

**GLEN INNES  
SEVERN COUNCIL**

**BUSINESS PAPER**



**FOR THE ORDINARY  
COUNCIL MEETING**

**TO BE HELD ON  
THURSDAY,  
28 JULY 2022**

## **PUBLIC FORUMS**

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

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

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

### **Local Government Act 1993**

#### **Section 10A(2) (a) – (i)**

The matters and information are the following:

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





# GLEN INNES SEVERN COUNCIL

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

That will be held at the Glen Innes Severn Learning Centre,  
William Gardner Conference Room, Grey Street, Glen Innes on:  
**Thursday, 28 July 2022 at 9.00am**

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Dennis McIntyre  
**Acting 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**

Councillor Lara Gresham for apology from the Council meeting.

Councillor Lara Gresham for leave of absence from the Council meeting.

## **4 MINUTES OF PREVIOUS ORDINARY MEETING - 23 JUNE 2022, EXTRAORDINARY MEETING - 1 JULY 2022 AND EXTRAORDINARY MEETING - 12 JULY 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)

**REPORT TITLE:** 6.1 PROCUREMENT OF A RECRUITMENT AGENCY TO RECRUIT A GENERAL MANAGER

**ECM INDEXES:**

**Subject Index:** PERSONNEL: Recruitment - Current

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Rob Banham - Councillor

**APPROVER/S:**

**MOTION**

***THAT Council consider the options presented in this Mayoral Minute and:***

- 1. Appoints the following Recruitment Agency to undertake the recruitment process for the appointment of a General Manager to the Glen Innes Severn Council:***  
.....

- 2. Appoints the following Councillors to the Recruitment Panel for the General Manager, which will include one (1) expert from the Recruitment Agency selected to also be on the Recruitment Panel:***  
.....

I, Councillor Rob Banham, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 28 July 2022, I intend to move the following motion:

THAT Council consider the options presented in this Mayoral Minute and:

1. Appoints the following Recruitment Agency to undertake the recruitment process for the appointment of a General Manager to the Glen Innes Severn Council:  
.....

2. Appoints the following Councillors to the Recruitment Panel for the General Manager, which will include one (1) expert from the Recruitment Agency selected to also be on the Recruitment Panel:

.....

### RATIONALE

The unanimous vote to terminate the contract of the General Manager (Resolution 2.07/22E) at the Urgent Extraordinary Meeting of Council, has resulted in a requirement to fill the vacant position by appointing a new General Manager to Glen Innes Severn Council.

It is important that the position of General Manager be filled in a timely and suitable manner due to this position being a senior position. I believe it is in the best interest of Council and the community to appoint a Recruitment Agency to assist Council with this process. Expressions of Interest have been sought from suitably qualified consultants to coordinate the appointment of a new General Manager.

### COMMENTARY

I have requested Expressions of Interest from suitably qualified consultants to coordinate the appointment of a new General Manager. A total of three (3) expressions of interest have been received – Leading Roles, Local Government NSW and Stephen Blackadder and Associates. All three (3) of these companies are highly experienced regarding the appointment of senior staff in Local Government organisations. The submissions are attached as **Confidential Annexures A, B and C** to this report, respectively. A summary of the three (3) submissions can be viewed in **Confidential Annexure D**.

Councillors may view their credentials in the Annexures relating to this report. All submissions are for similar processes and timelines, with Council looking at a three (3) month period before an appointment is likely to be made, with a further month passing before the successful candidate is likely to be able to commence duties.

All companies have indicated that they will provide an opportunity for Councillors to have an input into the recruitment process.

Council will be responsible for all candidate interview expenses.

Additional human resource services such as remuneration review and benchmarking, position description development, candidate verification checks have been quoted in some proposals and can be viewed in the annexures.

Council may consider doing the recruitment using its own human resources staff. However, this is not recommended for such a senior position.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

No specific budget has been allocated for the purpose of recruiting a new General Manager however consultation with Finance staff has led to the advice that a Quarterly Budget Review can be completed in September. This additional expenditure will cause a decrease to Council's bottom value of approximately \$30K.

It should be noted Council are incurring some savings due to the Interim General Manager being on a lesser financial package than the previous General Manager.

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

Council's Procurement Policy has been considered in preparation of this report.

All Councillors may be invited to be members of the General Manager's Recruitment Panel, and Council may resolve at a meeting of Council who will be on the Panel.

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

Under the provisions of section 334 of the *Local Government Act 1993*;

*(1) A council must appoint a person to be its general manager. The person must not be a body corporate.*

*(2) The position of general manager is a senior staff position.*

### **(d) Risk**

Council is obliged to appoint a person as General Manager. An Interim General Manager has been appointed by Council until such point as a new General Manager is recruited.

### **(e) Social**

Nil.

### **(f) Environmental**

Nil.

### **(g) Economic**

Nil.

**(h) Asset Management**

Nil.

I commend this Mayoral Minute to Council.

Councillor Rob Banham

Date: 22 July 2022

**ATTACHMENTS**

Annexure A	Leading Roles EOI ( <i>Confidential</i> )
Annexure B	LG NSW - Careers at Council EOI ( <i>Confidential</i> )
Annexure C	Stephen Blackadder and Associates EOI ( <i>Confidential</i> )
Annexure D	Summary of EOI Proposals ( <i>Confidential</i> )

## 7 REPORTS TO COUNCIL

**REPORT TITLE:** 7.1 RESOLUTION TRACKING REPORT

**ECM INDEXES:**

**Subject Index:** GOVERNANCE: Ordinary Meetings of Council

**Customer Index:** NIL

**Property Index:** NIL

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

**APPROVER/S:** Dennis McIntyre - Acting 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 the Outstanding Council Resolutions.

**(b) Discussion**

There are now 28 Council Resolutions currently outstanding as at Thursday, 21 July 2022.

There were 18 Council Resolutions outstanding in the report that went to the Thursday, 23 June 2022 Ordinary Council Meeting.

A further 19 outstanding actions were added after the June 23, 2022 Ordinary Council Meeting, two (2) actions were added after the July 1, 2022 Extraordinary Council Meeting and two (2) actions were added after the July 12, 2022 Extraordinary Council Meeting.

Therefore, 13 outstanding actions have now been completed since the last Ordinary Council Meeting (workings –  $18 + 23 = 41 - 28 = 13$ ).

The 28 outstanding resolutions are broken up as follows:

<b><u>YEARS</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
2020	2	(2	June 2022)
2021	4	(4	June 2022)
2022	24	(12	June 2022)
<b>TOTAL</b>	<b><u>28</u></b>	<b><u>(18)</u></b>	<b>June 2022)</b>

The outstanding resolutions relate to the following Directorates:

<b><u>DIRECTORATE</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
General Manager	4	(1	June 2022)
Corporate and Community Services	17	(9	June 2022)
Development, Planning and Regulatory Services	1	(2	June 2022)
Infrastructure Services	6	(6	June 2022)
<b>TOTAL</b>	<b><u>28</u></b>	<b><u>(18)</u></b>	<b>June 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 always provide an up-to-date status of the action.

Additionally, the target date must always be forward looking.

No action should have a past target date, only a forward-looking target date always.

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

**CONCLUSION**

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

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

**ATTACHMENTS**

Annexure A Outstanding Actions as at 21 July 2022 [⇒](#)

**REPORT TITLE:** 7.2 2022 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Conferences

**Customer Index:** Local Government NSW

**Property Index:** NIL

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

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

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**PURPOSE**

The purpose of this report is for Council to consider nominating delegates to attend the 2022 Local Government NSW Annual Conference (LGNSW Annual Conference), which is being held at the Crowne Plaza Hunter Valley from Sunday, 23 October 2022 until Tuesday, 25 October 2022, and for Council to consider whether it would like to submit any notices of motions for the conference.

**RECOMMENDATION**

***THAT Council:***

- 1. Nominates Councillors ..... and ..... to attend the 2022 Local Government NSW Annual Conference, which is being held at the Crowne Plaza Hunter Valley from Sunday, 23 October 2022 until Tuesday, 25 October 2022, in addition to the Mayor and the General Manager.***
- 2. Determines whether it would like to submit any motions in accordance with the requirements listed in Annexure B of this report and that Councillors wishing to propose any motions forward any proposed motions to the General Manager by close of business on Monday, 22 August 2022.***

## **REPORT**

### **(a) Background**

In past years it has been common practice for the Mayor, a Councillor and the General Manager to attend this Conference.

### **(b) Discussion**

The conference program begins with optional workshops and is followed by the presentation of the AR Bluett Awards by the Trustees.

Day two (2) of the conference will include business sessions and consideration of motions and conference business.

Day three (3) will consist of keynote addresses, including presentations from Transport for NSW and Active Super, and addresses on crime prevention in NSW and re-imagining our future workforce.

Through the sharing of information, attendees will explore how councils can work together to develop innovative approaches to tackle common problems in the provision of facilities and services for their communities.

The draft program is attached as ***Annexure A***.

It is usual for several important policy motions to be debated at the conference and it is preferable that every Council is represented in these debates to actively contribute to the dialogue.

Members are invited to submit motions online by 12 midnight (AEST) Monday, 29 August 2022.

Please refer to the LGNSW Annual Conference Motions Submissions Guide, ***Annexure B***, for information on:

- Deadlines;
- Criteria for motion submission;
- How to write a motion;
- Demonstrating evidence of council support for motion;
- How to submit a motion;
- How LGNSW manages incoming motions;
- What happens to motions at the LGNSW Annual Conference;
- Post-conference: Updates to the LGNSW Policy Platform;
- Post-conference: Determining LGNSW Advocacy Priorities.

Before submitting motions for this year’s Annual Conference, council members are encouraged to review Action Reports (on the member only pages of the LGNSW website) from previous Conferences and the LGNSW Policy Platform to ensure the proposed motion wording reflects any recent developments and does not duplicate existing policy positions.

Members are also encouraged to be familiar with the LGNSW Policy Platform, **Annexure C**.

The purpose of this Policy Platform is to consolidate the numerous policies and positions of LGNSW – as determined by members – into a single document for ease of reference for members and stakeholders.

**(c) Options**

**Option 1**

THAT Council:

1. Nominates Councillors ..... and ..... to attend the 2022 Local Government NSW Annual Conference, which is being held at the Crowne Plaza Hunter Valley from Sunday, 23 October 2022 until Tuesday, 25 October 2022, in addition to the Mayor and the General Manager.
2. Determines whether it would like to submit any motions in accordance with the requirements listed in Annexure B of this report and that Councillors wishing to propose any motions forward any proposed motions to the General Manager by close of business on Monday, 22 August 2022.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

1. Nominates Councillor ..... to attend the 2022 Local Government NSW Annual Conference, which is being held at the Crowne Plaza Hunter Valley from Sunday, 23 October 2022 until Tuesday, 25 October 2022, in addition to the Mayor and the General Manager.
2. Determines whether it would like to submit any motions in accordance with the requirements listed in Annexure B of this report and that Councillors wishing to propose any motions forward any proposed motions to the General Manager by close of business on Monday, 22 August 2022.

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

Sufficient funding is available for four (4) delegates to attend this Conference. The 2022/2023 Operational Plan and Budget has the following provisions for Conferences, Training and Seminars and associated travel expenses:

	<b>Conferences, Training and Seminars</b>	<b>Travel Expenses</b>
Councillors	\$ 6,000	\$ 14,000
Mayor	\$ 4,000	\$ 6,000
General Manager	\$ 4,700	\$ 6,000
<b><u>TOTAL FUNDING AVAILABLE</u></b>	<b><u>\$14,700</u></b>	<b><u>\$ 26,000</u></b>

The funding for the Mayor and Councillors is to cover all conferences, training and seminars attended by the Mayor and Councillors during the 2022/2023 Financial Year (including this conference).

The travel expenses are the costs for the Mayor and Councillors to travel to conferences, training or seminars and any accommodation and meal expenses whilst they are at the conference, training course or seminar.

The budget allows for attendance to at least one conference per Councillor in a financial year.

The funding for the General Manager is to cover the costs of all conferences and seminars attended by the General Manager and any of the staff in his Directorate during the 2022/2023 Financial Year (including this conference).

The travel expenses are the costs for the General Manager and the staff in his Directorate to travel to conferences or seminars and any accommodation and meal expenses whilst they are attending the conference or seminar.

The Early Bird Registration fee for this conference (to be paid by 17 August 2022) is \$1,088 for each person attending the conference. Attendance at the Conference Dinner is an additional \$250 per person, and the optional workshops have a fee of \$99 per person. Attendance at the Australian Local Government Women's Association (ALGWA) Breakfast is also optional, at a cost of \$88 per person.

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

Adequate funding is available to cover the anticipated costs for those representatives who attend this conference.

The anticipated costs for four (4) representatives to attend this conference are as follows:

	<b>Conference Costs</b>	<b>Travel Expenses</b>	<b>Grand Total</b>
Councillor	\$ 1,437*	\$ 850	\$ 2,287
Councillor	\$ 1,437*	\$ 850	\$ 2,287
Mayor	\$ 1,437*	\$ 850	\$ 2,287
General Manager	\$ 1,437*	\$ 850	\$ 2,287
<b><u>TOTAL COSTS</u></b>	<b><u>\$ 5,748*</u></b>	<b><u>\$ 3,400</u></b>	<b><u>\$ 9,148</u></b>

\*including attendance at conference dinner and one workshop.

**Note:** If only one Councillor attends (along with the GM and the Mayor) the total costs would be **\$6,861**.

**(b) Governance/Policy**

The payment of expenses for Councillors to attend the LGNSW Annual Conference will be in accordance with Council's "Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy", and the payment of expenses for the General Manager will be in accordance with Council's Human Resources Policy Statement Register.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

Nil.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

## **CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

## **CONCLUSION**

The 2022 Local Government NSW Annual Conference (LGNSW Annual Conference) is being held at the Crowne Plaza Hunter Valley from Sunday, 23 October 2022 until Tuesday, 25 October 2022.

Council needs to consider which Councillor(s) it wishes to nominate to attend the LGNSW Annual Conference along with the Mayor and the General Manager and whether it wishes to submit any motions in accordance with the requirements listed in Annexure B.

## **ATTACHMENTS**

- Annexure A     2022 LGNSW Conference Draft Program [⇒](#)
- Annexure B     2022 Motions Submissions Guide [⇒](#)
- Annexure C     LGNSW Policy Platform [⇒](#)

**REPORT TITLE: 7.3 GLEN INNES POWERHOUSE MUSEUM PROJECT - PURCHASE OFFER**

**ECM INDEXES:**

**Subject Index: ECONOMIC DEVELOPMENT: Planning**

**Customer Index: NIL**

**Property Index: NIL**

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

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

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## **PURPOSE**

The purpose of this report is for Council to endorse the recommendation provided regarding the opportunity for Council to purchase 148 Church Street, Glen Innes from Essential Energy for the purposes of the development of the **Glen Innes Powerhouse Museum (GI-PM)** in context of the economic modelling provided in the **Draft Glen Innes Powerhouse Museum Business Case (Draft Business Case) (Annexure A)**.

## **RECOMMENDATION**

***THAT Council:***

- 1. Does not enter into direct negotiations with Essential Energy for the purchase of 148 Church Street;***
- 2. Instructs the Interim General Manager to write to Essential Energy notifying them of Council's decision to decline to enter direct negotiations; and***
- 3. Instructs the Manager Economic Development to inform all relevant stakeholders and community groups on the cessation of the project continuing.***

## REPORT

### (a) Background

The following resolution was endorsed by Council at the April 2022 Ordinary Council Meeting:

#### **3.04/22 RESOLUTION**

THAT Council:

1. Reviews the updated Powerhouse Museum Business Case for the Glen Innes Powerhouse Museum project;
2. Determines that it wants to submit an Expression of Interest for 148 Church Street, Glen Innes by 5pm on Thursday, 12 May 2022;
3. Requests the Member for Northern Tablelands, the Hon. Adam Marshall MP to provide a letter of support to accompany the Expression of Interest.
4. Requests the Member for Northern Tablelands, the Hon. Adam Marshall MP to make a formal representation on behalf of Council to the Hon. Matthew John Kean, MP for intervention and support of the Powerhouse Museum Expression of Interest;
5. Requests the Member for Northern Tablelands, the Hon. Adam Marshall MP to make a formal representation on behalf of Council to the CEO of EE, Mr John Cleland for intervention and support of Council's Powerhouse Museum Expression of Interest;
6. Requests the Mayor to advocate to the Member for Northern Tablelands, the Hon. Adam Marshall MP regarding the Expression of Interest, following submission, in full support of the Powerhouse Museum Business Case.

