 1 February to 28 February 2022 saw no new workers compensation claims and a slight increase in lost time and claims costs.

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: 7.22 EMMAVILLE MINING MUSEUM COMMITTEE -
ELECTION OF COMMITTEE**

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Emmaville Mining Museum 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 Emmaville Mining Museum Committee meeting held on Thursday, 17 February 2022.

RECOMMENDATION

THAT Council:

1. Endorses the following 10 community representatives as the newly elected Emmaville Mining Museum Committee:

- ***Danny Andrews;***
- ***Adella Brown;***
- ***Evan Brown;***
- ***Heather Green;***
- ***Mark Green;***
- ***Margaret Haar;***
- ***Ron Jillett;***
- ***Bill Johnson;***
- ***Angela Judge; and***
- ***Margaret Lynn.***

2. Endorses the election of office bearers within the newly elected Emmaville Mining Museum Committee as follows:

- **Chairperson - Ron Jillett;**
- **Vice Chairperson - Bill Johnson; and**
- **Secretary and Treasurer - Evan Brown.**

REPORT

(a) Background

The Emmaville Mining Museum 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 Emmaville Mining Museum Committee was held on Thursday, 17 February 2022. Ten nominations were received for membership of the Committee. The representatives who nominated for the Emmaville Mining Museum 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 an 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 Emmaville Mining Museum Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Danny Andrews;
- Adella Brown;
- Evan Brown;
- Heather Green;
- Mark Green;

- Margaret Haar;
- Ron Jillett;
- Bill Johnson;
- Angela Judge; and
- Margaret Lynn.

The election of office bearers was also held, with Ron Jillett elected as Chairperson, Bill Johnson elected as Vice Chairperson, and Evan Brown elected as Secretary and Treasurer.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022 Council's representative on this Committee is Councillor Rob Banham. The Manager of Economic Development and Tourism and Events Officer also attends these meetings as a management representative.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Under the provisions of chapter four (4), Financial Management, of the Manual, the General Manager has delegated financial authority to the Committee to manage its own operating 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 Emmaville Mining Museum Committee are aware of the conditions as outlined in the Manual.

The Emmaville Mining Museum 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 Emmaville Mining Museum Committee is a Council Committee 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 then 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.

(e) Social

Council's Community Committee is managing the Emmaville Mining Museum which provides valuable assistance to Council in ensuring this facility is accessible and well utilised by members of the community.

(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 previously consulted in relation to risk.

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

This item links to Council's Delivery Program Objective CS 5.1.1 'Promote partnerships between the community and Council in achieving this objective.'

CONCLUSION

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

The Emmaville Mining Museum Committee has elected 10 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 for Community Committees of Council. Council's approval is now sought for the new membership.

ATTACHMENTS

Annexure A Emmaville Mining Museum Committee - AGM Minutes 17/2/22

REPORT TITLE: **7.23 GLEN INNES SALEYARDS ADVISORY COMMITTEE - ELECTION OF COMMITTEE**

ECM INDEXES:

Subject Index: **GOVERNANCE: Committees of Council**

Customer Index: **Glen Innes Saleyards Advisory 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 Glen Innes Saleyards Advisory Committee meeting held on Wednesday, 9 February 2022.

RECOMMENDATION

That Council endorses the following five (5) representatives as the newly elected Glen Innes Saleyards Advisory Committee:

- *Chris Alt - Elders (agent representative);*
- *Shad Bailey - Colin Say and Co (agent representative);*
- *Nick Lehman - Stocktrans (transport representative);*
- *Terry te Velde - Newberry te Velde Carriage (agent representative); and*
- *Peter Trow (landholder representative).*

REPORT

(a) Background

The Glen Innes Saleyards Advisory Committee includes representation from landholders, transport / carriers and selling agents. The Committee is required to consider matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Glen Innes Saleyards Advisory Committee was held on Wednesday, 9 February 2022. Five (5) nominations were received for membership of the Committee. The representatives who nominated for the Glen Innes Saleyards Advisory 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 Committee 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 Glen Innes Saleyards Advisory Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- One (1) landholder representative:
 - Peter Trow.
- One (1) transport / carrier representative:
 - Nick Lehman (Stocktrans).
- One (1) representative from each of the four (4) selling Agents who use the Saleyards:
 - Colin Say and Co – Shad Bailey;
 - Elders – Chris Alt;
 - Newberry te Velde Carriage – Terry te Velde; and
 - Nutrien (previously known as Landmark) – no nomination.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022 Council's representatives on this Committee are the Mayor Councillor Rob Banham and Councillor Carol Sparks. The General Manager, Acting Director of Development, Planning and Regulatory Services and the Saleyards Manager also attend these meetings as management representatives of Council. Council currently provides a minute secretary to assist this committee.

The report included earlier in the Business Paper, Item Number 7.6 “Delegates on Committees” recommends for Council to nominate Councillor Tim Alt as an additional delegate on the Saleyards Advisory Committee from Friday, 25 March 2022 until Thursday, 22 September 2022.

Councillor Carol Sparks was elected to perform the duty of Chairperson for this committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As this is an advisory Committee of Council, the Glen Innes Saleyards Advisory Committee has no financial delegations, however its purpose is to discuss key issues, consult users of the facility and make recommendations to Council.

(b) Governance/Policy

The AGM has been carried out in accordance with the Manual. All community representatives who nominated for the Glen Innes Saleyards Advisory Committee are aware of the conditions as outlined in the Manual.

The Glen Innes Saleyards Advisory Committee does not have any delegated Council powers or responsibilities but provides a forum to provide input into Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

The Glen Innes Saleyards Advisory Committee is a Council Committee 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 Glen Innes Saleyards Advisory Committee provides input into the strategic direction of the Saleyards within the Local Government Area; as well as taking into consideration the requirements of all users including buyers, vendors, agents, suppliers and staff to monitor areas of improvement.

(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 previously consulted in relation to risk.

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

This item links to Council's Delivery Program Community Service Strategy CS 5.1 "Promote partnerships between the community and Council in achieving this objective".

CONCLUSION

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

The Glen Innes Saleyards Advisory Committee has elected five (5) representatives for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the five (5) nominations for membership.

ATTACHMENTS

Annexure A Glen Innes Saleyards Advisory Committee - AGM Minutes 9/2/22

REPORT TITLE: 7.24 GLEN INNES SEVERN CEMETERY COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Glen Innes Severn Cemetery 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 Glen Innes Severn Cemetery Committee meeting held on Thursday, 17 February 2022.

RECOMMENDATION

That Council endorses the following four (4) community representatives as the newly elected Glen Innes Severn Cemetery Committee:

- ***Tammy McLennan;***
- ***Jenny Thomas;***
- ***Robert Thomas; and***
- ***Raelene Watson.***

REPORT

(a) Background

The Glen Innes Severn Cemetery Committee includes representation from community members passionate about the upkeep and improvement of local cemeteries. The Committee is required to consider matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Glen Innes Severn Cemetery Committee was held on Thursday, 17 March 2022. Four nominations were received for membership to the Committee. The representatives who nominated for the Glen Innes Severn Cemetery Committee are aware of the following conditions, as outlined in the **Manual for Community Committee 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 Committee 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 Glen Innes Severn Cemetery Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Tammy McLennan;
- Jenny Thomas;
- Robert Thomas; and
- Raelene Watson.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022 Council's representative on this Committee is Councillor Troy Arandale. The Manager of Recreation and Open Spaces, Graham Archibald, also attends these meetings as a management representative.

Council currently provides secretarial support to the committee.

Councillor Troy Arandale was elected to perform the duty of Chairperson for this committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As this is an advisory Committee of Council, the Glen Innes Severn Cemetery Committee has no financial delegations. Its purpose is to discuss key issues, consult with the community regarding the local cemeteries and make recommendations to Council.

(b) Governance/Policy

The AGM has been carried out in accordance with the Manual. All community representatives who nominated for the Glen Innes Severn Cemetery Committee are aware of the conditions as outline in the Manual.

The Glen Innes Severn Cemetery Committee does not have any delegated Council powers or responsibilities but provides a forum for residents and interest groups to provide input into Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

The Glen Innes Severn Cemetery Committee is a Council Committee 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 Glen Innes Severn Cemetery Committee provides oversight of interment issues within the Local Government Area.

(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 item links to Council's Delivery Program Infrastructure Management Action IM 1.1.2: Support the existing Open Spaces Committee, Glen Innes and District Sports Council, Cemetery Committee, Australian Standing Stones Management Board, Emmaville and Deepwater Village Beautification Committees, and Emmaville Mining Museum committees

CONCLUSION

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

The Glen Innes Severn Cemetery Committee has elected four (4) 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 Glen Innes Severn Cemetery Committee - AGM Minutes 17/2/22

REPORT TITLE: 7.25 GLEN INNES SEVERN LIBRARY COMMITTEE -
ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Glen Innes Severn Library 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 Glen Innes Severn Library Committee meeting held on Friday, 18 February 2022.

RECOMMENDATION

THAT Council:

- 1. Endorses the following four (4) community representatives as the newly elected Glen Innes Severn Library Committee:***
 - Marina Gerlofsma;***
 - Kerry Muir;***
 - Lindy Stevenson; and***
 - Jenny Sloman.***
- 2. Endorses the election of office bearers within the newly elected Glen Innes Severn Library Committee as follows:***
 - Kerry Muir elected as Chairperson;***
 - Jenny Sloman elected as Vice Chairperson; and***
 - Marina Gerlofsma elected as Minute Secretary.***
- 3. Does not endorse Lindy Stevenson as Treasurer on this committee as there is no requirement for this committee acting in an advisory capacity to have financial delegation or a bank account.***

REPORT

(a) Background

The Glen Innes Severn Library Committee includes representation from interested community members. The Committee is required to consider matters and make recommendations to Council.

The Annual General Meeting of the Glen Innes Severn Library Committee was held on Friday, 18 February 2022. Four nominations were received for membership of the Committee. The representatives who nominated for the Glen Innes Severn Library 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 an 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 Glen Innes Severn Library Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Marina Gerlofsma;
- Kerry Muir;
- Lindy Stevenson; and
- Jenny Sloman.

The election of office bearers was held, with Kerry Muir elected as Chairperson, Jenny Sloman elected as Vice Chairperson, Marina Gerlofsma elected as Minute Secretary and Lindy Stevenson elected as Treasurer. However, this committee does not have a bank account or financial delegation therefore, the role of Treasurer is not required.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022, Council's representative on this Committee is the Mayor (Councillor Rob Banham). The Director of Corporate and Community Services and Manager of the Library and Learning Centre also attend these meetings as management representatives of Council.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As this is an advisory committee, the Glen Innes Severn Library Committee has no financial delegations, however, its purpose is to discuss key issues, consult with users of the facility and make recommendations to Council.

(b) Governance/Policy

The AGM and election of office bearers has been carried out in accordance with the Manual. The representatives who nominated for the Glen Innes Severn Library Committee are aware of the conditions as outlined in the Manual.

The Glen Innes Severn Library Committee does not have any delegated Council powers or responsibilities but provides a forum for residents and interested groups to provide input into Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

The Glen Innes Severn Library Committee is a Council Committee 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 Glen Innes Severn Library Committee provides a forum that contributes to the cultural well-being, quality of life, literacy and intellectual growth of the local Community.

(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 in relation to risk.

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

This item links to Council's Delivery Program Community Service Strategy CS 5.1 "Promote partnerships between the community and Council in achieving this objective".

CONCLUSION

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

The Glen Innes Severn Library Committee has elected four (4) representatives for the coming year, who have agreed to be actively involved in committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ATTACHMENTS

Annexure A Glen Innes Severn Library Committee - AGM Minutes 18/2/2022

REPORT TITLE: 7.26 GLENCOE HALL COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Glencoe Hall 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 Glencoe Hall Committee meeting held on Wednesday, 9 March 2022.

RECOMMENDATION

THAT Council:

1. Endorses the following 11 community representatives as the newly elected Glencoe Hall Committee:

- ***Ian Gould;***
- ***Cainwen Grose;***
- ***Helen Gunther;***
- ***Diana Hounsell;***
- ***Ken Hounsell;***
- ***Rob Irwin;***
- ***Sharon Packwood;***
- ***Matt Scullon;***
- ***Christine Shattuck;***
- ***Victor Tracey; and***
- ***Julie Wright.***

2. *Endorses the election of office bearers within the newly Glencoe Hall Committee as follows:*

- *Chairperson – Ian Gould;*
- *Secretary – Helen Gunther; and*
- *Treasurer – Julie Wright.*

REPORT

(a) Background

The Glencoe Hall 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 Glencoe Hall Committee was held on Wednesday, 9 March 2022. Eleven nominations were received for membership of the Committee. The representatives who nominated for the Glencoe Hall 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 an 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

Following the resignation of all members on the Glencoe Hall Committee in October 2021 an AGM was held in November 2021 however no committee was formed. Therefore, a decision was made to reschedule an AGM in 2022 following the election of a new Council and once additional advertising was conducted to try and ensure a committee was formed.

On Wednesday, 9 March 2022, Council staff along with Councillor Parry attended the Glencoe Hall Committee AGM. The Glencoe community has rallied together in support of the hall to ensure the Glencoe Hall remained opened for future use by the community. The show of support and commitment by the Glencoe community and the new committee is to be commended.

