

# **GLEN INNES SEVERN COUNCIL**

## **BUSINESS PAPER**



**FOR THE ORDINARY  
COUNCIL MEETING**

**TO BE HELD ON  
THURSDAY,  
23 JUNE 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, 23 June 2022 at 9.00am

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Craig Bennett  
**General Manager**

# Council

**Meeting Date:** 4<sup>th</sup> 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 - 26 MAY 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

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### PURPOSE

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

### RECOMMENDATION

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

### REPORT

#### (a) Background

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

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

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

**(b) Discussion**

There are now 18 Council Resolutions currently outstanding as at Thursday, 16 June 2022.

There were 21 Council Resolutions outstanding in the report that went to the Thursday, 26 May 2022 Ordinary Council Meeting.

A further 9 outstanding actions were added after the May 26, 2022 Ordinary Council Meeting.

Therefore, 12 outstanding actions have now been completed since the last Ordinary Council Meeting (workings –  $21 + 9 = 30 - 18 = 12$ ).

The 18 outstanding resolutions are broken up as follows:

<b><u>YEARS</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
2020	2	(2	May 2022)
2021	4	(4	May 2022)
2022	12	(15	May 2022)
<b>TOTAL</b>	<b><u>18</u></b>	<b><u>(21</u></b>	<b>May 2022)</b>

The outstanding resolutions relate to the following Directorates:

<b><u>DIRECTORATE</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
General Manager	1	(3	May 2022)
Corporate and Community Services	9	(11	May 2022)
Development, Planning and Regulatory Services	2	(2	May 2022)
Infrastructure Services	6	(5	May 2022)
<b>TOTAL</b>	<b><u>18</u></b>	<b><u>(21</u></b>	<b>May 2022)</b>

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 as at Thursday, 16 June 2022

**REPORT TITLE: 7.2 ORGANISATIONAL REVIEW**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Organisational Review**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Craig Bennett - General Manager**

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

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**PURPOSE**

The purpose of this report is to inform Councillors of the organisational review that was undertaken from 1 July 2021 until 31 January 2022.

**RECOMMENDATION**

*That Council receives and notes the information contained in this report.*

**REPORT**

**(a) Background**

The General Manager conducted an organisational review from Thursday, 1 July 2021 until Monday, 31 January 2022. Staff were invited to provide feedback on the following at Council:

- The current organisational structure;
- The current processes being used at Council;
- The current systems being used at Council;
- The current strategies being used at Council;
- The current policies being used at Council; and
- The current procedures being used at Council.

**(b) Discussion**

A confidential report (**Annexure A**) was provided to the General Manager by the independent consultant engaged by the General Manager, Mrs Noleen Jessup of Jessup HR and Mediation on Friday, 4 March 2022.

The confidential report went to the 10 May 2022 **Management Executive Team (MANEX)** meeting for review and discussion.

Glen Innes Severn Council embarked on a large-scale communication and consultation programme to ensure that staff were fully informed of the reasons for the upcoming review of the organisational structure and to provide each and every employee with the opportunity to provide feedback and contribute to the organisational review process.

As part of the organisational review, 11 focus group sessions were conducted by the independent HR consultant with staff over the three (3) days, from Monday, 22 November 2021 until Wednesday, 24 November 2021.

All of the feedback received from staff will now be included into an action plan so that tangible outcomes can be achieved from the staff feedback.

Some of these suggestions from staff will be followed up immediately in order to achieve some 'quick wins'.

The action plan will come back to Council on a quarterly basis so that Councillors, the Community and Staff can see the continuous improvement that is being achieved from the organisational review.

The General Manager will be conducting a workshop with all Councillors in July 2022. The workshop will be to discuss the best organisational structure for the Glen Innes Severn Council from 1 July 2022.

This is the ideal time to review and potentially amend the organisational structure as the 10-year Community Strategic Plan 2022-2032 has recently been adopted by Council after extensive community consultation.

Council's organisational structure needs to align with this 10-year strategic plan as the community is expecting Council to deliver on the goals and actions that are included in the 10-year strategic plan.

**(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**

Nil.

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

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

**CONCLUSION**

This report provides Council with the feedback received from staff after undertaking a full organisational review.

An action plan will now be prepared in order to obtain tangible outcomes from the staff feedback.

**ATTACHMENTS**

Annexure A    Organisational Review Report (*Confidential*)

**REPORT TITLE: 7.3 GLEN INNES SEVERN COUNCIL HOUSING ASSESSMENT AND DRAFT GLEN INNES SEVERN COUNCIL HOUSING STRATEGY 2022-2041**

**ECM INDEXES:**

**Subject Index: ECONOMIC DEVELOPMENT: Planning**

**Customer Index: NIL**

**Property Index: NIL**

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

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

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**PURPOSE**

The purpose of this report is to present Council with the **Glen Innes Severn Council Housing Assessment (GISC-HA) (Annexure A)** and the **Draft Glen Innes Severn Council Housing Strategy 2022-2041 (DGISC-HS) (Annexure B)**, for their review and for the DGISC-HS to then be endorsed to go on public exhibition for 28 days.

**RECOMMENDATION**

***THAT Council:***

- 1. Endorses for the revised Draft Glen Innes Severn Council Housing Strategy 2022-2041 to be placed on public exhibition for 28 days from Thursday, 30 June 2022 until Wednesday, 27 July 2022, in order to seek public submissions on the document.***
- 2. Displays the Draft Glen Innes Severn Council Housing Strategy 2022-2041 on Council's website and the Glen Innes Highlands website, and that the document also 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 Economic Development to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Glen Innes Severn Council Housing Strategy 2022-2041; otherwise, that the Draft Glen Innes Severn Council Housing Strategy 2022-2041 be adopted by Council.***

## **REPORT**

### **(a) Background**

The following was resolved by Council at the Ordinary Council Meeting held on 28 April 2022:

#### **4.04/22 RESOLUTION**

That Council does not approve for the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 to go on public exhibition in order to make amendments or request further analysis and/or considerations.

Subsequent to the Ordinary Council Meeting, a Councillor workshop was conducted on Wednesday, 11 May 2022 to discuss Councillors concerns.

The following amendments have now been included in the revised Housing Assessment and Draft Strategy:

1. 'Potential' to the land supply assessment as whilst the land may be available circumstances for its usage may not enable that availability to be converted;
2. Review the recently released **Regional Australia Institute's (RAI)** "Building the Good Life, Foundations of Regional Housing" May 2022 Report and update the DGISC-HA and DGISC-HS to ensure alignment.

The RAI launched its Liveability Toolkit at the **2021 Regions Rising National Summit (the Summit)** in Canberra.

The final **Economic Development Strategy 2020-2040 and the Action Plan 2020-2025 (EDS&AP)** was adopted by Council at the Ordinary Council Meeting held on Thursday, 25 March 2021.

The EDS&AP took a place-based approach to local economic development.

Intuitively the EDS&AP included tasks that referenced five (5) of the above indicators. The one (1) missing indicator was the Cost of Living.

As the RAI has outlined in its Understanding Regional Liveability Discussion Paper (**Annexure C**) 'housing is an emerging component of liveability'.

The overarching objective of the project is to ensure housing affordability and housing development do not become a barrier to population retention and growth.

With Council's place-based approach to local economic development, the project is also intended to ensure our residents can access affordable housing and not be displaced as we prepare for a potential upwards shift in population growth.

Council therefore embarked on a procurement process to utilise the services of a suitability qualified and experienced consultant to deliver the DGISC-HA and the DGISC-HS.

The GISC-HA provides a detailed assessment of the **Local Government Area's (LGA)** housing situation as well as uncovering the key challenges in the local housing supply. The GISC-HA was then accounted for in the resulting DGISC-HS.

Council appointed **Project JSA's Jack Archer (Jack)** following a Request for Quote process to achieve the following outcomes:

- Assess the current housing situation in the LGA and provide a gap analysis;
- Propose a strategy to deliver housing into the future to ensure 'affordability' remains a Unique Selling Proposition for Glen Innes to attract new residents and address any causes of dysfunction in the community as a result of the housing ecosystem;
- Identify development initiatives and ways to potentially fill future gaps and attract housing developments that meet our needs;
- Provide a recommendation on Council's role and any potential opportunities within the local housing market, such as developing an affordable or investment housing portfolio; and
- Ensure that the strategy reviews align to relevant State and Regional Housing Plans and State Planning Hierarchy.

#### **(b) Discussion**

The GISC-HA included a review and analysis of the following:

1. Glen Innes Population Trends and Contribution of Housing to the Local Economy.
2. Local Housing Market Conditions.
3. Assessment of Local Land Supply and Development Activity.
4. Housing and Economic Development in Glen Innes Severn.
5. Housing and Sustainability in Glen Innes.
6. Key Issues and Strategic Priorities for the Future.

In summary, the GISC-HA concluded the following Key Issues and Strategic Priorities for the Future:

For stable housing markets such as is the case in the Glen Innes Severn LGA, the Regional Australia Institute<sup>1</sup> recommends that the housing strategy focuses on the constraints emerging due to population growth.

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<sup>1</sup> Building the Good Life: Foundations of Regional Housing (2022). Canberra, The Regional Australia Institute.

Increasing the supply of development ready land is a key priority. Achieving greater diversity in the local housing mix to support older people and younger professionals and paraprofessionals is also crucial.

Finally, councils need to go beyond a reliance on planning instruments to achieve greater housing supply. Glen Innes Severn's needs and priorities align well to these observations from a national review of options, for regional housing markets.

Despite pessimistic state population predictions, it is clear that Glen Innes has a relatively stable population that may either decline or grow depending on net migration. Ageing and outmigration drives the risk of decline, positive net migration can drive growth.

Currently, land supply is constrained in Glen Innes by a lack of subdivision activity. Dwelling construction is constrained by a small local workforce that is mainly engaged in building new housing for existing residents and renovation of existing stock. This provides limited opportunity for the needs of existing renters and new residents to be met.

In the last four (4) years, the rate of subdivisions and dwelling approvals has contracted significantly, contributing to a tightening market for houses and rentals.

The recent rise in demand for regional living has flowed through to increased demand for houses and rentals in Glen Innes which is improving the case for investment but stretching affordability and availability for vulnerable residents. Most new residents come from nearby areas on the coast, with some migration from Brisbane.

To ensure community well-being and economic development, there is a need for additional housing supply.

Developments targeting the specific needs of older residents and expanding social housing and key worker accommodation are a priority. Development of new one (1) and two (2)-bedroom properties as well as potentially some executive level accommodation for doctors and other key professionals are the main priorities.

The need for an increased supply of temporary worker and visitor accommodation may also grow depending on renewable energy projects and tourism development outcomes in the area.

To support future housing needs, this assessment identifies a series of priorities for the **Glen Innes Severn Council (GISC)** to consider in the development of the DGISC-HS.

These include:

- Intervening to ensure a supply of new housing lots in Glen Innes through Council led or facilitated developments;
- Working with partners to develop priority new housing types; and

- Encouraging sustainability, particularly via the installation of renewable energy and insulation to increase comfort and reduce long term costs.

Following the completion of the DGISC-HS, the document is now provided to Council and the community for consultation.

This DGISC-HS identifies a series of ways in which Council can work with the State Government, the private sector, community housing providers and local industry to improve the quality and supply of local housing in the future.

The following outlines the key elements of the DGISC-HS:

1. **Vision:**

The Glen Innes community has access to good quality housing that meets their needs, is affordable and supports a great local lifestyle. Housing facilitates a growing population and successful local services and industries.

2. **Mission:**

GISC will actively facilitate the land development and housing construction to provide a sustainable flow of new housing and targeted improvements in the quality of existing housing stock.

3. **Key Strategies and Outcomes:**

- i. Expand supply to critical groups to ensure:
  - a. An increased supply of housing supports growth in the Glen Innes population and workforce; and
  - b. Older residents and members of the community requiring social or affordable housing are adequately housed.
- ii. Increase contribution of the housing industry to the local economy to ensure:
  - a. The contribution of the housing industry to local jobs increases as a share of the economy; and
  - b. Development of the tourism and renewable energy sector is enabled by an increased supply of dedicated.
- iii. Improve the sustainability and liveability of local housing to ensure:
  - a. Housing stock is sustainably constructed or retrofitted to reduce environmental impacts and increase the liveability and affordability of housing for the community.
- iv. Ensure future land supply and dwelling development opportunities to ensure:
  - a. The long-term capacity for future growth of key settlements in the Glen Innes region is assured.

The DGISC-HS advises that while Council must take the lead on these issues on behalf of the community for change to occur, it will rely substantially on partnerships and investment from other levels of government, local industry, and the property sector in order to be successful.

Council will need to be a strong advocate and a proactive partner in order for change to occur.

For each key strategy area and priority, a series of key actions are included in the Action Plan as well as Key Performance Indicators for the four (4) key strategies so that Council can monitor progress and keep the local community informed.

**(c) Options**

**Option 1**

THAT Council:

1. Endorses the revised Draft Glen Innes Severn Council Housing Strategy 2022-2041 to be placed on public exhibition for 28 days from Thursday, 30 June 2022 until Wednesday, 27 July 2022, in order to seek public submissions on the document.
2. Displays the Draft Glen Innes Severn Council Housing Strategy 2022-2041 on Council's website and the Glen Innes Highlands website, and that the document also 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 Economic Development to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Glen Innes Severn Council Housing Strategy 2022-2041; otherwise, that the Draft Glen Innes Severn Council Housing Strategy 2022-2041 be adopted by Council.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council does not approve for the Draft Glen Innes Severn Council Housing Strategy 2022-2041 to go on public exhibition in order to make further amendments or request further analysis and/or considerations on the document.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The GISC-HA and the DGISC-HS is fully funded out of the Bushfire Disaster Recovery – Planning Support project funding of \$30,000.

The NSW Office of Local Government has a Low-Cost Loans Initiative (**Annexure D**) to support local councils to borrow up to \$500M for infrastructure that enables new housing supply by halving the cost of interest on their loans.

This would allow Council to bring forward delivery of planned infrastructure in new housing areas.

### **(b) Governance/Policy**

Council has an Investment Policy which incorporates the provisions of Section 625 of the *Local Government Act 1993*, Section 212 of the *Local Government (General) Regulation 2021*, the Investment Policy Guidelines and the current Ministerial Investment Order enacted on 11 February 2011.

The Investment Policy guides the investment process for Council including:

- Investment philosophy;
- Overall risk philosophy;
- Investment objectives and expectations;
- Identifying the roles for those involved in the investment process; and
- Detailing the requirements for compliance with the policy's goals and procedures.

### **(c) Legislative/Statutory**

#### **Section 625 of the *Local Government Act 1993***

*s.625 How may councils invest?*

- 1) *A council may invest money that is not, for the time being, required by the council for any other purpose.*
- 2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*

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

- 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.*



**(d) Risk**

A full risk assessment would need to be conducted on any future investments in alignment with Council's Investment Policy and Council's overall risk philosophy.

**(e) Social**

There is a need for additional housing supply in Glen Innes.

The housing assessment has identified specific shortages in housing supply that should be a priority for Council given the impact housing shortages are having on some vulnerable groups.

Developing new housing for these vulnerable groups will also free up some existing housing stock to support wider population growth.

Target groups for housing support under the strategy include:

- Rental accommodation for key workers that enable the provision of local health and education services;
- Older residents living independently; and
- Social housing.

Providing improved housing options for each of these groups is important to supporting population growth and to community well-being.

**(f) Environmental**

Older housing stock is often poorly insulated, leading to high energy costs and increased environmental impacts.

Homes currently generate around 13 per cent of Australia's greenhouse gas emissions and are also a source of large amounts of waste.

A sustainable home is one that requires less energy to heat and cool, and so is cheaper to run and are more resilient to climate and weather extremes.

Sustainability also involves optimising the use of land and using materials that are reusable or recyclable.

Housing is an important contributor to sustainability of the Glen Innes Severn LGA.

The Glen Innes Severn community is a lower income community and so sustainability requirements need to ensure they reduce rather than add to the cost of constructing and living in local housing.

**(g) Economic**

Housing is fundamental to the future growth and well-being of the Glen Innes community.

By facilitating an increase in housing development through Strategies one (1) and four (4) of the DGISC-HS, Council can directly contribute the creation of sustainable local employment and economic activity.

As well as the benefits to the local environment and community well-being, there are significant economic opportunities associated with housing and sustainability, with the right approaches saving Council and residents from unnecessary future expenditure and generating local employment during construction and installation.

Housing and a proactive housing development strategy can play a significant role in implementing economic development actions and realising local growth opportunities.

The supporting housing assessment identified a series of links between the EDS&AP and development of housing as a fundamental pillar for the local economy.