### (b) Discussion

In response to Council's EOI (**Annexure B**) for the gifting of 148 Church Street by Essential Energy, submitted on Friday, 13 May 2022 the following information was received on Friday, 23 June 2022 from Head of Property, Essential Energy (**Annexure C**):

*Dear Sirs,*

*Essential Energy sale – 148 Church Street, Glen Innes*

*Thank you for your submission of Expression of Interest (EOI) for the purchase of 148 Church Street, Glen Innes. We note that the EOI submitted by Council included a request that Essential Energy either gift the property to Council or lease it to Council under a peppercorn type lease.*

*We now write to advise that several EOIs to purchase the property for tangible consideration were received from other parties. We note Council's opinion, expressed in its EOI, that it believed it would be possible for the property to be gifted under section 5.6(1)(c) of the Government Sector Finance Act 2018 which states:*

*“A person handling government resources is authorised to make a gift of government property if the person is reasonably satisfied that the property:*

- (a) is genuinely surplus to the GSF agency's requirements,*
- (b) cannot be transferred, with or without payment, to another GSF agency which requires or can use the property, and*
- (c) a sale at fair value would be uneconomical, and meets at least one of the following:*
  - (i) holds historical or symbolic significance for the proposed recipient, or*
  - (ii) holds some other special significance for the proposed recipient, and there are compelling reasons to justify gifting the government property to that recipient, or*
  - (iii) is a low value asset, and the gifting supports the achievement of a NSW Government policy objective.”*

*Following receipt of the third party EOIs, it is Essential Energy's view that condition (c) has not been established as it has received expressions of interest to purchase the property at a value for which a sale would not be uneconomical.*

*Nonetheless, Essential Energy appreciates the enthusiasm demonstrated by Council in their Business Case for the proposed Powerhouse Museum.*

*With this in mind, Essential Energy will provide Council the opportunity to negotiate directly in accordance with the Special Conditions of the EOI and submit an offer to purchase the property for a monetary consideration. We suggest that purchase consideration in the range of between \$330,000 - \$375,000 (ex GST) should be considered.*

*This opportunity to negotiate directly will remain open for response until 5.00pm on 14th July 2022. If a reasonable offer is not received from Council prior to this time, Essential Energy reserves the rights as defined in the Special Conditions, which may include to enter into negotiations with other parties.*

Council requested an extension to 29 July 2022, which was granted by Essential Energy to enable a Council report to be submitted for the 28 July 2022 Ordinary Council Meeting.

A meeting with Essential Energy has been pre-scheduled for 11.30am on Friday, 29 July 2022 with the following representatives from Essential Energy:

- General Counsel and Company Secretary (Executive accountability for Property);
- Head of Strategic Council Partnerships (for continuity following recent meetings); and
- Head of Property (leading on the disposal of the former depot & power station).

Noting the contents of the letter from Essential Energy (Annexure C) it is highly unlikely that Essential Energy would entertain options to lease the building to Council at peppercorn (very low or nominal) rates, nor gift the building to Council.

Even if the building was leased or given to Council, Council would be liable for any fitout costs (which it has no budget for and would be reliant on uncertain prospects of grant funding) and depreciation on the fit out and depreciation on the building and fitout in the latter option. Council has no budget for this project and it was not planned for in the newly adopted Resourcing Strategy, nor was the project specifically included in the Delivery Program 2022-2025.

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

There are no funds set aside for the purchase of a new asset in the current Operational Plan and Budget. For Council to create an opportunity to purchase a new asset, purchase funds would need to be redirected from other approved capital works projects. The approved capital projects for the 2022/2023 Financial Year are attached for reference as (**Annexure D**).

The Draft Business Case, base case provides the following benefits and challenges for the GI-PM project to continue:

- With a base case capital cost of \$2.5M and annual operating costs of \$442,000, the project generates a favourable benefit-cost ratio for the community of 1.26, driven by the additional visitor expenditure.
- The results of the operational profitability analysis indicate that under the base case scenario, the project would run at an annual loss of \$144,000 per annum, a cost which would have to be borne by Council.
- In fact, any scenario where Council is responsible for the depreciation costs on the grant funded CAPEX works produces a loss situation.
- A potential profit-making situation only occurs when those depreciation costs are not included in the operational budget and when the grant funded CAPEX works cost is below \$4M, and where Council can purchase the site for less than \$400,000.

**(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) Regulations 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.

Section 5.6 of the *Government Sector Finance Act 2018* provides that a person handling government resources cannot make a gift of government property unless:

- (a) The property was acquired or produced to use as a gift,
- (b) The gift has been authorised by the Treasurer in writing,
- (c) The gift was made in accordance with the Treasurer's directions, or
- (d) The gift was authorised by or under any law.

The circumstances in which a “gift” is made may be clarified in regulations. Treasury does not presently intend to issue regulations for this purpose. A fact sheet is attached (**Annexure E**) for further information.

The Treasurer’s Direction (**Annexure F**) on gifting of government property has been issued to specify circumstances for the purposes of s5.6(1)(c) above and requires gifting to be made in accordance with specific values and principles and that records are maintained.

**The Integrated Planning and Reporting Guidelines:**

*4.19 The Operational Plan must include a detailed budget for the actions to be undertaken in that year.*

*4.28 Where significant amendments are proposed to the Operational Plan, it must be re-submitted to council for adoption.*

**(d) Risk**

The Draft Business Case provides a Project Risk Matrix on page 63 which outlines the project risks and the risk mitigation strategies to be adopted should the GI-PM project progress.

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

A further risk identified is that under all economic modelling scenarios in the Draft Business Case Council would have an operational loss given the requirements to set aside future asset renewal costs and be reliant on annual grant funding to subsidise other operational expenses.

The more significant risk is that in the Draft Business Case, Council relies on receiving grant funding for the following stages of the project:

1. Development of the detailed design and costings to inform the final business case (~\$150,000);
2. Construction of the fit-out (~\$2-5 million); and
3. Subsidisation of the annual operating costs (~\$118,000 p.a.).

If grant funding applications for the project were unsuccessful at any of these stages, Council would be left with a building not fit for a specific purpose and would most likely have to sell-off the building to recuperate any losses or cash set aside for depreciation from the purchased building.

There is an element of reputational risk for Council given the concept for the GI-PM has been developed in consultation with various stakeholders and community groups. This risk is mitigated through the recommended resolution and the content within this report.

(e) **Social**

Nil.

(f) **Environmental**

Nil.

(g) **Economic**

The Draft Business Case shows a **Base Case Result (BCR)** above one (1) is favourable in the context of possible future grant funding which would also need to be relied on annually to off-set operational costs at \$118,000 per annum.

This is due to the economic benefits of, potentially, an additional 18,375 new visitors a year, possibly equating to \$4.676M of new visitor expenditure, a 10% increase on current visitor figures. Total new local jobs in context of the multiplier effect, takes the opportunity from seven (7) new jobs to potentially 28 new jobs.

However, the financial considerations outlined above constrain the realisation of the social and economic benefits given the operating financial position of Council in the current financial year.

(h) **Asset Management**

Figure 1 below shows the economic scenarios in the Draft Business Case showing that depreciation set-aside for the purchase and/or grant-funded fit-out removes any opportunity to make the project operationally profitable, despite still having a positive BCR, above one (1).

Profit/loss	With depreciation setaside					Without depreciation setaside				
	No lease cost, 1% maintenance cost	Purchased \$400K	Purchased \$800K	Leased		No lease cost, 1% maintenance cost	Purchased \$400K	Purchased \$800K	Leased	
\$1M	-\$ 38,810	-\$ 56,687	-\$ 84,563	-\$ 100,810	\$	\$ 21,190	\$ 7,313	-\$ 16,563	-\$ 32,810	
\$2M	-\$ 108,810	-\$ 116,687	-\$ 144,563	-\$ 160,810	\$	\$ 11,190	\$ 7,313	-\$ 16,563	-\$ 32,810	
\$2.5M	-\$ 143,810	-\$ 146,687	-\$ 174,563	-\$ 190,810	\$	\$ 6,190	\$ 7,313	-\$ 16,563	-\$ 32,810	
\$3M	-\$ 178,818	-\$ 176,687	-\$ 204,563	-\$ 220,810	\$	\$ 1,190	\$ 7,313	-\$ 16,563	-\$ 32,810	
\$4M	-\$ 248,810	-\$ 236,687	-\$ 264,563	-\$ 280,810	-\$	\$ 8,810	\$ 7,313	-\$ 16,563	-\$ 32,810	
\$5M	-\$ 318,810	-\$ 296,687	-\$ 324,563	-\$ 340,810	-\$	\$ 18,810	\$ 7,313	-\$ 16,563	-\$ 32,810	

Base Case Result

BCR	With depreciation setaside					Without depreciation setaside				
	No lease cost, 1% maintenance cost	Purchased \$400K	Purchased \$800K	Leased		No lease cost, 1% maintenance cost	Purchased \$400K	Purchased \$800K	Leased	
\$1M	1.96	1.75	1.54	1.50		2.28	2.02	1.77	1.71	
\$2M	1.43	1.34	1.21	1.19		1.81	1.67	1.49	1.45	
\$2.5M	1.26	1.19	1.10	1.07		1.64	1.53	1.39	1.35	
\$3M	1.13	1.08	1.00	0.98		1.49	1.42	1.29	1.26	
\$4M	0.93	0.91	0.85	0.84		1.27	1.24	1.14	1.11	
\$5M	0.79	0.78	0.74	0.73		1.11	1.1	1.02	1.00	

Base Case Result

Figure 1 - GI-PM Business Case economic scenarios

Council is responsible for setting aside future asset renewal (depreciation) costs in cash for any asset owned by Council. In addition, should Council upgrade an asset it is also the responsibility for Council to fund the depreciation on those improvements, even when the asset is not owned by Council.

## **CONSULTATION**

### **(a) External**

1. Head of Property, Essential Energy.

### **(b) Internal**

1. The Chief Financial Officer; and
2. The Management Executive Team (MANEX) and Councillors through a workshop.

## **CONCLUSION**

Council does not have the capacity within the current operating budget to fund the purchase and/or the fit-out of 148 Church Street for the proposed GI-PM as outlined in the Draft Business Case.

## **ATTACHMENTS**

Annexure A	Glen Innes Powerhouse Museum Business Case <a href="#">⇒</a>
Annexure B	EOI Essential Energy Building -148 Church Street <a href="#">⇒</a>
Annexure C	GLEN1251 Letter to Glen Innes Severn Council - EOI <a href="#">⇒</a>
Annexure D	Approved Capital Works 2022-23 Operational Plan <a href="#">⇒</a>
Annexure E	Fact Sheet - Gifts of Government Property - March 2020 <a href="#">⇒</a>
Annexure F	Treasurer's Direction - Gifts of government property <a href="#">⇒</a>

**REPORT TITLE:** 7.4 ECONOMIC DEVELOPMENT EOFY REPORT 2021/2022

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Reporting  
ECONOMIC DEVELOPMENT: Planning

**Customer Index:** NIL

**Property Index:** NIL

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

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

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## PURPOSE

The purpose of this report is to provide an **End of Financial Year (EOFY)** summary to Council on the key actions, activities, projects and programs undertaken in Council's Economic Development department for the 2021/2022 Financial Year.

## RECOMMENDATION

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

## REPORT

### (a) Background

Economic Development is one (1) of the five (5) strategic directions of the **Glen Innes Severn Community Strategic Plan 2017-2027 (CSP-2027)** with the objective to facilitate a growing local economy by continuing to support an attractive business climate and the goal of:

1. Facilitate market and business opportunities;
2. Develop a strong brand for Glen Innes Highlands;
3. Facilitate growth and support business development; and
4. Recognise and support the agricultural sector as the most significant local industry within the LGA.

Economic development is critical in assisting communities to develop a consistent approach and focus to leverage and achieve economic development outcomes. An **Economic Development Strategy (EDS)** also acts as a strategic document for Council, which aids advocacy efforts with Federal and State Government.

In addition, an EDS builds confidence for potential investors and/or businesses seeking to relocate to the region. It would also serve as a guide for the development of the next Delivery Program under the objectives of the Community Strategic Plan ensuring alignment and progress to achieve economic, community and social outcomes.

The new placed based Glen Innes Highlands **Economic Development Strategy 2020-2040 and Action Plan 2020-2025 (EDS-AP)** was adopted by Council at the March 2020 Ordinary Council Meeting with the following resolution:

**22.03/21 RESOLUTION**

That Council adopt the Economic Development Strategy 2020-2040 and Action Plan 2020-2025.

The following executive summary is taken from the EDS-AP and shares the vision, strategy, and key guiding principles.

### EXECUTIVE SUMMARY

**VISION**

"Our place grows from the people that live within it. We celebrate and honour our shared Indigenous and European history and traditions. We connect, engage, nurture and motivate each other for mutual prosperity to create a vibrant and close-knit community that welcomes new people."

**ECONOMIC DEVELOPMENT STRATEGY**

The Glen Innes Highlands Economic Development Strategy provides a clear pathway for Council and Community foster local socio-economic prosperity and growth through the four key pillars of Partnerships, People, Place, and Prosperity. These four pillars provide a whole-of-place mechanism to deliver a place-based approach to local economic development.



**KEY GUIDING PRINCIPLES**

**DIVERSIFICATION & SPECIALISATION** - We seek to diversify our local economy by diversifying our dominant industries and supporting specialist industry growth.

**SUSTAINABILITY** - We seek to sustain our local economy for future generations to ensure their wellbeing and prosperity.

**CLIMATE PROTECTION** - Our majority believe the science of climate change and seek to ensure that our impacts are reduced, renewable energy solutions are embraced and utilised and strive to be 100% renewable.

**INNOVATION** - We seek to not only embrace innovation and leverage digital connection but to create it with no fear of failure.

**COLLABORATION** - We believe that Economic Development is everyone's responsibility and that the village can raise the best outcomes just like it can raise a child.

**LIVABILITY** - We make every decision based on the benefit to the community first, and the benefit to visitors second, because we live here.

**NURTURE** - Collectively and individually we nurture our next generation to leverage the legacy whilst evolving towards an even better future with respect of new ideas, ways and means.

**LOCAL PRIDE** - We celebrate our town, villages and hamlets with reflective appreciation of our lifestyle and healthy way of connecting through our lives.

Image 1 – EDS-AP Executive Summary

Destination management introduces a ‘holistic’ approach to the development, management, and marketing of tourist destinations. Destination management aims to ensure that tourism adds value to the economy and social fabric of the area, is sustainable into the future, is resilient to external shocks and is responsive to changes in both the marketplace and competitive environment. It involves formulating a strong vision for the future of the destination and putting in place the framework and resources to ‘deliver’ this vision.

The new **Destination Management Plan Summary 2021-2026 (DMP)** was adopted by Council at the July 2021 Ordinary Council Meeting with the following resolution:

**19.07/21 RESOLUTION**

That Council adopts the revised Destination Management Plan Summary 2021-2026 and the supporting Destination Management Plan Background Analysis Report.

The following image represents the DMP’s four (4) strategic pillars, their strategic objectives, and their strategic goals.

STRATEGIC PILLAR	STRATEGIC OBJECTIVE	STRATEGIC GOAL
1. IMPROVE CUSTOMER EXPERIENCE	Improve the customer experience of GIH towns and villages as both destinations and service centres to address key customer experience constraints and provide visitors more reason to stop, explore and stay and spend longer.	Provide a customer experience that increases visitor’s length of stay and spend, encourages positive word of mouth and user generated content, and return visitation.
2. EVOLVE BRAND POSITIONING	Evolve the brand positioning to focus on a central contextual theme to bring together all the attributes of natural and cultural heritage.  Continue to strengthen marketing and promotional activity based on the evolved brand positioning.	Provide a focused approach to destination marketing, product, and experience development to deliver our vision and strengthen what we stand for and are known for.
3. DEVELOP & IMPROVE EXISTING EXPERIENCES	Continue to develop and improve the existing experience base of GIH across attractions, activities, and events.  Support existing natural, human, and built assets to provide improved experiences that benefit the community’s socio-economic prosperity.	Improve the quality and capacity of our existing attractions, activities and experiences through connection, collaboration and support of local people and businesses.
4. CREATE & DELIVER NEW EXPERIENCES	Incubate, fund, and deliver new activities, events, and attractions in context of adventure in nature, culture and history.  Expanding adventure-based activity, experiences, and events in context of our natural & built environments.	Be bold, adventurous, and ambitious to create new ideas and experiences to attract domestic and international visitors based on trends, interests, and the discerning traveller.

Image 2 – DMP Strategic Summary

The inaugural EOFY report was provided to Council at the July 2021 Ordinary Council Meeting with the following resolution:

**22.07/21 RESOLUTION**

That Council notes the information contained in this report.

**(b) Discussion**

The following summarises the key actions and initiatives delivered in the 2021/2022 Financial Year from the Economic Development team utilising the 2021/2022 Operational Budget as well as successful grant funding applications across the two (2) key strategies – EDS-AP and DMP.

The EDS-AP will be optimised in due course to ensure that the strategy and its actions are relevant to what has been achieved to date and aligned to new and developing approaches to socio-economic development in the context of place-making and place-based economic development.

The following is a summary of key achievements with the full report and results attached as **(Annexure A)**:

**Partnerships – Facilitate connection and collaboration****1. Local Business Growth and Support**

- a. **Glen Innes Highlands Business and Community Hub (HUB)** fit-out is in progress with an opening date of September 2022.
- b. The **Community and Business Engagement Officer (CBEO)** has been appointed and will be based at the HUB.
- c. Grant funding to subsidise programs at the HUB has been secured and further opportunity for funding will be sought.

**2. Consultation, Design Thinking and Problem Solving**

- a. The **Grow Glen Innes Think Tank (GGITT)** now has 58 members (target of 20) with five (5) workshops delivered to date which will all contribute to the Liveability GGITT including:
  - i. Healthcare Workforce Attraction;
  - ii. Local Jobs and Skills Gaps;
  - iii. Disused and Underutilised Assets;
  - iv. Vision 2100; and
  - v. Community Wealth Building.