In accordance with the Manual and with all positions being 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 Glencoe Hall Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Ian Gould;
- Cainwen Grose;
- Helen Gunther;
- Diana Hounsell;
- Ken Hounsell;
- Rob Irwin;
- Sharon Packwood;
- Matt Scullon;
- Christine Shattuck;
- Victor Tracey; and
- Julie Wright.

The election of office bearers was also held, with Ian Gould elected as Chairperson, Helen Gunther was elected as Secretary and Julie Wright elected as Treasurer.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022 Council's representatives on this Committee are Councillor Jack Parry and Councillor Andrew Parsons.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Under the provisions of chapter four (4), Financial Management, of the Manual, the General Manager has delegated financial authority to the Committee to manage its own operating 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 Glencoe Hall Committee are aware of the conditions as outlined in the Manual.

The Glencoe Hall 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 Glencoe Hall Committee is a Council Committee 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 then 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.

(e) Social

Council's Community Committee is managing the Glencoe Hall which provides valuable assistance to Council in ensuring this facility is accessible and well utilised by members of the community.

(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 previously consulted in relation to risk.

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

This item links to Council's Delivery Program Objective CS 5.1.1 'Promote partnerships between the community and Council in achieving this objective.'

CONCLUSION

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

The Glencoe Hall Committee has elected 11 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 for Community Committees of Council. Council's approval is now sought for the new membership.

ATTACHMENTS

Annexure A Glencoe Hall Committee AGM Minutes 9/3/2022

REPORT TITLE: **7.27 OPEN SPACES COMMITTEE - ELECTION OF COMMITTEE**

ECM INDEXES:

Subject Index: **GOVERNANCE: Committees of Council**

Customer Index: **Open Spaces 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 Open Spaces Committee meeting held on Wednesday, 16 February 2022.

RECOMMENDATION

That Council endorses the following five (5) community representatives as members of the newly elected Open Spaces Committee:

- ***Desmond Fitzgerald;***
- ***Penelope Glennan;***
- ***Wendy Mather;***
- ***Richard Moon; and***
- ***Dr Mahri Koch (GLENRAC representative).***

REPORT

(a) Background

The Open Spaces 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 Open Spaces Committee was held on Wednesday, 16 February 2022. The representatives who nominated for the Open Spaces 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 an 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 Open Spaces Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Desmond Fitzgerald;
- Penelope Glennan;
- Wendy Mather;
- Richard Moon; and
- Dr Mahri Koch (GLENRAC representative); and

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022, Council's representative on this Committee is the Mayor (Councillor Rob Banham), Councillor Troy Arandale and Councillor Carol Sparks. The Acting Director of Development, Planning and Regulatory Services and the Manager of Recreation and Open Spaces also attend these meetings as management representatives.

Council currently provides a minute secretary to assist this committee.

Councillor Troy Arandale was elected to perform the duty of Chairperson for this committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As this is an advisory Committee, the Open Spaces Committee has no financial delegations.

(b) Governance/Policy

The AGM has been carried out in accordance with the Manual for Community Committees of Council.

(c) Legislative/Statutory

The Open Spaces Committee is a Council Committee 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 on behalf of 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 which is included in the Council Business Paper, are kept informed of any non-compliance warnings sent out to committees via correspondence.

(e) Social

The Open Spaces Committee provides a forum for residents and interested groups to provide input into Council policies and strategies as they are formulated and reviewed.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The Open Spaces Committee play a significant role in developing and refining Council's Recreation and Open Spaces Infrastructure Strategy through continued planning, review and refinement of Asset Management Plans to maximise the use of available funding.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.1.2: Support the existing Open Spaces Committee, Glen Innes and District Sports Council, Cemetery Committee, Australian Standing Stones Management Board, Emmaville and Deepwater Village Beautification Committees, and Emmaville Mining Museum Committees

The Open Spaces Committee has a significant role in developing and refining Council's Recreation and Open Spaces Infrastructure Strategy.

CONCLUSION

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

The Open Spaces Committee has five (5) community representatives, willing to be on the committee 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 Open Spaces Committee AGM Minutes - 16/2/22

REPORT TITLE: 7.28 ROADS CONSULTATIVE COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Roads Consultative 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 Roads Consultative Committee meeting held on Thursday, 17 February 2022.

RECOMMENDATION

THAT Council endorses the following eight (8) community representatives as members of the newly elected Roads Consultative Committee:

- ***Tom Faithfull;***
- ***James Gresham;***
- ***Andrew Hancock;***
- ***Daniel McAlary;***
- ***Michael Norton;***
- ***Jeff Smith;***
- ***Brian Winter; and***
- ***Maurice Velcich.***

REPORT

(a) Background

The Roads Consultative Committee includes representation from community members from urban and rural localities as well as the public transport sector. The Committee is required to consider matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Roads Consultative Committee was held on Thursday, 17 February 2022. Eight nominations were received for membership of the Committee. The representatives who nominated for the Roads Consultative 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 Committee 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 nine (9) committee positions, as listed in the Terms of Reference for the Roads Consultative Committee, for the coming year.

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

- Tom Faithfull;
- James Gresham;
- Andrew Hancock;
- Daniel McAlary;
- Michael Norton;
- Jeff Smith;
- Brian Winter; and
- Maurice Velcich.

The position of Chairperson is performed by the Mayor (Councillor Rob Banham) as outlined in the Committees Terms of Reference.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022, Council's representatives on this Committee are the Mayor (Councillor Rob Banham), Councillor Tim Alt and Councillor Troy Arandale. The Director of Infrastructure Services, Manager of Asset Services, Manager of Infrastructure Delivery and Infrastructure Staff nominated by the Director of Infrastructure Services also attend these meetings as management representatives. Council currently provides a minute secretary to assist this committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As this is an advisory Committee of Council, the Roads Consultative Committee has no financial delegations, however, its purpose is to discuss key issues and consult with users of local roads to make recommendations to Council.

(b) Governance/Policy

The AGM has been carried out in accordance with the Manual. All community representatives who nominated for the Roads Consultative Committee are aware of the conditions as outlined in the Manual.

The Roads Consultative Committee does not have any delegated Council powers or responsibilities but provides a forum for residents and interest groups to provide input into Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

The Roads Consultative Committee is a Council Committee 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 Roads Consultative Committee is an advisory committee to allow open lines of communication between Council and the community. By providing constructive consultation, feedback and advice regarding policy setting, decision-making and management of the roads function this committee will assist Council to meet the social and economic needs of the community.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The Roads Consultative Committee plays a significant role in developing and refining Council's road infrastructure strategy through continued review of Council's existing road network, planning, and refinement of Asset Management Plans to maximise the use of available funding.

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 item links to Council's Delivery Program Infrastructure Management Action IM 1.1.1: Support the existing Roads Committee and Access Committee.

CONCLUSION

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

The Roads Consultative Committee has elected eight (8) 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 Roads Consultative Committee - AGM Minutes 17/2/22

REPORT TITLE: **7.29 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR FEBRUARY 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

The purpose of this report is to provide information on the progress of Council's Corporate and Community Services Directorate towards completing the objectives in the Operational Plan and Budget for the 2021/2022 Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Corporate and Community Services Directorate of Council is responsible for the following key functions: Administration and Human Resources; Aged and Disability Services provided from **Life Choices - Support Services (LC-SS)**; Children and Family Services (**CAFS**); Corporate Planning; Finance; Governance; Information Technology and Communications; Library Services; Rates; Corporate Risk Management and Compliance; Work Health and Safety; and Youth Services.

(b) Discussion

A report of statistical data and updates relating to services and projects across this department will be presented to Council each month.

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 31 applications for 603 Certificates in February 2022 compared to 14 applications for the same month last year. Year to date, there have been 269 applications compared to 241 applications for the same period last year.

RISK MANAGEMENT

During the month there was one (1) incident reported to Council, which is set out in the following table against the area the incident relates to. The table also provides year to date figures for the current year and 2020/2021:

Description	Incidents		
	February	Year to date	2020/2021
Public Incident Report (slip, trip and falls etc.)	0	3	16
Public Property Damage (including roots, trees, sewers, vehicles)	0	4	14
Other: Crypto Locker Attacks etc.	0	0	1
Council Motor Vehicle / Plant Damage	1	9	27
Council Property Damage	0	1	4
Volunteer Incidents – Personal Injury	0	0	0
TOTAL	1	17	62

The Council Motor Vehicle damage was to a works truck. The damage was minor and due to wet, slippery conditions.

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	0
August	0
September	2
October	1
November	2
December	2
January	0
February	4
Year to Date Total	11

All complaints have been resolved. There are no outstanding complaints.

COUNCIL POLICIES REVIEWED AND AMENDED NOT REQUIRING COUNCIL ADOPTION (Corporate Governance Policy Framework)

Upon review, the Enforcement Policy only required minor administrative changes that did not change the Policy position. Due to the importance of this Policy to the community, it will still be brought before Council for information at the Ordinary Council Meeting to be held on Thursday, 28 April 2022.

The Youth Booth Update

A new group of youth who have transitioned to High School have become members, THIS group has integrated well with the other youth members and have been working together nicely. Daily attendance numbers have increased.

Council received a Summer Holiday Break Program Grant. The funding was used to coordinate two (2) events that provided sporting opportunities for those participants, that due to transport or financial hardship could not otherwise participate. These activities were aimed at improving team building, mental health and physical wellbeing.

A meeting was undertaken with the new Youth psychologist at CentraCare. CentraCare has expressed interest in integrating into The Youth Booth to get to know the local youth, as well as to help break down barriers for youth that require assistance for their mental health.

As usual The Youth Booth has been providing daily nutritious meals and activities. The youth have been participating in a Social Media Awareness Program, to spread awareness of online bullying and its effects.

The Youth Booth	February
Number of registered members	78
Average number of visits per day	12.5
Highest number of attendees in one (1) day	21
Number of registered volunteers (as at last day of month)	10
Number of days registered volunteers attended	0

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

The daily number of children booked in to after school care remains above budgeted.

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	5	1
Supported Playgroup Wyaliba	Wyaliba	7	7
Aboriginal Playgroup	Glen Innes	6	7
CAFS Playgroup	Pool House	15	22
NDIS*	Pool House	0	0
TOTAL		33	37

*NDIS services are yet to recommence.

Numbers have been significantly impacted due to vaccinations being required prior to attending these services. Staff are looking forward to new growth with the easing of restrictions.

Life Choices - Support Services

Council's LC-SS provides a range of services, mainly in the Glen Innes Severn, Inverell and Tenterfield **Local Government Area (LGA)**, and 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 another organisations hiring our staff to provide services or an individual paying for a service from their own personal funds. Under the **National Disability Insurance Scheme (NDIS)** and Private Funding, Council does not hold any funding, but rather performs a fee for service.

As at 28 February 2022, the number of consumers accessing services with LC-SS was 411, as detailed in the following table:

Local Government Area	Total Number of Consumers	NDIS	People who are Older (DoH)	Private Funding Source
	February	February	February	February
Glen Innes Severn	305	41	260	4
Gwydir Shire	2	0	2	0
Inverell Shire	64	0	64	0
Tenterfield Shire	40	0	40	0
TOTAL	411	41	366	4

EVENTS

A Harmony Day Event is being planned at the Town Hall for Monday, 21 March 2022.

(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 provides 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, Manager of Governance, Risk and Corporate Planning, Acting Youth Worker, Customer Services Officer (LC-SS) and Educator Assistant.

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

The information contained within this report demonstrates the work carried out by staff in achieving the strategic and operational objectives as outlined in Council's various plans for the 2021/2022 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: 7.30 DEVELOPMENT APPLICATION 25/20-21 - INTENSIVE LIVESTOCK AGRICULTURE - 1,000 HEAD CATTLE FEEDLOT

ECM INDEXES:

Subject Index: MP&RS – DEVELOPMENT APPLICATIONS: DA25/20-21 – Intensive Livestock Agriculture – 1,000 Head Cattle Feedlot

Customer Index: Jardana Pty Ltd

Property Index: 00335-57950000-000

AUTHOR: Kathleen Taminiau - Acting Manager of Planning and Regulatory Services

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

PURPOSE

The purpose of this report is for Council to review and consider approving Development Application 25/20-21, which seeks approval for a 1,000 head cattle feedlot. An assessment of the application and a recommendation for approval is attached in ***Annexure A***.

RECOMMENDATION

That the Development Application 25/20-21 for Intensive Livestock Agriculture – 1,000 head cattle feedlot be approved subject to the following conditions:

Prescribed Conditions (under the *Environmental Planning & Assessment Regulation 2000*)

- | | |
|----------|--|
| 1 | The development is to be undertaken in accordance with the prescribed conditions of Part 6 - Division 8AW of the Environmental Planning and Assessment Regulation 2000. |
|----------|--|

Reason: To comply with legislative requirements.

General Conditions**2 Development is to be in accordance with approved plans.**

The development is to be carried out in accordance with the plans and supporting documents set out in the following table, as stamped and returned with this consent, except where modified by any conditions of this consent.