**(h) Asset Management**

Any investment in infrastructure would have to consider the future asset renewal costs and the need for Council to cover the cost of maintenance and repairs.

A business case would need to be developed to ensure that all viable options were assessed inclusive of depreciation.

**CONSULTATION**

**(a) External**

- Jack Archer, Project JSA;
- REMPLAN;
- Regional Housing Taskforce; and
- Local Builders.

**(b) Internal**

- The Director of Infrastructure Services;
- The Acting Director of Development Planning and Regulatory Services;
- The Chief Financial Officer;
- The Manager of Governance, Risk and Corporate Planning; and
- The Acting Manager of Planning and Regulatory Services.

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

This item links to Council's Delivery Program Community Service Action CS 1.2.5: Investigate ways to promote Glen Innes Highlands as a 'tree change' destination.

This item links to Council's Delivery Program Community Service Action CS 2.1.1: Review the Glen Innes Severn LEP 2012 so as to ensure that minimum lot sizes meet the needs of the incoming population, including lifestyle changers, but do not impact on the productivity of agricultural land.

This item links to Council's Delivery Program Economic Development Action ED 1.1.1: Undertake a review of the current Economic Development Strategy to ensure Council is capitalising on economic development opportunities in the LGA.

This item links to Council's Delivery Program Economic Development Action ED 3.1.4: Hold "Development Assessment Unit" meetings with developers to provide them with an opportunity to discuss their developments with key Council staff before the actual Development Applications are lodged.

### CONCLUSION

Housing is a key part of the local economy and a high value potential source of new local jobs and economic growth in the Glen Innes Highlands.

The GIH-HA and the DGIH-HS outlines the need for additional housing supply being crucial to facilitate population growth.

Council has the opportunity to consider intervening and investing in the local housing market to facilitate developments that meet the needs of the existing and the future community.

### ATTACHMENTS

- Annexure A Glen Innes Severn LGA Housing Assessment
- Annexure B Draft Glen Innes Severn Housing Strategy
- Annexure C Regional Australia Institute Understanding Regional Liveability Discussion Paper
- Annexure D Office of Local Government Low Cost Loans

**REPORT TITLE: 7.4 STRONGER COUNTRY COMMUNITIES R4 FUNDING DEED - 0196 - EMMAVILLE WAR MEMORIAL HALL**

**ECM INDEXES:**

**Subject Index: GOVERNANCE: Policy  
GRANTS AND SUBSIDIES: Programs  
INFORMATION MANAGEMENT: Legal Documents –  
PENDING SIGN AND SEAL**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Richard Quinn - Grants Officer**

**APPROVER/S: Margot Davis - Manager of Economic Development  
Craig Bennett - General Manager**

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## **PURPOSE**

The purpose of this report is to seek Council's authorisation for the Common Seal of the Glen Innes Severn Council to be affixed to the Funding Deed (**Annexure A**) between the Glen Innes Severn Council and The Crown in right of New South Wales as represented by Regional NSW, in relation to its **Stronger Country Communities Round Four (SCCF4)** grant allocation for the Emmaville War Memorial Hall.

## **RECOMMENDATION**

***THAT Council:***

- 1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Stronger Country Communities Fund Round Four (4) Deed Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.***
- 2. Authorises for the Deputy Mayor and the General Manager to execute all documents relating to the Stronger Country Communities Fund Round Four (4) Deed Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.***

## **REPORT**

### **(a) Background**

A grant application for upgrades was submitted on Friday, 25 June 2021 by Council, on behalf of the Emmaville War Memorial Hall 355 Committee. Council was notified of funding approval on Friday, 12 November 2021.

A confidentiality agreement (***Annexure B***) was completed by the previous Director of Development, Planning and Regulatory Services in November 2021, to enable initial acceptance by Council of the funding being offered by the NSW Government.

### **(b) Discussion**

The approved grant application will provide funding for the following upgrades to the Emmaville War Memorial Hall:

- Kitchen renovations;
- Minor repairs to building exterior;
- Internal and external painting of building;
- Replacing main hall ceiling;
- Gas heating upgrade;
- Sanding and resurfacing of floor and stage;
- Upgrade exterior fencing;
- Upgrade hall exits with ramps and landings;
- Supply and installation of new windows;
- Supply and installation of new window shutters;
- Supply and installation of footing enclosures; and
- Purchase of new chairs.

As the Hall is the main meeting venue in the village the funded upgrades will benefit the Emmaville community and, in particular, the regular community services conducted from the venue.

### **(c) Options**

#### **Option 1**

THAT Council:

1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Stronger Country Communities Fund Round Four (4) Deed Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.

2. Authorises for the Deputy Mayor and the General Manager to execute the Stronger Country Communities Fund Round Four (4) Deed Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council does not sign the Funding Deed, meaning that Council would forfeit the allocated monetary grant allocation.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The SCFF4 Funding Deed total allocation is \$131,658.

A milestone instalment one (1) payment of \$105,326.40 is payable to Council from The Crown in right of New South Wales, as represented by Regional NSW, upon the affixing of the Common Seal and the Execution of the Funding Deed.

**(b) Governance/Policy**

The Funding Deed is required to be executed under Council's Common Seal and therefore must go before Council with the wording detailed in the recommendation.

The Execution of Documents Matrix provides the specific wording for the resolution regarding the application of the Common Seal of Council.

The Deputy Mayor is being submitted as a signatory, instead of the Mayor as the Mayor was the Chairperson of the Emmaville Memorial Hall section 355 Committee at the time that the grant application was submitted.

**(c) Legislative/Statutory**

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

**400 Council Seal**

- (1) The seal of a council must be kept by the mayor or the general manager, as the council determines.
- (2) The seal of a council may be affixed to a document only in the presence of:
  - (a) the mayor and the general manager, or

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

**(d) Risk**

If Council does not approve the signing of the Deed, then the funding allocation will be withdrawn, and the upgrades to the Emmaville War Memorial Hall will not be able to proceed.

**(e) Social**

The upgrades to the Emmaville War Memorial Hall that this approved grant application will fund will benefit the Emmaville village and surrounding district community.

Regular activities that are conducted at the hall, such as the Emmaville Branch Library, Glen Innes Pre-School Association, Emmaville Central School and Vegetable Creek MPS Auxiliary will be the primary beneficiaries of the funded upgrades.

**(f) Environmental**

Nil.

**(g) Economic**

The Emmaville War Memorial Hall is the main community gathering venue in this locality.

The upgraded facility will now be able to attract higher calibre events with the ability to provide kitchen catering for attendees and heating upgrades allowing for year-round events to be conducted.

The potential for increased events could provide economic benefits to Emmaville community.

**(h) Asset Management**

The Emmaville War Memorial has a current replacement cost recorded as \$969,675. The works will comprise asset renewal works and assist Council to meet its renewal obligations of this asset.

**CONSULTATION**

**(a) External**

Regional NSW.

**(b) Internal**

Nil.

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

This item links to Council's Delivery Program Community Service Action CS 5.1.2: Provide a Grants Officer on a permanent part-time basis.

**CONCLUSION**

The SCCF4 grant application for upgrades to the Emmaville War Memorial Hall has been approved for a funding allocation by The Crown in right of New South Wales, represented by the Regional NSW Office.

All of the steps required by the Department of Regional NSW to reach the Deed Agreement stage have been met and Council now needs to authorise for the Common Seal of the Glen Innes Severn Council to be affixed to the Deed.

**ATTACHMENTS**

Annexure A	SCCF4 0196 Funding Deed
Annexure B	GISC Signed SSC4 0196 Acceptance of Funding and Confidentiality Agreement



**REPORT TITLE: 7.5 RECONNECTING REGIONAL NSW COMMUNITY  
EVENTS PROGRAM APPLICATION**

**ECM INDEXES:**

**Subject Index: GRANTS AND SUBSIDIES: Applications**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Richard Quinn - Grants Officer**

**APPROVER/S: Margot Davis - Manager of Economic Development  
Craig Bennett - General Manager**

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**PURPOSE**

The purpose of this report is for Council to endorse the community projects for the Council grant application to the NSW Government **Reconnecting Regional NSW Community Events Program (RR-CEP)**.

**RECOMMENDATION****THAT Council:**

1. **Endorses the following community events for inclusion in Council's grant funding application for the NSW Government's Reconnecting Regional NSW Community Events Program:**
  - a. **The 2023 Celebration of 100 Years Country Women's Association (CWA) in Glen Innes event organised by the Country Women's Association, Glen Innes with eligible expenditure of \$14,112;**
  - b. **The Rotary Markets in the Highlands event organised by The Rotary Club of Glen Innes with eligible expenditure of \$14,900;**
  - c. **The Vegetable Creek MPS (Hospital) 20 Year Anniversary & Emmaville Village 150 Year Anniversary Celebrations event organised by The Vegetable Creek Emmaville MPS Auxiliary with eligible expenditure of \$21,390;**
  - d. **The 2022 Spend in Glen Highlands Christmas event organised by Spend in Glen, a sub-committee of Business in Glen with eligible expenditure of \$6,230;**
  - e. **The 2022/2023 Walk of Light event organised by Mrs Cassandra Hill of Mr and Mrs Hill Lighting with eligible expenditure of \$78,600; and**
  - f. **The 2022 Gemorama event organised by Mr Robert Rodger with eligible expenditure of \$6,000.**
  
2. **Endorses the following Council-led events for inclusion in the grant funding application for the NSW Government Reconnecting Regional NSW Community Events Program:**
  - a. **The Christmas in the Highlands for additional lighting entertainment and carols by candlelight activities with an allocation of \$20,000;**
  - b. **The Glen Innes and Emmaville Swimming School Holiday Events with an allocation of \$20,000;**
  - c. **The Highlands Hub community classes and workshops with an allocation of \$30,000;**
  - d. **The Festival of Youth event with an allocation of \$50,000;**
  - e. **An 'Inclusive Family Fun Day' event with an allocation of \$5,476;**
  - f. **An 'Aged and Engaged' event for older people with an allocation of \$5,000 and**
  - g. **"Sounds of Glen Innes" in partnership with Matt Scullion with an allocation of \$30,000.**

## REPORT

### (a) Background

The NSW Government announced the \$200M recovery package on Monday, 25 October 2021 for regional NSW. This package will assist in creating new jobs and support community events, shows and festivals to boost tourism and help young people reclaim the best years of their lives. This package includes the \$25M RR-CEP. The Program will promote economic and social recovery across all 93 regional NSW **Local Government Areas (LGAs)**, Lord Howe Island and the Unincorporated Far West.

The program will assist communities and businesses to recover from the impacts of COVID-19 restrictions and border closures, and cumulative natural disasters.

The RR-CEP program will:

1. Facilitate economic recovery in regional NSW by stimulating activity in the events, hospitality, and accommodation sectors, all of which have been heavily impacted by COVID-19 restrictions, providing opportunities for an immediate revenue boost; and
2. Reconnect communities by facilitating the delivery of events that promote greater social cohesion, bringing people together to create improved social outcomes.

Projects submitted under the RR-CEP will need to meet the program eligibility and assessment criteria to receive funding. All applications will be assessed for eligibility and against the assessment criteria. Only eligible applications will be considered for funding.

A dedicated allocation of \$301,708 is available to Council to apply for funding towards these events. It was encouraged to engage with the local community and employ local external event coordinators and businesses to support local recovery.

Council called for **Expressions of Interest (EOI)** from the community and businesses in the LGA to submit their event application via an online form with questions aligned to the grant guidelines (**Annexure A**) and the overall application template.

Eligible events must:

1. Be open to all members of the public;
2. Free to attend or a very small fee to cover any extra costs;
3. Have a primary purpose of reconnecting communities and improving social cohesion of the local community;
4. Be planned and delivered using the COVID-19 NSW Public Health Orders current at that time and have a COVID-19 Safety Plan in place for all events (the development of these plans is an eligible expense); and
5. Be held before 31 March 2023.

**(b) Discussion**

Council received six (6) EOI's (**Annexure B**) from the community which were assessed by a panel who used a weighted scorecard in order to determine that the RR-CEP program assessment criteria could be met and that the expenditure was eligible in accordance with the funding guidelines.

The following table details the six (6) EOI's that were received:

Organisation/ Event Owner	Event name	Short Description	Eligible Expenditure	Date of event	Panel Eligibility Decision
Country Women's Association (CWA), Glen Innes	Celebration of 100 Years CWA in Glen Innes	A community celebration to highlight and honour 100 years of CWA service to Glen Innes.	\$ 14,112	27 February 2023	YES
The Rotary Club of Glen Innes	Rotary Markets in the Highlands	A market day featuring local stalls at the Glen Innes Town Hall and supported by roving entertainment, buskers, Rotary BBQ, Raffles, and children's entertainment.	\$ 14,900	22 October 2022	YES
Vegetable Creek (Emmaville) MPS Auxiliary	Vegetable Creek MPS (Hospital) 20 Year Anniversary and Emmaville Village 150 Year Anniversary Celebrations	A fun day held on the hospital grounds with live music, entertainment for children, BBQ, and mobile van foods. Followed by a dinner at the Emmaville Memorial Hall with professional entertainment.	\$ 21,390	22 October 2022	YES
Spend in Glen - Sub-committee of Business in Glen	Spend in Glen Innes Highlands	An annual event to support local businesses by encouraging residents to "keep the dollar local".	\$ 6,230	22 December 2022	YES
Cassandra Hill	Walk of Light	A 3-month event dedicated to memorable lighting experiences throughout the centre of Glen Innes encouraging the community and visitors to venture out as the sun goes down.	\$ 78,600	4 November 2022 - 1 January 2023	YES
Robert Rodger	Gemorama	An annual event to entice people to visit the area for fossicking on private lands.	\$ 6,000	1 October 2022	YES
		<b>Total</b>	<b>\$141,232</b>		

The following table details the Council led or partnership events that will be done in collaboration with the community:

Council Event Owner	Event name	Short Description	Eligible Expenditure	Date of event
Economic Development	Christmas in the Highlands	Expand the event to include more Christmas lights, entertainment and 'Carols by Candlelight' potentially in partnerships with the Ministers Fraternal.	\$ 20,000	November/ December 2022
Recreation and Open Spaces	School Holiday Swimming Events	Enable more free events during the school holidays at the Glen Innes and Emmaville Swimming Pools.	\$ 20,000	December 2022 / January 2023
Economic Development	Community classes and workshops	A series of events at the Highlands Hub that enable the community to engage and participate in developing skills across a range of subjects including sustainable living, art/craft, mental health and wellbeing, community building etc.	\$ 30,000	October 2022 on wards
Community Services	Festival of Youth	Christmas school holiday series of events that engages youth in the organising and the participating of events to build skills, resilience, community engagement, and connection.	\$ 50,000	December 2022 / January 2023
Community Services	"Disability Day"	An inclusive day out for people with disabilities and their families at a local venue as part of Disability Awareness Day.	\$ 5,476	3 December
Community Services	"Aged & Engaged"	International Day of Older Persons celebration.	\$ 5,000	1 October 2022
Economic Development	"Sounds of Glen Innes" (working title)	A new event in partnership with Matt Scullion, a local country music artist and former Golden Guitar Winner. The events will utilise community halls, local support artists, poets, storytellers.	\$ 30,000	December 2022 onwards
		<b>Total</b>	<b>\$160,476</b>	

(c) **Options**

**Option 1**

That Council:

1. Endorses the following community events and eligible expenditure for inclusion in Council's grant funding application for the NSW Government Reconnecting Regional NSW Community Events Program:
  - a. The 2023 Celebration of 100 Years Country Women's Association (CWA) in Glen Innes event organised by the Country Women's Association, Glen Innes with eligible expenditure of \$14,112;
  - b. The Rotary Markets in the Highlands event organised by The Rotary Club of Glen Innes with eligible expenditure of \$14,900;
  - c. The Vegetable Creek MPS (Hospital) 20 Year Anniversary & Emmaville Village 150 Year Anniversary Celebrations event organised by The Vegetable Creek Emmaville MPS Auxiliary with eligible expenditure of \$21,390;
  - d. The 2022 Spend in Glen Highlands Christmas event organised by Spend in Glen, a sub-committee of Business in Glen with eligible expenditure of \$6,230;
  - e. The 2022/2023 Walk of Light event organised by Mrs Cassandra Hill, of Mr and Mrs Hill Lighting with eligible expenditure of \$78,600; and
  - f. The 2022 Gemorama event organised by Mr Robert Rodger with eligible expenditure of \$6,000.
2. Endorses the following Council-led events for inclusion in the grant funding application for the NSW Government Reconnecting Regional NSW Community Events Program:
  - a. The Christmas in the Highlands for additional lighting entertainment and carols by candlelight activities with an allocation of \$20,000;
  - b. Glen Innes and Emmaville Swimming School Holiday Events with an allocation of \$20,000;
  - c. Highlands Hub community classes and workshops with an allocation of \$30,000;
  - d. Festival of Youth event with an allocation of \$50,000;
  - e. A 'Inclusive Family Fun Day' event with an allocation of \$5,476;
  - f. An 'Aged and Engaged' event for older people with an allocation of \$5,000 and
  - g. "Sounds of Glen Innes" in partnership with Matt Scullion with an allocation of \$30,000;

**THIS IS THE RECOMMENDED OPTION.**

## Option 2

That Council does not approve Option 1 and instead provides alternative events to be included in the Council-led grant application for the NSW Government RR-CEP.