**3. Master Planning and Integrated Planning**

- a. The 2100 Vision GGITT workshop will be included as an input to the Liveability GGITT to be held in August 2022; and
- b. The EDS-AP was a key input when framing priorities for the **Glen Innes Severn Community Strategic Plan 2022-2032 (CSP-2032)** and fully integrated into the **Glen Innes Severn Delivery Program 2022-2025 (DP)** and the **Glen Innes Severn Operational Plan and Budget 2022-2023 (OP 2022-2023)**.

## **People – Improve socio-economic wellbeing and prosperity**

1. **Local Jobs Program and Workforce Attraction Strategy:**
  - a. The **Workforce Attraction and Retention Strategy (WA&RS)** has been completed which will be another key input into the Liveability GGITT.
2. **Highlands Hub – Education and Jobs Programs and Initiatives:**
  - a. The HUB digital platform was re-launched in May 2022 to include Business, Community and Careers; and
  - b. Grant funding is secured to subsidise the initial HUB training and development programs.
3. **Digital Connectivity and Remote Readiness:**
  - a. MED advises advocating for **Renewable Energy Zone (REZ)** projects to include more benefit to local communities including funding of additional mobile towers and opportunities for consumer benefit to reduce energy household costs; and
  - b. The application to the **Regional Connectivity Program (RCP)** for the Deepwater Village upgrade to NBN was unsuccessful.

## **Place – Develop Local Assets and Improve Liveability**

1. **Marketing and Promotion:**
  - a. The **Glen Innes Highlands (GIH)** annual marketing plan was delivered to encourage people to Visit, Live and Invest with the following results achieved in leveraging our strengths, opportunities, and assets;
  - b. Delivery of the **New England High Country (NEHC)** programs and campaigns in conjunction with the NEHC Group continues to bring increased awareness and consideration of our region;
  - c. **Glen Innes Visitor Information Centre (VIC)** - The total number of visitors for 2021/2022 was 10,791, a 24% decrease from the previous period due to border closures, lockdowns, and extreme weather events; and
  - d. The **Glen Innes Highlands Shop (GIH Shop)** sales reached 91% of the yearly target with quarter four (4) being the highest quarter in sales. Sales were down, which was expected due to the 24% decrease in visitor numbers at the centre.
2. **Healthcare and Social Assistance Services**
  - a. MED initiated the **Attract, Connect, Stay - Glen Innes (ACS-GI)** pilot program which is now handed over to the community-based committee headed by Sheryn Nourse, Chairperson;
  - b. The Glen Innes Hospital has produced an increased \$50 Million budget inclusive of a new ambulance station at the existing hospital site; and
  - c. Collaboration with **Primary Hunter Health (PHN)** to run another pilot program in Glen Innes named **Better Health for the Bush (BHFB)** is in progress.

### 3. Attracting and Retaining Population

- a. Council have continually sought grant funding and investment to improve ‘things to do’ to improve liveability and attract more families including the following:
  - i. The Skywalk Geotourism Experience;
  - ii. The New England Rail Trail;
  - iii. The Highlands Hub;
  - iv. The Powerhouse Museum concept;
  - v. Gravel-Grinding; and
  - vi. Bouldering.

### Prosperity – Improve Local Resilience and Facilitate Opportunities for Growth

#### 1. Diversification of Agriculture

- a. The Agri-innovation business development program was delivered by Regionality with 12 participants in the program.
- b. The draft Agri-innovation Action Plan is completed and will be leveraged in collaboration with GLENRAC to finalise.

#### 2. Leveraging Growth Opportunities

- a. The **Destination Management Plan (DMP)** continues to be delivered with the highlights being:
  - i. **Goodness Gravel Grind** event was held 9 April and 10 April 2022;
  - ii. Council-run events included **Christmas in the Highlands (CIH)**;
  - iii. **Minerama Fossicking, Gem and Jewellery Show (Minerama)** was held from 11 until 13 March 2022 at the Glen Innes Showgrounds; and
  - iv. **The Australian Celtic Festival (ACF)** was held Thursday, 28 April until Sunday 1 May 2022. Due to the easing of NSW Public Health Order restrictions, this was the first ACF held with a full schedule of events since 2019.
- b. Constructing the New England Rail Trail – Glen Innes to Ben Lomond continues to progress in collaboration with **Armidale Regional Council (ARC)** and **New England Rail Trail Inc (NERT-I)**. The legislation change went to Parliament in June 202; and
- c. The first annual report on local economic leakage will be leveraged to attract additional professionals to link demand.

**Other projects delivered by the Economic Development department include:**

1. Housing Assessment and Future Strategy;
2. Airport Master Plan Request for Quotation;
3. Service NSW Partnership Agreement;
4. Glen Innes Powerhouse Museum Project; and
5. Local Economic Development Support Fund.

**EOFY Progress Report – Grants and Funding**

Overall, across all Council departments the 2021/2022 Financial Year has been a busy and successful period for grants and funding activity.

Twenty-one grant applications that were submitted by Council were approved for a total of \$14,181,465 Ex GST.

Council is currently awaiting decision on a further two (2) applications to the value of \$3,285,298 Ex GST.

Council was unsuccessful with three (3) grant applications for a total of \$1,011,369 Ex GST.

**Economic Development Results – Key Metrics**

Across most key metrics, and those available to report on, show a positive shift across all four (4) strategic pillars from the EDS-AP and are included in the detailed report attached.

**(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**

1. The Management Executive Team (MANEX);
2. An economic development Councillor workshop was conducted on Thursday, 14 January 2022.

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

This report has no relevance to the Integrated Planning and Reporting Framework for the new Delivery program as it's an EOFY report from the previous Delivery Program.

**CONCLUSION**

Overall, within the EDS there are 60 tasks with 38 tasks being delivered to date; only one and a half years into the five-year plan. Additionally, there are the DMP actions and initiatives which are partly included in this report. Results to date are positive against key metrics.

**ATTACHMENTS**

Annexure A Economic Development Annual Report [↗](#)

**REPORT TITLE:** 7.5 PROPOSED COUNCILLOR WORKSHOP CALENDAR

**ECM INDEXES:**

**Subject Index:** GOVERNANCE: Councillor Workshops

**Customer Index:** INTERNAL DEPT - Councillors

**Property Index:** NIL

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

**APPROVER/S:** Dennis McIntyre - Acting 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 aware early of what is proposed to be dealt with at future workshops.

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

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

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

Date	Topic	Presenter/s
Thursday, 11 August 2022 6pm until 9pm	<b>Review of Council s.355 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
Thursday, 13 October 2022 6pm until 9.00pm	<b>Local Environmental Plan (LEP) Review</b>	Acting Director of Development, Planning and Regulatory Services

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

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

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

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

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

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

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

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

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

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

Other relevant Policy and documents include:

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

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

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

#### **(d) Risk**

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

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

**CONCLUSION**

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

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.6 GENERAL MANAGER'S DIRECTORATE: MONTHLY REPORT FOR JUNE 2022**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Reporting**

**Customer Index: NIL**

**Property Index: NIL**

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

**APPROVER/S: Dennis McIntyre - Acting 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 June 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 June 2022.

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

### **ECONOMIC DEVELOPMENT DEPARTMENT**

A separate end of financial year report regarding Economic Development is included in this Business Paper.

### **MEDIA AND COMMUNICATIONS DEPARTMENT**

The number of ‘Page Likes’ on the Glen Innes Severn Council Facebook page as at the end of June 2022 were 2,215. There were 34 posts during June.

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>
Glen Innes Skywalk project	2,880	921
Attract Connect Stay Scoring Points	1,910	215
Morning Tea Farewell event for Dr Bennett	1,892	315

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

- Finalisation of website redevelopment selection/contract; assisting staff with website up-dating for migration;
- Roadworks progress; The Youth Booth survey; community donations; s.355 committees; small halls festival; hospital redevelopment roadshow; housing strategy/population projections.
- Recycling campaign; economic development initiatives; assist Regional Lifestyle magazine with content; logos and corporate advertising – review; use of Glen Innes Examiner – review/negotiate.

#### **Live Streaming of Council Meetings**

Council is Live Streaming monthly Council meetings and statistics are being received from InterStream on the number of views. For the 23 June 2022 Ordinary Council Meeting, there were a total of 26 live views and 23 archive views.

### **EXECUTIVE SERVICES DEPARTMENT**

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

- Glen Innes Severn **Audit, Risk and Improvement Committee (ARIC)** Meeting on Friday, 3 June 2022;
- State Resilience Strategy discussion in Inverell on Monday, 6 June 2022;
- Glen Innes Severn Council and the New England Renewable Energy Zone Meeting on Monday, 6 June 2022;
- **Local Government Professionals (LGP)** NSW online Board Meeting on Tuesday, 7 June 2022;

- **Local Government Group of Councils (LGGOC)** online Meeting on Thursday, 9 June 2022;
- **Regional Economic Development (RED)** Strategies Update Workshop for the Northern New England High Country Functional Economic Region (online);
- **National General Assembly (NGA)** 2022 in Canberra from Saturday, 18 June 2022 until Tuesday, 21 June 2022;
- LGP online Board Meeting on Thursday, 23 June 2022;

### **COUNCILLOR SERVICES DEPARTMENT**

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

- Set up and clean-up of the Thank You and Farewell Morning Tea for Dr Tom and Mrs Carmel Bennett;
- Finalisation of travel arrangements for Cr Gresham and Cr Sparks to attend the Australian Local Government Women's Association Conference in Sydney;
- Extension of invitations to Councillors to multiple events via calendar appointments (including presentations, training, 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 of everything that has occurred in the General Manager's Directorate for the month of June 2022.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.7 REVIEW OF AGENCY INFORMATION GUIDE**

**ECM INDEXES:**

**Subject Index: INFORMATION MANAGEMENT: Government Information (Public Access) Act (GIPA)**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Dennis McIntyre - Acting General Manager**

**APPROVER/S: Peter Sayers - Acting Director of Corporate and Community Services**

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## **PURPOSE**

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

## **RECOMMENDATION**

***That Council adopts the revised Agency Information Guide.***

## **REPORT**

### **(a) Background**

The ***Government Information (Public Access) Act 2009 (GIPA Act)*** commenced operation on 1 July 2010. Section 21 of the GIPA Act requires agencies to develop and adopt an Agency Information Guide as part of their mandatory open access information.

An Agency Information Guide is a summary of what an agency does, how it does it, and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public.

Agencies must review their Agency Information Guide and adopt a new Agency Information Guide at intervals of not more than 12 months.

The Agency Information Guide was last adopted by Council on Thursday, 22 July 2021. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review and adoption by Council.

**(b) Discussion**

The Agency Information Guide must:

1. Describe the structure and functions of the agency;
2. Describe the way in which the functions (including the decision-making functions) of the agency affect members of the public;
3. Specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
4. Identify the various kinds of government information held by the agency;
5. Identify the kinds of government information held by the agency that the agency makes (or will make) publicly available;
6. Specify the way the agency makes (or will make) government information publicly available; and
7. Identify the kinds of information that are (or will be) made publicly available free of charge, and those kinds for which a charge is (or will be) imposed.

Council's revised Agency Information Guide complies with all the items listed above and contains the following amendments, informed by the **Information and Privacy Commission (IPC)** 2022 assessment (**Annexure B**):

- Councillor information has been updated to reflect the newly elected Council;
- Added information around fees for an internal review of an Access Application, review process and right of appeal (4.4.1-2);
- Processing charges and advance deposits for Access Applications;
- Clarification on Council's strategy for proactive release including requirement to review Council's program annually (4.2);
- Role of the Information Commissioner defined (4.7); and
- Updated Council's Vision and Strategic Objectives to align with the Community Strategic Plan 2022-2032.

The revised Agency Information Guide was provided to the IPC for review and comment on 10 May 2022. Council's Agency Information Guide is based on the model Agency Information Guide promoted on the IPC website from Orange City Council; however, the IPC advised of some areas for improvement in the 2022 review and these have been adopted in the draft.

**(c) Options**

Nil.

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

Nil.

**(b) Governance/Policy**

Once adopted by Council, the revised Agency Information Guide will become Policy of Council. Council is required to provide access to information to members of the community in accordance with the Guide. The revised version of the Agency Information Guide ensures Council's continued compliance under Section 21 of the GIPA Act.

**(c) Legislative/Statutory**

Section 20 of the GIPA Act refers to the publication of information concerning affairs of agencies. Under this section of the Act, Council is required to have an Agency Information Guide.

**Agencies must have agency information guide**

- (1) *An agency (other than a Minister) must have a guide (its **agency information guide**) that—*
  - (a) *describes the structure and functions of the agency, and*
  - (b) *describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
  - (c) *specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*
  - (d) *identifies the various kinds of government information held by the agency, and*
  - (e) *identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*
  - (f) *specifies the manner in which the agency makes (or will make) government information publicly available, and*
  - (g) *identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*
- (2) *An agency must make government information publicly available as provided by its agency information guide.*
- (3) *The Chief Executive of the Office of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Chief Executive otherwise approves in a particular case.*

Section 21 of the GIPA Act states when an agency is to adopt and review the Agency Information Guide.

### **Adoption and review of agency information guide**

*An agency must adopt its first agency information guide within 6 months after the commencement of this section and must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. An agency may update and amend its agency information guide at any time.*

Section 22 of the GIPA Act requires agencies to notify the IPC before adopting or amending an Agency Information Guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed Agency Information Guide or amendment. Accordingly, the attached Agency Information Guide was forwarded to the IPC on 10 May 2022.

### **Role of Information Commissioner**

*(1) An agency must notify the Information Commissioner before adopting or amending an agency information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed agency information guide or amendment.*

*(2) The Information Commissioner can issue guidelines and model agency information guides for the assistance of agencies in connection with agency information guides.*

#### **(d) Risk**

The Agency Information Guide aims to mitigate the risk of non-compliance with the GIPA Act.

#### **(e) Social**

The Agency Information Guide provides a summary to community members of what Council does, how it does it, and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public.

#### **(f) Environmental**

Nil.

#### **(g) Economic**

Nil.

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

Nil.

## **CONSULTATION**

**(a) External**

Information and Privacy Commissioner.

**(b) Internal**

Nil.

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

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

## **CONCLUSION**

Council's Agency Information Guide has been revised to include changes that have occurred since the current Guide was adopted in July 2021. Changes are minimal and the revised Agency Information Guide is now presented to Council for review and adoption.

## **ATTACHMENTS**

Annexure A Draft Agency Information Guide [⇒](#)

Annexure B Advice from the Information and Privacy Commissioner 2022 [⇒](#)

**REPORT TITLE: 7.8 PROJECT JIGSAW UPDATE**

**ECM INDEXES:**

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

**Customer Index: INTERNAL: Project Jigsaw**

**Property Index: NIL**

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

**APPROVER/S: Peter Sayers - Acting Director of Corporate and Community Services**

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## **PURPOSE**

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

## **RECOMMENDATION**

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

## **REPORT**

### **(a) Background**

Council was last provided with an update for Project Jigsaw at the Ordinary Council Meeting held on Thursday, 26 May 2022.

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

**(b) Discussion**

Since the last update was provided to Council, Project Jigsaw continues to move forward at a rapid pace.

Stage One (1) cutover occurred on the weekend of Saturday, 2 July 2022, and Sunday, 3 July 2022. The Open Office program was handed back to Council during Monday, 4 July 2022, and Tuesday, 5 July 2022, for data migration validation. From Wednesday, 6 July 2022, Council staff commenced a staged live data entry to confirm systems are operating as expected.

All staff are being kept up to date with the progress of the implementation process through morning emails.

**Current Project Status – Stage One (1):**

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

- Receipting: Manual receipting was carried out until Monday, 11 July 2022, and is now live with all backlog manual receipts entered;
- Payroll: Payroll successfully reached the end of the first live payroll cycle, with staff receiving their pays on time. A parallel run against the test system will confirm the accuracy of the initial live pay run;
- The Rates, Property and Water Billing module is yet to have configuration fully completed;
- Accounts Payable has successfully completed the first two (2) live payment runs;
- Accounts Receivable has created the first sales invoices in Open Office; and
- Purchase Orders have been created and converted into invoices for payment. Training has commenced on raising purchase orders in the new finance system.

The Project Manager Report (**Annexure A**) and the Open Office Status Report (**Annexure B**) provide further information on the progress of Project Jigsaw.