Plan No./Supporting Document(s)	Prepared By	Dated	Reference
Statement of Environmental Effects, Jardana Feedlot, 2020	AgDSA	27 October 2020	N/A
Additional Information Requirements Letter	AgDSA	5 August 2021	PED-001
Biosecurity Management Plan	Owen Pedlow	7-6-17	N/A
Bushfire Protection Assessment	Eco Logical Australia	10 July 2019	19WOL_13436
Emergency Management Plan	Jardana Pty Ltd	2020	N/A
Traffic Impact Assessment	Apex Engineers	July 2021	N/A
Concept Design Layout and Design Layout	AgDSA	16/09/2020	Ref: PED-001, Sheet A001 and A002, Rev B
Property Plan – Aerial Image and Property Plan	AgDSA	16/09/2020	Ref: PED-001, Sheet A003 and A004, Rev B
Controlled Drainage Area	AgDSA	16/09/2020	Ref: PED-001, Sheet A005, Rev B
Typical Pen Design	AgDSA	16/09/2020	Ref: PED-001, Sheet A006, Rev B
Typical Section	AgDSA	16/09/2020	Ref: PED-001, Sheet A007, Rev B

	<p>In the event of any inconsistency between conditions of this development consent and the plans and documents referred to above, the conditions of this development consent prevail.</p> <p><i><u>Reason:</u> To ensure the development is in agreement with that approved in the development consent.</i></p>
3	<p><u>Design and Management</u></p> <p>The Feedlot design and management shall be designed, constructed and operated in accordance with relevant components of the National Guidelines for Beef Cattle Feedlots in Australia 3rd Edition published by Meat and Livestock Australia, National Beef Cattle Feedlot Environmental Code of Practice (2nd Edition), Beef cattle feedlots: Design and Construction Standards (August 2016).</p> <p><i><u>Reason:</u> To ensure the development is designed, constructed and operated in accordance with the National Guidelines for Beef Cattle Feedlots in Australia.</i></p>
4	<p>The owner/operator shall ensure that all practical measures are taken to prevent, control, abate or mitigate water pollution and protect human health and the environment from harm in accordance with the <i>Protection of the Environment Operations Act 1997</i>.</p> <p><i><u>Reason:</u> To ensure the development is undertaken in accordance with the Protection of the Environment Operations Act 1997.</i></p>

Conditions to be Completed Prior to Works Commencing

5	<p><u>Construction Certificate</u></p> <p>No work shall commence, including earthworks, until a Construction Certificate has been issued and the applicant has notified Council of:</p> <ul style="list-style-type: none"> - The appointment of a Principal Certifying Authority; and - The date on which work will commence. <p>Such notice shall include details of the Principal Certifying Authority and must be submitted to Council at least two (2) days before work commences.</p> <p>The Construction Certificate civil drawings are to reflect a feedlot designed to a minimum standard of a class one (1) feedlot or equivalent as specified under the National Guidelines for Beef Cattle Feedlots in Australia (2012) (REF: Meat and Livestock Australia 3rd Edition).</p> <p><i><u>Reason:</u> To comply with the Australian Meat and Livestock National Guidelines for Beef Cattle Feedlots in Australia (2012) and Beef Cattle Feedlots: Design and Construction (2015) for the equivalent of a Class one (1) feedlot.</i></p>
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Conditions to be Undertaken Prior to Issue of a Construction Certificate

6 Operation and Environmental Management Plan

An Operation and Environmental Management Plan (OEMP) must be prepared by the applicant and approved by Council prior to the release of the Construction certificate. The OEMP is to address the environmental management of the farm and must include the following:

- a. **Manure and effluent handling**
 - i. Rate of removal.
 - ii. Rate of spreading application (kg/day).
 - iii. Contingency measures in the event of disease outbreak and mass disposal.
- b. **Sediment dam**

The water within the dam is to be kept at such a level that is has the capacity to capture the design storm run-off event.
- c. **Surface Water Quality Sampling**

A Surface Water Quality Sampling and Testing Programme is to be developed in accordance with Department of Environment and Conservation, DEC (2004) Use of Effluent by Irrigation Guidelines, in addition to the requirements of condition 17. The Programme is to include six (6) monthly testing from at least one dam close to the property boundary that receives run off from the feedlot area. The Surface Water Quality Sampling and Testing Programme is to be approved by Council prior to the commencement of works.
- d. **Irrigation Strategy**

The Applicant must prepare an Irrigation Strategy for the onsite application of effluent. The Irrigation Strategy is to include crop removal.
- e. **An Emergency Management Plan**

Emergency Management plan that outlines procedures and responsibilities for responding to impacts to agriculture during emergency situations such as flooding, fire, disease outbreaks and other possible catastrophic events.
- f. **Animal Welfare**

A Feedlot Animal Welfare Management Plan must be prepared in accordance with the Australian Animal Welfare Industry Standards Guidelines (January 2016). The plan must include details of carcass disposal.

	<p>g. Biosecurity Response Plan</p> <p>A Biosecurity Response Plan is required manage:</p> <ul style="list-style-type: none"> i. Disease, weed and pest management ii. Animal welfare/disease prevention protocols: <ul style="list-style-type: none"> - vaccine program, - how often checked for sickness, - hot weather precautions eg drinking. iii. Monitoring and mitigation measures in disease management, in particular Q Fever. iv. Onsite composing for mass mortality – site details required. <p>h. Dust</p> <p>Measures to ensure that activities occurring at the premises are carried out in a manner that will minimise emissions of dust and air pollutants from the premises. The premises must be maintained in a manner that prevents and minimises the emission of air pollutants.</p> <p><i>Reason:</i> To maintain the feedlot in accordance with recommended industry practice and to maintain the amenity of the receiving environment.</p>
7	<p><u>Landscape Plan</u></p> <p>The Proponent shall prepare a Landscape Plan showing:</p> <ul style="list-style-type: none"> a. A 50m landscaping buffer and riparian landscaping zone to downslope land between the feedlot area and the creek lines within the subject land connecting the dam system with Beardy Waters; b. screen landscaping to the western boundary of the subject land; c. Shade trees in and around the feedlot pad area; d. Screen planting to the manure stockpiles and containment bank; numbers, size and location of native trees and shrubs. <p>The Landscape Plan must be approved by Council prior to the release of the Construction Certificate.</p> <p><i>Reason:</i> To maintain the amenity of the area, improve biodiversity and to protect the riparian areas. To ensure compliance with DPI Fisheries requirements.</p>

8	<p><u>Integrated Water Cycle</u></p> <p>The applicant will design and construct drainage system around the feedlot to ensure that no surface water enters the feedlot site during a one percent (1%) average recurrence interval rain event (refer Ball J, Babister M, Nathan R, Weeks W, Weinmann E, Retallick M, Testoni I, (Editors), 2019, Australian Rainfall and Runoff: A Guide to Flood Estimation, Commonwealth of Australia).</p> <p><u>Reason:</u> <i>To ensure that storm water drainage is managed appropriately.</i></p>
9	<p>The applicant will design and construct effluent collection and storage systems to ensure that no effluent water leaves the feedlot site except during an even exceeding the volume equal to that generated within the Controlled Drainage Area (CDA) by a one percent (1%) average recurrence interval rain event (refer Ball J, Babister M, Nathan R, Weeks W, Weinmann E, Retallick M, Testoni I, (Editors), 2019, Australian Rainfall and Runoff: A Guide to Flood Estimation, Commonwealth of Australia).</p> <p><u>Reason:</u> <i>To ensure that storm water drainage is managed appropriately.</i></p> <p><u>NOTE:</u> <i>The System will require provision for cleaning and maintenance and should include two (2) separate holding ponds, allowing alternate use and cleaning.</i></p>
10	<p><u>Development Contributions</u></p> <p>In accordance with Division 7.1 of the <i>EP&A Act</i>, the applicant shall pay the following Section 7.11 (previous s 94) monetary contributions towards provision or improvement of amenities and services:</p> <ul style="list-style-type: none"> a) \$4,200 being one percent (1%) of the cost of carrying out the development as determined by the Council in accordance with Act and Regulations. b) The contribution shall be paid in the form of EFTPOS, cash or bank cheque, made out to Glen Innes Severn Council. Evidence of the payment to Council shall be submitted to the Certifying Authority prior to the issue of the Construction Certificate. <p><u>NOTES:</u> The contributions will be adjusted in accordance with the requirements of the Glen Innes Severn Council's Section 94A Development Contributions Plan 2014.</p> <p>Any charges and contributions required in this consent will be increased to the current rate at the time of payment. All levies paid to Council are applied towards meeting the cost of provision or augmentation of new public facilities. The levy has been set at one percent (1%) of the estimated cost of development and applies to all land within the Glen Innes Severn Local Government Area.</p> <p><u>Reason:</u> <i>To comply with the requirements of Council's Section 94A Contributions Plan.</i></p>

Conditions to be Complied with During Construction of the Feedlot

11	<p><u>Site Management</u></p> <p>The feedlot area is to be managed for the entirety of work in the following manner:</p> <ul style="list-style-type: none"> a. Erosion and sediment controls are to be implemented to prevent sediment from leaving the site. The controls are to be maintained until the development is complete and the site stabilised with permanent vegetation. b. Appropriate dust control measures. c. Building equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained. Where work adjoins the public domain, fencing is to be in place so as to prevent public access to the site. d. Building waste is to be managed via an appropriate receptacle. e. Toilet facilities are to be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. f. Building work being limited to the following hours, unless otherwise permitted by Council: <ul style="list-style-type: none"> i. Monday to Saturday from 7.00am to 6.00pm; ii. No work to be carried on Sunday or Public Holidays. <p>The site management to be responsible to instruct and control sub-contractors regarding the hours of work.</p> <p><u>Reason:</u> <i>To maintain the amenity of area.</i></p>
12	<p><u>Signage</u></p> <p>A sign indicating the name, address and telephone number of the Principal Certifying Authority, and the name and telephone number of the Principal Contractor (if any) must be erected in a prominent position on the site and maintained until the building work has been completed. The sign must also state that unauthorised entry to the site is prohibited. The signage must be erected prior to commencement of work.</p> <p><u>Reason:</u> <i>To maintain public safety.</i></p>
13	<p><u>Noise</u></p> <p>Noise from the premises must not exceed an LAeg (15 min) of 35 dBA at the nearest residential receiver.</p> <p><u>Reason:</u> <i>To ensure amenity of area.</i></p>

14	<p><u>Cultural Heritage</u></p> <p>Should any Aboriginal objects be discovered in any areas of the site then all excavation or disturbance to the area is to stop immediately, and NSW Office of Environment and Heritage is to be informed in accordance with Section 91 of the <i>National Parks and Wildlife Act 1974</i>. Subject to an assessment of the extent, integrity and significance of any exposed objects, applications under either Section 87 or Section 90 of the <i>National Parks and Wildlife Act 1974</i> may be required before work resumes.</p> <p><u>Reason:</u> <i>To protect cultural heritage.</i></p>
15	<p><u>Approved Plans to be On-Site</u></p> <p>A copy of the approved and certified plans, specifications and documents incorporating the conditions of approval and certification shall be kept on the site at all times and shall be readily available for perusal by any officer of Council or the Principal Certifying Authority.</p> <p><u>Reason:</u> <i>To comply with legislative requirements.</i></p>
<p><u>Conditions to be Completed Prior to Operation of the Feedlot</u></p>	
16	<p>The subject feedlot must contain accreditation through the National Feedlot Accreditation Scheme.</p> <p><u>Reason:</u> <i>To ensure the development is independently audited for quality assurance.</i></p>
17	<p><u>Water Quality</u></p> <p>The applicant will engage an accredited laboratory to conduct surface water quality monitoring from samples taken at points 1-6 (refer image 1 below) at the following times:</p> <ul style="list-style-type: none"> i) (Points 1-4) Immediately prior to commencement, then quarterly within the month of June, September, December and March during the first 24 months of operation. Samples at all four points must be taken on the same day. In not able to sample a point because of nil flow during the month a date stamped photograph of the site in lieu of sampling is to be recorded. ii) (Points 1-4) As directed in writing by Council after the first 24 months of operation. iii) (Points 4,5,6) Once during each discharge from the effluent pond (any flow occurring at point 5). The applicant is to photograph and record an estimate of flow at each point and an estimate of total volume discharged from point 5 during each overflow event.

Water samples are to be analysed for the following parameters:

- **Conductivity**
- **pH**
- **Nitrate**
- **Nitrogen (Ammonia)**
- **Nitrogen (Total)**
- **Total Kjeldahl Nitrogen**
- **Phosphorous (Total)**
- **Reactive Phosphorus**
- **Potassium**
- **Total Suspended Solids**
- **Biological Oxygen Demand**

The applicant must publish the pollution monitoring results on a website accessible to the public within 14 days of receipt. After each sample the applicant must provide a report to Council with copies of the pollution monitoring results, details of the website address, and a statement that the results have been sampled and published in accordance with this condition.

Reason: to ensure that effluent application is not causing pollution to the environment.