Council should note that the application is due to be submitted by Friday, 24 June 2022, which is the day after the June 23, 2022 Ordinary Council Meeting.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Of the \$25M commitment to promote economic and social recovery across all regional NSW Local Government areas dedicated allocation of \$301,708 is available to Council to apply to the RR-CEP for funding towards these events.

A total of \$141,232 is allocated to community led events and the remaining allocation of \$160,476 is for Council-led events and partnership events.

All funding allocations for events listed in the grant application will be dependent on an approved NSW Government RR-CEP grant application and the execution of a funding agreement between Council and the proponent for the grant funding.

### (b) Governance/Policy

The community was provided with all of the resources to ensure that their applications were completed in a manner aligned to the RR-CEP grant guidelines including:

1. EOI Information (**Annexure C**) outlining the opportunity, key dates, submission requirements and grant guidelines summary of eligible events and expenditure as well as the link to apply online;
2. Links to the full program resources available to support applications; and
3. The online application form inclusive of assessment criteria.

The panel reviewed the applications and individually scored against the scorecard (**Annexure's D and E**).

Council received six (6) EOI's from the community which were assessed by a panel that included the **Manager of Economic Development (MED)**, the **Grants Officer (GO)** and the **Community Recovery Officer (CRO)**.

### (c) Legislative/Statutory

If the grant application is approved, all activities from the grant funding will be subject to the terms of a signed Funding Deed of Agreement between the NSW Government and Council.

**(d) Risk**

If the grant application is approved, there is a risk that the proponents for the NSW Government RR-CEP funding do not comply with the requirements of the grant funding.

This will be mitigated by the proponents entering into a funding agreement between Council and the event organiser/organisation.

If the recommendation of this report is not approved, there is the potential of a reputational risk to Council from the community as this grant stream is only open to eligible regional NSW Councils.

**(e) Social**

The RR-CEP program is designed to reconnect communities by facilitating the delivery of events that promote greater social cohesion, bringing people together to create improved social outcomes.

Local events can strengthen bonds between individuals, helping to cope with and overcome personal struggles.

Seeing as how every town is unique, local events can help to keep old traditions alive, as well as to create new ones.

**(f) Environmental**

Nil.

**(g) Economic**

The RR-CEP program is designed to facilitate economic recovery in regional NSW by stimulating activity in the events, hospitality, and accommodation sectors, all of which have been heavily impacted by COVID-19 restrictions, providing opportunities for an immediate revenue boost.

Events can benefit local suppliers and attract event-visitors to the destinations, and further induce their spending within the local community. They can also raise the profile of the LGA and encourage visitors to return.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

The EOI process formed the basis for the community consultation which will continue during the finalisation of the grant application and the awarding of the eligible projects.



**(b) Internal**

All Managers, The Director of Infrastructure Services, the Director of Corporate and Community Services, the Acting Director of Development, Planning and Regulatory Services and the Coordinator of Direct Support.

**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.

This item links to Council's Delivery Program Community Service Action CS 3.7.11: Facilitate and/or identify a diverse range of activities that are inclusive of people who are older and people who have a disability.

This item links to Council's Delivery Program Community Service Action CS 3.7.08: Advocate for a supportive community that creates opportunities for learning and employment for people of all abilities.

This item links to Council's Delivery Program Economic Development Action ED 1.1.1: Undertake a review of the current Economic Development Strategy to ensure Council is capitalising on economic development opportunities in the LGA.

**CONCLUSION**

Council has been invited to apply to the NSW Government RR-CEP for community events. Following an EOI process, six (6) applications with an eligible expenditure of \$141,232 were received.

The remaining \$160,476 is allocated to Council-led initiatives and partnerships.

**ATTACHMENTS**

- Annexure A RR-CEP Guidelines
- Annexure B Community EOI Application Forms
- Annexure C RR-CEP EOI Information
- Annexure D RRNSW COMMUNITY EVENTS PROGRAM EOI SCORECARD - results
- Annexure E RRNSW COMMUNITY EVENTS PROGRAM EOI SCORECARD - summary

**REPORT TITLE: 7.6 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**

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## **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 during the next three (3) months:

Date	Topic	Presenter/s
Thursday, 14 July 2022 6pm until 9pm	<b>20 Year Economic Development Strategy and 5 Year Action Plan</b> <b>Destination Management Plan</b>	Manager of Economic Development
Thursday, 11 August 2022 6pm until 9pm	<b>Review of Council Committees</b>	Director of Corporate and Community Services
Thursday, 8 September 2022 6pm until 8.30pm	<b>Airport Master Plan</b> (1.5 hours)  <b>Emissions Reduction Plan</b> (1 hour)	Technical Services Coordinator  Acting Director of Development, Planning and Regulatory Services

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

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

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

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

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

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

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

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

- Councillor Workshops are chaired by the General Manager or in his/her absence another senior officer.

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

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

Other relevant Policy and documents include:

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

### (c) **Legislative/Statutory**

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

### (d) **Risk**

Given the increasing volume and complexity of material necessary to consider by Councillors, there is a risk that Councillors will not have a thorough understanding of all 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: 7.7 GENERAL MANAGER'S DIRECTORATE: MONTHLY REPORT FOR MAY 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**

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### **PURPOSE**

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

### **RECOMMENDATION**

*That Council notes the information contained within this report.*

### **REPORT**

#### **(a) Background**

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

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

#### **(b) Discussion**

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

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

### **ECONOMIC DEVELOPMENT DEPARTMENT**

- The Highlands Hub co-working space fit out has recommenced and is tracking well for a new target opening date of 1 September 2022. The **Community and Business Engagement Officer (CBEO)** and **Manager of Economic Development (MED)** are the project managers. Council is now awaiting the outcome of a further grant application for the re-design and upgrade of the electricity to enable additional capacity and heating to be installed;
- The Highlands Hub digital platform had to be migrated at short notice to a new production server as Localised (the platform developer) wound down the company. Council will need to re-build the platform into the Glen Innes Highlands website at a later date;
- The Skywalk Geotourism visitor experience design, production and delivery has been procured to deliver hyperlocal mapping technology with audio and **Augmented Reality (AR)**. A partnership with Naveze, Production Group and Cutting Edge industry innovators and leaders will deliver 22 audio stories, 360 degree drone footage with AR integrated into a hyper-local mapping platform;
- REMPLAN completed the analysis and report on local economic leakage which is presented to Council in a separate report to this meeting;
- The MED and **Tourism and Events Officer (TEO)** attended the **Destination Management Plan (DMP)** workshop in Armidale hosted by **Destination Marketing Store (DMS)** who were engaged to deliver this project for Destination Country and Outback NSW. The MED subsequently provided existing plans and priorities to be included in the regional DMP;
- A Councillor workshop was conducted on 11 May 2022 by the MED on Geotourism and the Housing Assessment and Draft Housing Strategy. The latter is re-presented to Council in a separate report to this meeting;
- The **Powerhouse Museum (PM) Expression of Interest (EOI)** to purchase or lease the Essential Energy Building was submitted by the deadline of 12 May 2022;
- The MED presented to the **General Managers Advisory Group (GMAC)** on Geotourism and the **Tourism Itinerary and Packages Platform (TIPP)** on 16 May 2022;
- The MED and the TEO attended the Local Government NSW Destination and Visitor Economy conference in Orange, cementing confidence in our DMP and the TIPP which can achieve more than the featured Orange360 [www.orange360.com.au](http://www.orange360.com.au) destination management platform. A report to Council is planned for July 2022 to consider investing in the TIPP;
- The MED proposed to the **Bushfire Local Economic Recovery Fund (BLER)** that the **New England Rail Trail (NERT)** funding deed and activity schedule be adjusted to enable **Public Works Advisory (PWA)** to commence prior to the next key activities of the Act of Parliament and the Construction licencing agreement with **Transport for NSW (TfNSW)**;



- The Minerama **Annual General Meeting (AGM)** did not return a committee – another AGM is scheduled for 1 June 2022. The MED provided an alternative operating model approach for the section 355 Committee to be disbanded and for Council to take responsibility for the event with the former committee members assisting as volunteers – a very similar approach taken by **Australian Celtic Festival (ACF)** when the festival became too complex and cumbersome for a volunteer committee;
- The **Glen Innes Highlands (GIH)** brand guideline update project progressed with the **Marketing Assistant (MA)** appointing KEO to deliver the project on Thursday, 19 May 2022;
- The GIH ad features in the winter edition of the Granite Belt Magazine;
- The MA continued to work with the **New England High Country (NEHC)** tourism group, appointing an agency to manage maintenance of the NEHC website, and delivering the NEHC Brand and Soundtrails campaign report (**Annexure B**) to Walcha Council to aid in the grant acquittal report for the Soundtrails project;
- Council’s grant application under Destination NSW’s Flagship Event Fund of the 2022 Regional Event Fund in support of marketing initiatives for Minerama was successful for the 2023 event;
- The MA distributed the ACF visitor survey via ACF and GIH channels on Thursday, 30 May 2022, to assist with the event debrief.
- The **Visitor Information Centre (VIC)** saw a decline in visitor numbers, 1,268 (with April numbers high due to the ACF), however, still an increase from the past quarter (average monthly visitors for the past quarter was 1,029). Sales were strong for May, remaining above the monthly sales target \$10,884.76 (monthly target \$9,920); and
- The total approved grant applications year-to-date is \$14,101,465 (**Annexure A**).

### **MEDIA AND COMMUNICATIONS DEPARTMENT**

The number of ‘Page Likes’ on the Glen Innes Severn Council Facebook page as at the end of May 2022 were 2,191. There were 43 posts during May.

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

<b>The Most Popular Facebook Posts for May 2022:</b>	<b>Reach</b>	<b>Post Engagement</b>
Trees down due to storms	22,271	1,707
Plastic bags banned from next week	3,058	434
What cannot be recycled	2,454	222

It is noted that posts with the **highest % of engagement** (which indicates public interest) were posts and pictorials on the weather affecting roadworks, roadside dumping of rubbish and the “want to buy a bridge” post.

#### **Media activity of interest:**

- Budget newsletter completed and distributed; budget and long term planning – media;

- Large number of public exhibitions;
- Three (3) social media/media campaigns – roadworks (delays and size of problem due to ongoing weather), recycling, dumping of rubbish;
- Water meter maintenance/reading; going cashless; Family Fun Day; road closures; Federal election; community event assistance; s.355 committees; infrastructure customer service; plastics bans;
- Assist LC-SS with posters and newsletter; and
- Review/contribute to various policy/strategy documents.

### **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 May 26, 2022 Ordinary Council Meeting, there were a total of 22 live views and 37 archive views.

### **EXECUTIVE SERVICES DEPARTMENT**

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

- Community Safety Precinct Committee Meeting – New England Police District in Inverell on Wednesday, 4 May 2022;
- Local Government Professionals NSW Board Meeting in Sydney on Thursday, 5 May 2022;
- Local Government Professionals NSW Strategic Planning Day in Sydney on Friday, 6 May 2022;
- General Managers' Advisory Committee Meeting in Inverell on Monday, 16 May 2022;
- Local Government Awards Dinner in Sydney on Thursday, 26 May 2022;
- Country Mayors Association Meeting in Sydney on Friday, 27 May 2022; and
- New England Joint Organisation Meeting in Armidale on Monday, 30 May 2022.

### **COUNCILLOR SERVICES DEPARTMENT**

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

- Travel and accommodation bookings for the Country Mayor's Association Meeting to be held in Sydney on 27 May 2022;
- Travel and accommodation bookings for the 2022 National General Assembly to be held in Canberra from Saturday, 18 June 2022 until Wednesday, 22 June 2022; and
- Extension of invitations to Councillors to multiple events via calendar appointments (including celebrations, official openings and announcements from Members of Parliament).

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Nil.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

Nil.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

**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 May 2022.

**ATTACHMENTS**

Annexure A Grants and Funding

Annexure B NEHC Brand and Soundtrails Campaign Report

**REPORT TITLE: 7.8 LOCAL GOVERNMENT REMUNERATION TRIBUNAL DETERMINATION**

**ECM INDEXES:**

**Subject Index: GOVERNANCE: Councillors**

**Customer Index: Local Government Remuneration Tribunal  
INTERNAL DEPT: Councillors**

**Property Index: NIL**

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

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

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**PURPOSE**

The purpose of this report is to inform Council regarding the Annual Determination by the **Local Government Remuneration Tribunal (the Tribunal) (Annexure A)** and to implement the Councillor and Mayoral Fees for the 2022/2023 Financial Year.

**RECOMMENDATION**

*That Council (as a Non-metropolitan Rural Category Council) implements, on and from 1 July 2022, option number .....*

**REPORT**

**(a) Background**

The **Local Government Act 1993 (the Act)** requires each council to determine an annual fee for both the Mayor and the Councillors.

In accordance with Section 239 of the Act, the Tribunal has made its determination regarding the categories of councils and Mayoral Offices in **New South Wales (NSW)** and the allocation of each council and Mayoral Office into one (1) of those categories for the 2022/2023 Financial Year.

Section 239 of the Act requires the Tribunal to determine the categories of councils and Mayoral offices at least once every three (3) years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2020 and will next review these categories in 2023.

In accordance with Section 241 of the Act, the Tribunal determines, in each category of council, the maximum and minimum amount of fees to be paid to Mayors and Councillors each Financial Year. In determining the maximum and minimum fees payable to each of the categories, the Tribunal is required, pursuant to section 242A of the Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the **Industrial Relations Act 1996 (IR Act)**, when making or varying awards or orders relating to the conditions of employment of public sector employees.

The current provision is that public sector wages cannot increase by more than 2.5% per annum and this includes the minimum and maximum fees payable to Mayors and Councillors.

The Tribunal is, however, able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy pursuant to section 242A (3) of the Act.

The Act requires the Tribunal to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

The Tribunal's determinations take effect from 1 July in each year.

## (b) Discussion

Correspondence received from the **Office of Local Government (OLG)** via Circular No 22-14/ 22 May 2022 / A817449 (**Annexure B**) advises the Tribunal's Determination.

In summary, the Tribunal has determined an increase of two percent (2%) to Mayoral and Councillor fees for the 2022/2023 Financial Year, with effect from 1 July 2022.

The Tribunal's Annual Report and Determination (Annexure A) details the current maximum and minimum fees payable to Councillors and Mayors for a Non-metropolitan Rural Council for the 2022/2023 Financial Year, which are as follows:

	Minimum Annual Fee	Maximum Annual Fee
<b>Councillor</b>	\$9,560	\$12,650
<b>Mayor *</b>	\$10,180	\$27,600

\*This fee must be paid in addition to the fee paid to the Mayor as a Councillor (s249(2) of the Act.

Council is required to set the fees for the Mayor and Councillors for the 2022/2023 Financial Year. Previous year's reports have recommended the maximum amount allowable. This year the full scope of choice between the minimum and maximum fees available is left completely for Council to decide without any specific recommendation being put forward.

Last year, Council resolved to implement the maximum approved fees to the Mayor and Councillors.

Accordingly, fees to be paid to Councillors at Glen Innes Severn Council for the 2021/2022 Financial Year were as follows:

- Mayor: \$12,400 plus \$21,648 (\$27,060 minus 20%) = \$34,048 per annum;
- Deputy Mayor: \$12,400 plus \$5,412 (20% of Mayoral Fee) = \$17,812 per annum;
- Other Councillors: \$12,400 each per annum.

The total payable to the seven (7) Councillors at Glen Innes Severn Council for the 2021/2022 Financial Year was \$113,860 (\$34,048 plus \$17,812 plus \$62,000 (5 \* \$12,400)).

Sections 248 and 249 of the Act require councils to fix the annual fees paid to Councillors (including the Mayor) and the Mayor as separate allowances. Should Council not fix an annual fee, then in accordance with Sections 248 (4) and 249 (4) of the Act the minimum remuneration levels as determined by the Tribunal apply.

The fees fixed by Council **must** be in the range determined by the Tribunal and it is mandatory for the fees to be paid to the Mayor and Councillors. A Council cannot fix a fee higher than the maximum amount determined by the Tribunal.

### (c) Options

#### **Option 1**

That Council sets the minimum annual fee for:

- The Mayor: Additional fee \$10,180 + Councillor fee \$9,560 = \$19,740;  
and
- Councillors: \$9,560.

#### **Option 2**

That Council sets the maximum annual fee for:

- The Mayor: Additional fee \$27,600 + Councillor fee \$12,650 = \$40,250;  
and
- Councillors: \$12,650.

### **Option 3**

That Council sets a variation of option 1 and option 2 being an amount between the minimum and maximum annual fee for:

- The Mayor: Minimum additional fee \$10,180 and maximum additional fee \$27,600 + Councillor minimum fee \$9,560 and maximum fee \$12,650; and
- Councillors: Minimum fee \$9,560 and Maximum fee \$12,650.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

The total fees budgeted for the Mayor and Councillors in the Operational Plan and Budget for the 2022/2023 Financial Year are \$117,560.

The total cost for Option 2 will be \$116,150.

#### **(b) Governance/Policy**

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

#### **(c) Legislative/Statutory**

The Local Government Remuneration Tribunal is constituted under Chapter 9, Division 4 of the Act.

#### **Section 239 of the Act:**

#### ***Categorisation of councils and mayoral offices***

*(1) The Remuneration Tribunal must, at least once every three (3) years:*

*(a) determine categories for councils and mayoral offices, and*

*(b) place each council and mayoral office into one (1) of the categories it has determined.*

*(2) The determination of categories by the Remuneration Tribunal is for the purpose of enabling the Remuneration Tribunal to determine the maximum and minimum amounts of fees to be paid to mayors and councillors in each of the categories so determined.*

**Section 241 of the Act:**

***Determination of fees***

*The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.*

**Section 242A of the Act:**

***Tribunal to give effect to declared government policy on remuneration for public sector staff***

- (1) In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the Industrial Relations Act 1996 when making or varying awards or orders relating to the conditions of employment of public sector employees.*
- (2) The policies referred to in subsection (1) do not include any policy that provides for increases in remuneration based on employee-related savings.*
- (3) This section does not apply to a determination by the Remuneration Tribunal that changes the category of a council or mayoral office (whether or not the effect of the change is to increase the range of amounts payable to the councillors and mayor of a council).*
- (4) To avoid doubt, this section extends to a determination of the minimum and maximum amounts payable for a category in existence when the determination is made.*

**Section 248 of the Act:**

***Fixing and payment of annual fees for councillors***

- (1) A council must pay each councillor an annual fee.*
- (2) A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (3) The annual fee so fixed must be the same for each councillor.*
- (4) A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*



**Section 249 of the Act:**

***Fixing and payment of annual fees for the mayor***

- (1) A council must pay the mayor an annual fee.*
- (2) The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee.*

Sections 248 and 249 of the Act require councils to fix and pay an annual fee based on the Tribunal's determination for the 2022/202 Financial Year.

**Section 146C of the IR Act:**

**Commission to give effect to certain aspects of government policy on public sector employment**

- (1) The Commission must, when making or varying any award or order, give effect to any policy on conditions of employment of public sector employees:
  - (a) that is declared by the regulations to be an aspect of government policy that is required to be given effect to by the Commission, and*
  - (b) that applies to the matter to which the award or order relates.**

**(d) Risk**

Nil.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

This report is relying on advice from the Tribunal contained in their Annual Report.

**(b) Internal**

The Chief Financial Officer was consulted.

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

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

**CONCLUSION**

The Tribunal sets the fees for all Councillors and Mayors in NSW on an annual basis. Council is then required to set the annual fee paid to the Mayor and Councillors. The annual fees must be paid within the range determined by the Tribunal.

While the Tribunal is required to give effect to the Government's wages policy in the making of this determination, it is open to the Tribunal to determine an increase of up to 2.5% or no increase at all.

The Tribunal has determined that there will be an increase in the minimum and maximum fees applicable to each existing category for the 2022/2023 Financial Year of 2.0 per cent.

**ATTACHMENTS**

- Annexure A Local Government Remuneration Tribunal Annual Report and Determination 2022
- Annexure B OLG Circular No 22-14/ 22 May 2022 / A817449

**REPORT TITLE: 7.9 RISK APPETITE STATEMENTS**

**ECM INDEXES:**

**Subject Index: RISK MANAGEMENT: Framework**

**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**

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## **PURPOSE**

The purpose of this report is to present Council with the Risk Appetite Statements (**Annexure A**), as developed at the 13 May 2021 Councillor Workshop, for review and adoption.

## **RECOMMENDATION**

***THAT Council:***

- 1. Retains the adopted Risk Appetite Statements without amendment, as a guide to managing risk throughout Council; and***
- 2. Requests for the General Manager to arrange a Risk Appetite Workshop to be held prior to 20 December 2022 in order to refine the Risk Appetite Statements.***

## **REPORT**

### **(a) Background**

Council has been a member of Statewide Mutual, a self-insurance scheme since amalgamation in 2004. The focus of the Scheme has, for several years, been on risk management to reduce the incidence of claims, thereby making each council area a safer community in which to live, work or visit. To assist Member councils in achieving their risk management goals, the Statewide Mutual Board has a program of initiatives which provides expert assistance in various areas of risk management. Each year, a council may select one (1) initiative, free of charge.

In 2019 Council elected to have a Fraud and Corruption Prevention survey and awareness workshop. In 2020 senior officers participated in an Officers of Due Diligence survey and workshop.

In 2021 Council selected the Risk Appetite Statements workshop, which was facilitated by Craig Hutley, the Principal – Consulting Solutions, Marsh Advisory, Pacific (Marsh Advisory owns **Jardine Lloyd Thompson Solutions (JLTS)** who provide risk management and re-insurance services to Statewide Mutual).

The Risk Appetite Statements workshop was held during the Councillor Workshop on 13 May 2021 and involved reviewing each category of risk as defined in Council's **Enterprise Risk Management (ERM)** system and assigning a risk appetite to each category.

#### (b) Discussion

Risk Appetite is an articulation of an organisation's willingness to take, retain or accept risk and, because it operates at strategic and operational levels, it is an integral part of any risk management capability. To influence strategies and objectives it should be considered and reviewed during Strategic Planning. Additionally, risk appetites are a key influence, along with the cost/benefit of mitigation considerations, when determining the Target Risk Ratings of specific risks. Understanding and applying effective risk appetite considerations is highly beneficial in managing risk.

Council has articulated its appetite for taking or retaining risk through qualitative Risk Appetite Statements that are based on nominated risk categories. Council has chosen to identify its risks within 24 risk categories and has a primary and secondary risk appetite for half of the categories.

Through a workshop exercise involving Councillors and Directors, risk appetite levels have been determined for each of Council's risk categories. The risk appetite levels produced are based on an ordinal scale of four (4) levels: Avoid; Resistant; Accept; and Receptive. In this order, the levels provide an indication of an increasing willingness to take on, retain or accept risk, where Avoid is considered more conservative and Receptive is considered less conservative.

Council has a primary risk appetite position that is marginally conservative. Twelve of its 24 Risk Categories have a primary risk appetite of Avoid (three (3) or 12%) or Resistant (nine (9) or 38%), which represents 50% of all categories. The 12 remaining risk categories are split between Accept (seven (7) or 29%) and Receptive (5 or 21%). The 12 risk categories with a secondary risk appetite level are distributed across all four (4) levels, and marginally more conservative with Avoid (17%), Resistant (17%), Accept (12%), and Receptive (4%).

An important caveat to well-articulated qualitative Risk Appetite Statements is that they are, by their nature, not readily measurable (quantitative). To fully operationalise the concept of risk appetite, the development of several representative risk tolerance metrics for each risk category is required. These tolerances will provide an adjustable and ongoing ability to measure whether Council continues to operate within its stated risk appetites.

The Risk Appetite Statements for Council are based on the amount of risk that the Council is willing to take or retain in pursuit of its objectives over the life of the current Operational Plan. The Council has a strategic focus on multiple areas, and many different and varied operations are carried out to support the Local Government Area. As such, appetites for taking risk can vary across these different operations and strategic focus areas. Therefore, Council's Risk Appetite Statements have been developed against each of Council's risk categories. These statements use a four-level ordinal scale to indicate the amount of risk Council is willing to take or retain for each category.

All the risk appetite statements contain a Primary Appetite with many also containing a Secondary Appetite.

- **Primary Appetite:** indicates a general appetite for taking, retaining or accepting risk for the given risk category; and a
- **Secondary Appetite:** indicates an appetite-by-exception position for taking, retaining or accepting risk in specific circumstances. It is not necessary for all risk categories to have a Secondary Appetite position.

The risk appetite statements will be used to set the risk tolerance within ERM and to guide Council's decision-making processes.

### **Risk Management Review**

The Governance, Risk and Corporate Planning team within Council are currently undertaking a review of ERM and Council's risk maturity goals. Preliminary findings have ascertained that the Risk Categories defined within ERM can be refined further and that an assessment of Risk Appetite can be simplified with more clearly defined objective parameters.

A part of this review will be to meet with Council (in a Councillor workshop) and define Council's appetite for risk based on the revised Risk Categories.

The adoption of the Community Strategic Plan 2022-2032 and the Delivery Program 2022-2025 will guide the risk management review and establish within ERM only those key risks that have been identified in relation to the five (5) new strategic objectives, 38 goals and subsequent principal activities. With those key risks and refined risk categories identified, the information will be available to then carry out a risk appetite workshop with Councillors.

**(c) Options**

**Option 1**

THAT Council:

1. Retains the adopted Risk Appetite Statements without amendment as a guide to managing risk throughout Council; and
2. Requests for the General Manager to arrange a risk appetite workshop to be held prior to 20 December 2022 in order to refine the Risk Appetite Statements.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

THAT Council:

1. Requests amendments to one (1) or more of the risk appetite statements.
2. Requests for the General Manager to arrange a risk appetite workshop to be held prior to 20 December 2022 to in order to refine the Risk Appetite Statements.

**Option 3**

That Council rescinds the Risk Appetite Statements and requests for the General Manager to arrange a risk appetite workshop to be held prior to 20 December 2022 in order to refine the Risk Appetite Statements.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The Risk Appetite Statements will guide financial decision making.

**(b) Governance/Policy**

The Risk Appetite Statements will guide policy, strategy and governance frameworks within Council.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

The Risk Appetite Statements will provide context and reference in guiding all risk management practices in Council.

(e) **Social**

Nil.

(f) **Environmental**

The Risk Appetite Statements will guide decision making on matters that affect the environment.

(g) **Economic**

The Risk Appetite Statements will guide decision making in progressing economic development.

(h) **Asset Management**

The Risk Appetite Statements will guide asset management decision making.

**CONSULTATION**

(a) **External**

Statewide Mutual, through Craig Hutley facilitated the workshop and drafted the Risk Appetite Statements.

(b) **Internal**

Councillors, the **Management Executive Team (MANEX)** and the Manager of Governance, Risk and Corporate Planning participated in the Risk Appetite Statements workshop.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.13: Implement Council's Enterprise Risk Management System.

**CONCLUSION**

A Risk Appetite Statements workshop was held on 13 May 2021 and the then Council decided on the breadth and depth of risk appetite they had for various risk categories within the operational and strategic scope of Council.

These statements (Annexure A) are presented to Council for review.

**ATTACHMENTS**

Annexure A Risk Appetite Statements - Version 1

**REPORT TITLE: 7.10 RECOMMENDATION TO CREATE AN INTERNAL RESTRICTION OF FUNDS FOR FUTURE COUNCIL ELECTIONS**

**ECM INDEXES:**

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

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Ann Newsome - Chief Financial Officer**

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

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**PURPOSE**

The purpose of this report is to provide Council with the information required to make an informed decision about the establishment of an internal restriction of funds for future Council elections.

**RECOMMENDATION**

***THAT Council:***

- 1. Resolves to create an internal restriction of funds for future Council elections; and***
- 2. Selects an amount of \$60,000 to be set aside in each of the next three (3) financial years, thus creating an internal restriction of \$180,000 before the next scheduled Council election.***



## **REPORT**

### **(a) Background**

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

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

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

It was established that an amount of \$60,000 should be set aside in each of the next three (3) financial years, thus creating an internal restriction of \$180,000 before the next scheduled Council election. It is estimated that the next Council election will cost approximately this amount.

### **(b) Discussion**

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

#### **External cash restrictions**

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

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

#### **Internal cash restrictions**

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

### **Unrestricted cash**

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

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

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

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

### **(c) Options**

#### **Option 1**

THAT Council:

- 1. Resolves to create an internal restriction of funds for future Council elections; and
- 2. Selects an amount of \$60,000 to be set aside in each of the next three (3) financial years, thus creating an internal restriction of \$180,000 before the next scheduled Council election.

**THIS IS THE RECOMMENDED OPTION.**

#### **Option 2**

THAT Council:

- 1. Resolves an internal restriction of funds for future Council elections be established; and
- 2. Establishes an alternative dollar amount to be set aside in each of the next three (3) financial years, thus creating an internal restriction of funds before the next scheduled Council election.

#### **Option 3**

THAT Council does not establish an internal restriction of funds for future Council elections.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Council elections usually occur every four (4) years and it is estimated that the next election will cost approximately \$180,000.

### **(b) Governance/Policy**

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

### **(c) Legislative/Statutory**

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

### **(d) Risk**

This restriction of funds for Council elections is intended to remove risks associated with not having sufficient funds available for elections when they fall due.

### **(e) Social**

Nil.

### **(f) Environmental**

Nil.

### **(g) Economic**

Nil.

### **(h) Asset Management**

Nil.

## **CONSULTATION**

### **(a) External**

Nil.

### **(b) Internal**

Internal consultation has occurred with the elected Council and the Management Executive Team.

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

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

## **CONCLUSION**

A need to create an internal restriction of funds for future Council elections has been identified. It has been established that an amount of \$60,000 should be set aside in each of the next three (3) financial years for this purpose, thereby creating an internal restriction of \$180,000 before the next scheduled Council election.

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:** 7.11 REVIEW OF THE BANK ACCOUNT OVERDRAFT FACILITY POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Policy  
BANKING: Bank Account Overdraft FINANCIAL

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Ann Newsome - Chief Financial Officer

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

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### PURPOSE

The purpose of this report is to present Council with the revised Draft Bank Account Overdraft Facility Policy (**Annexure A**) for its review and adoption.

### RECOMMENDATION

*That Council adopts the revised Bank Account Overdraft Facility Policy.*

### REPORT

#### (a) Background

The Bank Account Overdraft Facility Policy was last adopted by Council on Thursday, 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 Council's review and adoption.

#### (b) Discussion

The revised Bank Account Overdraft Facility Policy has been transcribed to the current policy template, with the only change to the Policy being an updated Variation and Review section to bring it into line with current wording.

At this time, the overdraft is not expected to be used in the foreseeable future. Finance aims to monitor cashflow requirements and time the maturity of investments to match cashflow needs. This raises the question of whether the facility is necessary, but, as no facility fee is being charged there is no motivation to terminate it. The existence of the bank overdraft facility mitigates risk due to unforeseen temporary cashflow issues.

The changes to the policy are highlighted in red text in Annexure A.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

An interest cost would be incurred should Council make use of the overdraft facility. The current indicative interest rate on overdrafts is 12.5%.

**(b) Governance/Policy**

Once adopted by Council, the revised Bank Account Overdraft Facility Policy will become policy of Council.

**(c) Legislative/Statutory**

Council has a legal responsibility to pay its debts as and when they fall due. Recourse to an overdraft facility provides access to cash during any temporary downturn in cash flows.

**(d) Risk**

This policy is designed to reduce risk should there be a temporary cashflow issue.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

## **CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

## **CONCLUSION**

Council's Bank Account Overdraft Facility Policy has been revised to include changes that have occurred since the current Policy was adopted on Thursday, 28 March 2019 Thursday. Changes are relatively minor, and the revised Policy is now presented to Council for its review and adoption.

## **ATTACHMENTS**

Annexure A Draft Bank Account Overdraft Facility Policy

**REPORT TITLE: 7.12 REVIEW OF THE COMMUNITY CULTURAL RELATIONS POLICY**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Policy**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Graeme Quinn - Coordinator Activity and Lifestyle Support**

**APPROVER/S: Anthony Williams - Manager of Community Services  
Anna Watt - Director of Corporate and Community Services**

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### **PURPOSE**

The purpose of this report is to present Council with the revised Draft Community Cultural Relations Policy (***Annexure A***) for its review and adoption.

### **RECOMMENDATION**

***That Council adopts the revised Community Cultural Relations Policy.***

### **REPORT**

#### **(a) Background**

The Community Cultural Relations Policy was last adopted by Council on 27 June 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 Council's review and adoption.

#### **(b) Discussion**

Council's Community Cultural Relations Policy was last adopted in 2019 and only minor changes have been made to the document at this review.

At the time of writing, statistical data from the Australian Bureau of Statistics relating to the 2021 Census was not available and as such statistical data used is based on the 2016 Census.



After a two-year hiatus in 2020/2021 due to COVID-19 restrictions, Harmony Day 2022 in Glen Innes was extremely well supported and saw over 100 people from 20 different nationalities participate in inclusive events and activities.

Changes to the policy document are relatively minor and relate to:

- Updating the purpose of the policy and applicability under the new policy template;
- Updating the relevant acts and polices of Council and the dates thereof;
- Simplifying the relevance of the policy to the Community Strategic Plan and legislation;
- Removing unnecessary commentary regarding Harmony Day; and
- Inserting an explanatory note regarding Census figures.

The changes to the policy are noted and highlighted in red text in Annexure A.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Once adopted by Council, the revised Community Cultural Relations Policy will become policy of Council.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

Nil.

**(e) Social**

The policy will support the Community Strategic Plan 2022 – 2032 to ensure that all community members will have opportunities to engage in inclusive events and activities such as Harmony Day celebrations, which are considered by the community as an important part of the culture in Glen Innes Severn and add to the vibrancy and energy of the area.

**(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 Delivery Program Community Service Action CS 6.1 'Promote community events, including family oriented entertainment, culture and arts.'

**CONCLUSION**

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

**ATTACHMENTS**

Annexure A Community Cultural Relations Policy - Draft

**REPORT TITLE:** 7.13 REVIEW OF THE DONATIONS POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Donations

**Customer Index:** NIL

**Property Index:** NIL

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

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

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## PURPOSE

The purpose of this report is to present Council with the revised Donations Policy (*Annexure A*) for its review and adoption.

## RECOMMENDATION

*That Council adopts the revised Donations Policy.*

## REPORT

### (a) Background

The Donations Policy was last adopted by Council on Thursday, 24 June 2021 and is due for review every year. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

### (b) Discussion

The revised Donations Policy has been updated to include the following:

- Acknowledgement of Country;
- Removal of RAAF 76 Squadron from part 3.c);
- Reworded a paragraph in part 3.c) to clear up ambiguity relating to who can hire the Town Hall for a \$Nil fee; and

- The note included last year for the Mayoral Donation of \$3,000 to be reallocated to assist with sponsoring two (2) trainee nurses as part of the Bush Bursary / Country Women’s Association (NSW) Scholarship Program has been removed, as it is no longer relevant.

All changes are noted in red text in Annexure A.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Council's Draft Operational Plan and Budget for the 2022/2023 Financial Year includes adequate provisions in accordance with this Policy. The following amounts are budgeted for:

- Pre-Approved Donations have been budgeted at \$700;
- Mayoral Donations have been budgeted at \$3,000; and
- Non-Pre-Approved Donations have been budgeted at \$10,000.

Sapphire Wind Farm allocates \$5,000 to Council to distribute in addition to the Non-Pre-Approved Donations.

**(b) Governance/Policy**

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

**(c) Legislative/Statutory**

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

- (1) *A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) *A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days’ public notice of the council’s proposal to pass the necessary resolution has been given.*
- (3) *However, public notice is not required if—*
  - (a) *the financial assistance is part of a specific program, and*

- (b) the program's details have been included in the council's draft 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 group of persons within the area.*

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

**(d) Risk**

There may be a risk around some organisations not being satisfied with the outcomes. However, the Policy aims to mitigate this risk by ensuring an open, fair and transparent process. Further, organisations can communicate with Council on any issues or submit a complaint as a recourse against any outcomes they are not satisfied with or if they believe the Policy is not sufficient to ensure a fair and transparent process.

**(e) Social**

Donations from Council and the annual Sapphire Wind Farm grant of \$5,000 provide important support to organisations and community groups to allow them to continue their services to the local community.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Executive Assistant (Mayor and General Manager), Marketing Assistant and Manager of Governance Risk and Corporate Planning provided feedback as part of the review process.

The Chief Financial Officer was consulted in relation to financial aspects of the Policy and the budget allocations in the Operational Plan and Budget for the 2022/2023 Financial Year as noted in the financial implications.

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

**[LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN \(DPOP\)](#)**

This item links to Council’s Delivery Program Strategic Action CS 6.1 ‘Promote community events, including family orientated entertainment, culture and arts.’

**CONCLUSION**

Council’s Donations Policy has been revised to include changes that have occurred since the current Policy was adopted in June 2021. Changes are relatively minor and the revised Policy is now presented to Council for its review and adoption.

**ATTACHMENTS**

Annexure A     Draft Donations Policy

**REPORT TITLE:** 7.14 REVIEW OF THE GLEN INNES AGGREGATES TRADING TERMS POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Policy  
COMMERCIAL ACTIVITIES: Glen Innes Aggregates Quarry

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Ann Newsome - Chief Financial Officer

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

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### PURPOSE

The purpose of this report is to present Council with the revised Draft Glen Innes Aggregates Trading Terms Policy (**Annexure A**) for its review and adoption.

### RECOMMENDATION

*That Council adopts the revised Glen Innes Aggregates Trading Terms Policy.*

### REPORT

#### (a) Background

The Glen Innes Aggregates Trading Terms Policy was last adopted by Council on Thursday 23 May 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 Council's review and adoption.

#### (b) Discussion

The revised Glen Innes Aggregates Trading Terms Policy has been updated with minor changes to align it with Council's standard wording and new template for policies.

The only other change of any real significance is the removal of the requirement for Glen Innes Aggregates to take cash to the Town Hall.

During the COVID-19 pandemic, practices were changed to allow the various business units to bank their own takings, reducing the risk of transmission of COVID. The new arrangements have been successful, and it is recommended that this practice continues.

The Policy, as it is, reflects good financial management, and therefore no further amendments to this Policy are necessary.

The changes to the policy are highlighted in red text in Annexure A.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Once adopted by Council, the revised Glen Innes Aggregates Trading Terms Policy will become policy of Council.

**(c) Legislative/Statutory**

Debt recovery of Glen Innes Aggregates is in accordance with Council's Debt Recovery Policy, which meets statutory requirements.

**(d) Risk**

Nil.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.



## **CONSULTATION**

### **(a) External**

Nil.

### **(b) Internal**

Nil.

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

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

## **CONCLUSION**

Council's Glen Innes Aggregates Trading Terms Policy has been revised to include changes that have occurred since the current Policy was adopted in May 2019.

Changes are relatively minor, and the revised Policy is now presented to Council for its review and adoption.

## **ATTACHMENTS**

Annexure A     Draft Glen Innes Aggregates Trading Terms Policy

**REPORT TITLE: 7.15 REVIEW OF THE INVESTMENT POLICY**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Investment**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Ann Newsome - Chief Financial Officer**

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

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## **PURPOSE**

The purpose of this report is to present Council with the revised Draft Investment Policy (**Annexure A**) for its review and adoption.

## **RECOMMENDATION**

*That Council adopts the revised Investment Policy.*

## **REPORT**

### **(a) Background**

The Investment Policy was last adopted by Council on Thursday, 25 June 2020 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 Council's review and adoption.

### **(b) Discussion**

The revised Investment Policy has been transcribed to the current policy template. In addition to this, the Policy review period has been reduced from three (3) years to one (1) year, in line with best practice principles based on guidelines for investing.

The changes to the policy are noted and highlighted in red font in Annexure A.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

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

**(c) Legislative/Statutory**

The revised policy is in accordance with Section 625 of the Local Government Act 1993.

**(d) Risk**

This policy is designed to reduce investment risk.

**(e) Social**

This Policy will ensure that Council attains the best possible return on Investments for future use within the community.

**(f) Environmental**

This revised policy maintains the ability for Council to consider sustainably ethical investments.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

## **CONCLUSION**

Council's Investment Policy has been revised to include changes that have occurred since the current Policy was adopted on Thursday, 25 June 2020. Changes are relatively minor, and the revised Policy is now presented to Council for its review and adoption.

## **ATTACHMENTS**

Annexure A     Draft Investment Policy

**REPORT TITLE:** 7.16 REVIEW OF THE RATES - PENSIONER CONCESSION POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Policy  
RATES AND VALUATIONS: Fees and Charges

**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

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## PURPOSE

The purpose of this report is to present Council with the revised Draft Rates - Pensioner Concession Policy (**Annexure A**) for its review and adoption.

## RECOMMENDATION

*That Council adopts the revised Rates - Pensioner Concession Policy.*

## REPORT

### (a) Background

The Rates - Pensioner Concession Policy was last adopted by Council on Thursday, 23 May 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 Council's review and adoption.

### (b) Discussion

The revised Rates - Pensioner Concession Policy has been updated with minor changes, mostly limited to bringing the policy over to Council's standard policy wording and format.

The revised Rates - Pensioner Concession Policy is attached (Annexure A) with suggested changes noted in red text.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The pensioner concession rebate is incorporated in each year's budget. For this reason, and due to the fact that the rebate is required by law, there are financial implications arising from this Policy. Of the total concession given each year, 55% is rebated back to Council by the Office of Local Government.

**(b) Governance/Policy**

Once adopted by Council, the revised Rates - Pensioner Concession Policy will become policy of Council.

**(c) Legislative/Statutory**

The revised policy is in accordance with Section 575 of the *Local Government Act 1993*.

**(d) Risk**

Nil.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

**CONCLUSION**

Council's Rates - Pensioner Concession Policy has been revised to include changes that have occurred since the current Policy was adopted in May 2019. Changes are relatively minor and the revised Policy is now presented to Council for its review and adoption.

**ATTACHMENTS**

Annexure A     Draft Rates - Pensioner Concession Policy

**REPORT TITLE:** 7.17 REVIEW OF THE SALE OF OTHER ASSETS (ASSET DISPOSAL) POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Policy  
ASSET MANAGEMENT: Asset Register

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Ann Newsome - Chief Financial Officer

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

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### PURPOSE

The purpose of this report is to present Council with the revised Sale of Other Assets (Asset Disposal) Policy (**Annexure A**) for its review and adoption.

### RECOMMENDATION

*That Council adopts the revised Sale of Other Assets (Asset Disposal) Policy.*

### REPORT

**(a) Background**

The Sale of Other Assets (Asset Disposal) Policy was last adopted by Council on Thursday, 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 Council's review and adoption.

**(b) Discussion**

The revised Sale of Other Assets (Asset Disposal) Policy has been updated to bring it into line with Council's standard policy format and wording.

Aside from the policy format, the maximum value of assets that may be disposed of by methods other than public tender has been increased from \$150,000 to \$230,000, in line with the tender threshold of \$230,000 adopted by Council.



The Sale of Other Assets (Asset Disposal) Policy strengthens Council's internal controls by providing clarity in respect to the selling of assets, which could potentially be an area of significant risk in Council's financial systems.

The revised Sale of Other Assets (Asset Disposal) Policy (Annexure A) highlights all proposed changes in red text.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The Policy sets the method by which sales must be made to ensure that the optimum return on Council's unused assets is achieved and the risk of fraud is minimised to an acceptable level.

**(b) Governance/Policy**

Once adopted by Council, the revised Sale of Other Assets (Asset Disposal) Policy will become policy of Council.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

This Policy is designed to reduce risk of fraud on disposal of assets to an acceptable level.

**(e) Social**

This Policy will ensure that Council attains the best possible value with respect to the sale of other assets.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Selling unused assets will ensure that Council is not carrying any unnecessary expenditure, and where possible will provide a return on the disposal of unused assets.

## **CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

## **CONCLUSION**

Council's Sale of Other Assets (Asset Disposal) 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 its review and adoption.

## **ATTACHMENTS**

Annexure A     Draft Sale of Other Assets (Asset Disposal) Policy

**REPORT TITLE:** 7.18 REVIEW OF THE WAIVING OF RATES, FEES AND CHARGES FOR COMMUNITY GROUPS, CLUBS OR ORGANISATIONS POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Policy  
RATES AND VALUATIONS: Fees and Charges

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Ann Newsome - Chief Financial Officer

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

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## PURPOSE

The purpose of this report is to present Council with the revised Draft Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy (**Annexure A**) for its review and adoption.

## RECOMMENDATION

*That Council adopts the revised Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy.*

## REPORT

### (a) Background

The Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy was last adopted by Council on Thursday, 22 November 2018 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 Council's review and adoption.

### (b) Discussion

The revised Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy has been updated with only minor changes and is now aligned to the current policy template.

The Policy, as it is, reflects good financial management, therefore no further amendments are necessary. The best pathway for the consideration of contributions to community organisations is through Council's Donations Policy to allow consideration to be given to requests in a structured and competitive environment.

The changes to the policy are noted and highlighted in red text in Annexure A.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Once adopted by Council, the revised Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Bank Policy will become policy of Council.

**(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 item links to Council's Delivery Program Community Service Action Item CS 5.1 Promote partnerships between the community and Council in achieving this objective.

This item also links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.04: Ensure that fees and charges are set based on cost recovery where allowable and reasonably affordable.

## **CONCLUSION**

Council's Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy has been revised to include changes that have occurred since the current Policy was adopted on Thursday, 28 March 2019 Thursday. Changes are relatively minor, and the revised Policy is now presented to Council for its review and adoption.

## **ATTACHMENTS**

Annexure A      Draft Waiving of Rates, Fees and Charges for Community Groups, Clubs or Organisations Policy

**REPORT TITLE: 7.19 ENDORSEMENT OF ADDITIONAL MEMBERS TO THE GLEN INNES SEVERN CEMETERY 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**

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### **PURPOSE**

The purpose of this report is for Council to consider endorsing the recommendations made at the Glen Innes Severn Cemetery Committee meeting held on Thursday, 26 May 2022.

### **RECOMMENDATION**

*That Council endorses the following additional community representatives to the Glen Innes Severn Cemetery Committee:*

- *Bob Davidson; and*
- *Carlene Knight.*

### **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 particular matters and make recommendations to Council.

At the Ordinary Council Meeting held on Thursday, 24 March 2022, Council resolved the following:

### 27.03/22 RESOLUTION

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.

### CARRIED

Section 2.1.2 Committee Membership in the **Manual for Community Committees of Council (the Manual)** states:

*Committee membership will not number less than four (4) and not more than twelve (12) including office bearers, unless approved by Council.*

At the Annual General Meeting of the Glen Innes Severn Cemetery Committee held on Thursday, 17 February 2022 only four (4) members submitted nomination forms. This allowed the committee to be endorsed by Council, however, additional advertising was provided by Council to encourage additional membership to this committee to fill the eight (8) vacant positions.

The additional two (2) community representatives who nominated for the Glen Innes Severn Cemetery Committee are aware of the following conditions, as outlined in 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

The Minutes of the Glen Innes Severn Cemetery Committee are attached (**Annexure A**). A recommendation was made at the meeting for the following community representatives to be considered by Council for endorsement to the committee:

- Bob Davidson; and
- Carlene Knight.

Council endorsed four (4) members to the Glen Innes Severn Cemetery Committee following the AGM held in February 2022. The additional nominations received from Mr Davidson and Ms Knight, if endorsed, would bring the committee membership to six (6), well within the specified number set out in the Manual.

**(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**

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.



**(e) Social**

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

At the AGM in February four (4) nominations were received for membership to the committee with all four (4) community representatives later endorsed by Council. The additional two (2) nominations being recommended to Council will help to ensure that the workload for this committee is shared across more people. This in turn will help reduce the strain that volunteerism can sometimes place on members especially in small committees.

Council understands the value of volunteers' commitment to our Local Government Area and the specific functions of Council in which they provide oversight. Furthermore, Council seeks to provide a supportive and safe environment for its volunteers.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Manager of Recreation and Open Spaces and the Acting Technical Support Officer reviewed the report prior to it being submitted for approval.

The Manager of Governance, Risk and Corporate Planning was previously 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 originally had four (4) members endorsed following the AGM in February. After additional advertising to fill the vacant positions remaining on the committee an additional two (2) nominations were received. These nominees 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 additional membership.

## **ATTACHMENTS**

Annexure A      Glen Innes Severn Cemetery Committee Minutes - 26/5/2022

**REPORT TITLE: 7.20 CAPITAL WORKS PROGRAM PROGRESS REPORT  
AS AT 31 MAY 2022**

**ECM INDEXES:**

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

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Brett Hunter - Management Accountant**

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

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**PURPOSE**

The purpose of this report is for Council to review the progress of its Capital Works Program 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 the projects.

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

The Capital Works Program Carried Forward for the 2019/2020 Financial Year (**Annexure A**), Capital Works Program Carried Forward for the 2020/2021 Financial Year (**Annexure B**), Capital Works Program for the 2021/2022 Financial Year (**Annexure C**) 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 began in June 2021. As shown in Image 1 below, basketball backboards have been installed. Complications have slowed progress to lay the sprung floor and complete the painting. The project is expected to be completed by 30 July 2022, noting that the completion of the road and carpark works is dependent on dry weather.



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

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

New Finance System and Implementation

Project Jigsaw continues to progress with a planned “go live” during June 2022. Project Jigsaw is well into the **user acceptance training (UAT)** phase.

Multiple payroll parallel runs have been completed, mirrored pay runs being entered in Open Office and Practical. UAT has commenced with the Rates module, with the rates team commencing UAT with the raising of a rates levy and setting the rates fees and charges. Testing on procurement, inventory, accounts payable, accounts receivable and the general ledger is currently taking place. Report writing training has commenced.

Stage One implementation includes payroll, procurement, inventory, accounts payable, accounts receivable including general and water rating and general ledger and reporting modules.

Installation of Automated Water Meter Reading

This project has continued with all meters in Deepwater now being automated, and 500 automated meters being installed in Glen Innes. The fourth quarter meter reads were undertaken manually, and the automated data used where possible. This will be the last manual meter read conducted, with all future reads being undertaken using the automated system, saving time and reducing error in data capture.

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

Otta Seal Program

Bitumen sealing of Pinkett Road has commenced as part of the Fixing Local Roads grant funded project. The wet conditions have created significant challenges for managing stockpiles of aggregate on the roadside (Image 2); however, works have been able to commence with good results on the actual pavement.



Image 2: Pinkett Road stockpile site

The month of May has continued to see rain events causing 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**

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

	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$2,989,929	\$7,547,371	\$6,684,976	88.57%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$6,188,765	\$6,170,719	\$4,278,962	69.34%
CAPITAL WORKS PROGRAM 2021/2022	\$17,464,451	\$17,902,673	\$4,920,568	27.49%
CAPITAL WORKS PROGRAM REVOTES	\$1,298,626	\$1,318,626	\$799,849	60.66%
<b>TOTALS</b>	<b>\$27,941,771</b>	<b>\$32,939,389</b>	<b>\$16,684,355</b>	<b>50.65%</b>

**(b) Governance/Policy**

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

**(c) Legislative/Statutory**

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

**(d) Risk**

Maintaining Council's assets minimises legal and risk exposure.

**(e) Social**

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

**(f) Environmental**

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

**(g) Economic**

Nil.

**(h) Asset Management**

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

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

- Director of Infrastructure Delivery;
- Acting Director of Development, Planning and 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 Tuesday, 31 May 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 for the 2019/2020 Financial Year |
| Annexure B | Capital Works Program Carried Forward for the 2020/2021 Financial Year |
| Annexure C | Capital Works Program Carried Forward for the 2021/2022 Financial Year |
| Annexure D | Capital Works Program Revoted  |



**REPORT TITLE: 7.21 RATES AND CHARGES AS AT 31 MAY 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**

**Item 7.21**

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## **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:

	<b>31 May 2022</b>	<b>31 May 2021</b>
Rates and Charges	\$1,052,110.61	\$1,002,468.14
Water Consumption Charges	\$270,812.06	\$94,266.55
<b>Total Outstanding</b>	<b>\$1,322,922.67</b>	<b>\$1,096,734.69</b>

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

<b>Outstanding Rates and Charges</b>	<b>31 May 2022</b>
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,691,922.18
Pension Concession	-\$398,403.96
Amounts collected as at 31 May 2022	-12,022,484.47
<b>Total Outstanding Rates and Charges</b>	<b>\$1,052,110.61</b>

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 \$398,403.96; reducing the amount of income derived from these rates and charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$179,281.78. The remaining 55% (\$219,122.18) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding rates and charges at 31 May 2022 were \$1,052,110.61 which represents **8.05%** of the total annual rates and charges levied and outstanding of \$13,074,595.08 compared with the outstanding rates and charges of \$1,002,468.14 at the same time last year. This represented **7.90%** of the total annual rates and charges levied and outstanding of \$12,694,125.13 at the same time last year.

## E-Notices

At the end of the reporting period there were 946 ratepayers registered for E-Notices. These ratepayers generate 1,251 individual rate notices which are distributed by email. This represents 22.40% of all rate notices issued. These figures are based on the 5,584 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:

<b>Outstanding Water Consumption Charges</b>	<b>31 May 2022</b>
Water Consumption Charges and arrears as at 30 June 2021	\$320,412.89
Water Consumption charges and adjustments 2021/2022 year to date (YTD)*	\$1,142,081.21
Amounts collected as at 31 May 2022	-\$1,191,682.04
<b>Outstanding Water Consumption Charges</b>	<b>\$270,812.06</b>

The outstanding Water Consumption Charges as at the end of the reporting month of \$270,812.06 represents **18.52%** of \$1,462,494.10, compared with the outstanding Water Consumption Charges of \$94,266.55 at the same time last year. This represents **7.65%** of the total Water Consumption Charges levied and outstanding of \$1,232,052.73 as at the same time last year. Please note these figures include the fourth (4th) quarter water consumption accounts that have only recently been levied and posted. 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 103 ratepayers who have entered arrangements for the payment of their rates, totalling \$176,841.92. This is an increase of \$1,241.52 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 **8.05%** of the total annual rates and charges levied and outstanding from previous years by Council (compared with **7.90%** as at the same time last year).

The outstanding Water Consumption Charges at the end of the reporting month represents **18.52%** of the total Water Consumption Charges issued and outstanding from previous years (compared with **7.65%** as at the same time last year). This percentage is higher due to the timing of the accounts being levied for this period.

## ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE:** 7.22 INVESTMENTS REPORT AS AT 31 MAY 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

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### 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 \$18M 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 three (3) responsible investments. Three (3) parcels of \$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 unrepresented cheques, unrepresented deposits and unrepresented debits compared to what is stated in the General Ledger:

<b>Bank Reconciliation Statement</b>		
<b>Balance as per General Ledger</b>		
Opening Balance	1 May 2022	\$13,077,196.42
Movements		\$ 511,925.30
Closing Balance	31 May 2022	\$ 13,589,121.72
Less unprocessed Bank Statement Transactions		\$ -
<b>Total:</b>		<b>\$ 13,589,121.72</b>
<b>Balance as per Statement</b>		
	31 May 2022	\$ 13,931,821.18
Less Unpresented Payments		-\$ 383,398.41
Plus Unpresented Debits		\$ 40,698.95
Less Unpresented Deposits		
<b>Total:</b>		<b>\$ 13,589,121.72</b>
		
<hr/> Responsible Accounting Officer 1 June 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/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
A3/BBB+	28/07/2022	1.15%	Judobank	Yes	700,000	2,006.99
A1+/AA-	28/07/2022	1.11%	Westpac Banking Corporation (9)	Yes	1,000,000	2,767.40
A1+/AA-	29/07/2022	0.38%	CBA (15)	Yes	1,000,000	3,800.00
A1+/AA-	29/07/2022	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-	23/09/2022	0.35%	CBA (12)	Yes	1,000,000	3,480.82
A1+/AA-	21/10/2022	0.44%	CBA (5)	Yes	1,000,000	4,400.00
A1+/AA-	10/11/2022	0.52%	CBA (8)	Yes	1,000,000	5,200.00
A1+/AA-	9/12/2022	0.60%	Westpac Banking Corporation (4)	Yes*	1,000,000	6,000.00
A1+/AA-	6/03/2023	0.94%	Westpac Banking Corporation (6)	Yes*	1,000,000	9,451.51
A2/BBB	21/03/2023	1.25%	AMP (10)	Yes	700,000	8,750.00
A1+/AA-	24/03/2023	1.24%	Westpac Banking Corporation (1)	Yes*	1,000,000	12,400.00
A1/A+	5/04/2023	1.60%	Macquarie	Yes	900,000	14,400.00
A1/A+	23/05/2023	3.15%	ING	yes	1,000,000	31,500.00
<b>Expected Average Return 21/22</b>		<b>0.80%</b>	<b>Total Investments</b>		<b>18,000,000.00</b>	<b>126,748.77</b>
<b>Actual Average Return Received YTD</b>		<b>0.55%</b>	<b>Cash on Hand</b>		<b>13,589,121.72</b>	
<b>Total Cash and Investments</b>					<b>31,589,121.72</b>	

\*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:

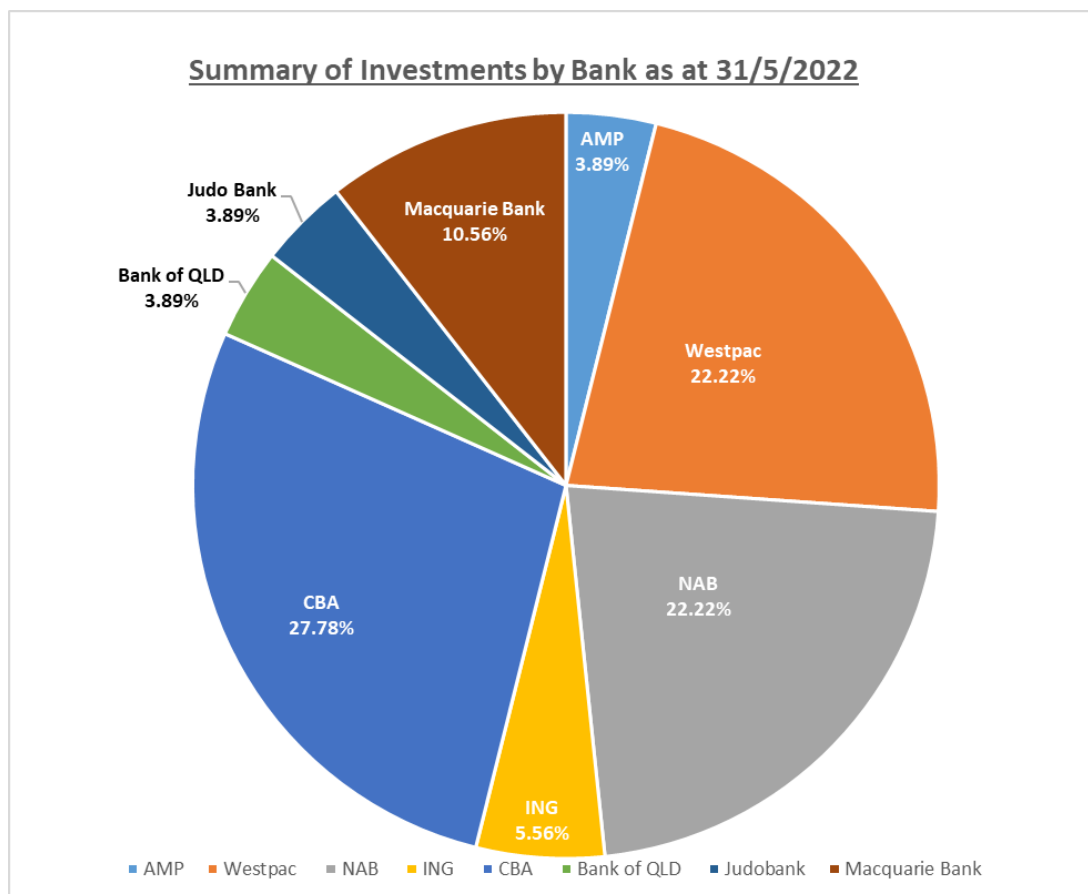
<b>Interest received for year to 31 May 2022</b>	<b>\$66,839.60</b>
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The table below details the monthly movements of investments for the reporting month:

<b>Investment Movements</b>	
<b>Opening Balance as at 1 May 2022</b>	<b>18,000,000</b>
<b>Less:</b>	
Maturities (1)	1,000,000
<b>Subtotal</b>	<b>17,000,000</b>
<b>Plus</b>	
Rollovers (0)	
New Investments (1)	1,000,000
<b>Current Balance as at 31 May 2022</b>	<b>18,000,000</b>

During the reporting month, there was one (1) investment that matured, no investments being rolled over and one (1) new investment.

The graph below shows the summary of Investments by Bank:



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

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. This stance is currently being reviewed as interest rates rise.

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 0.8%. This is a reduction on the actual average return of 1.37% 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 the reporting month 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 as at 1 May	18,000,000	15,100,000
Current Balance as at 31 May	18,000,000	14,400,000

**(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:

**COUNCIL'S PORTFOLIO COMPLIANCE**

<b>Compliant</b>	<b>Credit Rating</b>	<b>Invested</b>	<b>Invested \$</b>	<b>Policy Limit</b>	<b>Available \$</b>
Yes	AAA	0.00%	-	100%	18,000,000
Yes	AA	72.22%	13,000,000	100%	5,000,000
Yes	A	10.56%	2,900,000	45%	5,200,000
Yes	BBB	11.67%	2,100,000	25%	2,400,000
Yes	Government	0.00%	-	100%	18,000,000
		<b>94.44%</b>	<b>18,000,000</b>		

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

**(c) Legislative/Statutory**

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

Section 625 of the Act states the following:

**How may Councils invest?**

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

Section 212 of the Regulation states the following:

**Report on Council's Investments**

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

**(d) Risk**

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

**Risk Assessment of Investment Portfolio**

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term deposits	Low	Low	18,000,000	100%
<b>Total</b>			<b>18,000,000</b>	<b>100%</b>

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: 7.23 BORROWINGS REPORT AS AT 31 MAY 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**

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**Item 7.23**

## **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	\$ 598,500.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 134,956.56
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$1,940,827.33
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$ 94,654.72
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023	\$ 171,327.93
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 340,914.72
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$1,363,658.88
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$1,124,880.27
<b>Total General Fund Liability</b>					<b>\$7,446,503.21</b>

\*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	\$1,601,700.00
<b>Total Water Supply Fund Liability</b>					<b>\$1,601,700.00</b>

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

<b>TOTAL LOANS LIABILITY</b>					<b>\$9,902,158.54</b>
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## Certification

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

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Council has Loan Liabilities totalling \$9,902,158.54 as at the end of the reporting month. Council's debt service ratio at the 30 June 2021 was 2.61%, which is within Office of Local Government guidelines.

### (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: 7.24 WORKPLACE INJURY MANAGEMENT REPORT AS AT  
31 MAY 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**

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**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 31 May 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	4
YTD New Claims (Non-Premium Impacting)	8	6	10	5
YTD Total New Claims	16	10	15	9
YTD Time Lost Due to Injury (LTI Days)	40	79	29	347
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				6
Open Non-Premium Impacting Claims (Current Year)				2
Total Open Claims				12
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	\$49,500.00
Scheme Performance Rebates	\$55,620.88	\$24,593.67	\$34,953.89	\$34,265.14

This report covers the month of May 2022. There were three (3) new workers compensation claims during the month and no claims were finalised. Two of the new claims were premium impacting and one (1) non premium impacting.

Lost time increased during this period due to two (2) workers being unable to sustain suitable duties. There will be an accompanying increase in claims costs for both medical and wage expenses.

Council, StateCover, the rehabilitation provider, and allied health professionals have put considerable effort and resources into providing and monitoring a sustainable recover at work process for all injured workers.

**(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 May to 31 May 2022 saw three (3) new workers compensation claims and an increase in both 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: 7.25 CORPORATE AND COMMUNITY SERVICES:  
MONTHLY REPORT FOR MAY 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**

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### **PURPOSE**

This report provides information on the progress of the Corporate and Community Services Directorate 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 is responsible for: Administration and Human Resources; Aged and Disability Services; Children, Youth and Family Services; Corporate Planning; Finance; Governance; Information Technology and Communications; Library Services; Rates; Corporate Risk Management and Compliance; and Work Health and Safety.

#### **(b) Discussion**

##### **603 Certificates as to Rates and Charges**

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



There were 28 applications for 603 Certificates in May 2022 compared to 32 applications for the same month last year. Year to date, there have been 361 applications compared to 342 applications for the same period last year.

## RISK MANAGEMENT

During the month of May there were two (2) incidents reported. The below table sets out figures against the area in which an incident relates to. The table also provides year to date figures for the current year and 2020/2021:

Description	Incidents		
	May	Year to date	2020/2021
Public Incident Report (slip, trip and falls etc.)	0	4*	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	2	12*	27
Council Property Damage	0	1	4
Volunteer Incidents – Personal Injury	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>21</b>	<b>62</b>

\*It should be noted that one (1) Public Incident Report and one (1) Council Motor Vehicle / Plant Damage incidents were not reported to Council in previous statistics.

The two (2) incidents recorded for May both required insurance claims.

## 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
March	0
April	7
May	1
<b>Year to Date Total</b>	<b>19</b>

The single complaint received in May has been resolved. There are currently 2 (two) complaints that are still under investigation.

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

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

### The Youth Booth Update

It was pleasing to see some members using their time to engage in quiet study whilst others are looking forward to the arrival of some new games and activities early June.

The **Southern Cross School of Distance Education (SCSoDE)** continues to offer its educational programs for at risk young people each week from the Building. The SCSoDE Aboriginal and Early Learning Faculty remain most appreciative of the Memorandum of Understanding (MOU) with Council which enables the delivery of their successful alternate education programs to students who may otherwise miss out on the opportunity to achieve their secondary education or other qualifications to enable their entry into the workforce.

Council has been working towards new community partnerships to assist our young people having held discussions with Centrecare and renewed association with the Hunter New England Health – Primary Health Network. The Safe in Our Town (SIOT) and Community Drug Action Team (CDAT) Committees have indicated their willingness to become more involved with the young people of the LGA via The Youth Booth.

Council's Youth Booth Team is transitioning to some new faces at the end of May early June which is an exciting time with new ideas and different learning opportunities able to be delivered to members. It is pleasing to note the increased support of The Youth Booth and young people from within our communities from external partners. The future is looking positive for the 88 members of The Youth Booth and many other young people within the Local Government Area.

The figures below highlight the statistics for The Youth Booth in May. The highest number in one (1) day was 25 attendees.

The Youth Booth	May
Number of registered members	88
Average number of visits per day	13
Highest number of attendees in one (1) day	25
Number of registered volunteers (as at last day of month)	3
Number of days registered volunteers attended	1

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

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

- After School Care 28.8

## 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	3	0
Supported Playgroup Wyaliba	Wyaliba	6	7
Aboriginal Playgroup	Glen Innes	4	5
CAFS Playgroup	Pool House	17	2
NDIS*	Pool House	0	0
<b>TOTAL</b>		<b>30</b>	<b>14</b>

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

## Life Choices - Support Services (LC-SS)

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

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

As at 31 May 2022, the number of consumers accessing services with LC-SS was 410, as detailed in the following table:

Local Government Area	Total Number of Consumers	NDIS	People who are Older (DoH)	Private Funding Source
Glen Innes Severn	306	37	265	4
Gwydir Shire	2	0	2	0
Inverell Shire	61	0	61	0
Tenterfield Shire	41	0	41	0
<b>TOTAL</b>	<b>410</b>	<b>37</b>	<b>369</b>	<b>4</b>

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Nil.

**(b) Governance/Policy**

Nil.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

Nil.

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Information has been provided from the Debtors Officer, Manager of Governance, Risk and Corporate Planning, Manager of Community Services, 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:** 7.26 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR MAY 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

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## **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 May until 31 May 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	76	117
Average Determination Time (days) – All Applications	24	11
Average Determination Time (days) – Minor Development*	25	11
Average Determination Time (days) – Major Development**	34	18
Value of DAs	\$13,959,773	\$14,746,307
Number of Single Dwellings	26	27
Number of Subdivisions	5	8
Number of Multi Until Dwellings	1	0
Number of Commercial Developments	7	9
Number of Industrial Developments	3	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	7		8	
Value of CDCs	\$612,900		\$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 – May 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 May 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
CDC8/21-22	Telecommunications Tower	Schroders Road, Emmaville
DA80/21-22	Erect Shed	74B Heron Street, Glen Innes
DA76/21-22	Construct Dwelling	232 West Avenue, Glen Innes
DA74/21-22	Subdivision	Strachan Road, Wellington Vale
DA73/21-22	Construct Dwelling	Strathbogie Road, Emmaville
DA68/21-22	Construct Dwelling	28 Fraser Street, Deepwater
DA66/21-22	Alterations to Existing Dwelling	317 Grafton Street, Glen Innes

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

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

## RECREATION AND OPEN SPACES

### Cemeteries

Funerals are being attended to as required. Maintenance is being carried out at the cemeteries as time and resources allow. With the excess rain, badly sunken graves have been attended to as required. Once the ground has dried out, topsoiling will be done on minor repairs at the Glen Innes Lawn Cemetery.

### Parks and Sporting Fields

Wet weather in an extended season has delayed the mowing program and the parks team is endeavouring to catch up. Edges of footpaths have been done and whipper snipping throughout the main parks’ framework is near completed. Minor vandalism has been attended to. Minor maintenance has been done to playground soft fall areas. The wet weather has resulted in King George Oval being unusable with AFL training having to be moved to Wilson Park.

## Aquatic Centres

Both aquatic centres have closed for the swim season with routine checks and maintenance being carried out as required.

## Other Open Spaces

1. Courtyard maintenance, mowing and pruning has been carried out. CBD gardens have all received pruning and have been weeded. The tree pruning program will commence shortly with street tree complaints to be dealt with first. Staff have attended training for Traffic Control and Working Near Powerlines.

## 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	5,381	5,109	4,655	7,278	8,014
Special cattle sale	3,368	2,989	1,897	9,422	10,337
<b>Total cattle</b>	<b>8,898</b>	<b>9,419</b>	<b>8,817</b>	<b>28,171</b>	<b>26,001</b>

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat sheep	29,700	30,034	29,007	72,143	62,658
<b>Total sheep</b>	<b>29,700</b>	<b>30,034</b>	<b>29,007</b>	<b>72,143</b>	<b>62,658</b>
<b>Sheep gross value</b>	<b>\$4,596,749.00</b>	<b>\$4,894,055</b>	<b>\$3,867,411</b>	<b>\$7,685,449</b>	<b>\$6,472,152</b>

### (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 May 2022.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.27 ADOPTION OF ASSET MANAGEMENT STRATEGY, POLICY, AND PLANS**

**ECM INDEXES:**

**Subject Index: ASSET MANAGEMENT: Planning**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Cameron MacLachlan - Technical Services Coordinator**

**APPROVER/S: Keith Appleby - Director of Infrastructure Services**

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### **PURPOSE**

The purpose of this report is to adopt the Draft Asset Management Strategy and associated Asset Management Policy and Asset Management Plans, following public exhibition, as part of the 2022-2025 **Integrated Planning and Reporting Framework (IPRF)** requirements.

### **RECOMMENDATION**

*That Council adopts the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans.*

### **REPORT**

#### **(a) Background**

At the 28 April 2022 Council Meeting, Council resolved the following:

### **33.04/22 RESOLUTION**

THAT Council:

1. Approves for the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022

2. Displays the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans on Council’s website, and that they 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 Asset Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans; otherwise, that the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans be adopted by Council.

**(b) Discussion**

The documents were placed on public display in accordance with the resolution of Council. No submissions were received from the public as a result of the public consultation period.

During the review of the Business Paper for the 28 April 2022 Ordinary Council Meeting Cr Gresham noted the following errors:

- Core Asset Management Plan, Section 2 (including Table 2.2): Goals require updating to match the Draft Community Strategic Plan and Draft Delivery Program; and
- Building, Structures, and Land Asset Management Plan, Table 3.4: ‘FY21’ typo requires correction to ‘FY22’.

These corrections have been made to the relevant documents.

The documents are otherwise unchanged from the publicly advertised documents and are now recommended for adoption.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

While the documents describe much of the financial implications of Councils infrastructure planning, there are no direct financial implications from the adoption of the documents as recommended.

**(b) Governance/Policy**

Once adopted, the draft asset management strategy, policy and associated plans will comprise the formal asset management strategy, policy and plans of Council.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

Nil.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

The suite of documents will underpin the asset management function of Council.

**CONSULTATION**

**(a) External**

Members of the public were afforded the opportunity to make submission with regard to the draft documents during the public consultation process.

**(b) Internal**

Internal consultation was conducted for the presentation of the draft documents as outlined in the supporting report to Council Resolution 33.04/22. No further internal consultation was required.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.12: Maintain and/or further develop advanced Asset Management Plans across all asset classes.

**CONCLUSION**

Council's Asset Management Strategy, Policy and Plans were authorised at the April Ordinary Council Meeting for public display and consultation. Minor corrections to wording have been made following feedback received. The documents are now presented for adoption.

## ATTACHMENTS

Annexure A	Draft Asset Management Strategy ( <i>under separate cover</i> )
Annexure B	Draft Asset Management Policy ( <i>under separate cover</i> )
Annexure C	Draft Asset Management Plan - Part 1 ( <i>under separate cover</i> )
Annexure D	Draft Asset Management Plan - Part 2 ( <i>under separate cover</i> )
Annexure E	Draft Asset Management Plan - Part 3 ( <i>under separate cover</i> )
Annexure F	Draft Asset Management Plan - Part 4 ( <i>under separate cover</i> )
Annexure G	Draft Asset Management Plan - Part 5 ( <i>under separate cover</i> )
Annexure H	Draft Asset Management Plan - Part 6 ( <i>under separate cover</i> )
Annexure I	Draft Asset Management Plan - Part 7 ( <i>under separate cover</i> )
Annexure J	Draft Asset Management Plan - Part 8 ( <i>under separate cover</i> )

**REPORT TITLE:** 7.28 MINOR MODIFICATION OF THE GLEN INNES SEVERN COUNCIL ORGANISATIONAL STRUCTURE

**ECM INDEXES:**

**Subject Index:** PERSONNEL: Award Restructuring

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Jai Brummell - Personal Assistant (Director of Infrastructure Services)

**APPROVER/S:** Keith Appleby - Director of Infrastructure Services

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### PURPOSE

The purpose of this report is to advise Council of a minor amendment to the Infrastructure Services Directorate organisational structure (**Annexure A**). The full-time permanent position of **Administration Assistant Infrastructure Delivery (the Position)** has recently been added to the organisational structure reporting to the **Manager of Infrastructure Delivery (MID)**.

### RECOMMENDATION

*That Council notes the information contained in this report.*

### REPORT

#### (a) Background

For the last five (5) years, the majority of the responsibilities in the **Position Description (PD) (Annexure B)** for the Position have been undertaken by the **Personal Assistant of the Director of Infrastructure Services (PA DIS)**.

The PD for the PA DIS does not specifically address many of the responsibilities currently undertaken to support the Infrastructure Delivery department, and these tasks have been adopted by the PA DIS out of necessity, due to a deficiency in resources.

On 8 April 2022, the **Management Executive Team (MANEX)** endorsed the Business Case for the position and recommended that this matter be referred to the **Staff Consultative Committee (SCC)** for its review and to provide feedback. On 4 May 2022, the SCC had the opportunity to review and provide feedback on the PD for the Position and no requests for amendment were received.

**(b) Discussion**

The Position will alleviate the current workload for the PA DIS, noting that the PA DIS is currently performing both customer service and personal assistant functions. These functions are performed by two (2) different roles in the other two (2) directorates of Council.

The inclusion of the Position within the directorate will enable the Infrastructure Delivery department to better manage workflow tracking and the provision of customer service for the high volume of priority maintenance requests received. The Position will also be responsible for a number of labour-intensive administrative tasks, currently completed by the **Manager of Infrastructure Delivery (MID)**, **Works Coordinator (WC)** and PA DIS, creating additional capacity within these roles.

It is further proposed that the Position will play a crucial role in transitioning the directorate to the **Customer Requests Module (CRM)** of Open Office. This process will require capacity that does not currently exist within the directorate. Upon transition to Open Office, the Position will have responsibility for the administration of the CRM system.

**(c) Options**

Nil.

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

The draft Operational Plan and Budget for the 2022/2023 Financial Year includes an allocation of \$59,670 for this salary from 1 July 2022.

**(b) Governance/Policy**

Council's Salary System Progression Rules are relevant to this report.

**(c) Legislative/Statutory**

The **Local Government Act 1993 (the Act)** is the relevant legislation relating to this report.

The relevant sections from the Act include:

**Section 348 Advertising of Staff Positions**

*(1) When it is proposed to make an appointment to a position within the organisation structure of the council, the position **must** be advertised in a manner sufficient to enable suitably qualified persons to apply for the position.*

*(2) Repealed.*

(3) *This section does not apply to –*

- (a) *the re-appointment, under a new contract, of a senior staff member, or*
- (b) *the appointment of an employee if the term of the employment is for –*
  - (i) *not more than 12 months, or*
  - (ii) *two or more periods that together are not more than 12 months in any period of 2 years.*

**Section 349 Appointments to be on merit**

(1) *When the decision is being made to appoint a person to a position:*

- (a) *only a person who has applied for appointment to the position may be selected, and*
- (b) *from among the applicants eligible for appointment, the applicant who has the greatest merit is to be selected.*

(2) *The merit of the persons eligible for appointment to a position is to be determined according to:*

- (a) *the nature of the duties of the position, and*
- (b) *the abilities, qualifications, experience and standard of work performance of those persons relevant to those duties.*

**Section 350 Appointments to which secs 348 and 349 do not apply**

**Sections 348 and 349 do not apply to:**

- (a) *an appointment by way of demotion, or*
- (b) *an appointment by way of lateral transfer, unless the council decides that those sections are to apply to the appointment.*

**Section 351 Temporary appointments**

(1) *If a position (including a senior staff position) within the organisation structure of the council is vacant or the holder of such a position is suspended from duty, sick or absent:*

- (a) *the council, in the case of the general manager's position, or*
- (b) *the general manager, in the case of any other position, may appoint a person to the position temporarily.*



(2) *A person who is appointed to a position temporarily may not continue in that position:*

*(a) if the holder of the position is on parental leave – for a period of more than 24 months, or*

*(b) in any other case – for a period of more than 12 months.*

**(d) Risk**

There is a high volume of priority maintenance requests within the Infrastructure Delivery department. This creates risk of reputational damage if customer requests are not actioned in a timely manner.

If Council is advised of an urgent safety issue and this is not followed up in accordance with adopted procedures, Council could be exposed to liability if an incident occurs.

**(e) Social**

The provision of a timely customer service response provides for confidence in the community of service provision.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The PD for the role has been reviewed by the Human Resources Officer, the SCC and MANEX.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.2: Ensure there is timely response and clear communication regarding infrastructure customer service requests and IM 1.2.1: Maintain an up to date register of customer requests.

## CONCLUSION

The Glen Innes Severn Council Organisational Structure has recently been amended.

The permanent full-time position of Administration Assistant Infrastructure Delivery has been added to the Infrastructure Delivery Department of the Directorate of Infrastructure Services.

## ATTACHMENTS

Annexure A     Infrastructure Directorate Organisational Chart  
Annexure B     Position Description

**REPORT TITLE:** 7.29 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 Appleyby - Director of Infrastructure Services

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### PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the **Roads Consultative Committee (RCC)** meeting held on Thursday, 19 May 2022.

### RECOMMENDATION

**THAT Council:**

- 1. Undertakes public communication activities to raise awareness for landowners to be mindful of vegetation on their private land that obstructs vision on public roads.*
- 2. Undertakes public communication activities to make the community aware of the avenues available to them to report safety issues on the road network.*
- 3. Adopts the revised Terms of Reference of the Roads Consultative Committee as tabled at the 19 May 2022 Meeting.*

## **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 RCC last met on Thursday, 19 May 2022.

### **(b) Discussion**

The Minutes of the RCC Meeting held on Thursday, 19 May 2022 are attached (***Annexure A***). The following recommendations were made at the meeting for consideration by Council:

- That the Roads Consultative Committee recommends that Council undertake publicity activities to raise awareness for landowners to be mindful of vegetation on their private land that obstructs vision on public roads;
- That the Roads Consultative Committee recommends that Council undertake publicity activities to make the community aware of the avenues available to them to report safety issues on the road network; and
- That the Roads Consultative Committee recommends that Council adopt the revised Terms of Reference of the Roads Consultative Committee as tabled at the 19 May 2022 meeting (***Annexure B***).

### **(c) Options**

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Nil.

### **(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.

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**

Nil.

**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**

Council staff representation to the RCC includes the Director of Infrastructure Services, the Manager of Asset Services and the Manager of Infrastructure Delivery.

**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 Minutes 19 May 2022  
Annexure B      Terms of Reference Roads Consultative Committee - 19 May 2022

**REPORT TITLE: 7.30 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR MAY 2022**

**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**

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### **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**

During the month of May, Council’s road network was further affected by heavy rainfall. The works teams have been working tirelessly seven (7) days per week to do their part in assisting residents to re-gain access to their properties and communities.

The teams have been focusing their efforts on the eastern side of the LGA with extensive damage in the Mount Mitchell, Pinkett, Deepwater and Red Range areas.

In conjunction with the flood recovery efforts, the construction team completed preparation works on Pinkett Road for the application of the Otta seal in early June. This will improve this road’s resilience to future flooding and greatly benefit the community.

Multiple contractors have been engaged to assist in the emergency recovery efforts. The goal is to again have all of our roads accessible to two-wheel drive vehicles by the end of June.



Image 1 – Completion of the new causeway on Stirrup Iron Creek Road

A map showing grading completion and flood-damage repairs 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. Natural disaster issues are causing response times to blow out and this timeframe is not currently able to be met.

Year	Total Reports	Out of Time		In Time	
		Completed	Yet to be Completed	Completed	Yet to be Completed
2021	949	60	49	815	25
		12%		88%	
2022	444	7	86	241	110
		22%		78%	

Table 1

## INTEGRATED WATER AND SUSTAINABILITY SERVICES

The Beardy and Deepwater Weirs have remained full and flowing throughout the reporting period.

Water pumped from the ponds to the **Water Treatment Plant (WTP)** for processing in the month was 37.5ML. Water pumped and processed at Deepwater was 2.21ML. Throughout the reporting period, no traces of blue-green algae were present in the Beardy Weir or the Deepwater Weir.

The **New South Wales (NSW)** Health Drinking Water Monitoring Program Results Report for the month is 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

May has been a stop-start month at **Glen Innes Aggregates (GIA)** with weather conditions affecting production. Despite this, contractors have been crushing and screening aggregates for the Otta seal project on Pinkett Road. This was mixed, precoated and transported to stockpile sites along the road.

There has been a high demand for quarry blast rock for emergency road repairs, stemming from springs pushing through unsealed roads making them impassable or unsafe for road users.

Work has continued on the new office weighbridge and the demolition of the old office weighbridge site, so drill and blast operating can be completed.

## PLANT AND FLEET

Staff vacancies have been creating additional demands on workload.

The Manager Asset Services role has now become vacant as the staff member who has been on maternity leave has now given notice of resignation.

Registration inspections have been completed for upcoming renewals.

Three (3) items of surplus plant were disposed via public auction on 18 May 2022. These comprised of two (2) x utilities and the Mitsubishi ASX that was identified as the vehicle to be disposed to acknowledge the removal of a mayoral vehicle capacity. The sale price for this vehicle was \$7,545.45 plus GST. This compares favourably to the estimated disposal value of \$7,000 as identified in the February Mayoral Minute.

### **EMERGENCY MANAGEMENT AND RECOVERY**

The **Local Emergency Management Officer (LEMO)** has been monitoring the recent flood situation with Infrastructure Services staff, the **Community Resilience Officer (CRO)**, and the **Local Emergency Operations Controller (LEOCON)**.

Significant progress was made on the **Emergency Operations Centre (EOC)** Critical Upgrade Program at the Northern Tablelands Fire Control Centre. All items will be delivered by 30 June 2022. The project aims to address lessons identified from the 2019 bushfires ahead of the coming fire season.

CRO visits to Wyaliba were held weekly during May while details for the *Seasons of Australia – Wyaliba* calendar project were finalised.

Preliminary discussions are being held with **Yarrabin Cultural Connections (YCC)** to conduct several Cultural Burning Workshops in the area.

As a member of the **Safe in Our Town (SiOT)** Committee, the CRO has organised with radio 2CBD-FM to record and broadcast wellbeing and domestic violence messaging for the community.

#### **(c) Options**

Nil.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

Nil.

#### **(b) Governance/Policy**

Maintenance of Council's infrastructure assets is in accordance with the Risk Management - Roads and Carparks Policy, Risk Management Footpath and Cycleway Policy and the Roads Hierarchy Policy.

#### **(c) Legislative/Statutory**

Town Water is supplied in Glen Innes and Deepwater in accordance with the *Australian Drinking Water Guidelines (updated 2018)* and the *NSW Public Health Act 2010*.

The Glen Innes sewerage system is operated under an Environmental Protection Licence no. 576.

Council manages its responsibilities as the road authority under the *Roads Act 1993*.

**(d) Risk**

Council manages the risks associated with infrastructure through the adaption of various NSW StateWide Best Practice Manuals into policy.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Council obtains water analysis data from the NSW Health Drinking Water Database.

**(b) Internal**

Nil.

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

This item links to Council’s Delivery Program Infrastructure Management Action IM 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

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### PURPOSE

The purpose of this report is to list the documents and press releases that have been circulated to Councillors throughout May 2022.

### RECOMMENDATION

*That Council notes the information contained in this report.*

### Correspondence

- Australian Local Government Association – newsletter;
- Australasian Fire and Emergency Service Authorities Council – National Memorial Service;
- Inside Local Government – newsletters;
- Local Government Information Unit – policy updates;
- Local Government NSW – newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports and media alerts;
- Office of Local Government – circulars and newsletters; and
- Regional NSW – Office of the Cross-Border Commissioner update.

## Press Releases

- Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce;
- Joint media releases – Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce; Minister for Health and Aged Care, The Hon. Greg Hunt MP; Minister for Regional Health, Minister Assisting the Minister for Trade and Investment, The Hon. Dr David Gillespie;
- Joint media release – Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce; Minister for Agriculture and Northern Australia, Deputy Leader of the Nationals, The Hon. David Littleproud MP; Minister for the Environment, The Hon, Susan Ley;
- Member for Northern Tablelands, Mr Adam Marshall; and
- Water NSW.

## Publications

- LG Focus – April 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**

**Item 9.2**

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**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 Australian Standing Stones Management Board - 18/05/22  
Annexure B Community Access Committee - 2/05/22  
Annexure C Emmaville Mining Museum Committee - 21/04/22  
Annexure D Emmaville War Memorial Hall Committee - 27/04/22  
Annexure E Glencoe Hall Committee - 7/05/22  
Annexure F Glen Innes Saleyards Advisory Committee - 6/04/22  
Annexure G Library Committee - 29/04/22

**REPORT TITLE: 9.3 MINUTES OF OTHER ORGANISATIONS FOR INFORMATION**

**ECM INDEXES:**

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

**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**

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**PURPOSE**

The following minutes have been received from other organisations for the information of Council:

Country Mayors Association	27/05/22
North West Weight of Loads Committee	16/05/22

**RECOMMENDATION**

*That Council notes the information contained in this report.*

**ATTACHMENTS**

Annexure A Country Mayors Association - 27/05/22



## 10 REPORTS FROM DELEGATES

**REPORT TITLE:** 10.1 REPORTS FROM DELEGATES

**ECM INDEXES:**

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

**Customer Index:** INTERNAL DEPT - Councillors

**Property Index:** NIL

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

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

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### 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 May 2022:

Name of Committee	Councillor Delegate(s)	Date
Community Access Committee	Cr Banham, Cr Sparks	2/5/22
Aboriginal Consultative Committee	Cr Banham, Cr Sparks	4/5/22
Glencoe Hall Committee	Cr Parry, Cr Parsons	4/5/22
Minerama Committee (AGM) - no committee formed	Cr Sparks	9/5/22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	18/5/22
Roads Consultative Committee	Cr Banham, Cr Alt, Cr Arandale	19/5/22
Glen Innes Severn Learning Centre Management Committee	Cr Banham	20/5/22
Glen Innes Severn Cemetery Committee	Cr Arandale	26/5/22
Glen Innes and District Sports Council (AGM) - no committee formed	Cr Arandale, Cr Parsons	30/5/22

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Kirking of the Tartan, <b>Australian Celtic Festival (ACF)</b>	1/5/22
	ACF Closing Ceremony	1/5/22
	Rural Fire Service SLA Meeting	2/5/22
	Local Traffic Committee	3/5/22
	Housing Meeting	3/5/22
	Aboriginal Consultative Committee AGM	4/5/22
	Community Safety Precinct Meeting	4/5/22
	Office of Cross Border Commissioner via Teams Meeting with the Deputy Mayor	5/5/22
	LGNSW Flood Issues Meeting via Teams with the Deputy Mayor	5/5/22
	Pre-Briefing Meeting Session - Extraordinary Council Meeting	9/5/22
	Extraordinary Council Meeting	9/5/22
	Meeting with the General Manager and the Deputy Mayor	9/5/22

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Councillor	Name of Meeting / Function	Date attended
	Meeting with the RSL Sub-Branch and the Acting Director of Development, Planning and Regulatory Services at Anzac Park	10/5/22
	Hunter New England Health Meeting with the General Manager and the Deputy Mayor	11/5/22
	Additional Councillor Workshop	11/5/22
	Meeting with community members regarding Christmas in Glen	12/5/22
	Councillor Workshop	12/5/22
	NSW Farmers Renewable Energy Zone (REZ) Consultation meeting at Armidale	13/5/22
	History House Film Through Time opening	14/5/22
	Office of Local Government <i>Water Make it your Business</i>	16/5/22
	Office of Local Government Professional Development	16/5/22
	Meeting with the General Manager and the Deputy Mayor	17/5/22
	Meeting with Betty Strong regarding the Country Women's Association (CWA) 100 year anniversary function	17/5/22
	Australian Standing Stones Management Board Meeting	18/5/22
	Roads Consultative Committee Meeting	19/5/22
	Life Choices – Support Services Volunteer Thank You Afternoon Tea	19/5/22
	GLENRAC Committee of Management	20/5/22
	Business Paper Review Meeting	23/5/22
	Meeting with the General Manager and the Deputy Mayor	23/5/22
	Royal Far West Ride for Country Kids 2022, Deepwater School	24/5/22
	Royal Far West Ride for Country Kids 2022 Dinner at Bens Falls Retreat	24/5/22
	Pre-Meeting Briefing Session	26/5/22
	Ordinary Council Meeting	26/5/22
	Ambulance station funding announcement by The Hon. Adam Marshall, MP	26/5/22
	Meeting with The Hon. Adam Marshall, MP and the Deputy Mayor	26/5/22
	Local Government Awards Dinner Sydney	26/5/22
	Country Mayors Meeting Sydney	27/5/22

Councillor	Name of Meeting / Function	Date attended
	New England Joint Organisation Meeting at Armidale	30/5/22
	Beardy Woodlands visit with the Deputy Mayor, community member and staff	31/5/22
Cr T Arandale (Deputy Mayor)	Rural Fire Service SLA Meeting	2/5/22
	Community consultation on Housing Strategy	3/5/22
	Aboriginal Consultative Committee AGM	4/5/22
	Community Safety Precinct Meeting	4/5/22
	Office of Cross Border Commissioner via Teams Meeting with the Mayor	5/5/22
	LGNSW Flood Issues Meeting via Teams with the Deputy Mayor	5/5/22
	Pre-meeting Briefing Session - Extraordinary Council Meeting	9/5/22
	Extraordinary Council Meeting	9/5/22
	Meeting with the General Manager and the Mayor	9/5/22
	Meeting with the RSL Sub-Branch and the Acting Director of Development, Planning and Regulatory Services at Anzac Park	10/5/22
	Hunter New England Health Meeting with the General Manager and the Deputy Mayor	11/5/22
	Additional Councillor Workshop	11/5/22
	Meeting with community members regarding Christmas in Glen	12/5/22
	Councillor Workshop	12/5/22
	NSW Farmers Renewable Energy Zone (REZ) Consultation meeting at Armidale	13/5/22
	Meeting with the General Manager and the Mayor	17/5/22
	Meeting with Betty Strong regarding the Country Women's Association (CWA) 100 year anniversary function	17/5/22
	Roads Consultative Committee Meeting	19/5/22
	Life Choices – Support Services Volunteer Thank You Afternoon Tea	19/5/22
Glen Innes Severn Learning Centre Management Committee Meeting	20/5/22	
Arts North West AGM	20/5/22	
Meeting with the General Manager and the Mayor	23/5/22	

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Councillor	Name of Meeting / Function	Date attended
	White Rock Wind Farm Community Fund Meeting	25/5/22
	Visit to the Glen Innes Agricultural and Research Station	25/5/22
	Pre-Meeting Briefing Session	26/5/22
	Ordinary Council Meeting	26/5/22
	Ambulance station funding announcement by The Hon. Adam Marshall, MP	26/5/22
	Glen Innes Severn Cemetery Committee Meeting	26/5/22
	New England Joint Organisation Meeting	30/5/22
	Beardy Woodlands visit with the Deputy Mayor, community member and staff	31/5/22
Cr T Alt	Pre-meeting Briefing Session - Extraordinary Council Meeting	9/5/22
	Extraordinary Council Meeting	9/5/22
	Additional Councillor Workshop	11/5/22
	Councillor Workshop	12/5/22
	Pre-Meeting Briefing Session	26/5/22
	Ordinary Council Meeting	26/5/22
	Ambulance station funding announcement by The Hon. Adam Marshall, MP	26/5/22
Cr L Gresham	Councillors' meeting with Local Builders	3/5/22
	New England County Council Extraordinary Meeting	4/5/22
	Pre-meeting Briefing Session - Extraordinary Council Meeting	9/5/22
	Extraordinary Council Meeting	9/5/22
	Glen Innes Highlands Visitor Association Meeting	9/5/22
	Bush Fire Management Committee Meeting	10/5/22
	Additional Councillor Workshop	11/5/22
	Councillor Workshop	12/5/22
	Australian Standing Stones Management Board (ASSMB) Meeting	18/5/22
	ASSMB Flag-lowering St Yves Day	19/5/22
	Glen Innes Highlands Visitor Association Extraordinary Meeting	23/5/22

Councillor	Name of Meeting / Function	Date attended
	Visit to the Glen Innes Agricultural and Research Station	25/5/22
	Pre-meeting Briefing Session	26/5/22
	Ordinary Council Meeting	26/5/22
Cr J Parry	Councillors' meeting with Local Builders	3/5/22
	Glencoe Hall Committee Meeting	7/5/22
	Extraordinary Council Meeting	9/5/22
	Minerama Committee AGM (for Cr Sparks)	9/5/22
	Bush Fire Management Committee Meeting (for Cr Alt)	10/5/22
	Additional Councillor Workshop	11/5/22
	Councillor Workshop	12/5/22
	North West Weight of Loads Meeting (virtual)	16/5/22
	Arts North West AGM	20/5/22
	Volunteer at the Election Day Barbecue at Glencoe (Glencoe Hall Committee)	21/5/22
	Visit to the Glen Innes Agricultural and Research Station	25/5/22
	Pre-Meeting Briefing Session	26/5/22
	Ordinary Council Meeting	26/5/22
	Ambulance station funding announcement by The Hon. Adam Marshall, MP	26/5/22
Cr A Parsons	Pre-Briefing Meeting Session - Extraordinary Council Meeting	9/5/22
	Extraordinary Council Meeting	9/5/22
	Pre-Meeting Briefing Session	26/5/22
	Ordinary Council Meeting	26/5/22
	Glen Innes and District Community Centre Meeting	30/5/22
Cr C Sparks	Access Committee Meeting	2/5/22
	Aboriginal Consultative Committee AGM	4/5/22
	Pre-meeting Briefing Session - Extraordinary Council Meeting	9/5/22
	Extraordinary Council Meeting	9/5/22
	Additional Councillor Workshop	11/5/22
	Councillor Workshop	12/5/22

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Councillor	Name of Meeting / Function	Date attended
	Farmers NSW Renewable Energy Zone (REZ) Consultation meeting at Armidale	13/5/22
	Glen Innes Art Gallery Meeting	16/5/22
	Community Centre Meeting	23/5/22
	Friends of Attract Connect Stay, Gawura Gallery	24/5/22
	Visit to the Glen Innes Agricultural and Research Station	25/5/22
	Pre-Meeting Briefing Session	26/5/22
	Ordinary Council Meeting	26/5/22
	Ambulance station funding announcement by The Hon. Adam Marshall, MP	26/5/22
	Safe In Our Town Meeting	26/5/22
	Free Governance Health Check on the Community Centre (facilitated by GLENRAC)	30/5/22

**(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

### **CLOSED COUNCIL** **To consider Confidential Reports** (Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council or Committee meeting may be closed to the public are listed in Section 10A(2) of the *Local Government Act 1993* and are as follows:

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

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the Council or committee.

### **RECOMMENDATION**

*That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:*

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Consideration of Tender T22-01 Tender for Supply of Bridge Components</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>

The following two (2) recommendations will also be put to the Closed Council:

### **RECOMMENDATION**

*That Council moves out of Closed Council into Open Council.*

### **RECOMMENDATION**

*That the Confidential Closed Council Resolutions be recommended for adoption to the Ordinary Meeting of Council.*