The chart below details the Summary of Key Project Components as at Wednesday, 13 July 2022:

**Legend:**

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

1. Status Summary – Key Project Components

Project Component	Comments	Status This Report	Status Last Meeting
<b>Contract with Open Office</b>	100% Complete <ul style="list-style-type: none"> <li>• Contract negotiation complete</li> <li>• Payment Plan agreed</li> <li>• Contract signed 22 December 2020</li> <li>• Contract Variation for Enterprise Asset Management (EAM) solution has been agreed and signed</li> </ul>		
<b>Azure Cloud Infrastructure (RMT)</b>	98+% Complete <ul style="list-style-type: none"> <li>• RMT build complete</li> <li>• Open Office database installation complete</li> <li>• Minor configuration ongoing</li> </ul>		
<b>Project Breakout Office</b>	100% Complete <ul style="list-style-type: none"> <li>• IT connectivity and furniture is installed</li> <li>• Training has commenced</li> <li>• Staff now actively using the facilities (see report item)</li> </ul>		
<b>Stage 0 – Project Initiation</b>	100% Complete <ul style="list-style-type: none"> <li>• Staff Project initiation complete</li> <li>• Project Management Plan agreed</li> <li>• Draft Project Schedule (Gantt Chart) received and under review.</li> </ul>		
<b>Stage 1 – Core Module Implementation</b>	95+% Complete – <ul style="list-style-type: none"> <li>• Scheduled training in all Finance, Payroll and Rates modules is complete</li> <li>• UAT for all modules has commenced – some delays in finalising Pre-Production database which have impacted UAT</li> <li>• Payroll parallel runs completed</li> <li>• System now running in live operation</li> <li>• Ongoing configuration to be completed before all modules fully live.</li> <li>• Rates &amp; Property remains at elevated risk due to compressed timing for issue of Rate notices.</li> </ul>		

Project Component	Comments	Status This Report	Status Last Meeting
<b>Stage 1 – Chart of Accounts Development</b>	100% Complete <ul style="list-style-type: none"> <li>Revised GL Chart, Jobs/Job Tasks and Dimensions completed</li> </ul>		
<b>Stage 2 – Other Module Implementation</b>	10% Complete <ul style="list-style-type: none"> <li>OO requested to schedule the implementation of Customer Services module – yet to be actioned</li> </ul>		

## 2. Milestone Completion this Report

Milestone	Comments	Status This Report	Status Last Meeting
Enterprise Asset Management Contract Variation	Agreed and signed.		
Stage 0 – PMP completed	Agreed and signed.		
Project Kick-off meeting	Meeting held 5 October 2021		
Data Migration Workshops – Stage 1	Workshops with GISC completed for Finance, Payroll, Rates, Property & Water modules.		
Baseline Project Plan V6 agreed	Go Live date set for 5 May 2022		
Stage 1 modules data extraction	Rates/Property/Water & Payroll & Financials data extraction cut 1 complete		
Chart of Accounts Design	CoA design complete		
Test Data Load	Initial data loads for Payroll and Rates/ Property complete		
Training in all Core modules completed	Some minor configuration is continuing		
UAT proper completed	Residual continued testing into Go Live phase required and still in progress		
Parallel Pay 4 & 5 completed	HR/Payroll team confidence high, residual configuration issues being managed		
Go Live commenced	Practical system close off and data extraction completed, Open Office commenced live operation 5 July and continues to roll out as modules come on line. Rates configuration remains a risk issue		

### (c) Options

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

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

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

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

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

Nil.

### **(d) Risk**

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

### **(e) Social**

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

### **(f) Environmental**

Nil.

### **(g) Economic**

Nil.

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

Nil.

## **CONSULTATION**

### **(a) External**

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

### **(b) Internal**

Nil.

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

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

## **CONCLUSION**

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

Stage One (1) cutover occurred on the first weekend in July. The Open Office program was handed back to Council during Monday, 4 July 2022, and Tuesday, 5 July 2022, for data migration validation. From Wednesday, 6 July Council staff commenced a staged live data entry to confirm systems are operating as expected.

Successful payment runs have been completed in Payroll and Accounts Payable, receipting is occurring, and sales invoices have been raised in Accounts Receivable. Purchase order training is occurring, and Rates, Property and Water Billing is undergoing final configuration. Overall, the project is on track and progressing well.

## **ATTACHMENTS**

Annexure A      Project Jigsaw - Project Manager Report 10 July 2022 [⇨](#)

Annexure B      Project Status Report – Open Office Report Date 6 July 2022 [⇨](#)

**REPORT TITLE: 7.9 CAPITAL WORKS PROGRAM PROGRESS REPORT  
AS AT 30 JUNE 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):**

Glen Innes Indoor Sports Centre

Construction began in June 2021. As shown in Image 1 below, the flooring and line marking have been installed. Carpet and kitchen are being completed, along with some final painting. The project is expected to be completed by mid-August 2022. The completion of the road and carpark has been extended due to wet weather events.



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

Glen Innes Aggregates Office and Weighbridge (funded over two years)

The new quarry office and weighbridge has been opened and is now in use, allowing demolition of the old weighbridge for excavation and quarrying of that site. The new office complies with work health and safety requirements and provides the required amenities for both male and female staff. Glen Innes Aggregates site with new office and weighbridge (bottom right) as shown in Image 2.



Image 2: GIA site with new office and weighbridge (bottom right)

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

New Finance System and Implementation

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

Stage One (1) cutover occurred on the first weekend in July. The Open Office program was handed back to Council during Monday, 4 July 2022, and Tuesday, 5 July 2022, for data migration validation. From Wednesday, 6 July Council staff commenced a staged live data entry to confirm systems are operating as expected.

Successful payment runs have been completed in Payroll and Accounts Payable, receipting is occurring, and sales invoices have been raised in Accounts Receivable. Purchase order training is occurring, and Rates, Property and Water Billing is undergoing final configuration. Overall, the project is on track and progressing well.

Shannon Vale Road Gravel Re-sheeting:

Re-sheeting of this road has continued with challenging conditions being experienced due to wet stockpiles of gravel. Approximately 50% of the road has been re-sheeted with works continuing as shown in Image 3.



Image 3: Shannon Vale Road Site Works

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

Bald Nob Upgrade (Roads of Strategic Importance)

This project commenced in June with survey being undertaken by Council staff. The design and pavement investigation is being performed by external contractors GHD who have commenced that phase. This project is in addition to the Safer Roads funded section that is already designed pending arrival of the construction team.

Yarrow Creek Bridge Renewal:

Planning is underway for this project to be delivered by Council's bridge team using components sourced from local business Weir Built procured by tender.

The project will be the first concrete bridge undertaken using internal resources. This approach will allow Council to commence works at a time when external contractors are essentially unavailable due to industry demand. It will also maintain the benefit of grant expenditure in the local economy and allow staff to develop skills and experience that will provide the community with future options for more locally sourced solutions.

**(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	\$7,080,101	93.81%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$6,188,765	\$6,170,719	\$4,051,620	65.66%
CAPITAL WORKS PROGRAM 2021/2022	\$17,464,451	\$17,237,003	\$5,141,320	29.83%
CAPITAL WORKS PROGRAM REVOTES	\$1,298,626	\$1,318,626	\$872,612	66.18%
TOTALS	\$27,941,771	\$32,273,719	\$17,145,653	53.13%

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

## CONCLUSION

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

This report is updated monthly, and the information is also reported to Council monthly. The information within this report is current as at Thursday, 30 June 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 Revotes [⇒](#)

**REPORT TITLE: 7.10 INVESTMENTS REPORT AS AT 30 JUNE 2022**

**ECM INDEXES:**

**Subject Index: FINANCIAL MANAGEMENT: Investments**

**Customer Index: NIL**

**Property Index: NIL**

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

**APPROVER/S: Peter Sayers - Acting 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 criteria and cash requirements.

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

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

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

<b>Bank Reconciliation Statement</b>		
<b>Balance as per General Ledger</b>		
Opening Balance	1 June 2022	\$13,589,121.72
Movements		-\$ 2,854,561.54
Closing Balance	30 June 2022	\$ 10,734,560.18
Less unprocessed Bank Statement Transactions		\$ -
<b>Total:</b>		<b>\$ 10,734,560.18</b>
<b>Balance as per Statement</b>		
	30 June 2022	\$ 10,734,560.18
Less Unpresented Payments		\$ -
Plus Unpresented Debits		\$ -
Less Unpresented Deposits		
<b>Total:</b>		<b>\$ 10,734,560.18</b>
		
Responsible Accounting Officer 13 July 2022		

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

**SUMMARY OF INVESTMENTS:**

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
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
A1/A+	24/06/2024	4.38%	Macquarie (16)	Yes	1,000,000	87,720.00
A1+/AA-	24/06/2023	3.60%	NAB (18)	Yes	1,000,000	36,000.00
<b>Expected Average Return 22/23</b>		<b>1.18%</b>	<b>Total Investments</b>		<b>18,000,000.00</b>	<b>243,468.77</b>
<b>Actual Average Return Received YTD</b>		<b>0.48%</b>	<b>Cash on Hand</b>		<b>10,734,560.18</b>	
			<b>Total Cash and Investments</b>		<b>28,734,560.18</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:

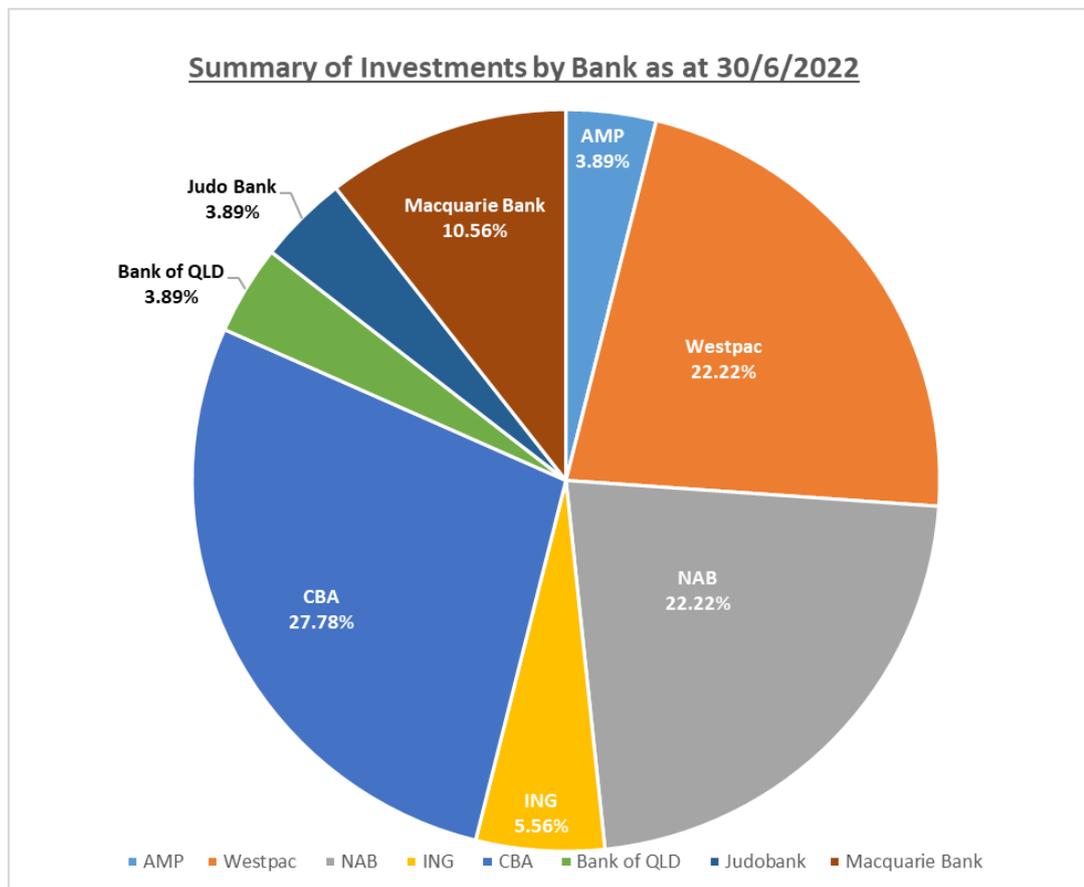
<b>Interest received for year to 30 June 2022</b>	<b>\$76,406.71</b>
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The table below details the monthly movements of investments for the reporting month:

<b>Investment Movements</b>	
<b>Opening Balance as at 1 June 2022</b>	<b>18,000,000</b>
<b>Less:</b>	
Maturities (2)	2,000,000
<b>Subtotal</b>	<b>16,000,000</b>
<b>Plus</b>	
Rollovers (2)	2,000,000
New Investments (0)	
<b>Current Balance as at 30 June 2022</b>	<b>18,000,000</b>

During the reporting month, there were two (2) investments that matured, both investments being rolled over.

The graph below shows the summary of Investments by Bank:



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

### Certification

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

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year was 0.48%. 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.

Interest rates are now trending upwards and it is expected that the actual average return will increase as investments are made at the new rates. The Bloomberg Ausbond Bank Bill Index one (1) year return rate for the reporting month is 0.11%.

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 June	18,000,000	14,400,000
Current Balance as at 30 June	18,000,000	16,100,000

**(b) Governance/Policy**

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

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

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

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

All aggregate rating categories are within the policy limits.

***Credit Quality Portfolio Compliance***

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

**COUNCIL'S PORTFOLIO COMPLIANCE**

<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	16.11%	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>100.00%</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 principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par or greater than the **Consumer Price Index (CPI)**. It is possible therefore that Council does not meet the principal objective of the Policy. In addition, consideration must be given to the potential that the investment restrictions provided in the Policy (both legislatively and by Council) may increase this risk.

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

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

**(h) Asset Management**

Nil.

## **CONSULTATION**

### **(a) External**

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

### **(b) Internal**

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

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

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

## **CONCLUSION**

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

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.11 BORROWINGS REPORT AS AT 30 JUNE 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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### **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	\$ 1,636,091.79
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	\$ 137,816.62
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	\$ 63,562.19
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	\$ 313,956.85
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 1,255,827.40
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$ 1,109,022.07
<b>Total General Fund Liability</b>					<b>\$ 7,226,932.18</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>\$ 9,682,587.51</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 \$9,682,587.51 as at the end of the reporting month.

### (b) Governance/Policy

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

### (c) Legislative/Statutory

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

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

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

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

#### **Section 622 – What form may a Council borrowing take?**

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

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

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

Other legislation and guidelines relevant to Council borrowing:

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

**(d) Risk**

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

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

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

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

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

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

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

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

## **CONCLUSION**

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

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.12 RATES AND CHARGES AS AT 30 JUNE 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  
Peter Sayers - Acting Director of Corporate and Community Services**

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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 for the reporting period.

**(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>30 June 2022</b>	<b>30 June 2021</b>
Rates and Charges	\$730,867.90	\$781,076.86
Water Consumption Charges	\$156,666.58	\$320,412.89
<b>Total Outstanding</b>	<b>\$887,534.48</b>	<b>\$1,101,489.75</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>30 June 2022</b>
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,692,270.39
Pension Concession	-\$399,551.96
Amounts collected as at 30 June 2022	-12,342,927.39
<b>Total Outstanding Rates and Charges</b>	<b>\$730,867.90</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 are reduced by the pensioner concession of \$399,551.96; reducing the amount of income derived from these rates and charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$179,798.38. The remaining 55% (\$219,753.58) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding rates and charges at 30 June 2022 were \$730,867.90 which represents **5.59%** of the total annual rates and charges levied and outstanding of \$13,073,795.29 compared with the outstanding rates and charges of \$781,076.86 at the same time last year. This represented **6.15%** of the total annual rates and charges levied and outstanding of \$12,693,499.90 at the same time last year.

## E-Notices

At the end of the reporting period there were 962 ratepayers registered for E-Notices. These ratepayers generate 1,264 individual rate notices which are distributed by email. This represents 22.64% 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>30 June 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)*	\$1,138,293.60
Amounts collected as at 30 June 2022	-\$1,302,039.91
<b>Outstanding Water Consumption Charges</b>	<b>\$156,666.58</b>

The outstanding Water Consumption Charges as at the end of the reporting month of \$156,666.58 represents **10.74%** of \$1,458,706.49, compared with the outstanding Water Consumption Charges of \$320,412.89 at the same time last year. This represents **21.08%** of the total Water Consumption Charges levied and outstanding of \$1,519,991.32 as at the same time last year.

It should be noted that the figures for the 2021/22 financial year are lower due to the timing of levying the 4<sup>th</sup> quarter water consumption accounts. Also to be noted is 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 97 ratepayers who have entered into arrangements for the payment of their rates, totalling \$145,249.02. This is a decrease of \$31,592.90 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 2022/2023 Financial Year sets the annual Rates, Water and Sewer Charges for the current year.

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.3: Deliver Rates notification and collection services to adopted customer service standards.

## **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 **5.59%** of the total annual rates and charges levied and outstanding from previous years by Council (compared with **6.15%** as at the same time last year).

The outstanding Water Consumption Charges at the end of the reporting month represents **10.74%** of the total Water Consumption Charges issued and outstanding from previous years (compared with **21.08%** 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:** 7.13 ABORIGINAL CONSULTATIVE COMMITTEE - REVISED TERMS OF REFERENCE AND ADDITIONAL MEMBERS

**ECM INDEXES:**

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

**Customer Index:** Aboriginal Consultative Committee

**Property Index:** NIL

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

**APPROVER/S:** Peter Sayers - Acting Director of Corporate and Community Services

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## PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Aboriginal Consultative Committee meeting held on Monday, 27 June 2022.

## RECOMMENDATION

*THAT Council:*

1. *Endorses the following additional members to the Aboriginal Consultative Committee:*
  - *Debbie McCowen (Armajun representative); and*
  - *Kerry Faiers (community representative).*
2. *Approves the revised Terms of Reference for the Aboriginal Consultative Committee.*

## REPORT

### (a) Background

The Aboriginal Consultative Committee includes representation from Aboriginal community members and Aboriginal service providers. The Committee is required to consider particular matters and make recommendations to Council.