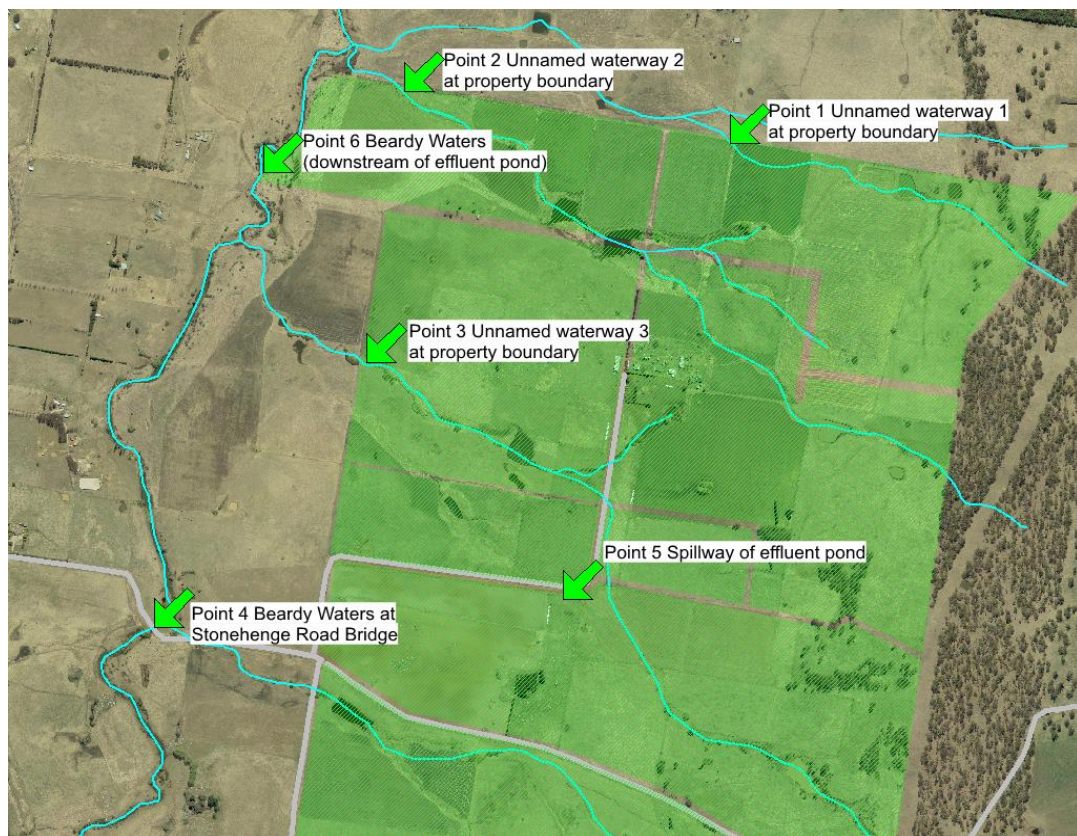


Image 1 Surface Water Quality Monitoring Locations

18	<p>The applicant will promptly review water quality results when received and immediately alert Council in the event that any water quality results from sampling points 1-3 show effluent contamination when compared to sampling point 4 (Beardy Waters). The applicant will destock the facility completely and immediately if advised by Council in writing to do so. The applicant will not restock the facility until written approval is received from Council.</p> <p><i><u>Reason:</u> to ensure that the receiving waters are protected from contamination of effluent.</i></p>
19	<p>The runoff volume generated from the first 12mm of rainfall on the effluent utilisation area must be captured by contour banks and designated contaminated agricultural runoff (CAR) dams within the effluent utilisation area. The catchment area of the contour banks within the effluent utilisation area must be limited to the effluent utilisation area.</p> <p><i><u>Reason:</u> to ensure that stormwater drainage is managed appropriately and receiving waters are protected from contamination.</i></p>
<p><u>Traffic Management</u></p>	
20	<p>Heavy vehicles are to use New England Highway, Stonehenge Road, Pedlows Road Route. The Glen Legh Road is not to be used for feedlot haulage.</p> <p><i><u>Reason:</u> To ensure that all works are performed in a safe manner, consistent with Council's development standards.</i></p>
21	<p>Heavy vehicle movements to and from the site (including all movements that may be associated with the site such as the delivery of livestock to the property generally) shall be restricted to a maximum of two return movements per day. Such movements are to be completed between the hours of 9.00am and 2.30pm to avoid conflict with school buses.</p> <p><i><u>Reason:</u> to ensure that the traffic impact is minimal and remains within the bounds of the traffic impact assessment provided for the project.</i></p>
22	<p>The applicant will obtain approval, at the full cost of the applicant, for the use of any restricted access vehicles to be used on local route roads (part Stonehenge and Pedlows Roads).</p> <p><i><u>Reason:</u> to ensure that the traffic using these roads is able to operate safely.</i></p> <p><i>NOTE: Unless such approval is obtained, the use of B-Double trucks greater than 19 metres in total length is not permitted.</i></p>

23	<p>The applicant will adopt a Traffic Management Plan and a supporting driver code of conduct which includes measures to inform heavy vehicle operators of road safety procedures that should be adopted when using the New England Highway/Stonehenge Road intersection.</p> <p><u>Reason:</u> <i>to ensure that the traffic using these roads is able to operate safely.</i></p>
24	<p>The installation of advance warning signage to inform road users of trucks turning on approach to the New England Highway/Stonehenge Road intersection.</p> <p><u>Reason:</u> <i>to ensure that the traffic using these roads is able to operate safely.</i></p> <p><u>NOTE:</u> <i>The installation of advance warning signs will require separate approval under s138 of the NSW Roads Act.</i></p>
25	<p><u>Lot Consolidation</u></p> <p>A plan of consolidation is to be registered by the NSW Land Title Office comprising Lot 1 DP180562; Lot 125 DP659979; Lot 1, 2 and 3 DP1115100; Lots 1, 2, 3, 4 and 5 DP7243; Lot 1 DP114064; Lot 1 DP308507; Lot 126 DP753311; Lot 22 DP753311; Lot 23 DP753311; Lot 4 DP114034, into a single lot.</p> <p><u>Reason:</u> <i>To ensure all of the land to which this consent applies is retained under a single ownership.</i></p>
26	<p><u>Drainage</u></p> <p>The applicant will design and construct a controlled drainage area around the feedlot to ensure that no surface water enters the feedlot site except during any 1% average recurrence interval rain event occurring at the site.</p> <p><u>Reason:</u> <i>to ensure that stormwater drainage is managed appropriately.</i></p>

Conditions to be satisfied at all times

27	<p><u>Operation and Environmental Management (OEMP)</u></p> <p>The approved OEMP shall be always complied with.</p> <p><u>Reason:</u> <i>To maintain the amenity of the area and to protect the receiving environment.</i></p>
28	<p><u>Visual Requirements</u></p> <p>The owner / operator must maintain the vegetative landscape screening at all times.</p> <p><u>Reason:</u> <i>To maintain the amenity of the area and to protect the receiving environment.</i></p>

29	<p><u>Feedlot Capacity</u></p> <p>The maximum feedlot capacity, at any given time, must not exceed 1,000 head of cattle or 1,000 Standard Cattle Units as defined in the National Beef Cattle Feedlot Environmental Code of Practice.</p> <p><i><u>Reason:</u> To maintain feedlot operations in accordance with the assessed environmental capability of the receiving environment.</i></p>
30	<p><u>Minimum Buffers for Primary Industry</u></p> <p>In accordance with the requirements of ‘Living and Working in Rural Areas’, NSW Primary Industries, 2007, waste utilisation areas must be at least 250 m from rural dwellings and rural tourist accommodation and 100 m from watercourses.</p> <p><i><u>Reason:</u> To maintain the amenity of the area and to protect the receiving environment.</i></p>
31	<p><u>Complaints Register</u></p> <p>The operator of the feedlot shall establish a complaints protocol and nominate a contact person and telephone number for the benefit of adjoining neighbours and establish a complaints register that includes records of nature, time and date of complaint, climatic conditions such as wind direction and speed and the action taken to address complaint. The register shall be made available to Council upon request.</p> <p><i><u>Reason:</u> To maintain the amenity.</i></p>
32	<p><u>Odour Complaints</u></p> <p>If odour complaints are received and considered valid by Council, Council shall investigate and implement appropriate measures to reduce the incidence and severity of odours.</p> <p><i><u>Reason:</u> To maintain the amenity of the environment.</i></p>
33	<p>All feedlot pens and facilities must be routinely maintained to ensure all wastewater runoff is diverted within the controlled drainage area and excessive manure is removed to eliminate potential for offensive odours.</p> <p><i><u>Reason:</u> To protect the amenity of the environment.</i></p>
34	<p><u>Noise Management</u></p> <p>The owner/operator shall ensure that all machinery and equipment is maintained and operated in a proper and efficient manner so that noise generated from their operation does not give rise to offensive noise complaints.</p> <p><i><u>Reason:</u> To protect the amenity of the environment.</i></p>

35	<p><u>Water Supply</u></p> <p>Any water use outside domestic consumption or stock watering will require a use approval and application from Water NSW.</p> <p><u>Reason:</u> <i>To ensure the site is adequately serviced by water, and associated approvals for such use and service are held by the operator.</i></p>
36	<p>A water supply is to be provide to the standards detailed in the National Guidelines for Beef Cattle Guidelines in Australia (2012).</p> <p><u>Reason:</u> <i>To maintain animal welfare and ensure no adverse impact to the receiving environment.</i></p>
37	<p>The construction of any Groundwater Work(s) requires an approval for a Water Supply Work and any use outside the Maximum Harvestable Right Dam Capacity of 53 ML requires further approval from Water NSW.</p> <p><u>Reason:</u> <i>To ensure the site is adequately serviced by water, and associated approvals for such use and service are held by the operator.</i></p>
38	<p><u>Animal Health and Welfare</u></p> <p>The National Guidelines for Beef Cattle Feedlots in Australia is to be complied with at all times during the operation of the feedlot to ensure animal health and welfare.</p> <p><u>Reason:</u> <i>To ensure proper management of the feedlot.</i></p>
39	<p><u>Bushfire Protection Measures</u></p> <p>The recommendations of the Bushfire Protection Assessment prepared by Eco Logical Australia, 10 July 2019 are to be complied with.</p> <p><u>Reason:</u> <i>To maintain safety in the vicinity of the grain roaster and gas cylinders.</i></p>
40	<p><u>Water Quality</u></p> <p>Effluent may only be utilized in a clearly designated Effluent Utilisation Area. The effluent utilisation area must be at least 100 metres from any receiving waterway (including unnamed waterways 1-3 as depicted in image 1) and at least 50 metres from any external property boundary.</p> <p><u>Reason:</u> <i>to ensure that receiving waters and adjoining properties are protected from contamination.</i></p>
41	<p>Effluent application must not occur in a manner that causes surface runoff. Spray from effluent application must not drift beyond the boundary of the premises.</p> <p><u>Reason:</u> <i>to ensure that effluent application does not constitute pollution to the environment.</i></p>

42	<p>The applicant must retain control of the effluent utilisation area.</p> <p><i><u>Reason:</u> to ensure that the development has the legal ability to dispose of effluent.</i></p>
43	<p>The quantity of effluent/solids applied to the utilisation area must not exceed the capacity of the area to effectively utilise the effluent/solids. For the purposes of this condition, 'effectively utilise' includes the use of the effluent/solids for pasture or crop production, as well as the ability of the soil to absorb the nutrient, salt, hydraulic load and organic material.</p> <p><i><u>Reason:</u> to ensure that groundwater is not contaminated through leaching of excess nutrient.</i></p>
44	<p><u>Dead Stock Management</u></p> <p>No burning of carcasses is permitted unless specifically directed by the NSW Department of Primary Industries in relation to biosecurity issues and/or the presence of notifiable disease outbreaks.</p> <p><i><u>Reason:</u> To protect the amenity of the environment.</i></p>

Public Notification

Reasons for Conditions

Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest.

Reasons for Approval

The development satisfies the relevant aims, objectives and provisions of both the Glen Innes Severn LEP 2012 and Glen Innes Severn DCP 2014.

Community Consultation

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

Advisory Note

- a) A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under State Environmental Planning Policy (Codes SEPP) 2008 for exempt development.

b) Dial Before You Dig

Underground assets may exist in the area that is subject to your application. In the interests of health and safety, and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures. (This is the law in NSW).

If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before you dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

c) Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect of impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team.

REPORT

(a) Background

Development Application (DA) 112/2018 for Intensive Livestock Agriculture – 1,000 head cattle feedlot, was received by Council in December 2018. DA 112/2018 was withdrawn by the applicant following liaison with Council planners and receipt of advice that additional information is required to support such an application.

DA 11/2020 for Intensive Livestock Agriculture – 1,000 head cattle feedlot was submitted to Council on 7 February 2020. DA 11/2020 was reported to Council at the Open Ordinary Meeting on 23 April 2020 where it was recommended for approval under resolution 19.04/20. DA 11/2020 was then surrendered by the applicant on 26 August 2020.

DA 20/20-21 for Intensive Livestock Agriculture – 1,000 head cattle feedlot was submitted to Council on 28 October 2020. The proposed development was placed on public exhibition in accordance with the ***Environmental Planning and Assessment Act (EP&A Act) 1979***, *Environmental Planning and Assessment Regulation* and Council's **Development Control Plan (DCP) 2014** for a period of 14 days from 11 November 2020 to 26 November 2020.

Council engaged Perception Planning to undertake the assessment of the proposed development (***Annexure A***). The proposed development was referred to relevant Council staff and a number of state agencies for comments and recommendations, as detailed in the discussion of this report.

(b) Discussion

This report provides an overview of the assessment of the proposed development against relevant state and local planning legislation and in consideration of the submissions received during the public exhibition period.

A development application was lodged with a **Statement of Environmental Effects (SoEE) (Annexure B)**. After submissions were received clarification was requested from the applicant. Revised maps (**Annexure C**), an additional information letter (**Annexure D**) along with a revised traffic impact assessment (**Annexure E**) that were included in the original SoEE have been updated.

The development application was referred to State government agencies and responses received (**Annexures F, G, H, I, J and K**).

Council's Engineering Department provided comments and recommended conditions (**Annexure L**).

Letters of support (**Annexure M**) and letters of objection (**Annexure N**) were provided following notification that were considered in the development assessment.

An extensive assessment report of the proposed development is provided in Annexure A.

Description of the proposal

The application proposes the use of Lot 1 DP 7243 for the purpose of 'intensive livestock agriculture', comprising a 1,000 head cattle feedlot, known as 'Stonehenge Feedlot'.

The proposed development is permissible with consent on land zoned RU1 Primary Production under the **Glen Innes Severn Local Environment Plan 2012 (GISLEP2012)**.

The GISLEP 2012 **defines 'intensive livestock agriculture'** as:
the keeping or breeding, for commercial purposes, of cattle, poultry, pigs, goats, horses, sheep or other livestock, and includes any of the following—

- (a) dairies (restricted),*
- (b) feedlots,*
- (c) pig farms,*
- (d) poultry farms,*

but does not include extensive agriculture, aquaculture or the operation of facilities for drought or similar emergency relief.

The objectives of the RU1 Primary Production zone are as follows:

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base;*

- *To encourage diversity in primary industry enterprises and systems appropriate for the area;*
- *To minimise the fragmentation and alienation of resource lands;*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*

The proposal is consistent with the zone objectives having regard to the following:

- The proposal is a permissible land use;
- The development is for a primary industry purpose;
- The proposal is considered acceptable subject to the proposed draft conditions.

Design

The proposed feedlot will be constructed with an initial capacity of 300 head within three pens, with progressive expansion to 1000 head as required. To this extent, the development will be implemented over two stages, including:

- **Stage 1** – three pens (to hold capacity of 300 **standard cattle units SCU**), earthworks, effluent holding pond and controlled drainage area. The existing stock yards will be utilised until Stage 2 is completed.
- **Stage 2** – remaining pens and stockyards, with holding capacity of 1000 SCU.

The design and construction of the feedlot (shown in figure 2) is in accordance with National Guidelines for Beef Cattle Feedlots in Australia 3rd Edition (2012) (National Guidelines) and the National Beef Cattle Feedlot Code of Practice 2nd Edition (2012) (Code of Practice):

- Stocking density of 18m² / SCU within 10 pens measuring 36m (width) x 50m (depth) each (1,800m² / pen).
- Holding of 100 SCU / pen, constructed in two (2) rows across 2.5% and 4% downslope, each with separate cattle lanes and drainage infrastructure (across 0.5% and 1% slope).
- Two additional hospital pens within the eastern end of the southern row adjacent to the new handling facility.
- Water troughs constructed along the fence lines towards the bottom of each pen (two (2) troughs / pen, with concrete apron extending 3m into the pen).
- Manure pad between each pen, with sedimentation basin used for composting mortalities and manure stockpiling prior to spreading.
- Effluent holding pond with a capacity of 8.0ML.
- Sedimentation basin with a capacity of 1.1ML.

Item 7.30



Figure 1 - Location of proposed development on the site – **Annexure C.**

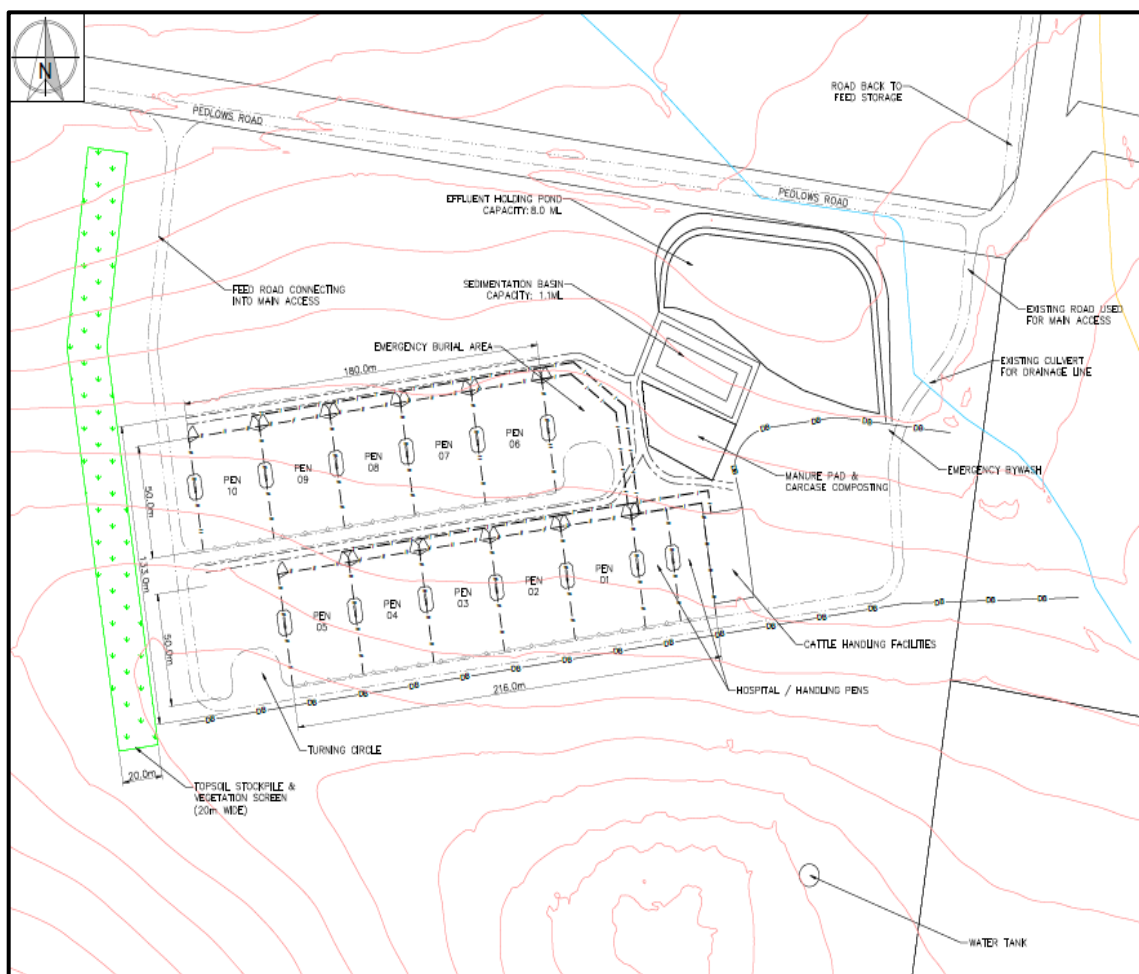


Figure 2 - Proposed development layout – **Annexure C.**

Subject Suite and Locality Map

The subject site is known as 34 Pedlows Road, Stonehenge, and consists of 16 parcels of land. The applicant has indicated the total site area of 700 ha, our Council mapping program indicates site area of approximately 526.52 ha (Figure 3). The lot size of 34.49 ha available is suitable space to accommodate the feedlot.

The site is undulating with evidence of historic farming practices such as dryland grazing and cropping. The land has been modified substantially over time to assist these farming practices as identified by the existing contours, dams and evidence of paddocks cleared of trees and vegetation. Presently the subject site is used for stock grazing, pasture and crop cultivation.

The New England North West Regional Plan 2036 indicates that the Glen Innes locality and the location of the proposed feedlot is crucial for the Glen Innes Local Government area to grow and will thrive. The New England North West Region includes some of Australia's most productive agricultural land and these assets will be the foundation of a prosperous future. The regional plan goes on to say, *"The strong economic base will underpin new and emerging industries to create one of the most dynamic regional economies in NSW."* An action of this plan is to include promoting the expansion of agribusiness and associated value-adding. The proposed feedlot is consistent with the goals of the Region Plan.

Lot and DP and size	Lot and DP	Size (ha)	MAPINFO AREAS (ha)
	1/180562	28.8	21.64
	125/659979	56.7	42.56
	1/1115100	14.4	10.83
	2/1115100	53.2	39.94
	3/1115100	24.4	18.35
	1/7243	45.9	34.49
	2/7243	65.2	48.96
	3/7243	56.1	42.16
	4/7243	58.8	44.18
	5/7243	63.1	47.38
	1/114064	1.1	0.78
	1/308507	114	85.65
	126/753311	43.4	32.59
	22/753311	43.1	32.36
	23/753311	29.9	22.43
	4/114034	2.20	2.229
	Total	700.3	526.53

Figure 3 – Lot area calculations from provided in the SoEE compared to Councils Mapping Program.

A site history was provided in the SoEE (Annexure B) indicating that the subject site has been used for agricultural purposes for over 90 years.

The subject site comprises existing facilities to support the proposed development, including a commodity shed, grain roaster, silos, on-site production of hay, grain and silage and access roads. No new buildings are proposed for the feedlot development with all feed supply buildings already constructed on the site.

The proposed feedlot pad area will occupy a footprint of approximately three (3) ha, less than one percent (1%) of the farm area.

The Development Lot

Lot 1 DP 7243, referred to as the development lot within the assessment report prepared by Perception Planning, measures 34.49ha in size, is clear of vegetation, farm dams and infrastructure. It is located central to the site itself, accessible from Stonehenge and Pedlows Road (see Figure 4 – Locality Map).

The slope across the development lot is approximately 3% in a northerly direction. It is noted that all Lots constituting the subject site will be consolidated as part of this development.

To this extent, the site will comprise the development lot and all other lots comprising existing infrastructure in association with the proposed feedlot, i.e., grain silos, water supply, dams, effluent / manure disposal areas.

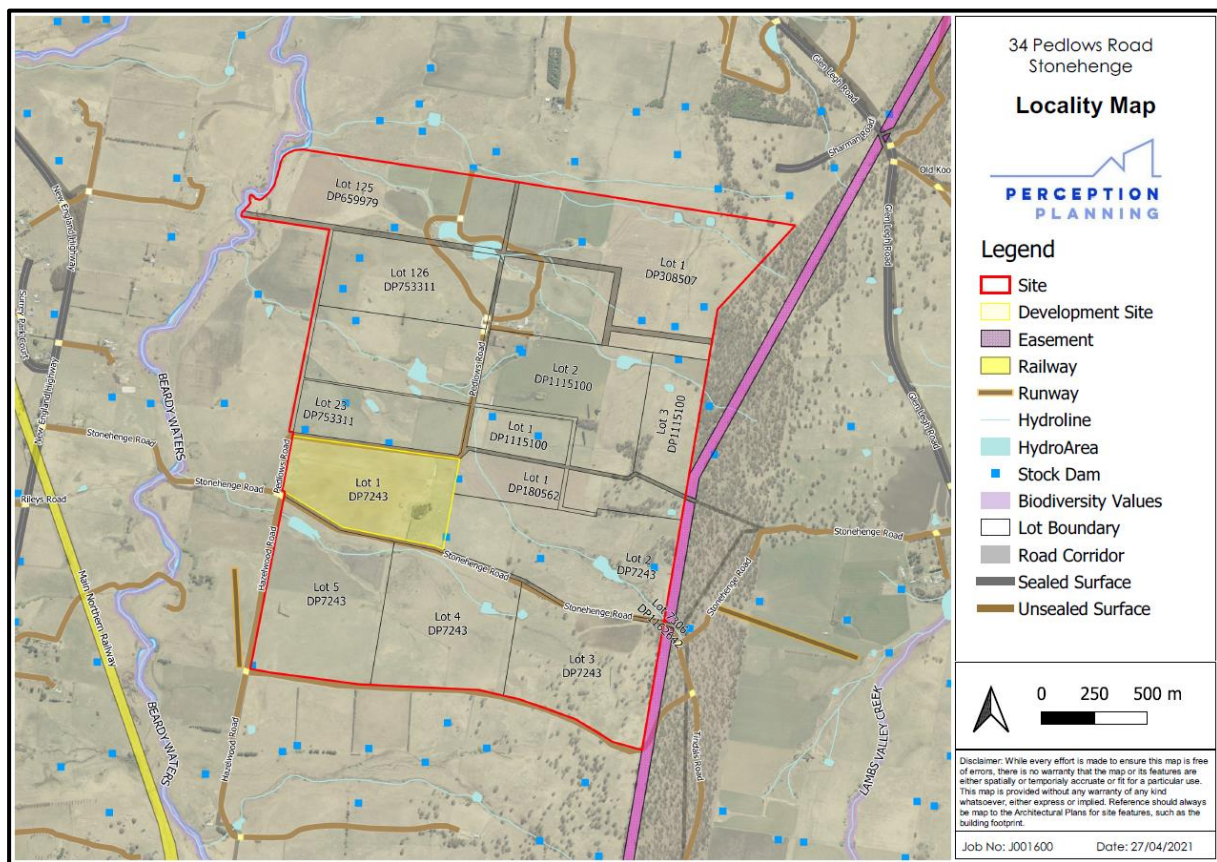


Figure 4 - Locality Map showing development lot highlighted yellow.