**(b) Discussion**

The Minutes of the Aboriginal Consultative Committee are attached (**Annexure A**). The following recommendations were made at the meeting for consideration by Council:

- A report will be submitted to Council to endorse the two (2) additional members; and
- That the draft Aboriginal Terms of Reference be adopted (**Annexure B**).

The Draft Constitution and Rules of Management, also known as Terms of Reference, were last adopted in September 2016 (Resolution 16.09/16). Since the Aboriginal Consultative Committee was recently reformed, the Terms of Reference have been revised to ensure they suit the needs and expectations of the new committee.

The Terms of Reference provide additional guidance to members to ensure they meet their roles and responsibilities as a Community Committee of Council. This is in addition to the guidelines set out in the **Manual for Community Committees of Council (the Manual)**, which all Section 355 Committees are required to adhere to.

The Draft Terms of Reference have been revised and are now recommended by the committee for adoption by Council. The changes include the following:

- Changes to representative numbers for Glen Innes Severn Council and Aboriginal community representatives;
- Updated meeting frequency details; and
- Inclusion of setting dates, time and location as well as reviewing the constitution (Terms of Reference) at the Annual General Meeting.

Changes to the Draft Terms of Reference are noted in red text in Annexure B.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The Aboriginal Consultative Committee is an advisory committee of Council and has no financial delegations. Its purpose is to discuss key issues and make recommendations to Council.

**(b) Governance/Policy**

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

The new community / agency representatives who nominated for the Aboriginal Consultative Committee are aware of the conditions as outlined in the Manual.

The Terms of Reference provide further guidance to the committee, in addition to the Manual.

**(c) Legislative/Statutory**

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

**(d) Risk**

There is a risk to Council by appointing community members to committees to manage facilities or functions and provide services on Council's behalf.

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.

The Aboriginal Consultative Committee has a separate Terms of Reference to further guide the committee to adhere to its roles and responsibilities.

**(e) Social**

The Aboriginal Consultative Committee provides a forum for discussion between Council and the Aboriginal community to raise, discuss and share issues. This results in increased awareness across the wider Aboriginal community about current services or activities provided in the Local Government Area.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Representatives of the Aboriginal Consultative Committee were consulted with regarding the contents of this report.

**(b) Internal**

Nil.

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

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

**CONCLUSION**

The Aboriginal Consultative Committee has received notification of an additional two (2) members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. The Committee's Terms of Reference have also been reviewed and Council's approval is now sought for the additional members and revised Terms of Reference.

**ATTACHMENTS**

- Annexure A     Aboriginal Consultative Committee Minutes - 27/6/22 [⇒](#)  
Annexure B     Draft Constitution and Rules of Management [⇒](#)

**REPORT TITLE:** 7.14 EMMAVILLE WAR MEMORIAL HALL COMMITTEE -  
ELECTION OF COMMITTEE

**ECM INDEXES:**

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

**Customer Index:** Emmaville War Memorial Hall Committee

**Property Index:** NIL

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

**APPROVER/S:** Peter Sayers - Acting Director of Corporate and Community  
Services

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### PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Emmaville War Memorial Hall Committee meetings held on Wednesday, 27 April 2022 and Wednesday, 22 June 2022.

### RECOMMENDATION

***THAT Council:***

1. ***Endorses the following four (4) community representatives as the newly elected Emmaville War Memorial Hall Committee:***
  - ***Daphne Say;***
  - ***Lyn Schumacher;***
  - ***Daniel Sproule; and***
  - ***Dorothy Wooder.***
2. ***Endorses the election of office bearers within the newly elected Emmaville War Memorial Hall Committee as follows:***
  - ***Chairperson – Daniel Sproule; and***
  - ***Treasurer and Secretary – Lyn Schumacher.***

## REPORT

### (a) Background

The Emmaville War Memorial Hall Committee includes representation from interested community members. The Committee is required to consider matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Emmaville War Memorial Hall Committee was held on Wednesday, 27 April 2022. Four nominations were received for membership of the Committee.

Following the AGM minutes being received by Council, discussions were held with Mayor Rob Banham regarding his role as Chairperson and the decision was made for him to step down in favour of new member Daniel Sproule.

An Extraordinary Meeting of the Committee was then held on Wednesday, 22 June 2022, to resolve the matter of Chairperson. Daniel Sproule was nominated and elected at this meeting.

### (b) Discussion

In accordance with the **Manual for Community Committees of Council (the Manual)**, all positions of the Emmaville War Memorial Hall Committee were declared vacant at the AGM. Nominations were called from interested members of the community to fill the 12 committee positions for the coming year.

The final membership recommendations from the minutes of the Emmaville War Memorial Hall Committee AGM (**Annexure A**) and the subsequent Extraordinary Meeting (**Annexure B**) are:

- Daphne Say;
- Lyn Schumacher;
- Daniel Sproule; and
- Dot Wooder.

After the AGM, Mayor Rob Banham stepped down as member and Chairperson in favour of Daniel Sproule. This decision was made in consideration of the role of Chairperson and potential risks and conflicts of interest.

Following the two (2) meetings, Daniel Sproule was elected as Chairperson and Lyn Schumacher as Secretary and Treasurer.

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

The representatives who nominated for the Emmaville War Memorial Hall 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 an employee in a business within the LGA;*
- *Members are prepared to actively serve the Committee until the next Annual General Meeting; and*
- *Members are prepared to operate under Council’s Code of Conduct and Community Committees of Council Manual*

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

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

**(b) Governance/Policy**

The election of office bearers has been carried out in accordance with the Manual. All representatives who nominated for the Emmaville War Memorial Hall Committee are aware of the conditions outlined in the Manual.

The Emmaville War Memorial Hall Committee has delegated Council powers and responsibilities and is required to adhere especially to section four (4) Financial Management of the Manual to ensure compliance. It also provides input into relevant Council policies and strategies as they are formulated and reviewed.

**(c) Legislative/Statutory**

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

**(d) Risk**

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

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

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

**(e) Social**

Council's Community Committee is managing the Emmaville War Memorial Hall, providing valuable assistance to Council by ensuring this facility is accessible and well utilised by members of the community.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Manager of Governance, Risk and Corporate Planning was consulted in relation to risk and the role of Chairperson on this committee.

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

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

## **CONCLUSION**

The Emmaville War Memorial Hall Committee has duly considered the matters brought before it. Recommendations arising from its meetings now require endorsement from Council.

The Emmaville War Memorial Hall Committee has elected four (4) members and two (2) office bearers for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

## **ATTACHMENTS**

- Annexure A      Emmaville War Memorial Hall Committee AGM Minutes - 27/4/2022 [⇒](#)
- Annexure B      Emmaville War Memorial Hall Committee - Extraordinary Meeting Minutes - 22/6/2022 [⇒](#)

**REPORT TITLE:** 7.15 WORKPLACE INJURY MANAGEMENT REPORT AS AT  
30 JUNE 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 - Acting 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 30 June 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	5
YTD New Claims (Non-Premium Impacting)	8	6	10	5
YTD Total New Claims	16	10	15	10
YTD Time Lost Due to Injury (LTI Days)	40	79	29	387
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				0
Open Premium Impacting Claims (Current Year)				7
Open Non-Premium Impacting Claims (Current Year)				1
Total Open Claims				11
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	\$60,800.00
Scheme Performance Rebates	\$55,620.88	\$24,593.67	\$34,953.89	\$34,265.14

This report covers the month of June 2022. There was one (1) new premium impacting claim during the month, with the worker returning to full duties. Two non-premium impacting claims were finalised, one (1) from the current year and another from a previous year.

Lost time increased during the period, with two (2) workers unable to sustain suitable duties. There has been an accompanying increase in claims costs for both medical and wage expenses. The finalised premium for the 2021/2022 year will be available once the annual wages declaration is completed and sent to StateCover in August.

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

**CONCLUSION**

The period 1 June to 30 June 2022 saw one (1) new workers compensation claim, the closure of two (2) claims, and an increase in both lost time and claims costs.

The 2021/2022 financial year has seen a considerable increase in lost time and claims costs in comparison to the previous three (3) financial years. This is likely to be reflected in a premium increase, which will be known after Council submits its annual wages declaration to StateCover in August.

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:** 7.16 GLEN INNES SEVERN LEARNING CENTRE  
STRATEGIC MARKETING PLAN 2022-2025

**ECM INDEXES:**

**Subject Index:** COMMUNITY SERVICES: Glen Innes Severn Learning Centre

**Customer Index:** LIBRARY AND PUBLIC INFORMATION ACCESS: Learning Centre

**Property Index:** NIL

**AUTHOR:** Kerry Byrne - Manager of Library / Learning Centre

**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 Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 (**Annexure A**) to be endorsed to go on public exhibition for 28 days.

### RECOMMENDATION

**THAT Council:**

1. **Approves for the revised Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 to be placed on public exhibition for 28 days from Thursday, 4 August 2022 until Wednesday, 31 August 2022.**
2. **Displays the revised Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 on Council's website, and that it be made available for viewing at the following locations:**
  - **Council's Town Hall Office;**
  - **Council's Church Street Office; and**
  - **The Village Post Offices at Deepwater, Emmaville and Glencoe.**
3. **Requests the Manager of Library and Learning Centre to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025; otherwise, that the Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 be adopted by Council.**

## **REPORT**

### **(a) Background**

The Glen Innes Severn Learning Centre Strategic Marketing Plan was last adopted by Council on Thursday, 24 May 2018, and is due for review every three (3) years.

The revised Glen Innes Severn Learning Centre's Strategic Marketing Plan 2022-2025 builds on three (3) previous Strategic Marketing Plans with a continuing emphasis on the 'community hub' concept and combining several services in one (1) building. The Strategic Marketing Plan has been developed as a tool to develop targeted goals and actions which have a focus on people, services, communication and marketing, places, technology and sustainability.

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

### **(b) Discussion**

The revised Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 aims to:

- Strategically market the Learning Centre's services as a valuable resource to potential users, to maximise usage and to build future sustainable strategies;
- Identify potential users and their service needs; and
- Develop need-based services to meet community demands.

In the process of reviewing the Strategic Marketing Plan, research was undertaken in:

- Current Marketing Plans;
- Findings from the Glen Innes Severn Council Satisfaction Survey, 2020;
- Library Council of NSW Standard and Guidelines for NSW Public Libraries, 7<sup>th</sup> edition August 2020;
- Census of Population and Housing 2020, Australian Bureau of Statistics, 2020; and
- Surveying the Glen Innes Severn communities with specific questions from the Learning Centre stakeholders.

Recommendations from the research conducted and the information gathered from the community survey, have been used to produce the goals for the Strategic Marketing Plan's Action Plan for the next three (3) years.

The Action Plan goals include:

1. **People** – Survey the community for feedback on current and future service needs and satisfaction levels;
2. **Services** – Seek author events, travelling exhibitions and provide a fun, stimulating and information program at the Library Learning Centre;
3. **Communication / Marketing** – Continue to develop marketing skills and strategies to improve our connecting with our community;
4. **Places** - Develop welcoming and flexible community spaces, both real and virtual, and open to all members of the community;
5. **Technology** - Use technology to deliver content and services; and
6. **Sustainability** – Seek community support for services and events (volunteers, Friends of the Library, professional and community organisations) and investigate grant opportunities.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The Glen Innes Severn Learning Centre's Principal Agreement with the Learning Centre's stakeholders contains an approved percentage of the annual operational expenditure costs which will be covered by TAFE NSW, as well as a part-time Librarian working 17.5 hours per week.

**(b) Governance/Policy**

Once adopted by Council, the revised Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 will become a Plan of Council.

The Glen Innes Severn Learning Centre's stakeholders have representation on the Learning Centre's Management Committee, which has a Principal Agreement between all stakeholders.

**(c) Legislative/Statutory**

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

**(d) Risk**

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

**(e) Social**

The services offered by the stakeholders at the Glen Innes Severn Learning Centre have a direct social impact on social wellbeing and informational needs in the community. The draft Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 aims to maintain fair and equitable services across the Glen Innes Severn Local Government Area and market the educational and cultural advantages offered by the Glen Innes Severn Learning Centre stakeholders.

**(f) Environmental**

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

**(g) Economic**

The Library and Learning Centre assists communities to increase their economic wealth through the services offered in education, information, cultural endeavours, personal well-being and meeting spaces.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

- TAFE NSW;
- University of New England;
- Glen Innes Art Gallery;
- NSW Public Library Network; and
- NSW State Library.

**(b) Internal**

- MANEX.

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

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

This report also links to Council's Delivery Program Community Service Principal Activity CS 1.3.2: To actively seek grant opportunities to increase opportunities for cultural expression. (Strategic Marketing Plan - Glen Innes Severn Learning Centre - Action Plan - Sustainability).

## CONCLUSION

The revised Glen Innes Severn Strategic Marketing Plan 2022-2025 will provide a planning tool and a focus for future actions and strategies to further develop the Learning Centre's potential as a community hub for social networking, to prepare for future technological advances and to improve sustainability of services at the Learning Centre.

Council's Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 has been revised to include changes that have occurred since the current Plan was adopted in May 2018. The revised Plan is now presented to MANEX for its review and endorsement to be placed on public exhibition.

## ATTACHMENTS

Annexure A      Draft Glen Innes Severn Learning Centre Strategic Marketing Plan 2022-2025 [↗](#)

**REPORT TITLE:** 7.17 GLEN INNES SEVERN LIBRARY REPORT -  
QUARTERLY REPORT

**ECM INDEXES:**

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

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Kerry Byrne - Manager of Library / Learning Centre

**APPROVER/S:** Peter Sayers - Acting Director of Corporate and Community  
Services

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### PURPOSE

The purpose of this report is to keep Council up to date on the quarterly statistical data and the community cultural program and activities delivered by the Library and Learning Centre during April, May and June 2022.

### RECOMMENDATION

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

### REPORT

#### (a) Background

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

**(b) Discussion**

**April 2022**

**Friends of the Library (FOL) Annual Book Sale – Wednesday, 27 April 2022 until Saturday, 30 April 2022**

The FOL Annual Book Sale was held over four (4) days and commenced with the Friends meeting the day before to pick up the stored resources, unpacking and sorting them and setting up the long trestle tables.

This year's event was held in the Glen Innes Scout Hall during the Celtic Festival and received excellent support from local and festival participants, raising approximately \$3,000. All proceeds were donated to the Lismore Public Library to help with their recovery from the February 2022 floods.

**Bad Sydney Crime Writers Festival – Thursday, 28 April 2022**

The BAD Sydney Crime Writers Festival online author event with bestselling author, Dervla McTiernan, was held on Thursday 28 April, from 6pm until 7pm.

**May 2022**

**Deepwater Library Local Author Morning Tea – Wednesday, 4 May 2022**

Deepwater Public Library hosted two (2) local authors, Amanda Woods and Michael Burge, who talked about their books and publishing careers at a morning tea on Wednesday, 4 May 2022, from 10.30am until 11.30am. Twenty-two locals attended the event and enjoyed a morning tea following the talk.

**NSW State Library Training – Diverse Cultural Book Selection - 31 May 2022**

Kate Cooper attended the NSW State Library's online training on Diverse Cultural Book Selection which will assist her to select books to reflect the changes in society regarding family, gender, disability, First Nation people etc. in the Library collection.

**Nicole Alexander – Author Talk – Saturday, 14 May 2022**

Nicole Alexander launched her third book 'The Last Station' at the Glen Innes Library on Saturday, 14 May 2022. This is Nicole's third author event at the Library and she is a favourite with the locals. Twenty participants enjoyed listening to her historical research from the 1880s with paddle-steamers on the Darling River and the hard-living conditions in drought, flood and economic downturns following the World Wars.

### **National Volunteers Day – Afternoon Tea for Library and Life Choices - Support Services Volunteers**

The Library joined the Life Choices - Support Services Team to celebrate and thank their volunteers on National Volunteers Day on Thursday, 19 May 2022. The Mayor Rob Banham, Deputy Mayor Troy Arandale, Council's General Manager Mr Craig Bennett and Council's Coordinator Activity and Lifestyle Support Mr Graham Quinn joined the celebration and thanked local volunteers for their service to the Glen Innes Severn community. The volunteers enjoyed a sumptuous afternoon tea and received a certificate of appreciation for their efforts.

### **Two New Staff Members – Casual and Permanent Staff Positions – May 2022**

Two (2) new staff members commenced in May. Sari James filled a permanent Library Assistant position and Elena Weatherall commenced her training as a casual Library Assistant. Both will be mentored and trained in customer service, assisting with children's and youth activities and administration duties.

### **FOL Grant Submission**

The FOL recent National Backyard Grant Submission for \$1,500 was successful and will go towards supporting the Library's 'Sensitive Saturdays' for families coping with Autism. This Library project is about low sound and lighting on Saturday morning for families to come and access appropriate touch, motor skills and 'senses' educational toys for building their children's skills and for their comfort and enjoyment while using the Library.

### **June 2022**

#### **BAD Sydney Crime Festival – June 2022**

Five internationally acclaimed author events over five (5) weeks during June 2022 with Arian McKinty, Janet Evanovich, Harlan Coben, Don Winslow, and Mick Herron scheduled for these events.