The surrounding land is a mix of large farm holdings, smaller rural holdings and two (2) settled rural residential areas. All of the surrounding land is zoned RU1 Primary Production with a strip of E3 Environmental Management zoned land protecting the remnant native vegetation within the TSR to the east of the subject land.

As shown in figure 5, two (2) small areas of rural residential style lots were created under the provisions of a former **Local Environment Plan (LEP)** – *The Severn Local Environment Plan 2002* and prior to the adoption of the Glen Innes Severn Land Use Strategy.

Under today's standards, the GIS LEP 2012 minimum lot size for subdivision of rural zoned land is 40ha, 150 ha and 300 ha. Under the present LEP standards, there is no potential for the creation of additional rural residential lots or rural small holdings surrounding the subject land.

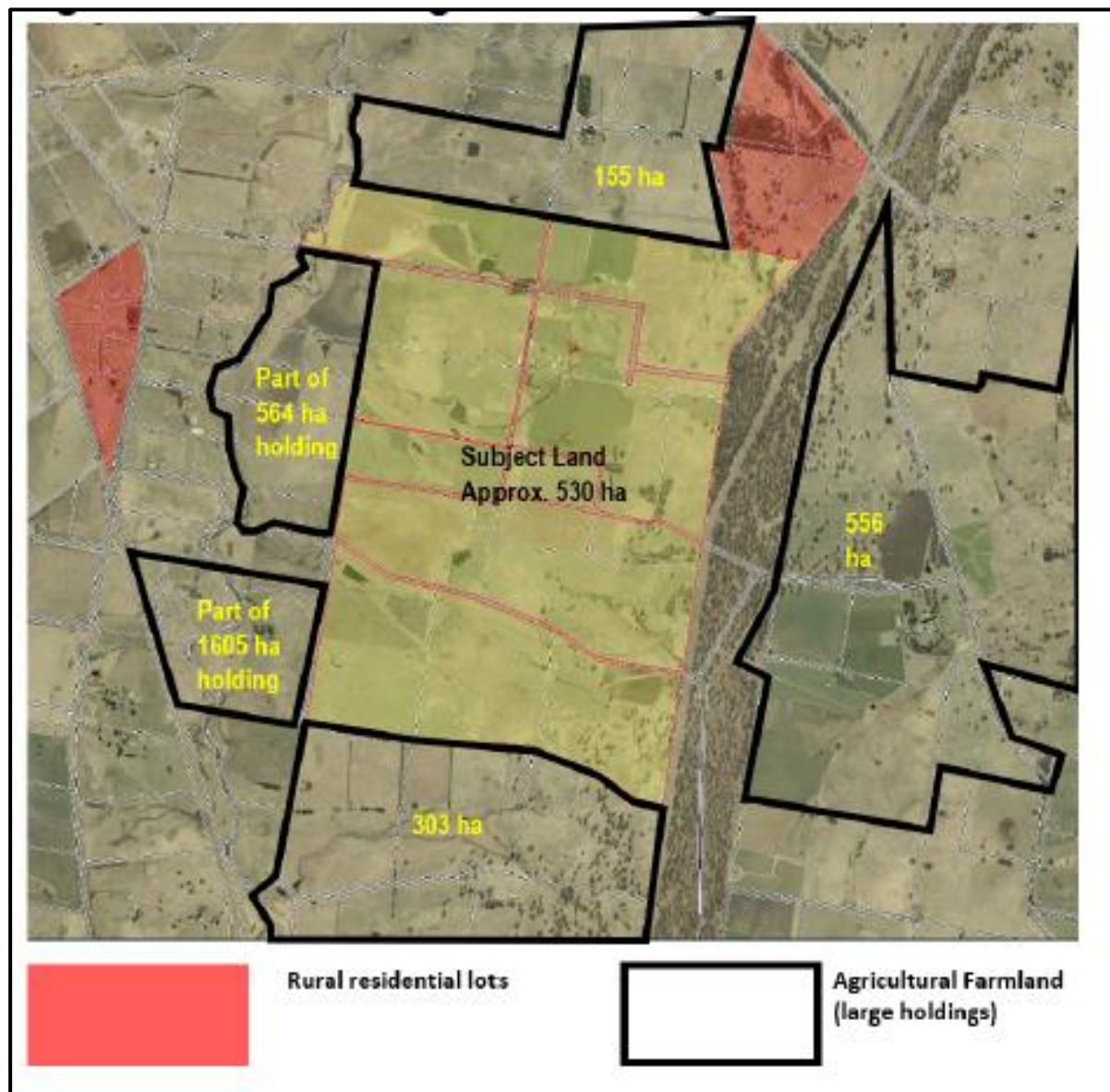


Figure 5 - Site and adjoining land

Council's role in the assessment and determination of this proposal is to ensure that the proposal complies with the framework of relevant state and local planning legislation, guidelines and policies Council must also consider any potential impacts arising from the proposal to the subject site and the surrounding natural and built environment are well understood and that appropriate mitigation measures are implemented to manage impacts.

The development proposal has been assessed by an external consultant against the following legislation, policies and guidelines:

- *Environmental Planning and Assessment Act 1979 (EP&A Act);*
- *Environmental Planning and Assessment Regulation 2000 (EP&A Regulation);*
- *Protection of the Environment Operations Act 1997 No 156 (POEO Act);*
- *Roads Act 1993;*
- *Rural Fires Act 1997;*
- *Water Management Act 2000;*
- State Environmental Planning Policy No.33 – Hazardous or Offensive Industry (SEPP 33);
- SEPP (Primary Production and Rural Development 2019) (SEPP PPRD);
- SEPP 55 Remediation of Land;
- Glen Innes Severn Local Environmental Plan 2012 (GISLEP 2012);
- Glen Innes Severn Development Control Plan 2014 (DCP 2014);
- Glen Innes Severn Council – Local Strategic Planning Statement (LSPS);
- Glen Innes Severn Land Use Strategy 2010;
- New England North-West Regional Plan 2036 (NENW Plan);
- NSW Department of Primary Industries factsheet 'A Land Use Conflict Risk Assessment Guide';
- National Guidelines for Beef Cattle Feedlots in Australia 3rd Edition (2012) (National Guidelines);
- National Beef Cattle Feedlot Code of Practice 2nd Edition (2012) (Code of Practice);
- NSW EPA Use of Effluent by Irrigation Guidelines; and
- Strategic Regional Land Use Policy.

Due to the number of cattle proposed (1,000 head) the proposed development did not fall into the category of 'Designated Development' and therefore pursuant to the provisions of Schedule 3 of the *Environmental Planning and Assessment Regulation 2000*, an environmental impact statement was not required.

The proposed development was assessed against the provisions of Section 4.46 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)* to determine whether the application triggers integrated development provisions.

The integrated provisions were not triggered, meaning approvals were not required by other agencies as specified in the *Water Management Act 2000*, *Rural Fires Act, 1997*, *Roads Act 1993* and the *Protection of the Environment Operations Act 1997*.

Due to the scale of the proposed development, it was not required to be referred to any State government agencies. Council did seek advice the below listed agencies, the advice provided has been considered in the assessment of this development application.

Referral Agency	Response
Transport for NSW (Annexure F)	Comments provided
Heritage NSW	Rejected - SoEE states no known Aboriginal Objects or Places – No response required
NSW Department of Primary Industries – Fisheries (Annexure G)	Rejected - work does not trigger Concurrence under Fisheries Management Act
Department of Primary Industries – Agriculture (Annexure H)	Comments Received - Reviewed SoEE and found that it had considered the relevant guidelines and has no issues to raise.
Water NSW (Annexure I)	Comments Received – No water supply work approval or water use approval is required under Water Management Act 2000.
NSW Natural Resources Access Regulators (Annexure J)	Controlled Activity Approval Not required under Water Management Act 2000.
Environmental Protection Authority (Annexure K)	Comments Received - It is not appropriate for EPA to comment on non-scheduled planning matters as the EPA is not the ARA.

The DA was referred to Council's **Director of Infrastructure Services (DIS)**. Seeking commentary and recommendations (Annexure L). The DIS is satisfied that the proposed development may be recommended for approval subject to conditions of consent.

The proposed development was placed on public exhibition in accordance with the EP&A Act, EP&A Regulation and Council's DCP for a period of 14 days from 11 November 2020 to 26 November 2020, the submissions Council received are summarised below:

- 76 Neighbour Notification letters were sent to residents in vicinity of the site;
- Overall, 115 standard submissions being objections were received; and
- Of the 115 objections received, 30 were neighbour notified.

The primary concerns raised in the submissions include the potential impacts from odour, traffic, noise, dust, water contamination, visual amenity, soil degradation and land use conflict.

After the planning consultant reviewed the submissions, further information was requested from the applicant for clarification. The applicant engaged the services of Agricultural Development Services Australia Pty Ltd who provided a response letter to the clarification requested (Annexure D). The key issues raised in the submissions and corresponding responses to each are provided in the assessment report as Annexure A.

The issues raised in the submissions have been considered in the context of the proposal, surrounding locality and relevant legislation. The issues raised have been determined to not be of a significance as to warrant refusal or modification of the proposed development.

Both the Office of Local Government and the Independent Commission Against Corruption recommend that Councils put in place procedures to reduce corruption risks in the development approval process.

Council has developed a policy with an aim to ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly to avoid impropriety. It also aims to ensure to avoid any occasion for suspicion and any appearance of improper conduct.

In determining development applications, it is essential that Council is highly conscious of the potential for even the slightest impropriety that may lead to suspicion of misconduct.

The policy recommends that DA's whereby 10 or more locally identifiable names are received objecting to the development on valid planning grounds the application is assessed by Development, Planning and Regulatory Services staff and considered by full Council.

Although not required by the policy, Council opted to engage the services of an independent planning consultant to conduct the assessment of the DA to ensure any perceived conflict of interest was eliminated.

(c) Options

Option 1

That the Development Application 25/20-21 for Intensive Livestock Agriculture – 1,000 head cattle feedlot be approved subject to the conditions as included in the recommendations.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council refuses Development Application 25/20-21.

Detailed reasons are to be provided by Council for the refusal if this option is selected.

Option 3

That Development Application 25/20-21 be approved as a deferred commencement with conditions.

Detailed conditions in Council's recommendations are to be provided if this option is selected.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Determining the development application may result in financial implications to Council from any legal action being undertaken by the applicant in the Land and Environment Court.

To defend any court action, legal costs may range from \$20 000 to \$100 000 depending on the complexity of the case and outcome.

Council may be charged court cost and other costs associated to the case on top of Council's own legal costs if unsuccessful.

(b) Governance/Policy

Glen Innes Severn Council's "Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates" policy aims to ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly to avoid impropriety.

Section 3 of the Policy states that development applications whereby 10 or more submissions or a single petition with 10 or more locally identifiable names are received objecting to the development on valid planning grounds are assessed by Development, Planning and Regulatory Services staff and considered by full Council.

Council received 115 standard submissions. They were all objections.

This development application was independently assessed and is reported to Council for determination.

Council has adopted a Development Control Plan which outlines what development applications are required to be neighbour notified and /or advertised.

Both advertising and neighbour notification was required by the Community Participation Plan for this development application.

(c) Legislative/Statutory

This application has been assessed having regard to the relevant matters for consideration prescribed by *Section 4.15* of the *Environmental Planning and Assessment Act 1979*.

The proposal is permissible with consent and is consistent with applicable provisions of the *GISLEP 2012*. The assessment report demonstrates that the proposed development also complies with other relevant legislative requirements.

(d) Risk

Council may be required to defend any decision in the Land and Environment Court.

(e) Social

Subject to the implementation of mitigation measures, the proposed development should not result in an unacceptable or significant negative impact on the local or wider community.

(f) Environmental

Environmental implications have been considered in this assessment pursuant to the *Environmental Planning and Assessment Act 1979*.

(g) Economic

The proposed development provides an economic benefit to the region through direct and indirect contributions.

It will also provide an alternate income for the property during drought periods and further drought proof a fifth-generation farming family.

In recent dry years, demand from feedlot space across the country has remained high as cattle cannot be sustained on pastures.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The application required neighbour notification and public advertising under Council's Development Control Plan.

Due to the size of the proposed feedlot and the SCU being less than 1,000 head, the proposed development is not defined as 'designated development' and does not require notification to state agencies.

However, the proposed application was referred to the following external agencies (as detailed below) for comment to enable detailed assessment against the S4.15 Matters for Consideration.

It is noted that the referrals sent to external agencies were beyond the legislative requirements set by Section 4.46 (Integrated Development) of the *Environmental Planning and Assessment Act 1979*. The responses provided by each agency are expanded in the Assessment Report in Annexure A.

The application was referred to the following agencies for comments:

- Transport for NSW
- NSW Department of Primary Industries - Fisheries
- NSW Department of Primary Industries - Agriculture
- Water NSW
- NSW Natural Resource Access Regulators
- Heritage NSW
- Environment Protection Authority

(b) Internal

The DA was provided to the DIS to provide comments and recommendations in regards to traffic, wastewater and stormwater.

The details of the matters considered and recommendations in relation to these matters is contained within the assessment report as Annexure A.

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

This item links to Council's Delivery Program Economic Development Action ED 3.1.5: Provide a Planning and Accreditation Service.

CONCLUSION

The Development Application 25/20-21 for a 1,000 head cattle feedlot has been assessed to determine it's suitability.

An assessment has been undertaken by an independent Town Planner and it has been considered that the proposed development complies with relevant state and local legislation and policies ensuring that the public interest is maintained and potential impacts from the development to the surrounding environment will be minimised.

Development conditions have been recommended to specifically address ongoing operational and environmental management practices.

It has been recommended that the application be approved subject to conditions.

ATTACHMENTS

Annexure A	Perception Planning Development Assessment Report (<i>under separate cover</i>)
Annexure B	AgDSA - Statement of Environmental Effects (<i>under separate cover</i>)
Annexure C	AgDSA - Revised Maps (<i>under separate cover</i>)
Annexure D	AgDSA - Additional Information Letter (<i>under separate cover</i>)
Annexure E	Revised Traffic Impact Assessment (<i>under separate cover</i>)
Annexure F	Referral response Transport for NSW (<i>under separate cover</i>)
Annexure G	Referral response NSW Department of Primary Industries - Fisheries (<i>under separate cover</i>)
Annexure H	Referral response NSW Department of Primary Industries - Agriculture (<i>under separate cover</i>)
Annexure I	Referral response Water NSW (<i>under separate cover</i>)
Annexure J	Referral response NSW Natural Resources Access Regulator (<i>under separate cover</i>)
Annexure K	Referral response NSW Environmental Protection Agency (<i>under separate cover</i>)
Annexure L	Council Director of Infrastructure Services Comments (<i>under separate cover</i>)
Annexure M	Redacted Letters of Support (<i>under separate cover</i>)
Annexure N	Redacted Letters of Objection (<i>under separate cover</i>)

REPORT TITLE: 7.31 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR FEBRUARY 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

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

PURPOSE

The purpose of this report is to provide information on the progress of Council's Development, Planning and Regulatory Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2021/2022 Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

(b) Discussion

A report of statistical data and updates relating to services and projects across this directorate will be presented to Council each month for comparison purposes, showing the previous year's totals, and the year to date figures for the current year. This report includes information from 1 February until 28 February 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:

	2021-2022 YTD	2020-2021
Total Number of DAs Determined	59	117
Average Determination Time (days) – All Applications	19	11
Average Determination Time (days) – Minor Development*	20	11
Average Determination Time (days) – Major Development**	34	18
Value of DAs	\$10,467,316.94	\$14,746,307
Number of Single Dwellings	9	27
Number of Subdivisions	4	8
Number of Commercial Developments	4	9
Number of Industrial Developments	7	4
Withdrawn	2	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 2020/2021 compared to the number issued year to date for the current Financial Year:

	2021-2022 YTD	2020-2021
Total Number of CDCs	4	8
Value of CDCs	\$214,900	\$533,295
Number of Single Dwellings	1	1
	Urban 0	Urban 0
	Rural 0	Rural 1
	Village 1	Village 0

DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – February 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 February 2022 determinations to be publicly notified:

DA Number	Description	Location
DA49/21-22	Construct Dwelling	Dodd Lane, Glen Innes
#DA50/21-22	Dog Breeding Establishment	2 Wards Crescent, Glen Innes
DA52/21-22	Construct Shed	29 Galloway Place, Glen Innes
#DA55/21-22	Construct Shed	8 Ward Street, Deepwater
DA59/21-22	Alteration and Additions to Existing Dwelling	8 Lindsay 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

1. Cemeteries

All Cemeteries have been sprayed. The toilet has been completed at the Glen Innes Cemetery with the pouring of the ramp entrance during the week ending 4 March 2022.

2. Parks and Sporting Fields

AFL training has returned to Wilson Park. Maintenance and mowing of parks and sporting fields has taken priority this month. Village parks mowing is underway and weed spraying will be scheduled once all the cemeteries have been done.

3. Aquatic Centres

As we near the end of the season, we have extended the closing of the pool by one (1) week to officially close on 3 April 2022. This will allow the last six (6) week learn to swim lesson block to be completed.

4. Other Open Spaces

Minor tree works have been carried out to allow access by the garbage truck and street sweeper along some of the laneways and streets within Glen Innes. The roundabout at Meade and Grey Streets has been marked out and a contractor has been organised to do the required cement works on this roundabout after he finishes current scheduled works.

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	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat cattle	149	1,321	2,265	11,471	7,650
Cattle weighing	3,138	5,109	4,655	7,278	8,014
Special cattle sale	131	2,989	1,897	9,422	10,337
Total cattle	3,418	9,419	8,817	28,171	26,001

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat sheep	16,809	30,034	29,007	72,143	62,658
Total sheep	16,809	30,034	29,007	72,143	62,658
Sheep gross value	\$2,814,367.50	\$4,894,055	\$3,867,411	\$7,685,449	\$6,472,152

(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 2017/2027, Delivery Program 2017/2021 and Operational Plan and Budget for the 2021-2022 Financial Year.

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.32 RECOMMENDATIONS FROM THE ROADS
CONSULTATIVE COMMITTEE**

ECM INDEXES:

Subject Index: **GOVERNANCE: Committees of Council**

Customer Index: **Roads Consultative Committee**

Property Index: **NIL**

AUTHOR: **Jai Brummell - Personal Assistant (Director of
Infrastructure Services)**

APPROVER/S: **Keith Appleby - Director of Infrastructure Services**

PURPOSE

The purpose of this report is for Council to consider endorsing a recommendation made at the **Roads Consultative Committee (RCC)** meeting held on Thursday, 17 February 2022.

RECOMMENDATION

That Council notes the request from the Roads Consultative Committee to consider allocating funding as part of the 2022-23 Capital Budget development process to install kerb and gutter on the eastern side of Hunter Street for the residential properties south of Bourke Street, prior to the equestrian centre to mitigate significant drainage issues.

REPORT

(a) Background

The RCC representatives include Councillors, relevant Council staff, residents of various urban and rural localities and representatives from the commercial or public transport sector. The Committee is required to consult constructively regarding the management of the road network and make recommendations to Council with regard to road infrastructure matters.

The committee last met on Thursday, 17 February 2022.

(b) Discussion

The Minutes of the RCC for the meeting held on Thursday, 17 February 2022 are attached (**Annexure A**). The following recommendation was made at the meeting for consideration by Council:

- That the Roads Consultative Committee recommends that Council considers allocating funding as part of the 2022-23 Capital Budget to install kerb and gutter on the eastern side of Hunter Street for the residential properties south of Bourke Street, prior to the equestrian centre to mitigate significant drainage issues.

(c) Options

Nil.

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

A budget of \$30,000 will be required to undertake the kerb and gutter project. This budget will be considered through the annual budgeting process for 2022/23 if the recommendation is adopted.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

The risk of liability for damages as a result of traffic accidents occurring on roads is mitigated by Council assessing the risk associated with road conditions, allocating an appropriate budget within its means and undertaking the works in a timely manner.

Working near traffic carries inherent risks to worker safety. When undertaking works on Council's road network, relevant Traffic Control Plans and Safe Work Method Statements will be implemented and followed.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The proposed works on Hunter Street are capital in nature and a new asset will be created. The depreciation cost of this new asset will be \$375 per annum.

CONSULTATION

(a) External

The RCC facilitates consultation between Glen Innes Severn Council and a number of community members representing various localities within the Local Government Area as well as the commercial transport sector. The quorum is seven (7) members, comprising at least two (2) Councillors, three (3) community representatives and two (2) Council staff, at least one of whom must be representing Council's Management Executive Team (Manex).

(b) Internal

Reports to the RCC have been prepared by Council's Senior Design Officer.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.1.1: Support the existing Roads Committee and Access Committee. This item also links to Council's Delivery Program Infrastructure Management Action IM 1.3.01: Implement Capital Roads infrastructure works according to adopted service levels.

CONCLUSION

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

ATTACHMENTS

Annexure A Roads Consultative Committee Ordinary Meeting Minutes 17 February 2022.

REPORT TITLE: **7.33 TRANSFER OF SKILLED CONSTRUCTION WORKER
POSITION BETWEEN WORKS TEAMS**

ECM INDEXES:

Subject Index: **PERSONNEL: Recruitment - Current**

Customer Index: **Internal Dept – Infrastructure Services**

Property Index: **NIL**

AUTHOR: **Jacob Davis - Acting Manager of Infrastructure Delivery**

APPROVER/S: **Keith Appleby - Director of Infrastructure Services**

PURPOSE

The purpose of this report is advise Council of a minor change to the Organisation Structure (***Annexures A and B***).

The effect of the change is to transfer the existing Skilled Construction Worker position from the Heavy Patching Team to a new position of Skilled Construction Worker within the Bridge Team.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Over the last year Council has been successful in a number of bridge related grants and as a result, Council's Bridge Team requires an additional full time staff member to ensure project demands are met and timeframes achieved. In the short term a staff member has been on loan from the concrete team to provide additional support. The team has been performing very efficiently during this time completing the Rockadooie Bridge project and a causeway renewal under budget.

(b) Discussion

The Bridge Team is a section of Council's Works Department that provides an internal capacity to construct and repair Council's extensive bridge network. With both Federal and State Government providing an abundance of grant funding for bridge construction, the demand for skilled concrete workers in bridge construction is high. To remain on top of the Capital Program, further staffing resources will be needed.

The Heavy Patch Team currently holds five (5) positions in the Organisation Structure. The Skilled Construction Worker position within the Heavy Patch Team has been advertised twice with no successful applicants. It is anticipated that the Heavy Patch Team will be able to complete the current financial year's capital projects, pending no additional unforeseen delays, without the Skilled Construction Worker position filled.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The reassigning of the Skilled Construction Worker position from the Heavy Patch Team to the Bridge Team will have no overall budget implications as the position is a transfer at the same grade (skilled construction worker grade 5).

(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

Consultation has been undertaken with the Works Coordinator, Acting Heavy Patch Team Leader, and the Bridge Team Leader. The discussions have been positive with every member involved agreeing to transfer the position.

Councils Human Resources section has also been consulted during the process and advised of the MANEX decision.

CONCLUSION

An internal business case has evaluated the transfer of a Skilled Construction Worker role from an unfilled position within the Heavy Patch Team to the Bridge Team. The organisation structure has been modified as a result.

ATTACHMENTS

Annexure A	Current Organisational Structure for Infrastructure Services Directorate
Annexure B	Proposed Organisational Structure for Infrastructure Services Directorate

REPORT TITLE: 7.34 INFRASTRUCTURE SERVICES MONTHLY REPORT FOR FEBRUARY

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jai Brummell - 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 2021/2022 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

Works on the construction project on Segment 180 of Emmaville Road commenced in February. The project will be delayed due to gravel being saturated by recent rainfall.

Pothole patching has been carried out on Rangers Valley Road, Emmaville Road, and on roads in the Glen Innes township. The sealed road network is still being repaired and monitored due to extensive damage caused by unprecedented and continuous rain events. The Jet Patcher Operator position has been filled and it is anticipated that this will result in fewer disruptions to pothole maintenance moving forward.

Council's Drainage Team and Bridge Team have been reassigned from Capital Work to emergency flood repair work. The Heavy Patch Team have continued work on Blue Hills Road and will move to Rodgers Road when work has been completed.

Glen Innes has recently been included in another Natural Disaster event. The entire unsealed road network is being inspected with photographic evidence being obtained so that repair works can be funded under our Natural Disaster claim. Emergency flood repairs have commenced with many trees being removed from various roads. Large scale damage has occurred on road and drainage assets, particularly on the eastern side of the LGA.

A map showing grading accomplishment to date is included as **Annexure A**.

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.

	Total Reports	Out of Assigned Timeframe		Within Assigned Timeframe	
		Completed	Yet to be completed	Completed	Yet to be completed
2021	949	60	57	792	40
		12%		88%	
		8	13	125	103
2022	249	8%		92%	

Table 1

INTEGRATED WATER AND SUSTAINABILITY SERVICES

The Beardy and Deepwater Weirs have remained full and flowing throughout the reporting period.

The Rotork valve at the Beardy Pump station was replaced by specialist contractors. Unfortunately, the associated pipework was damaged as a result of changed pressure loadings under the new plumbing arrangement and has been repaired under warranty.

Water pumped from the ponds to the **Water Treatment Plant (WTP)** for processing in the month was 38.1ML. Water pumped and processed at Deepwater was 4.47ML. No traces of blue green algae were present in the Beardy Weir or Deepwater Weir throughout the reporting period.

The **New South Wales (NSW)** Health Drinking Water Monitoring Program Results Report for the month are attached as **Annexure B**. The report shows that 100% of the samples provided were within the **Australian Drinking Water Guidelines (ADWG)** for chemistry and microbiology.

GLEN INNES AGGREGATES

Weather conditions have been challenging over the month of February for **Glen Innes Aggregates (GIA)**, but significant mixing and screening of material has been undertaken to meet demand for road maintenance. Drainage rock has also dominated sales along with 14mm aggregate for fuel pods at the service station development site at the corner of Oliver Street and Church Street, Glen Innes.

Work continues for the new quarry weighbridge and office site, with the entrance pipe and culvert now in place and the exit ready for pipe placement. Internal roads have been rolled and are now ready for final trim once the entry and exit areas have been raised to level. The next step will be to decommission the existing weighbridge and office, strip overburden on the east side and commence drill and blast operations.

Work has commenced at Benton's Pit on Kangaroo Flat Road, Emmaville. This is a new site and material has been loaded out for the gravel re-sheeting project on Kangaroo Flat Road. The quantity required for this project is around 15,000 tonnes.