#### **Glen Innes High School Work Experience student – Monday, 20 June 2022 until Friday, 24 June 2022**

Summer Cooper and Damaris Istratocie joined the Library team for five (5) days of stocktaking of resources, preparing new resources for loan, and learning customer service skills.

#### **External Covered Children's Area - Rubberised matting installed**

Rubberised matting was installed on Thursday, 16 June 2022, on the cement flooring of the external covered children's area. The matting will be safer for children's activities for slips and falls and warmer in winter when children are sitting on the ground to play games.

The external covered children’s area will be used for the ‘Sensitive Saturdays’ activities for families coping with Autism, school holiday events and weekly storytelling activities. Having an enclosed external area to organise activities has been advantageous during the COVID Pandemics.

### **GLEN INNES ART GALLERY EXHIBITION**

The Glen Innes Art Gallery held the ‘Cameron Art Group Exhibition’ from Monday, 11 April 2022 until Friday, 13 May 2022. The Cameron Art Group is a group of local dedicated artists that meet regularly to support and continue to improve their skills. Artwork from these meetings are displayed and sold at an annual art exhibition.

‘The Paddock to Plate Art Exhibition’ was on display from Monday, 23 May 2022 until Friday, 24 June 2022. This exhibition features local artist artwork in mixed mediums.

### **LEARNING CENTRE’S CONFERENCE AND MEETING ROOM USAGE**

The Learning Centre’s bookings are remaining consistent post-COVID with a slight increase in comparison to the same period in 2021. Conference Room usage has been predominantly by Council.

	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Council	14	22	18	54
Art Gallery	1	2	1	4
TAFE/DET	0	0	0	0
Community/Commercial	2	1	0	3
<b>Total</b>	<b>17</b>	<b>25</b>	<b>19</b>	<b>61</b>

### **LIBRARY QUARTERLY STATISTICS**

The Library’s statistics reflect a slow return to business in the Glen Innes Severn Library and village Branch Libraries. Numbers were consistent over the past three (3) months and reflect the impact that COVID has had on business, with a four (4) percent increase on issues at the Glen Innes Severn Library and an overall increase of 195% in issues at the village Libraries.

The Library’s e-Resources are not included in this report and have experienced an increase in online resource usage as members begin to rely more heavily on e-Books, e-Audio, online magazines, and newspapers.

### Library Manager's Quarterly Report - April, May and June

Item 7.17

ISSUES	Total 2022	Total 2021
Glen Innes Public	10,867	10,473
Branch Library Transfers	1,963	2,242
TAFE	308	594
<b>TOTAL</b>	<b>13,138</b>	<b>13,309</b>

Branch Library Issues		
Deepwater	662	809
Emmaville	1,056	982
Glencoe	57	100
<b>TOTAL</b>	<b>1,775</b>	<b>1,891</b>

Home Library Service		
<b>Issues</b>		
Glen Innes	1,277	1,011
Deepwater	86	0
Emmaville	338	367
<b>TOTAL</b>	<b>1,701</b>	<b>1,378</b>

INCOME		
Internet Printing	\$ 604.70	\$ 405.25
Photocopy/Fax	\$ 173.75	\$ 158.50
Coffee Machine	\$ 391.70	\$ 514.40
Conference Room	\$ 20.00	\$ 689.10
Inter Library Loan	\$ 0	\$ 7.50
Other*	\$ 41.50	\$ 249.35
<b>TOTAL</b>	<b>\$1,231.65</b>	<b>\$2,024.10</b>

\*Other includes Replacement of Books and Donation

Internet Usage		
Deepwater	28	53
Emmaville	38	51
Public	1,102	1,368
WIFI	0	531
TAFE	21	16
<b>TOTAL</b>	<b>1,189</b>	<b>2,019</b>

<b>Art Gallery Visitors</b>	486	267
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Members	Average 2022	Average 2021
GISC	3,768	3,629
Others (outside LGA)	101	94
TAFE	178	169
<b>TOTAL</b>	<b>4,047</b>	<b>3,892</b>

<b>People Counter</b>	2,842	2,423
<b>History Group</b>	0	0
<b>Home Library Service</b>		
<b>Members</b>		
Glen Innes	72	53
Deepwater	4	0
Emmaville	7	6
<b>TOTAL</b>	<b>83</b>	<b>59</b>
<b>UNE/TNE Study Centre</b>		
<b>UNE Members</b>	5	29
<b>TAFE Members</b>	2	10

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

The delivery of Library services together with the facilities of the Learning Centre, including the William Gardner Conference Room, Art Gallery and the University of New England Study Centre were included in the Operational Plan and Budget for the 2021/2022 Financial Year.

### (b) Governance/Policy

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

### (c) Legislative/Statutory

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

### (d) Risk

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

**(e) Social**

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

**(f) Environmental**

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

**(g) Economic**

Libraries assist communities to increase their economic wealth through education, information, culture endeavours and personal well-being.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

**CONCLUSION**

With the improvement in staffing levels, the Library's services and annual program will begin to offer more diverse activities for more target groups in our community. Weekly Storytime, school holiday activities and more services will begin to commence in July and August 2022.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.18 CORPORATE AND COMMUNITY SERVICES:  
MONTHLY REPORT FOR JUNE 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 31 applications for 603 Certificates in June 2022 compared to 20 applications for the same month last year. Year to date, there have been 392 applications compared to 362 applications for the same period last year.

## RISK MANAGEMENT

During the month of June there was one (1) incident 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		
	June	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	1	13	27
Council Property Damage	0	1	4
Volunteer Incidents – Personal Injury	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>22</b>	<b>62</b>

## 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
June	0
<b>Year to Date Total</b>	<b>19</b>

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

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

## The Youth Booth Update

Staff and youth were pleased to welcome new casual Youth Worker Assistant Kathy Price. Kathy brings considerable experience to the team and has been getting to know the youth. Kathy is planning to provide more cultural based activities for the youth and has held discussions with representatives from the local Aboriginal Lands Council to plan and deliver appropriate activities in conjunction with them.

Council's partnership with Youth Insearch is a step closer to delivering the Youth Insearch Community Based Worker for our LGA. Youth Insearch have secured grant funding for a regional project which includes Glen Innes. Meetings have been scheduled with staff to discuss the rollout of the funding.

Council continues to work towards the **Targeted Early Intervention (TEI)** goals and milestones related to our Youth Worker funding received from the Department of Communities and Justice. The program is delivered from The Youth Booth and target areas include:

- Indigenous social participation;
- Information, advice and referral; and
- Education skills and training.

The TEI program has been a successful way of planning goals and milestones and recording the outcomes.

The figures below highlight the statistics for The Youth Booth in June. The highest number in one (1) day was 20 attendees.

The Youth Booth	June
Number of registered members	90
Average number of visits per day	15
Highest number of attendees in one (1) day	20
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 29.2

## 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	12	0
Supported Playgroup Wyaliba	Wyaliba	10	15
Aboriginal Playgroup	Glen Innes	5	11
CAFS Playgroup	Pool House	9	23
NDIS*	Pool House	0	0
<b>TOTAL</b>		<b>36</b>	<b>49</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 30 June 2022, the number of consumers accessing services with LC-SS was 407, 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	303	37	263	3
Gwydir Shire	2	0	2	0
Inverell Shire	61	0	61	0
Tenterfield Shire	41	0	41	0
<b>TOTAL</b>	<b>407</b>	<b>37</b>	<b>367</b>	<b>3</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, Acting Manager of Governance, Risk and Corporate Planning, Casual Youth Worker, 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:** 7.19 SALEYARDS FUTURE VIABILITY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT - Reporting

**Customer Index:** Internal – Glen Innes Saleyards

**Property Index:** 36 Lang Street, Glen Innes

**AUTHOR:** Kane Duke - Acting Director of Development, Planning and Regulatory Services

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

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## PURPOSE

The purpose of this report is to seek Council's direction for the future of the Glen Innes Saleyards complex taking into consideration its current financial position (**Annexure A**).

## RECOMMENDATION

*THAT Council authorise the General Manager to advertise for expressions of interest to either:*

- 1. Lease Part Lot 716 DP753282, 36 Lang Street, Glen Innes to allow for the continued operation of a Saleyards; or*
- 2. Purchase the Saleyards located on Part Lot 716 DP753282, 36 Lang Street, Glen Innes with terms for the continued operation of a Saleyards for a minimum of five (5) years; noting that the truck wash, pound and holding yards are to be subdivided from the remainder of the property and ownership retained by Council.*

## REPORT

### (a) Background

The information contained in this report is to provide relevant and timely information to the Council with financial data and the actions of the Glen Innes Saleyard Advisory Committee to date with a view to deciding about the future direction for the Glen Innes Saleyards.

The purpose of the Glen Innes Saleyards Advisory Committee is to:

- a. provide advice to Council on the operations of the Glen Innes Saleyards and to make recommendations on potential improvements regarding the operation of the facility;
- b. To provide recommendations to Council on the future development of the Glen Innes Saleyards;
- c. To make recommendations to Council on the setting of fees and charges;
- d. To consider the requirements of all users of the Glen Innes Saleyards facility, including buyers, vendors, agents, suppliers and staff;
- e. To provide strategic advice to Council on matters affecting the operations of the saleyards (the advisory committee does not have the authority to direct operational activities, Council staff, employees or customers at the Saleyards); and
- f. To actively promote the Saleyards within the region.

## (b) Discussion

For the past 12 months, the Glen Innes Saleyards Advisory Committee has been monitoring the financial movement and trends for the use of the Glen Innes Saleyards facility to determine the future sustainability of this asset.

Drought, bushfire and flood in the region have seen the numbers of both sheep and cattle being sold through the Glen Innes Saleyards dwindle in numbers and noting that the only significant cattle sales throughout the year were Store Cattle sales hosted by Elders, the Annual Weaner Sales and the Top of the Range Murray Grey Sales both hosted by Colin Say and Co.

Trends that have contributed to vendors buying and selling livestock away from the Saleyard facility include Agents selling direct from farm paddocks, utilising online selling platforms (e.g., Auctions Plus) with a larger scope of potential buyers, and selling in larger nearby centres (such as Inverell Livestock Exchange).

These trends are clearly highlighted in the table below that show numbers of both sheep and cattle for the saleyards for each financial year including the financial impacts.

*Table 1.1 Saleyard Statistics for Cattle Sales at Glen Innes Saleyards*

Description	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017
Fat cattle	149	1,321	2,265	11,471	7,650	8,321
Cattle weighing	6,247	5,109	4,655	7,278	8,014	7,764
Special cattle sale	3,368	2,989	1,897	9,422	10,337	7,116
<b>Total cattle</b>	<b>9,764</b>	<b>9,419</b>	<b>8,817</b>	<b>28,171</b>	<b>26,001</b>	<b>23,201</b>
<b>Cattle gross value</b>		<b>\$5,918,035.48</b>	<b>\$3,714,590.88</b>	<b>\$12,833,446</b>	<b>\$9,551,980</b>	<b>\$17,322,082</b>

*Table 1.2 Saleyard Statistics for Sheep Sales at Glen Innes Saleyards*

Description	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017
Fat sheep	34,574	30,034	29,007	72,143	62,658	65,268
<b>Total sheep</b>	<b>34,574</b>	<b>30,034</b>	<b>29,007</b>	<b>72,143</b>	<b>62,658</b>	<b>65,268</b>
<b>Sheep gross value</b>	<b>\$5,319,277</b>	<b>\$4,894,055</b>	<b>\$3,867,411</b>	<b>\$7,685,449</b>	<b>\$6,472,152</b>	<b>\$6,519,268</b>

*Table 1.3 Saleyard Income and Expenditure at Glen Innes Saleyards*

Description	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017
Income	\$149,905	\$146,979	\$122,528	\$188,207	\$318,562	\$251,146
Expenditure	\$286,812	\$228,926	\$248,101	\$180,911	\$281,904	\$218,557
<b>Total</b>	<b>-\$139,907</b>	<b>-\$81,947</b>	<b>-\$125,573</b>	<b>\$7,296</b>	<b>\$36,658</b>	<b>\$32,589</b>
		<b>Grant Funding - \$565,381</b>	<b>Grant Funding - \$250,000</b>			

The Saleyards Advisory Committee recommended to Council in February 2018 that priority be given to the upgrade of the sheep selling facilities at the Glen Innes Saleyards as an urgent priority due to the dilapidated nature of the existing facilities utilising grant funding opportunities and to also include an upgrade of the toilet facilities, agent room, canteen and carpark. This was completed and officially opened in December 2020.

It has been raised through the Glen Innes Saleyards Advisory Committee that some areas of the cattle pens also require repairs and upgrade; however, whilst the cattle sales are so few there is difficulty in justifying such a need (being due to minimal financial return).

Council has utilised the Media and Communications Officer to promote the Glen Innes Saleyards and newly completed sheep selling facility through online and newspaper media channels. Council has invested advertising space and promotion through advertorials in The Land newspaper and through social media channels sharing market reports and sales through the Council Facebook page.

For the past three (3) financial years the saleyards have incurred substantial negative income deficits. In the 2021/2022 Financial Year the Saleyards had an income deficit of \$139,907. The saleyards are unlikely to break even or make a profit in the foreseeable future.

One of the purposes of the Glen Innes Saleyards Advisory Committee is to provide strategic advice to Council on matters affecting the operations to the Saleyards. The Committee were open for Council to provide direction and decide as to the future of the Council asset with the hope that the selling facilities would remain open.

By seeking expressions of interest for the saleyards to be leased or purchased with conditions of it continuing to operate as a livestock selling facility for at least five (5) years may ensure the continued service to the community but removes the cost burden from Council.

The Saleyards property is assigned as operational land and permitted to be leased or placed on the market for sale. The Saleyards property includes the Rangers animal pound, truck wash and additional holding paddocks.

If the Council decides to sell the sheep and cattle yards, the property could be subdivided to separate the pound, truck wash and additional holding paddocks from the sheep and cattle yards before being offered for sale.

**(c) Options**

**Option One**

THAT Council authorise the General Manager to advertise for expressions of interest to either:

1. Lease Part Lot 716 DP753282, 36 Lang Street, Glen Innes to allow for the continued operation of a Saleyards; or
2. Purchase the Saleyards located on Part Lot 716 DP753282, 36 Lang Street, Glen Innes with terms for the continued operation of a Saleyards for a minimum of five (5) years; noting that the truck wash, pound and holding yards are to be subdivided from the remainder of the property and ownership retained by Council.

**THIS IS THE RECOMMENDED OPTION.**

**Option Two**

That Council cease to operate a Cattle Selling facility and demolish the cattle yards and provide a user pays transit facility for cattle.

This is not recommended as the option to lease or sell it as both a cattle and sheep selling facility for at least five years provides the opportunity for better outcomes for producers, agents and the community.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Council has operated the Saleyards at a loss for the last three years and will likely continue to operate at a loss. The cost of operating the complex comes from Council's general fund.

If the saleyards were to be leased or sold it is probable that Council would need to make the position of Saleyards Manager, within the Organisational Structure, redundant. Although another suitable position within the Council may be offered to the Saleyards Manager, leasing or selling the Saleyards may result in having to offer a redundancy with costs being paid in accordance with the Local Government (State) Award 2020. In this case Council could incur costs of over \$30,000 on top of existing entitlements.

**(b) Governance/Policy**

As Council is responsible for the prudent management of community resources, it is important to make the best financial and social decisions for the community.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

The Glen Innes Severn Community Strategic Plan, developed with the Community and for the Community has a strategic goal to *Optimise Returns from Council Trading Enterprises - To operate Council's trading enterprises with an optimum profit returned to Council after full cost attribution.*

Under current circumstances it is unlikely that Council will meet this goal with the Saleyards. To mitigate this risk, it may be better to divest and concentrate its resources on achieving other goals within the Community Strategic Plan.

**(e) Social**

The Glen Innes Saleyard is an important item of infrastructure to the local business and agricultural community. The ongoing viability of the Saleyards is important to the community, and the closure of the Glen Innes Saleyards would have a significant negative impact.

However, there is a possibility that by leasing or selling the Saleyards a private interest may increase the usage of the Saleyards and achieve greater outputs for the community.

**(f) Environmental**

The saleyards are operated in a manner to minimise environmental harm and protect the surrounding environment.

**(g) Economic**

An AEC Group Feasibility Study in 2009 estimated that the Glen Innes Saleyards provides a direct annual contribution of \$2.2 million, which is identified to result in approximately:

- \$4.5 million in total output (\$2.2 million direct and \$2.3 million indirect);

- \$1.9 million in total value-added production (\$1.0 million direct and \$1.0 million indirect);
- \$1.2 million in total incomes paid to families (\$0.7 million direct and \$0.6 million indirect); and
- 23 full time equivalent (FTE) employment positions (13 direct and 9 indirect).

**(h) Asset Management**

The saleyards currently operate with a depreciation of \$131,322. If the property is leased the facility would need to be maintained, upgraded or cover the Saleyards depreciation costs. If the property is sold the cost of depreciation would be passed on to the purchaser.

**CONSULTATION**

**(a) External**

Council engages the Saleyards Advisory Committee, whose members include Agents and Landholders who rely on the Saleyards operating for core business opportunities.

**(b) Internal**

The Property Officer was consulted about the leasing options and Saleyards Manager was engaged to provide relevant information relating to sales history at the Glen Innes Saleyards.

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

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.6.1: Deliver the Glen Innes Saleyards Services to a break-even or profitable level.

**CONCLUSION**

Financial details for the previous five years have been provided to allow consideration of the future viability of the saleyards. The saleyards have operated at a loss for the previous three years and is likely to continue this trend. To provide this asset to continue operating in the future it is recommended that Council seek expressions of interest to lease or sell the Saleyards, to be continued as a livestock selling facility for at least five years, with consideration given to seeking public submissions prior to endorsement of a decision.

**ATTACHMENTS**

Annexure A Revenue and Expenditure Report for 2022 End of Financial Year [↗](#)

**REPORT TITLE:** 7.20 T22-04 TENDER FOR CONSTRUCTION OF OUTDOOR MULTI-PURPOSE COURTS

**ECM INDEXES:**

**Subject Index:** RECREATION AND CULTURAL SERVICES: Planning

**Customer Index:** NIL

**Property Index:** NIL

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

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

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### PURPOSE

The purpose of this report is for Council to consider the tenders received for the construction of two (2) outdoor multi-purpose courts (Netball/Basketball) at Wilson Park and to invite the successful contractor to commence works as per the recommendation in the confidential Tender Evaluation Report attached to this report as Confidential **Annexure A**.

### RECOMMENDATION

*That Council considers the tenders received for the construction of two (2) outdoor multi-purpose courts and accepts Decon Building Pty Ltd to commence as the successful contractor in line with the recommendation contained within the Tender Evaluation Report.*

### REPORT

#### (a) Background

Council adopted the Sporting Facilities Review and Master Plans in June 2018 (Resolution 28.06/18).

Council was subsequently successful in obtaining grant funding under Round 2 of the NSW Government's Stronger Country Communities Fund for the upgrade of Wilson Park and the original outdoor courts were installed.

Council has now been successful in gaining extra grant funding from the Greater Cities and Regional Sport Facility Fund. This funding included a Solar System, spectator seating for the Indoor Sports Centre, two (2) outdoor Netball/Basketball courts and the installation of the Sports Precinct Shared Pathways, at an estimated cost of \$734,763.

As part of this grant application, an amount of \$251,310 was set aside for the installation of the two (2) outdoor multi-purpose courts.

The development of the Glen Innes Sporting Facilities Review and Master Plans and the subsequent funding for the upgrade of facilities at Wilson Park has been very positive for the community. The overall results that have been achieved to date are a suite of facilities that will actively encourage and support increased participation in sport and recreation by residents of the community and surrounding areas.

The calling of tenders for the development of a further two (2) outdoor multi-purpose courts adds to the upgrade of facilities at Wilson Park that has been covered by the successful grant funding received from the NSW State Government.

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

Tenders were called for the construction of two (2) outdoor Netball/Basketball courts at Wilson Park on 12 May 2022. Three (3) tenders were received by the closing time and date of 4.00pm on 16 June 2022. The tenders were opened by Preston Parkes, Council's Procurement Officer, and Jeff Carroll, Council's Records Supervisor. Following this, an evaluation panel consisting of Graham Archibald, Manager of Recreation and Open Spaces, and Steven McAllister, Coordinator of Recreation, convened to assess the tenders received.

The tender evaluation is attached to this report as confidential Annexure A. It contains the methodology used which recommends that Decon Building Pty Ltd be selected as the preferred supplier.

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

##### **Option 1**

That Council considers the tenders received for the construction of two (2) Outdoor Multi-purpose courts, as detailed in the Tender Evaluation Report attached as a confidential Annexure relating to this report, and invites Decon Building Pty Ltd to commence as the successful contractor in line with the recommendation contained within the Tender Evaluation Report.

**THIS IS THE RECOMMENDED OPTION.**

##### **Option 2**

That Council does not accept the tender and readvertises the project to see if any further interest can be generated.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

An amount of \$734,763 was received as grant funding for the Stage 2 of the Sports Centre. An amount of \$251,310 is available under this funding for the installation of the two (2) courts. Further funding is also allowed within this grant for project management (\$54,048) and contingency (\$73,475) which will cover the difference in the actual cost of the project.

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

The calling of tenders is required under Council's Procurement Policy where a service is procured with a value in excess of \$230,000 including GST, unless otherwise recommended by a Director and authorised by the General Manager, or to a maximum of \$249,999 including GST.

The value of the works exceeds \$249,999 including GST for the proposed multi-purpose courts. Therefore, requires to be reported to Council for consideration to comply with Council's Procurement Policy.

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

Council must comply with the provisions of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*, specifically Section 55 of the Act and Part 7, Clauses 163 to 179, of the Regulation which relate to tendering.

The proposed work does not require development consent as it is prescribed as Exempt Development under the provisions of Division 12 Parks and other public reserves of the State Environmental Planning Policy (Transport & Infrastructure) 2021.

### **(d) Risk**

Procurement risk was managed by the use of the Tenderlink portal to conduct the tender process. This portal ensures that there can be no interaction between internal staff and potential tenderers with regard to inappropriate disclosures, as the submissions are not available to staff until tenders close.

### **(e) Social**

Any improvements to Council's sporting facilities will enhance community wealth, wellbeing, quality of life and social development through the provision of quality recreational and sporting opportunities.

### **(f) Environmental**

Companies are required to adhere to relevant provisions of the *Protection of the Environment Operations Act 1997*.

**(g) Economic**

The construction of further outdoor courts will add to the facilities already in the Wilson Park precinct which will help increase participation in sport and physical activity. It will also make the facility more attractive for larger competitions and users from around the area, for example, zone/area competitions, **Northern Inland Academy of Sports (NIAS)**.

**(h) Asset Management**

Naturally, with any improvements or construction of new facilities, there will be ongoing maintenance costs for Council to consider. The upkeep on the new courts will be of a minimal amount and will be absorbed into the existing sporting fields budget. The actual construction costs will be covered by the grant funding received from the NSW State Government.

There will be a depreciation rate on the courts of approximately \$7,000 per year over their life period.

**CONSULTATION**

**(a) External**

The tender was made publicly available on Council's Tenderlink website Link. Glen Innes Netball and Basketball have been included in the application process for a multi-purpose outdoor courts.

**(b) Internal**

Council's Purchasing and Supply Officer has uploaded the tender documents into Tenderlink. Consultation has been held with the Grants Officer with the application process and the Coordinator of Recreation. The asset implications have been discussed with the Technical Services Coordinator.

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

This report links to Council's Delivery Program Community Service Principal Activity CS 1.1.1: Provide and maintain suitable sporting fields for community use including the delivery of relevant aspects and review of the Glen Innes Sporting facilities Master Plan.

**CONCLUSION**

Tenders have been received for the construction of two (2) outdoor multi-purpose courts, as detailed in the Tender Evaluation Report. It is recommended that Decon Building Pty Ltd be selected as the successful contractor to construct the outdoor multi-purpose courts (Netball/Basketball) at Wilson Park.

**ATTACHMENTS**

Annexure A Tender Evaluation Report (*Confidential*)

**REPORT TITLE:** 7.21 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR JUNE 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 June until 30 June 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	80	117
Average Determination Time (days) – All Applications	25	11
Average Determination Time (days) – Minor Development*	26	11
Average Determination Time (days) – Major Development**	28	18
Value of DAs	\$14,729,273	\$14,746,307
Number of Single Dwellings	28	27
Number of Subdivisions	5	8
Number of Multi Until Dwellings	2	0
Number of Commercial Developments	8	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 – June 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 June 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
DA53/21-22# Modification	Construct Boundary Fence and Construct Shed	64 Manns Lane, Glen Innes
DA86/21-22	Construct Dwelling	10 Tenterfield Street, Deepwater
DA84/21-22	Construct Dwelling	30 Bourke Street, Deepwater
DA111/20-21	Alterations and Additions to Commercial Premises	118 Wentworth Street, Glen Innes
DA64/21-22	Construct Dual Occupancies and Shed	14 Lambeth 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. The new toilet facilities are now operational at the Glen Innes Cemetery.

### Parks and Sporting Fields

Litter collection and some minor graffiti is being cleaned up throughout the Parks. Line marking for school athletics has been done at Emmaville Oval and assistance given to Glen Innes High School for their athletics carnival. Line Marking will be done at Deepwater Oval in the next two (2) weeks in preparation for the Small Schools Athletics Carnival that is being held there and hosted by Deepwater Public School. Median strip garden maintenance is underway, and a couple of dangerous shrubs have been identified to be removed near the intersections on the highway at Lang and Cross Streets.

## Aquatic Centres

Pools are currently closed for the season. The new grandstand awning for the Glen Innes Aquatic Centre has been prefabricated with installation commencing mid-July 2022 weather permitting.

## Other Open Spaces

Removal of dead trees around the town has commenced. Street tree pruning will commence shortly with the focus on trees that are causing issues with traffic, garbage services and pedestrians. The gardens at the Visitor Information Centre have received a winter clean-up with weeds removed and pruning carried out.

## 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	6,247	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>9,764</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	34,574	30,034	29,007	72,143	62,658
<b>Total sheep</b>	<b>34,574</b>	<b>30,034</b>	<b>29,007</b>	<b>72,143</b>	<b>62,658</b>
<b>Sheep gross value</b>	<b>\$5,319,277.50</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 2022/2032, Delivery Program 2022/2025 and Operational Plan and Budget for the 2022-2023 Financial Year.

**CONCLUSION**

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

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.22 ADJUSTMENT TO CONTRACTOR PRICING - FUEL PRICE INCREASES**

**ECM INDEXES:**

**Subject Index: ROADS: Tenders/ Quotations**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Keith Appleby - Director of Infrastructure Services**

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

**PURPOSE**

The purpose of this report is to consider paying a standard percentage increase to Council contractors engaged under Tender T20-07 to cover unforeseen fuel price impacts.

**RECOMMENDATION**

*That Council authorises payment of a rise and fall provision for diesel fuel due to the unforeseeable increase in the price of diesel to all contractors engaged under Tender T20-07 Schedule of Rates (Plant Hire), calculated with reference to the Regional Price index for diesel at the start of the relevant month as published by the Australian Institute of Petroleum, in accordance with the following table:*

<i>Current index price at start of month</i>	<i>Percentage increase in tendered rates</i>
<b>200</b>	<b>0%</b>
<b>205</b>	<b>1%</b>
<b>210</b>	<b>2%</b>
<b>215</b>	<b>4%</b>
<b>220</b>	<b>5%</b>
<b>225</b>	<b>6%</b>
<b>230</b>	<b>7%</b>
<b>235</b>	<b>9%</b>

<i>Current index price at start of month</i>	<i>Percentage increase in tendered rates</i>
<b>240</b>	<b>10%</b>
<b>245</b>	<b>11%</b>
<b>250</b>	<b>12%</b>
<b>255</b>	<b>13%</b>
<b>260</b>	<b>15%</b>
<b>265</b>	<b>16%</b>
<b>270</b>	<b>17%</b>
<b>275</b>	<b>18%</b>
<b>280</b>	<b>20%</b>

## **REPORT**

### **(a) Background**

Council has engaged a panel of contractors for the supply of plant on a “wet hire” basis under Tender T20-07 from July 2021 for a two-year term.

The contract expressly states that rise and fall provisions do not apply.

During the term of the contract the price of diesel has escalated primarily due to sanctions relating to the ongoing war in Ukraine. The level of increase in price is beyond the range that could have reasonably been forecast by contractors when determining their pricing.

Other industry pressures are also at play with significant demand being observed for contractors. Some lesser used contractors have already withdrawn service unless a “fuel levy” is paid on top of normal pricing, and Council’s main contractors are also indicating that it will be difficult to continue to offer service at current margins.

### **(b) Discussion**

The contract expressly states that rise and fall provisions are not included. As such, there is an expectation that contractors will absorb a reasonable amount of change in fuel pricing, and that such change should have been factored in when prices were submitted.

Rise and fall provisions were not originally included in the contract as the internal cost of calculating and managing varying prices was deemed to be greater than the benefit of any base price reduction that contractors may have factored in at the time.

The extent of diesel price increases is such that it could not have been foreseen or factored in by contractors, and if such increases had been anticipated a rise and fall provision would have been included by Council when developing the terms.

Council could call again for tenders with a rise and fall provision. This would satisfy normal procurement requirements but is not likely to give Council a beneficial outcome now. A tender process takes at least two (2) months, and existing contractors need assistance immediately to maintain service to Council. If a delay is experienced contractors may become disengaged during that time and seek other work, noting there is extremely strong demand at present. Contractors may also be unwilling to invest time in a tender process when there is an abundance of work on offer and may also elevate prices if required to go through a new tender process.

Contractors who were successful in achieving priority under the tender have invested in plant with confidence of obtaining work under the contract. It is important that Council honours the intent of the original contract and calling for new tenders early may serve to discredit Council's reputation as a reliable business trading partner if priority is lost earlier than originally offered.

The recommendation is in line with actions taken by other government entities including TfNSW, who have also applied standard increases to existing pricing using the same industry index as the basis of calculations.

(c) **Options**

**Option 1**

That Council authorises payment of a rise and fall provision for diesel fuel due to the unforeseeable increase in the price of diesel to all contractors engaged under Tender T20-07 Schedule of Rates (Plant Hire), calculated with reference to the Regional Price index for diesel as published by the Australian Institute of Petroleum, in accordance with the following table:

Current index price at start of month	Percentage increase in tendered rates
200	0%
205	1%
210	2%
215	4%
220	5%
225	6%
230	7%
235	9%
240	10%
245	11%
250	12%
255	13%
260	15%
265	16%

Current index price at start of month	Percentage increase in tendered rates
270	17%
275	18%
280	20%

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council calls fresh tenders for the supply of plant on a wet hire basis and ends the current contract prior to the end of the current contract term.

This is not recommended as it may detract from Council's reputation as a trusted customer and may disrupt the supply of contractors in the short term.

**Option 3**

That Council takes no action to adjust pricing offered under the contract.

This is not recommended as it may result in Council not being able to engage current contractors moving forward. This will have significant negative implications for the delivery of projects.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The increase in project pricing due to the recommendation is not insignificant and is also not avoidable. The choice is whether Council will pay an additional amount for service or offer to pay current rates and have less or no contracted service provided.

The Regional average index price for diesel on 25 July 2021 was effectively 123.7\* cents. This was the price at the time the contract commenced. Nearly twelve months later, on 3 July 2022, the same index reached 236.6 cents.

Staff have prepared a worksheet using the following parameters:

Base price at start of contract	123.7 cents per litre
Assume maximum anticipated price	200 cents per litre
Average portion of total costs attributed to diesel	33%

Current index price at start of month	Percentage Increase in tendered rates
200	0%
205	1%
210	2%
215	4%
220	5%
225	6%
230	7%
235	9%
240	10%
245	11%
250	12%
255	13%
260	15%
265	16%
270	17%
275	18%
280	20%

*\*taking into account the diesel fuel rebate available at the time.*

**(b) Governance/Policy**

Council procures services under Council's Procurement Policy and associated procedures.

**(c) Legislative/Statutory**

The *NSW Local Government Act* section 55 requires that tenders must be invited before entering into procurement contracts except in certain circumstances. Section 55 (3) (i) provides an exception where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council may decide by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.

**(d) Risk**

There is a risk that Council will not be able to provide service to the community if contractors are not able to be retained for plant hire.

There is a risk that Council will not be able to afford services if costs exceed those anticipated when forming project budgets.

**(e) Social**

Nil.

(f) **Environmental**

Nil.

(g) **Economic**

Nil.

(h) **Asset Management**

Nil.

**CONSULTATION**

(a) **External**

Council discussed the current approach taken by **Transport for New South Wales (TfNSW)** with its contract managers. TfNSW is implementing a similar process using internal calculations based on the same index.

Communication was also had with other Councils including Gwydir Shire Council, Inverell Shire Council and Armidale Regional Council. Each Council noted similar issues with contractor pricing pressures. Gwydir Shire has only recently tendered for its panel contract and advised that the response was poor due to the abundance of non-council work and the effort that is required to submit a tender. Further, Gwydir gave the option to contractors to include rise and fall provisions due to the volatility in fuel pricing. Some contractors deemed this too complex and simply submitted very high rates with no request for rise and fall.

(b) **Internal**

The matter was discussed with the Interim General Manager.

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

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.3: Provide a centralised, standardised and regulated Procurement service across Council to adopted customer service levels, with procurement policies and guidelines in compliance with the Fraud Control Plan.

**CONCLUSION**

Council contractors engaged under Tender T20-07 are experiencing unexpected costs due to diesel fuel price increases. It is recommended that Council uses an industry index as a basis to increase unit rates of pricing to maintain contractor engagement.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.23 REVIEW OF PROPERTY ACCESS - VEHICLE CROSSINGS POLICY**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Policy**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Kimberley Wilkins - Acting 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 review the Property Access - Vehicle Crossings Policy (*Annexure A*) to be replaced by the draft Vehicle Crossings and Nature Strip Policy (*Annexure B*).

### **RECOMMENDATION**

*That Council adopts the draft Vehicle Crossings and Nature Strip Policy, to replace the Property Access - Vehicle Crossings Policy.*

### **REPORT**

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

The Property Access - Vehicle Crossings Policy was last adopted by Council on 27 February 2020 and is due for review every three (3) years. The Property Access - Vehicle Crossings Policy does not include any detail addressing property owners' responsibilities for maintenance of the nature strip. The purpose of the new policy is to include Council's expectations regarding nature strip maintenance.

**(b) Discussion**

The new Vehicle Crossings and Nature Strip Policy will encompass the framework of the existing Property Access - Vehicle Crossings Policy, with content mostly unchanged.

The new Vehicle Crossings and Nature Strip Policy has been updated to incorporate a nature strip maintenance section. This section outlines the responsibilities of the land holder / occupant for mowing areas adjacent to their property and keeping the land clean and tidy on Council's Road Reserve. The land holder / occupant will be granted permission from Council under this policy to undertake maintenance work in the road reserve, without the need for a Section 138 Permit.

The Policy will still require the landowner / occupant to seek authority from Council to commence significant work. Work that is excluded from seeking approval from Council includes:

- Slashing (Rural areas only);
- Mowing;
- Whipper snipping;
- Edge trimming;
- High pressure cleaning of paved and concrete surfaces; and
- Weed control (when conducted per the *Pesticides Act 1999* and the *Pesticides Regulation 2017*).

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Once adopted by Council, the new Vehicle Crossings and Nature Strip Policy will become policy of Council.

**(c) Legislative/Statutory**

Section 138 of the *NSW Roads Act 1993* requires that a person must not carry out a work in, on or over a public road otherwise than with the consent of the appropriate Roads Authority. Council is the roads authority for public roads (but not Crown roads) in the Local Government Area.

**(d) Risk**

There is a liability risk to members of the public who perform work in the road reserve if they are not approved to do so by the Roads Authority.

There is a governance risk to Council if it does not have a policy covering the routine maintenance of road areas by members of the public.

**(e) Social**

With the adoption of the updated policy, the community will have responsibility to maintain nature strips which will improve the look and the culture of the Glen Innes Severn Council area.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Council has received ad hoc comments from time to time from residents who raise the issue of having to maintain Council property adjoining their private land.

The policy documents of other councils including Clarence Valley Council have been reviewed during the preparation for this report.

Council's Roads Consultative Committee were provided with an opportunity to review the draft report prior to consideration by Council.

**(b) Internal**

The content of this Policy has been discussed with the Works Coordinator.

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

This report links to Council’s Delivery Program Infrastructure Management Principal Activity IM 3.1.3: Maintain an engineering oversight and customer service delivery function.

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.6: Ensure risk management practices are employed across Council including acquiring adequate insurance cover.

### [CONCLUSION](#)

Council’s Property Access - Vehicle Crossings Policy is recommended to be replaced with the draft Vehicle Crossings and Nature Strip Policy to address recurring issues that have been identified since the policy was adopted on 27 February 2020. Changes are major and a replacement policy is now presented to for review and adoption.

### [ATTACHMENTS](#)

- Annexure A     [Property Access - Vehicle Crossings Policy](#)
- Annexure B     [Draft Vehicle Crossing and Nature Strip Policy](#)

**REPORT TITLE: 7.24 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR JUNE 2022**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Reporting**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Kimberley Wilkins - Acting Personal Assistant (Director of Infrastructure Services)**

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

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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 current Financial Year.

### **RECOMMENDATION**

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

### **REPORT**

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

The Infrastructure Services Directorate of Council is responsible for the following key functions:

- The design, construction and maintenance of Council's civil infrastructure including roads, bridges, footpaths, drainage network and aerodrome;
- Maintenance, acquisition and disposal of a modern light and heavy plant fleet;
- Operating and maintaining the Sewer Treatment Facility and the Glen Innes and Deepwater Water Treatment Facilities;
- Glen Innes Aggregates Quarry;

- Assistance and support of emergency services and Community Recovery; and
- Land and Property Management.

**(b) Discussion**

**INFRASTRUCTURE DELIVERY**

During the month of June, Council’s road crews continued to address natural disaster damages across the network. The works teams have been working continuously to do their part in assisting residents to re-gain access to their properties and communities.



*Image 1a and 1b – Natural Disaster damage on Ryans Road / Repairs on Pretty Valley Road*

Survey of the sealed network was also undertaken by contractors ARRB to gain objective measurement of the condition of the sealed network. Council has been undertaking these network surveys for a number of years and it is planned that this new data will be able to be used to provide evidence to support natural disaster funding for extensive sealed road rehabilitation works.



*Image 1 – Laser survey data capture underway on Waterloo Road*

The construction team completed works on Pinkett Road for the application of the new seal in June. This has improved this road’s resilience to future rain events and will greatly increase the level of service to the community.



Image 2a and 2b – Completion of the new seal on Pinkett Road

## **MAINTENANCE ENQUIRIES AND RESPONSES**

**Table 1** below categorises maintenance enquiries into categories based on assigned timeframes. Council aims to have at least 90% of issues resolved within the priority timeframe. Natural disaster issues are causing response times to blow out and this timeframe is not currently able to be met.

Year	Total Reports	Out of Time		In Time	
		Completed	Yet to be Completed	Completed	Yet to be Completed
2021	949	62	52	817	18
		12%		88%	
2022	588	22	177	314	75
		34%		66%	

Table 1

## **INTEGRATED WATER AND SUSTAINABILITY SERVICES**

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

Contractors are continuing with the Automated Meter rollout. Deepwater has been completed, and the majority of new meters have been installed. Contractors are continuing with the installation on the aerials on the remainder of meters in Glen Innes

Water pumped from the Eerindii ponds to the **Water Treatment Plant (WTP)** for processing in the month was 39ML. Water pumped and processed at Deepwater was 2.14ML. Throughout the reporting period, no traces of blue-green algae were present in the Beardy Waters Weir or the Deepwater Weir.

The **New South Wales (NSW)** Health Drinking Water Monitoring Program Results Report for the month is attached as **Annexure A**. The report shows that 100% of the samples provided were within the **Australian Drinking Water Guidelines (ADWG)** for chemistry.

## **GLEN INNES AGGREGATES**

June has seen **Glen Innes Aggregates (GIA)** product for the Otta seal project on Wellington Vale Road.

The Quarry staff have relocated into their new office allowing for more space and improved functionality for administrative work and services. It has been a welcome addition to the site by staff and the users of the Quarry.

Sales remain consistent however technical issues with network and internet connectivity have proven frustrating. Issues look to be resolved by early July.

## **PLANT AND FLEET**

The process to begin to recruit to fill the Manager of Asset Services has commenced with the position being advertised through appropriate recruitment channels. The advertisement period finished on Monday 4 July. Screening of applications will occur through appropriate recruitment procedures in consultation with Human Resources.

There have been no plant or fleet vehicles sold in June. A number of vehicles remain on back order with current lead times for vehicles often approaching six months. A new flail mower has been ordered to assist with maintenance of open drains. Consideration is being given to acquiring another small excavator for use by the drainage team, who have noted the benefit of this item of plant when borrowed from other teams compared to the backhoe that has historically been used.

## **EMERGENCY MANAGEMENT AND RECOVERY**

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

The **Emergency Operations Centre (EOC)** Critical Upgrade Program at the Northern Tablelands Fire Control Centre is nearing completion. The final installation of items will occur in July with a test-run scheduled for the August LEMC meeting.

### **(c) Options**

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Nil.

**(b) Governance/Policy**

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

**(c) Legislative/Statutory**

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

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

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

**(d) Risk**

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

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

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

**(b) Internal**

Nil.

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

This item links to Council’s Delivery Program Infrastructure Management Action IM 3.2.1: Implement maintenance infrastructure works according to adopted service levels.

## **CONCLUSION**

The statistics provided in this report provide information to Council on the key activities undertaken within Council’s Infrastructure Services Directorate within the current Financial Year.

## **ATTACHMENTS**

Annexure A      NSW Health Drinking Water Monitoring Program Report - June 2022 [⇒](#)

## **8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE**

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

**REPORT TITLE:** 9.1 CORRESPONDENCE AND PRESS RELEASES

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Reporting

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Jeff Carroll - Records Supervisor

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

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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 June 2022.

### RECOMMENDATION

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

### Correspondence

- Australian Local Government Association – newsletters;
- Australian Bureau of Statistics – Census 2022 data;
- Health Infrastructure – Ambulance station proposed location and Hospital redevelopment;
- 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 Australia Institute – newsletters.

### **Press Releases**

- Member for New England, The Hon. Barnaby Joyce;
- Member for Northern Tablelands, The Hon. Adam Marshall; and
- Transport for NSW.

### **Publications**

- LG Focus – May 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 - Acting 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 - 15/06/22 [⇒](#)

## 10 REPORTS FROM DELEGATES

**REPORT TITLE:** 10.1 REPORTS FROM DELEGATES

**ECM INDEXES:**

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

**Customer Index:** INTERNAL DEPT - Councillors

**Property Index:** NIL

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

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

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### PURPOSE

The purpose of this report is to list all the recent meetings held by the Section 355 Community Committees of Council and to list all 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.

To meet the deadlines in relation to the publication of the Business Paper, Councillors are requested to provide the names and dates of meetings/ functions attended in writing or by email to the Executive Assistant (Mayor and General Manager) by close of business on the first Friday of every month.

It is the sole responsibility of each Councillor to ensure that the information is provided to the Executive Assistant (Mayor and General Manager) in both a timely and accurate manner. This will ensure that Councillors are abiding by Council’s first value, which is Respect.

It is now expected that each Councillor will meet this commitment that they have all agreed to.

A record of these attendances is recorded monthly as a part of this report.

This record provides valuable information to the community on what meetings all Councillors are attending.

The following meetings were held by Section 355 Community Committees of Council during June 2022:

Name of Committee	Councillor Delegate(s)	Date
Minerama Committee	Cr Sparks	1/6/22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	15/6/22
Emmaville Mining Museum Committee	Cr Banham	16/6/22
Library Committee	Cr Banham	17/6/22
Open Spaces Committee	Cr Banham, Cr Arandale, Cr Sparkes	22/6/22
Aboriginal Consultative Committee	Cr Banham, Cr Sparks	27/6/22

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	<b>Audit Risk Improvement Committee (ARIC)</b> Meeting via Teams	3/6/22
	Lunch with <b>Renewable Energy Zone (REZ)</b> Alliance Mayors	3/6/22
	Meeting with <b>Community Power Agency (CPA)</b> regarding future workshop possibilities regarding REZ	6/6/22
	Meeting with the <b>General Manager (GM)</b> and <b>Deputy Mayor (DM)</b>	7/6/22
	Zoom Meeting New England REZ Members and Energy Co	8/6/22
	Councillor Workshop	9/6/22
	Meeting with Publishers of Lifestyle Magazine	10/6/22
	Myall Creek Memorial	12/6/22
	Regional Economy Development Teams Meeting	14/6/22
	Online meeting with <b>Hunter New England Health (HNEH)</b> , The Hon. Adam Marshall MP, Mayor and GM regarding hospital redevelopment	14/6/22
	Meeting with Community Members regarding Saleyards	15/6/22
	totalCyber Cyber Security Training	15/6/22
	Meeting with 2NZ and the GM	15/6/22

Councillor	Name of Meeting / Function	Date attended
	Australian Standing Stones Management Board Meeting	15/6/22
	GLENRAC Young Farmers Focus Night	15/6/22
	Meeting with the GM and the DM	16/6/22
	Emmaville Mining Museum Meeting	16/6/22
	Glen Innes Severn Library Committee Meeting	17/6/22
	Travel to Canberra for the 2022 <b>National General Assembly (NGA)</b>	18/6/22
	Regional Australia Forum at the 2022 NGA	19/6/22
	2022 NGA in Canberra – Day 1	20/6/22
	Joint Organisation catch up between the <b>New England Joint Organisation (NEJO)</b> and Namoi Unlimited	20/6/22
	2022 NGA in Canberra – Day 2	21/6/22
	Renewable Energy Forum	21/6/22
	2022 NGA in Canberra – Day 3	22/6/22
	Pre-Meeting Briefing Session	23/6/22
	Ordinary Council Meeting	23/6/22
	HNEH Glen Innes Hospital Redevelopment Project (online)	23/6/22
Cr T Arandale (Deputy Mayor)	30 <sup>th</sup> anniversary celebration of Mabo decision at Cooramah Centre	3/6/22
	Lunch with Mayors of the REZ Alliance	3/6/22
	Meeting with CPA regarding future workshop possibilities regarding REZ	3/6/22
	Mayoral meeting with the GM	6/6/22
	Presentation re Flood Damage and the Backlog Plan	7/6/22
	Meeting with Oasis Garden Group	7/6/22
	Meeting with REZ Mayors and Energy Co regarding New England REZ	8/6/22
	Community Wealth Building presentation by the Manager of Economic Development	8/6/22
	Councillor Workshop	9/6/22
	Online meeting HNEH, The Hon. Adam Marshall MP, Mayor and GM regarding hospital redevelopment	14/6/22
	Meeting with business owner regarding the future of the Saleyards	15/6/22

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## Item 10.1

Councillor	Name of Meeting / Function	Date attended
	totalCyber Cyber Security Training	15/6/22
	Mayoral meeting with the GM	16/6/22
	Travel to Canberra for the 2022 NGA	18/6/22
	Regional Australia Forum at the 2022 NGA	19/6/22
	2022 NGA in Canberra – Day 1	20/6/22
	Joint Organisation catch up between the NEJO and Namoi Unlimited	20/6/22
	2022 NGA in Canberra – Day 2	21/6/22
	Renewable Energy Forum	21/6/22
	2022 NGA in Canberra – Day 3	22/6/22
	Pre-Meeting Briefing Session	23/6/22
	Ordinary Council Meeting	23/6/22
	Lunch with The Hon. Barnaby Joyce MP, Member for New England	23/6/22
	HNEH Glen Innes Hospital Redevelopment Project (online)	23/6/22
	Meeting with Glen Innes Business Chamber President regarding relaunch of the chamber	24/6/22
	Aboriginal Consultative Committee Meeting	27/6/22
	Open Spaces Committee Meeting	29/6/22
	Business Chamber Network Event	29/6/22
Cr T Alt	On leave during June 2022	
Cr L Gresham	Glen Innes Highlands Visitor Association Meeting	6/6/22
	Presentation re Flood Damage and the Backlog Plan	7/6/22
	Meeting with Oasis Garden Group	7/6/22
	Councillor Workshop	9/6/22
	totalCyber Cyber Security Training	15/6/22
	Australian Standing Stones Management Board meeting	15/6/22
	New England County Council meeting	21/6/22
	Pre-Meeting Briefing Session	23/6/22
	Ordinary Council Meeting	23/6/22
	HNEH Glen Innes Hospital Redevelopment Project (online)	23/6/22

Councillor	Name of Meeting / Function	Date attended
Cr J Parry	Mabo Ceremony	3/6/22
	Cutting the cake at the Glen Innes High School Mabo Ceremony	3/6/22
	Presentation on Flood Damage and the Backlog Plan	7/6/22
	Councillor Workshop	9/6/22
	totalCyber Cyber Security Training	15/6/22
	Lions Club AGM Changeover Dinner (for the Mayor)	22/6/22
	Pre-Meeting Briefing Session	23/6/22
	Ordinary Council Meeting	23/6/22
	HNEH Glen Innes Hospital Redevelopment Project (online)	23/6/22
Cr A Parsons	Councillor Workshop	9/6/22
	Pre-Meeting Briefing Session	23/6/22
	Ordinary Council Meeting	23/6/22
Cr C Sparks	Minerama Meeting	1/6/22
	Strategic Planning Meeting for Community Centre (GLENRAC)	2/6/22
	30 <sup>th</sup> anniversary celebration of Mabo decision at Cooramah Centre	3/6/22
	High School Presentation Reconciliation Day	3/6/22
	Presentation re Flood Damage and the Backlog Plan	7/6/22
	NAIDOC Day Meeting at Land Council	8/6/22
	Community Wealth Building presentation by the Manager of Economic Development	8/6/22
	Councillor Workshop	9/6/22
	Myall Creek Commemoration	12/6/22
	On leave	13/7/22 until 1/7/22
	HNEH Glen Innes Hospital Redevelopment Project (online)	23/6/22

Item 10.1

**(c) Options**

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Nil.

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

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

#### **Manual for Community Committees of Council**

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

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

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

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

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

How a council may exercise functions.

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

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

**(d) Risk**

Nil.

**(e) Social**

The record of attendance provides valuable information to the community on what meetings all Councillors are attending.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Personal Assistant (Director of Corporate and Community Services) provided the information regarding the meetings held by Section 355 Community Committees of Council.

Individual Councillors provided the information regarding the meetings and functions that they attended.

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

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

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

## **CONCLUSION**

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

Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

This report lists all the recent meetings held by the Section 355 Community Committees of Council and all of the meetings and functions that have been attended by Councillors.

## **ATTACHMENTS**

There are no annexures to this report.

# 11 MATTERS OF AN URGENT NATURE

## 12 CONFIDENTIAL MATTERS

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

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

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

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

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

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

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

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

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

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

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

**RECOMMENDATION**

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

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Proposed name change of the Warwick Twigg Indoor Sports Centre</i>	<i>(e) information that would, if disclosed, prejudice the maintenance of law.</i>
<i>12.2</i>	<i>Rural Fire Service (RFS) Assets</i>	<i>(e) information that would, if disclosed, prejudice the maintenance of law.</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.*