PLANT AND FLEET

GPS based fleet monitoring equipment was installed as a trial in two light vehicles being the Directors leaseback vehicle and the new electric vehicle. This equipment provides a large amount of detailed data that has many potential uses including the ability to determine usage patterns and which vehicles may be suitable for replacement with electric options. Other potential uses include validating off road fuel consumption for calculating the diesel fuel rebate and streamlining reporting of works progress such as the grading accomplishment. Staff will be consulted prior to any roll out of the technology generally.

EMERGENCY MANAGEMENT AND RECOVERY

Resilience NSW conducted a visit to Council to discuss the local community resilience framework and to assist the **Community Recovery Officer (CRO)** with his progress on project deliverables. Resilience NSW also provided some guidance on the EOC Critical Upgrade Program. This programme had been delayed as Council awaited **Rural Fire Service (RFS)** updates on the fit-out of the proposed purpose-built EOC at the southern end of the State Mitigation Team building, formerly Anderson's Carpets. Note: on 4 March 2022, RFS confirmed that the EOC will not move and will be staying in its currently location in the main Fire Control Centre building. Council staff can now proceed with the upgrade program.

Council successfully applied for Natural Disaster Funding to repair damage from the latest flood (AGRN 1012 starting 22 February 2022).

The second **Community Resilience Network (CRN)** meeting was conducted on 23 February 2022 with new agencies and services attending. It is the CROs opinion that a further two (2) or three (3) meetings will be needed to ensure suitable representation from all areas of the community. Once effective representation is achieved the meetings will be held quarterly.

(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 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 1.3.03: Implement maintenance infrastructure works according to adopted service levels.

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	Grading Accomplishment Map
Annexure B	Drinking Water Monitoring Program Results Report

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 February 2022.

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Australian Local Government Association – newsletters;
- Inside Local Government – newsletters;
- Local Government Information Unit – policy updates;
- Local Government NSW – newsletters;
- Local Land Services – newsletters;
- Member for Northern Tablelands, Mr Adam Marshall – weekly reports and media alerts; and
- Office of Local Government – circulars, COVID-19 updates and newsletters.

Press Releases

- Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce;
- Member for Northern Tablelands, Mr Adam Marshall; and
- Visit NSW.

Publications

- LG Focus – December 2021 and January 2022.

All the above documents and press releases were sent by email to each Councillor for their information as they were received.

REPORT TITLE: 9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

The minutes listed as annexures have been received from Committees of Council for the information of Council.

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A	Australia Day Committee - 2/02/22
Annexure B	Australian Standing Stones Management Board - 19/01/22
Annexure C	Australian Standing Stones Management Board - 16/02/22
Annexure D	Emmaville War Memorial Hall Committee - 9/12/21
Annexure E	Glen Innes Severn Learning Centre Management Committee - 3/12/21
Annexure F	Library Committee - 3/12/21
Annexure G	Minerama Committee - 13/12/21
Annexure H	Minerama Committee - 10/01/22
Annexure I	Minerama Committee - 7/02/22

REPORT TITLE: **9.3 MINUTES OF NON-COUNCIL COMMUNITY COMMITTEES FOR INFORMATION**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Meetings – Local Community Committees**

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 following minutes have been received from Community Committees for the information of Council:

GLENRAC Committee of Management

3/02/22

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

There are no annexures to this report.

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: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to list all of the recent meetings held by the Section 355 Community Committees of Council and to list all of the meetings and functions that have been attended by Councillors.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

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

- Councillor/Staff Committees of Council: four (4);
- Community Committees of Council: 20;
- Groups of Council: three (3);
- Delegates of Council: two (2);
- Community Committees NOT Committees of Council: 17.

Council delegates are usually assigned annually at the September Ordinary Council Meeting. Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

(b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Tuesday, 11 January 2022:

8.01/22 RESOLUTION

3. All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 “Reports from Delegates” in the following month’s Business Paper.

Councillors are therefore required to provide information to the Executive Assistant (Mayor and General Manager) regarding their attendance at all Council and Committee meetings.

In order 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 and every Councillor will meet this commitment that they have all agreed to.

A record of these attendances is recorded on a monthly basis 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 February 2022:

Name of Committee	Councillor Delegate(s)	Date
Australia Day Committee	Cr Parsons, Cr Parry	2/2/2022
Community Access Committee	Cr Banham, Cr Sparks	7/2/2022
Minerama Committee	Cr Sparks	7/2/2022
Glen Innes Saleyards Advisory Committee (AGM)	Cr Banham, Cr Sparks	9/2/2022
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	16/2/2022
Open Spaces Committee (AGM)	Cr Banham, Cr Sparks, Cr Arandale	16/2/2022

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Name of Committee	Councillor Delegate(s)	Date
Emmaville Mining Museum Committee (AGM)	Cr Banham	17/2/2022
Glen Innes Severn Cemetery Committee (AGM)	Cr Arandale	17/2/2022
Roads Consultative Committee (AGM)	Cr Banham, Cr Alt, Cr Arandale	17/2/2022
Library Committee (AGM)	Cr Banham	18/2/2022

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Councillor Induction – Programs 3A and 3B	1/2/22
	Grow Glen Innes Think Tank online meeting	2/2/22
	GLENRAC Committee Meeting	3/2/22
	Local Health Advisory Committee (LHAC) Meeting Emmaville	3/2/22
	Warwick Twigg Indoor Sports Centre grant announcement with Adam Marshall (and lunch)	7/2/22
	Meeting with the General Manager and Deputy Mayor	7/2/22
	Councillor Induction – Program 4	8/2/22
	Glen Innes Hospital Clinical Services Plan Meeting with Hunter New England Health and Mr Adam Marshall, MP (online)	9/2/22
	Saleyards Advisory Committee Meeting	9/2/22
	Induction Meeting for Councillors with Emma Broomfield	10/2/22
	Presidents Luncheon Glen Innes Show Society	11/2/22
	Official Glen Innes Show Opening	11/2/22
	Glen Innes Show with Deputy Mayor	12/2/22
	Developer Meeting	14/2/22
	Meeting with the General Manager and the Deputy Mayor	14/2/22
	Meeting with the General Manager	15/2/22
	Councillor Induction – Program 5	15/2/22
	Open Spaces Committee Meeting	16/2/22
	Australian Standing Stones Management Board Meeting	16/2/22
	Roads Consultative Committee Meeting	17/2/22

Councillor	Name of Meeting / Function	Date attended
	Emmaville Mining Museum Meeting and AGM	17/2/22
	Emmaville Military Museum Opening with Adam Marshall	19/2/22
	Announcement by Adam Marshall regarding a grant application for Emmaville War Memorial Hall and Day Care Room	19/2/22
	Business Paper Meeting	21/2/22
	Meeting with the General Manager and Deputy Mayor	21/2/22
	Community Outreach Event Deepwater School of Arts	23/2/22
	Visit Deepwater Businesses with the Deputy Mayor	23/2/22
	Pre-Meeting Briefing Session	24/2/22
	Ordinary Council Meeting	24/2/22
	Meeting in Armidale with Mayors and General Managers of Walcha, Uralla and Armidale Councils	25/2/22
	Meeting at Inverell with Barnaby Joyce and Dr David Gillispe, Mayor and Deputy Mayor of Inverell and Health Professionals	25/2/22
	LGNSW Special Conference 2022 – Day 1 (Sydney)	28/2/22
Cr T Arandale (Deputy Mayor)	Councillor Induction – Programs 3A and 3B	1/2/22
	Australian Standing Stones Management Board Meeting	1/2/22
	Grow Glen Innes Think Tank online meeting	2/2/22
	Warwick Twigg Indoor Sports Centre grant announcement with Adam Marshall (and lunch)	7/2/22
	Mayoral Meeting	7/2/22
	Councillor Induction – Program 4	8/2/22
	Glen Innes Hospital Clinical Services Plan Meeting with Hunter New England Health and Mr Adam Marshall, MP (online)	9/2/22
	LGNSW Water Management Conference	9/2/22 10/2/22 11/2/22
	LGNSW online training: <i>Hit the Ground Running</i>	12/2/22
	Developer Meeting	14/2/22

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Councillor	Name of Meeting / Function	Date attended
	Mayoral Meeting	15/2/22
	Councillor Induction – Program 5	15/2/22
	Open Spaces Committee AGM	16/2/22
	Roads Consultative Committee AGM	17/2/22
	Cemetery Trust Committee AGM	17/2/22
	Emmaville Military Museum Opening with Adam Marshall	19/2/22
	Announcement by Adam Marshall regarding a grant application for Emmaville War Memorial Hall and Day Care Room	19/2/22
	LGNSW online training: <i>Hit the Ground Running</i>	19/2/22
	Mayoral Meeting	21/2/22
	Morning Tea with the Community Centre	23/2/22
	Deepwater Community Outreach Program with the Mayor	23/2/22
	Business walk-through with the Mayor at Deepwater	23/2/22
	Pre-Meeting Briefing Session	24/2/22
	Ordinary Council Meeting	24/2/22
	LGNSW online training: <i>Hit the Ground Running</i>	26/2/22
	LGNSW Special Conference 2022 – Day 1 (Sydney)	28/2/22
Cr T Alt	Councillor Induction – Programs 3A and 3B	1/2/22
	Councillor Induction – Program 4	8/2/22
	Councillor Induction – Program 5	15/2/22
	Roads Consultative Committee Meeting	17/2/22
	Emmaville Military Museum Opening with Adam Marshall	19/2/22
	Announcement by Adam Marshall regarding a grant application for Emmaville War Memorial Hall and Day Care Room	19/2/22
	Pre-Meeting Briefing Session	24/2/22
	Ordinary Council Meeting	24/2/22

Councillor	Name of Meeting / Function	Date attended
Cr L Gresham	Councillor Induction – Programs 3A and 3B	1/2/22
	30 th Anniversary Celebrations for the Australian Standing Stones (Ceremony at the Australian Standing Stones and Dinner at the New England Motor Lodge)	1/2/22
	Councillor Induction – Program 4	8/2/22
	Glen Innes Hospital Clinical Services Plan Meeting with Hunter New England Health and Mr Adam Marshall, MP (online)	9/2/22
	Media Announcement at the Glen Innes Hospital with Mr Adam Marshall, MP	11/2/22
	Glen Innes Highlands Visitor Association Meeting	14/2/22
	Councillor Induction – Program 5	15/2/22
	Australian Standing Stones Management Board Meeting	16/2/22
	Pre-Meeting Briefing Session	24/2/22
	Ordinary Council Meeting	24/2/22
Cr J Parry	Councillor Induction – Programs 3A and 3B	1/2/22
	Post Australia Day Meeting	2/2/22
	Deliver pamphlets and distribute /mailbox drop/ around Glencoe and Area	5/2/22
	Councillor Induction – Program 4	8/2/22
	North West Weight of Loads online Meeting (AGM and Quarterly Meeting)	8/2/22
	Induction Meeting for Councillors with Emma Broomfield	10/2/22
	Councillor Induction – Program 5	15/2/22
	Emmaville Military Museum Opening with Adam Marshall	19/2/22
	Pre-Meeting Briefing Session	24/2/22
	Ordinary Council Meeting	24/2/22
Cr A Parsons	Councillor Induction – Programs 3A and 3B	1/2/22
	Councillor Induction – Program 4	8/2/22
	Councillor Induction – Program 5	15/2/22
	Pre-Meeting Briefing Session	24/2/22
	Ordinary Council Meeting	24/2/22
	Community Centre Meeting	28/2/22

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Councillor	Name of Meeting / Function	Date attended
Cr C Sparks	Councillor Induction – Programs 3A and 3B	1/2/22
	Showground Committee Meeting	1/2/22
	Grow Glen Innes Think Tank	2/2/22
	Warwick Twigg Indoor Sports Centre grant announcement with Adam Marshall	7/2/22
	Community Access Committee Meeting	7/2/22
	Minerama Committee Meeting	7/2/22
	Councillor Induction – Program 4	8/2/22
	Glen Innes Saleyards Advisory Committee (AGM)	9/2/22
	Community Drug Action Team (CDAT) Meeting	10/2/22
	Induction Meeting for Councillors with Emma Broomfield	10/2/22
	Media Announcement at the Glen Innes Hospital with Mr Adam Marshall, MP	11/2/22
	Volunteer at the Show	11/2/22
	Interagency Committee Meeting	14/2/22
	Red Cross Committee Meeting	14/2/22
	Councillor Induction – Program 5	15/2/22
	Open Spaces Committee Meeting	16/2/22
	Safe in our Town Committee Meeting	17/2/22
	Attract Connect and Stay Committee Meeting	19/2/22
	Emmaville Military Museum Opening with Adam Marshall	19/2/22
	Glen Innes Art Gallery AGM	20/2/22
	Pre-Meeting Briefing Session	24/2/22
	Ordinary Council Meeting	24/2/22
	Community Centre Meeting	28/2/22

(c) Options

Nil.

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

Nil.

(b) Governance/Policy

Although the majority of 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

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

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 attendances 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 item links to Council's Community Strategic Plan Objective CS 5 'Celebrate and encourage community committees (volunteerism) and CS 5.1 'Promote partnerships between the community and Council in achieving this objective'.

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

CONCLUSION

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

Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS