

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
25 AUGUST 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, 25 August 2022 at 9.00am

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Dennis McIntyre
Interim General Manager

Council

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

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

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

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

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

Membership: Full Council - 7 Councillors.

Quorum: 4 members

Chairperson: The Mayor

Deputy Chairperson: The Deputy Mayor

The Mayor will read the following statement:

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

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

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

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

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

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

Thank you.”

The Mayor will read the following statement of ethical obligations:

“Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the Glen Innes Severn Local Government Area and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

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

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING WITH PRAYER

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 MINUTES OF PREVIOUS ORDINARY MEETING - 28 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)

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Meetings of Council

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

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

RECOMMENDATION

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

REPORT

(a) Background

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

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

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

(b) Discussion

There are now 25 Council Resolutions currently outstanding as at Friday, 19 August 2022.

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

A further 13 outstanding actions were added after the July 28, 2022 Ordinary Council Meeting.

Therefore, 16 outstanding actions have now been completed since the last Ordinary Council Meeting (workings – $28 + 13 = 41 - 25 = 16$).

The 25 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	2	(2	July 2022)
2021	4	(4	July 2022)
2022	19	(24	July 2022)
TOTAL	<u>25</u>	<u>(28</u>	July 2022)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	3	(4	July 2022)
Corporate and Community Services	14	(17	July 2022)
Development, Planning and Regulatory Services	2	(1	July 2022)
Infrastructure Services	6	(6	July 2022)
TOTAL	<u>25</u>	<u>(28</u>	July 2022)

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

The discipline that has been instilled at Glen Innes Severn Council is that no actions in Infocouncil should have a commentary that is older than 30 days and the commentary must be relevant and 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 List as at 19 August 2022

REPORT TITLE: **7.2 SUBMISSIONS REQUESTED FOR THE DEVELOPMENT OF GUIDELINES AND A MODEL POLICY ON THE LOBBYING OF COUNCILLORS**

ECM INDEXES:

Subject Index: **GOVERNMENT RELATIONS: Submissions**
CORPORATE MANAGEMENT: Circulars – OLG

Customer Index: **NIL**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is to provide Council an opportunity to make submissions to the **Office of Local Government (OLG)** to assist in the development of guidelines and a model policy for the lobbying of councillors and to review the draft Lobbying of Councillors Policy (**Annexure B**).

RECOMMENDATION

THAT Council:

- 1. Instructs the General Manager to make a submission to the Office of Local Government prior to the close of business on Monday, 5 September 2022, with the submission to include the following:***
 - a) Council is supportive of Operation Dasha – Recommendation 8, with the inclusion “(where practical)” as indicated in the following “councils make available a member of council staff to be present at such a meeting (where practical) and to prepare an official file note of that meeting to be kept on the council’s files (any additional notes made by the member of council staff and/or the councillor should also be kept as part of the council’s records)”;***
 - b) Council is supportive of Operation Witney – Recommendation 9 and Recommendation 10;***
 - c) Council is supportive of ICAC’s recommendations and findings on the extension of the Lobbying of Government Officials Act 2011 (the LOGO Act) to local government, in particular:***
 - Operation Dasha – Recommendation 7, and Operation Eclipse – Key Finding 5.***

d) Council advises that the key issues to be addressed in the guidelines and model policy:

- **Cover how meetings with applicants or interested parties are to be held focusing on proper records and transparency;**
- **Include provisions to ensure Councillors must make a declaration at Council meetings about lobbying activities similar to the Disclosures of Interests declarations;**
- **Generally, request the purpose of meetings with applicants or interested parties and the outcomes desired to be first submitted in writing; and**
- **That all meeting requests (whether internal or external) come through the General Manager's office.**

e) Provides a link to Council's Lobbying of Councillors Policy.**2. Reviews and adopts the Draft Lobbying of Councillors Policy.****REPORT****(a) Background**

On 8 August 2002 the OLG produced **Circular No 22-22 / A731312 (the Circular) (Annexure A)** to advise Councillors and General Managers that the OLG propose to develop Guidelines and a model policy on the lobbying of Councillors and to seek suggestions and information to assist with the development of the guidelines and model policy.

Council has a Lobbying of Councillors Policy last adopted at the 28 February 2019 Ordinary Meeting of Council.

(b) Discussion

In recent investigations, (Operation Dasha, Operation Eclipse and Operation Witney), the **Independent Commission Against Corruption (ICAC)** has considered the corruption risks associated with the lobbying of councillors and made corruption prevention recommendations. Among other things, ICAC has recommended:

- that the OLG, in consultation with the local government sector, develop guidelines to enhance transparency around the lobbying of councillors (ICAC has also made recommendations about the content of the guidelines); and
- that the *Lobbying of Government Officials Act 2011* (the LOGO Act) is amended to ensure all provisions apply to local government.

In response to ICAC's recommendations, the OLG is proposing to develop guidelines to enhance transparency around the lobbying of councillors. The guidelines will be issued under s 23A of the *Local Government Act 1993*.

Further, the OLG is developing a model policy on lobbying to support councils to implement the guidelines. If adopted by councils, the policy will operate to supplement the provisions of their adopted codes of conduct.

How can Council assist with the development of the guidelines and model policy?

The OLG is undertaking consultation with councils to seek their views on what should be included in the proposed guidelines and to identify existing best practice in the local government sector in managing corruption risks associated with the lobbying of councillors.

Further, the OLG is also seeking the views of councils on whether the LOGO Act should apply to local government.

To assist with the development of the guidelines and model policy, the OLG is seeking the following from councils:

- Council's views and suggestions on ICAC's recommendations on the content of the proposed guidelines (set out in the attachment to the Circular – Annexure A);
- Suggestions on what issues, behaviours and risks need to be addressed in the guidelines and model policy;
- Information about what measures Council currently takes to enhance transparency and promote honesty around the lobbying of councillors; and
- Copies of or links to councils' existing lobbying policies.

Submissions should be made by the close of business on **Monday, 5 September 2022**.

Review of Lobbying of Councillors Policy

The draft Lobbying of Councillors Policy was due for review in February 2022. It was delayed due to the workload of the Acting Director of Development, Planning and Regulatory Services. It has since been moved to the responsibility of the Manager of Governance, Risk and Corporate Planning.

The Interim General Manager, whose normal role is the Manager of Governance, Risk and Corporate Planning, has carried out a review and recommends the draft Policy for review with minor changes and for a further review to be carried out once the OLG develops the Guidelines and Model Policy, to ensure that Council's Policy is in line with the Model Policy.

(c) Options

Option 1

THAT Council:

1. Instructs the General Manager to make a submission to the Office of Local Government prior to the close of business on Monday, 5 September 2022, and the submission will include the following:
 - a) Council is supportive of Operation Dasha – Recommendation 8, with the inclusion “(where practical)” as indicated in the following “councils make available a member of council staff to be present at such a meeting (where practical) and to prepare an official file note of that meeting to be kept on the council’s files (any additional notes made by the member of council staff and/or the councillor should also be kept as part of the council’s records)”;
 - b) Council is supportive of Operation Witney – Recommendation 9 and Recommendation 10;
 - c) Council is supportive of ICAC’s recommendations and findings on the extension of the *Lobbying of Government Officials Act 2011* (the LOGO Act) to local government, in particular:
 - Operation Dasha – Recommendation 7, and Operation Eclipse – Key Finding 5.
 - d) Council advises that the key issues to be addressed in the guidelines and model policy:
 - Cover how meetings with applicants or interested parties are to be held focusing on proper records and transparency;
 - Include provisions to ensure Councillors must make a declaration at Council meetings about lobbying activities similar to the Disclosures of Interests declarations;
 - Generally, request the purpose of meetings with applicants or interested parties and the outcomes desired to be first submitted in writing; and
 - That all meeting requests (whether internal or external) come through the General Manager’s office.
 - e) Provides a link to Council’s Lobbying of Councillors Policy.
2. Reviews and adopts the Draft Lobbying of Councillors Policy.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may wish to make amendments to point 1 of Option 1.

Option 3

That Council decides not to include a submission regarding the development of Guidelines and a Model Policy on the Lobbying of Councillors. but reviews and adopts the draft Lobbying of Councillors Policy.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

- Lobbying of Councillors Policy; and
- Corporate Governance Policy Framework.

When the OLG develops the Guidelines, Council will be required to follow them.

When the OLG develops the Model Policy there may be mandatory provisions which may require Council to amend its current policy.

Council's Lobbying of Councillors Policy was due for review in February of this year. This Policy sat with the responsible officer, the Director of Development, Planning and Regulatory Services, but responsibility has been moved to the Manager of Governance, Risk and Corporate Planning.

(c) Legislative/Statutory

Local Government Act 1993.

Councillors must remember their role as a Councillor and not cross beyond those boundaries when being lobbied:

232 The role of a councillor

(1) The role of a councillor is as follows—

- (a) to be an active and contributing member of the governing body,*
- (b) to make considered and well informed decisions as a member of the governing body,*
- (c) to participate in the development of the integrated planning and reporting framework,*
- (d) to represent the collective interests of residents, ratepayers and the local community,*
- (e) to facilitate communication between the local community and the governing body,*
- (f) to uphold and represent accurately the policies and decisions of the governing body,*

(g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

(2) A councillor is accountable to the local community for the performance of the council.

(d) Risk

The Lobbying of Councillors Policy is a control in mitigating risks associated with the role of a Councillor in NSW Local Government.

Further, by contributing a submission to the OLG, Council is assisting in the development of guidelines and a model policy that will provide significant guidance to Council's policy framework.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

OLG and the ICAC through their correspondence.

(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 Activities:

STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

STC 5.2.4: Implement the Fraud Control Plan.

STC 5.2.3: Deliver a program of Councillor Inductions and continued Professional Development.

STC 5.2.1: Deliver a 10-point rating increase through implementation of the Governance Health Check Assessment and Action Plans.

STC 5.5.4: Implement the Continuous Improvement Plan.

CONCLUSION

The OLG has called for submissions to help guide their development of a Lobbying of Councillors guidelines and model policy. It is recommended that Council provides a submission.

Further, the Lobbying Councillors Policy has had a minor review and is provided for Council's review and adoption, noting that it will need to be reviewed again when the OLG release their guidelines and model policy.

ATTACHMENTS

Annexure A	OLG Circular No 22-22
Annexure B	Draft Lobbying of Councillors Policy

REPORT TITLE: 7.3 PROPOSED COUNCILLOR WORKSHOP CALENDAR

ECM INDEXES:

Subject Index: GOVERNANCE: Councillor Workshops

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

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

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

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

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

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

Date	Topic	Presenter/s
Thursday, 1 September 2022 4pm until 8pm	Councillor Delivery Plan, Ideas Workshop	Interim General Manager
Thursday, 8 September 2022 6pm until 8.30pm	Airport Master Plan (1.5 hours) Emissions Reduction Plan (1 hour)	Technical Services Coordinator Acting Director of Development, Planning and Regulatory Services
Thursday, 13 October 2022 6pm until 9.00pm	Local Environmental Plan (LEP) Review	Acting Director of Development, Planning and Regulatory Services
Thursday, 10 November 2022	<i>Nothing flagged at this point in time</i>	

(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: **7.4 PROPOSED CHRISTMAS/NEW YEAR
ARRANGEMENTS FOR 2022/2023**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Reporting**

Customer Index: **INTERNAL DEPT: MANEX**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is to provide Council with the opportunity to consider the shutdown of Council's operations over the Christmas/New Year period for 2022/2023.

RECOMMENDATION

THAT:

- 1. Council's Depot, Town Hall Offices, Church Street Offices, Life Choices – Support Services Offices, Youth Booth Offices, Children, Youth and Family Services offices be closed from close of business on Thursday, 22 December 2022 and reopen on Tuesday, 3 January 2023.***
- 2. All of Council's Libraries be closed from close of business on Thursday, 22 December 2022 and reopen as follows – the Glen Innes Library on Thursday, 5 January 2023, the Emmaville Library on Friday, 6 January 2023 and the Deepwater Library on Wednesday, 11 January 2023.***
- 3. Council's Glen Innes Aggregates Office be closed from close of business on Thursday, 22 December 2022 and reopen on Monday, 9 January 2023.***
- 4. Staff be permitted to take suitably authorised leave for the days which are not public holidays during the shutdown.***
- 5. Extensive publicity be given on the proposed closures in the lead up to Christmas.***

REPORT

(a) Background

It has been Council's practice to close its operations between Christmas and the New Year due to minimal activities involving the public.

Additionally, Council has agreed that staff are able to take leave (**Rostered Days Off (RDOs)**, **Time in Lieu (TIL)**, Annual Leave or Other Leave on those days that are not public holidays.

Last year, Council closed its offices for greater than two (2) weeks which created some angst among some Council staff.

(b) Discussion

As Christmas Day falls on a Sunday this year, it is proposed for Council to cease its operations at 6 pm on Thursday, 22 December 2022.

It is proposed for most Council services to close their operations, except for a small on-call crew to attend to essential works, from close of business on Thursday, 22 December 2022, and to reopen for usual business on Tuesday, 3 January 2023 (subject to a couple of exceptions, which are detailed in this report).

As has been the practice, employees will be required to take paid leave to cover the four (4) days of the break that are not public holidays.

In accordance with the Human Resources Policy Statement Register (HR.6.11) staff will be requested by the General Manager to take leave in the following order – **Time in Lieu (TIL)**, **Rostered Day Off (RDOs)**, Annual Leave and then any other Leave.

Public Holidays that fall during this proposed closure period are:

- Monday, 26 December 2022 (for Christmas Day);
- Tuesday, 27 December 2022 (for Boxing Day); and
- Monday, 2 January 2023 (for New Year's Day).

Service provision will not be unduly impacted if the two (2) Council Administration Offices (Town Hall and Church Street), **Life Choices - Support Services (LC-SS)**, Children, Youth and Family Services, The Youth Booth and the Glen Innes Aggregates Offices were to be closed for the Christmas/New Year break.

Some LC-SS Direct Support Workers and an on-call supervisor will work through the entire holiday period (including public holidays).

Service provision will also not be unduly impacted if all of Council's Libraries have a short break over the Christmas/New Year period. The libraries are proposed to remain closed until 10 am on the following days: Thursday, 5 January 2023 (Glen Innes), Friday, 6 January 2023 (Emmaville) and Wednesday, 11 January 2023 (Deepwater).

The Glencoe Library is expected to be open during the Christmas period, when the Post Office is open. It is, however, likely that the library will be closed on Christmas Day and Boxing Day and possibly on New Year's Day.

The Glen Innes and Emmaville Swim Centres are proposed to be open every day (except for Christmas Day and Boxing Day).

The Landfill and **Visitors Information Centre (VIC)** are proposed to remain in operation (except for Christmas Day, Boxing Day and New Year's Day).

The Rangers will only operate on call for emergencies, attending to the pound to feed the dogs and wash out (if required) during the closedown period.

One (1) cleaner will clean the public toilets during the closedown period.

Parks and Garden staff do not work on the public holidays but will run a skeleton staff on the days that are not public holidays, during the shutdown period.

It is proposed for the Glen Innes Aggregates to close from close of business on Thursday, 22 December 2022 and re-open for business on Monday, 9 January 2023. This should not unduly impact on service provision.

At least one (1) staff member from the Integrated Water Services team will work during the shutdown period. They are responsible for running The Water Treatment Plant.

Some staff in the Roads Section are on call 24 hours a day.

It is to be noted that there is a 24-hour line available for the entire 365 days of the year for both the Integrated Water Services team and the Roads section. On call provisions will be in operation for any emergencies. Emergency numbers will be listed on the telephone system for Council services.

There is the possibility that there may be some ratepayers seeking services over the Christmas/New Year period. This has not traditionally been an issue as any emergencies are well catered for via the on-call provisions.

Allowing staff to take a longer break over the Christmas/New Year period will assist with reducing Council's outstanding leave liability; therefore, those teams who are able and with due consideration to service requirements may agree to take additional leave during this period as per normal annual leave processes.

(c) Options

Option 1

THAT:

1. Council's Depot, Town Hall Offices, Church Street Offices, Life Choices – Support Services Offices, Youth Booth Offices, Children, Youth and Family Services Offices be closed from close of business on Thursday, 22 December 2022 and reopen on Tuesday, 3 January 2023.
2. All of Council's Libraries be closed from close of business on Thursday, 22 December 2022 and reopen as follows – the Glen Innes Library on Thursday, 5 January 2023, the Emmaville Library on Friday, 6 January 2023 and the Deepwater Library on Wednesday, 11 January 2023.
3. Council's Glen Innes Aggregates Office be closed from close of business on Thursday, 22 December 2022 and reopen on Monday, 9 January 2023.
4. Staff be permitted to take suitably authorised leave for the days which are not public holidays during the shutdown.
5. Extensive publicity be given on the proposed closures in the lead up to Christmas.

THIS IS THE RECOMMENDED OPTION.

Option 2

THAT:

1. Council's Depot, Town Hall Offices, Church Street Offices, Life Choices - Support Services Offices, Youth Booth Offices, Children, Youth and Family Services Offices and Glen Innes Aggregates be closed from close of business on Thursday, 22 December 2022 and reopen on Monday, 9 January 2023.
2. All of Council's Libraries be closed from close of business on Thursday, 22 December 2022 and reopen as follows:
 - Glen Innes Library – on Thursday, 5 January 2023;
 - Emmaville Library – on Friday, 6 January 2023 and
 - Deepwater Library – on Wednesday, 11 January 2023.
3. Staff be permitted to take suitably authorised leave for the days that are not public holidays and that extensive publicity be given on the closures in the leadup to Christmas.

This option is not recommended as staff consultation showed it as not being favourable for some staff.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There are suitable budgetary provisions within the Operational Plan and Budget for the 2022/2023 Financial Year for staff to take paid leave over the Christmas/New Year shutdown.

(b) Governance/Policy

Human Resources Policy Statement Register

HR2.02 Variable Working Hours Policy

The conditions applying to the four (4)-week RDO system are:

- RDOs will not accrue on public holidays or during periods of leave;
- **Employees may bank (accrue) a maximum of three (3) days in RDOs;**
- An employee who wishes to bank an RDO must receive prior approval from his or her manager.

In addition to the above arrangements, employees may elect to accumulate TIL.

TIL is to be accumulated to a maximum of 26 hours and is to be taken at a mutually convenient time.

TIL may also be taken over the Christmas closedown period.

HR.6.11 Accrued Leave provides for:

1. Except under exceptional circumstances, staff cannot accrue more than six (6) days leave, comprising a maximum of three (3) RDOs and three (3) days TIL of overtime.
2. All accrued leave must be taken prior to any use of annual leave or long service leave.
3. Accrued leave must be taken within 12 months of it being accrued.

(c) Legislative/Statutory

Council may direct staff to take annual leave, or equivalent paid leave, as part of an annual closedown, provided staff are notified in advance of such intentions.

The following subclause of the *Local Government (State) Award 2020* is relevant for this direction:

Requirement to take Annual Leave

(vii) *The employer may direct an employee to take annual leave by giving at least four (4) weeks prior notification in the following circumstances:*

(a) *Where the employee has accumulated in excess of eight (8) weeks annual leave;*

(b) *A period of annual close-down of up to and including two (2) weeks;*

(d) Risk

Risks around close-down will be managed in each department and through the provision of emergency contact details and some skeleton crews operating.

Further, some services that carry more risk if not continued will continue throughout the period.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Staff Consultative Committee, interactions with various staff and teams and the Management Executive Team (MANEX).

The Recommended Option is the most favourable of the various options proposed.

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

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

CONCLUSION

As outlined in the report, it is proposed for Council to close the Depot, Town Hall Offices, Church Street Offices, Life Choices – Support Services, Youth Booth, and Children, Youth and Family Services from close of business on Thursday, 22 December 2022 and return to full operations on Tuesday, 3 January 2023.

Further, it is proposed for the Glen Innes Aggregates to be closed from close of business on Thursday, 22 December 2022 and reopen on Monday, 9 January 2023.

Finally, it is proposed for all of Council's Libraries to close from close of business on Thursday, 22 December 2022 and to remain closed until at least Thursday, 5 January 2023.

Suitable on-call provisions will be made for any emergencies and critical services.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.5 AUSTRALIAN CELTIC FESTIVAL FORMAT, FEES AND CHARGES 2023**

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Fees and Charges**
 EVENTS: Australian Celtic Festival

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: **Rhonda Bombell - Tourism and Event Officer**

APPROVER/S: **Margot Davis - Manager of Economic Development**
 Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is for Council to review and then endorse the recommended schedule, fees, and charges for the 2023 **Australian Celtic Festival (ACF)** for public exhibition for 28 days to invite public submissions.

RECOMMENDATION

THAT Council:

- 1. Endorses the full schedule of events at the Australian Celtic Festival in accordance with any applicable Public Health Orders (COVID-19 Restrictions on Gathering and Movement).***
- 2. Authorises Council staff in consultation with the ACF Working Group to adjust/postpone/cancel any elements of the schedule of events due to any applicable Public Health Orders (COVID-19 Restrictions on Gathering and Movement) changes.***

3. Advertises the following Australian Celtic Festival 2023 Fees and Charges for public exhibition from Thursday, 1 September 2022 until 4pm on Wednesday 28 September 2022 and seeks public submissions on the proposed fees and charges:

a. Trader Sites:

- i. Unpowered Stalls: \$12 per square metre;*
- ii. Powered Stalls: 15amp - \$15 per square metre;*
- iii. Powered Stalls: 30amp - \$16 per square metre;*
- iv. Corner Site: Additional \$50 per site; and*
- v. Free Standing Site: Additional \$100 per site.*

b. Adult Tickets – Two (2) Day General:

- i. Standard - \$72 (includes booking fee);*
- ii. Commercial Coach/Tour Company: \$58 (includes booking fee); and*
- iii. Local Promotion Offer: \$44 (includes booking fee).*

c. Adult Tickets – Two (2) Day (Early Bird Promotional Pass)

- i. Standard - \$61.50 (includes booking fee).*

d. Adult Tickets – One (1) Day General – Saturday or Sunday

- i. \$42 (includes booking fee);*
- ii. Commercial Coach/Tour Company: \$34 (includes booking fee); and*
- iii. Local Promotion Offer: \$26 (includes booking fee)*

e. Adult Tickets – One (1) Day (Early Bird promotional Pass)

- i. Standard - \$36 (includes booking fee).*

4. Displays the proposed fees on Council's website, and that they be made available for viewing at the following locations:

- **Council's Town Hall Office;**
- **Council's Church Street Office; and**
- **The Village Post Offices at Deepwater, Emmaville and Glencoe.**

5. Requests the Tourism and Events Officer to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions objecting to the proposed amendments to the fees and charges for the 2023 Australian Celtic Festival, otherwise, that the draft fees and charges for the 2023 Australian Celtic Festival be adopted by Council.

REPORT

(a) Background

The 2022 the ACF returned to a full schedule of events and celebrated its 30th Anniversary.

In 2022 with the relaxation of COVID-19 restrictions and borders reopening, the ACF saw visitor numbers return to pre-pandemic levels and high numbers returning to celebrate the milestone of the ACF's 30th Anniversary.

With the assistance of the NSW Government Regional Event Acceleration Fund, the Festival procured a headline artist, more infrastructure to cope with larger attendance numbers and a bus service from Inverell and Armidale to assist with accommodation shortfalls.

(b) Discussion

The ACF has become a recognised signature event in the New England North-West region, set amongst the **Australian Standing Stones (ASS)** and offering a unique Celtic experience for all age groups.

The ACF is the largest annual event held in Glen Innes Severn **Local Government Area (LGA)** and incorporates music, dance, highland games, Celtic arts, crafts, fashion, re-enactments, Celtic symposiums, parades, pipe bands and artisan markets and food stalls.

The ACF is a council-run event and benefits from the strong support of the **Australian Stranding Stones Management Board (ASSMB)**, the **Australian Celtic Festival Working Groups (ACFWG)** and the many Council and community volunteers each year. Without this continued support the ACF would not be the success that it is.

1. 2023 Schedule of Events

In 2023 the ACF will be highlighting the Celtic Nation of Scotland. Scotland traditionally draws large crowds due to the Scottish heritage and history of immigration to Australia especially in our LGA.

The ACFWG are planning a Scottish focussed program of events as well as incorporating the other seven (7) Celtic Nations that the ACF recognise alternatively in a three (3) year cycle of Asturias, Brittany, Cornwall, Galicia, Ireland, Isle of Man and Wales.

The Year of Scotland schedule will include the following events that are as outlined in Table: 1.1 – ACF Schedule of Official Events 2023.

ACF SCHEDULED OFFICIAL EVENTS	2022 ACF	2023 ACF
100,000 Welcomes	Held	Scheduled
The Street Parade	Held	Scheduled
Highland Games	Held	Scheduled
Schools Concert	Cancelled	Scheduled
Medieval Banquet	Held	Not scheduled
Scottish Ceilidh	Not Held	Scheduled
Re-enactment Village	Held	Scheduled
Jousting	Held	Not scheduled
Axe Throwing	Not Held	Scheduled
Celtic Ceremonies	Held	Scheduled
Dance Championships	Held	Scheduled
Dance Performers	Held	Scheduled
Music Performers	Held	Scheduled
Celtic Cultural Awards	Held	Scheduled
Buskers	Held	Scheduled
Kids Marquee	Held	Scheduled
Poets Breakfast	Held	Scheduled
Celtic Symposium	Held	Scheduled
Highland Cows & Pony display.	Not Held	Scheduled
Pipe Band Competition	Not Held	Scheduled
ACF supported local events.	Held	Scheduled

Table 1.1 – ACF Schedule of Events 2023

Many of the scheduled events have incurred price rises and reviewed fees and charges to align with the ACF Strategic Plan 2021 – 2025. In particular, the event objective of ‘Sustainability’ – to increase revenue streams to achieve event break-even point and visitor experience and to ensure the authenticity of the event is maintained.

In 2023 ACF will celebrate The Year of Scotland. Historically this grouping is the most popular and the ACFWG believe the following is predicted to strengthen the event.

- Increased regional tourism in 2023. There will be some international travellers returning to Australia and regional areas though sustainable levels of international visitors are predicted, not to be reached until 2025.
- The Year of Scotland and a full schedule of predominantly Scottish themed music and events will attract audiences from around Australia and will continue to be an inclusive, acknowledged and celebratory event for all Celtic Nations.

- The ACFWG is in talks with Creative Scotland, Pipe Bands Australia, Pipe Bands New Zealand, Highland Cow Association, Celtic Health, Healing & Well Being providers, Scottish dancers and performers including local and international artists to perform at the Festival, giving the event a high level of authenticity, inclusivity and unique experiences.
- Many events will have a family focus, as well as focus on learning and culture including creative workshops.
- An increase in fees and charges to align with similar regional and Celtic events around Australia and to align with increases in goods and services from contractors and suppliers.

2. Fees and Charges

Stallholders

Site fees will be charged at a 'per square metre' rate with additional charges for corner sites, free-standing sites (two corners) and power. For food traders, 'stall site' includes actual food truck size and any additional space that is required to run the stall. This includes any additional areas for washup, storage or permanent stationary vehicles. There will be set additional charges for corner and free-standing stalls.

This method is becoming an industry standard and will assist with incremental site sizes and a fairer payment system for stallholders who historically have non-standard measurements of stalls and food trucks.

The exception of stallholder fees is Celtic Clans and Societies or those specialist groups who have been invited to attend as a guest of the ACF as they have displays that educate and improve the authenticity of the event without profit.

Site Descriptions

Previous site descriptions have been causing confusion with stallholders, prompting the need to change these site descriptions, removing the following:

- Standard (SP);
- Standard Corner (SP);
- Standard (MP);
- Standard Corner (MP);
- Standard;
- Compact; and
- Premium.

Whilst the stall site descriptions have been simplified, the actual physical stall sites still reflect the previous sizes. Premium has been redefined from its original meaning in previous fees and charges.

As from 2023 the fees and charges will be charged by a 'per square metre' rate. Premium sites are on request and discussions determine the cost based on the new rates schedule.

Discussion criteria include but are not limited to:

- They want a particular area (freestanding, additional charge applies);
- Premium area – foot traffic (freestanding, additional charge applies); and
- Large area (per square metre charge applies).

The new descriptions include:

- Unpowered Stall Site;
- Powered Stall Site 15 amp;
- Powered Stall site 30 amp;
- Corner (additional fee); and
- Free Standing (additional fee).

Unpowered Sites

Minimum site size is 4m x 4m. Depth of all sites is 4 metres.

Unpowered Sites will be charged at \$12 per m² with an additional charge of \$50 for a corner site and \$100 for a free-standing site.

Powered Sites

Power is available on-site specific areas. These are 15 amp and 30 amp. Minimum site size for powered sites is 6m x 4m.

Powered Site of 15 amp will be charged at \$15 per m² and 30 amp will be charged at \$16 per m². As there are only a few 25 amp sites, no distinction is being made between 25 and 30 amp sites. Refer to Table 2.1 below.

Unpowered Stall Sites	Measurements	Rate	Power	Total Fee
Size of site	4m x 4m (16m ²)	\$12 per m ² *	No	\$192
CORNER (additional fee)	+\$50	\$12 per m ² *	No	\$242
FREE STANDING SITE (additional fee)	+\$100	\$12 per m ² *	No	\$292
Size Site	6m x 4m (24m ²)	\$12 per m ² *	No	\$288
CORNER (additional fee)	+\$50	\$12 per m ² *	No	\$338
FREE STANDING SITE (additional fee)	+\$100	\$12 per m ² *	No	\$388

Powered Stall Sites	Measurements	Rate	Power	Fee
Size of Site	6m x 4m(24m ²)	\$15 per m ² *	15amp	\$360
CORNER (additional fee)	+\$50	\$15 per m ² *	15amp	\$410
FREE STANDING SITE (additional fee)	+\$100	\$15 per m ² *	15amp	\$460
Size of Site	6m x 4m(24m ²)	\$16 per m ² *	30 amp	\$384
CORNER (additional fee)	+\$50	\$16 per m ² *	30amp	\$434
FREE STANDING SITE (additional fee)	+\$100	\$16 per m ² *	30amp	\$484

Table 2.1 – ACF Schedule of Trader Site Fees 2023

Fees and Charges

Previous fees and charges were based on historical charging practices with CPI increase. The description of the available sites was causing confusion with stallholders. Outlined in Table 2.2 – ACF Previous Fees and Charges 2022.

The average percentage increase is 24%. Large percentage increases identify the shortfalls that the previous fees and charges could encounter.

The per m² fees and charges will assist with a fairer payment system for stallholders, a more accurate revenue indicator and in line with similar regional events stall holder fees and charges. Outlined in Table 2.2 below.

Powered Stall Sites	Measurements	Power	2022 Fee	2023 Fee	Increase
Standard Site SP	6m x 4m	15amp	\$300	\$360	20%
Standard Corner Site SP	6m x 4m	15amp	\$330	\$410	24%
Standard Site MP	6m x 4m	25amp	\$330	\$384	16%
Standard Corner Site MP	6m x 4m	25amp	\$350	\$434	24%
Premium Mini Cnr (limited)	4m x 4m	25amp	\$330	N/A	N/A
Premium Half (limited)	6m x 4m	30 amp	\$440	N/A	N/A
Premium Site LP	10m x 6m	30amp	\$880	N/A	N/A
Unpowered Stall Sites	Measurements	Power	Fee	2023 Fee	Increase
Compact Site	4m x 4m	No	\$170	\$192	12%
Compact Corner Site	4m x 4m	No	\$190	\$242	27%
Standard Site	6m x 4m	No	\$220	\$288	30%
Standard Corner Site	6m x 4m	No	\$240	\$338	40%
Premium Site	10m x 6m	No	\$770	N/A	N/A

Table 2.2 –ACF Comparison Fees and Charges 2022

Ticket Admission

Attendees can purchase one (1) or two (2) day passes for access to the Festival on Saturday, 6 May 2023 and Sunday, 7 May 2023.

School Children 17 years and under accompanied by a paying adult will have free admission.

Council is registered with Companion Card which entitles those attendees registered with the program a free ticket for their carer.

Concession tickets will be removed aligning with similar regional events. Concession holders can take advantage of the Early Bird ticket release to secure tickets at a discounted price and 'Local Ticket Promotion' for discounted tickets for eligible locals.

Discounted Early Bird tickets will be available for an exclusive period and limited to 200 tickets.

Other ticket descriptions will be removed and incorporated into a new ticket called 'Local Ticket Promotion' and will be offered during specific dates in the lead up to the ACF. This will replace the following ticket types:

- a. Glen Innes Resident;
- b. New England High Country Resident; and
- c. Visiting Friends and Relatives.

The proposed change in ticket types offered and pricing will address the following:

- a. Simplify the customer purchasing experience;
- b. Simplify the ticket set-up requirements and costs; and
- c. Bring our event in line with other major events.

The 2023 fees and charges have been reviewed with the objective of increasing revenue to a minimum break-even operationally, aligning ticket price to similar regional event ticket prices, include the box office fee and include the bus service as part of the ticket price. In 2022, this was a free service and facilitated through grant funding. There are no opportunities for this to be funded in 2023.

The 2023 proposed ticket prices and their price increase are as outlined in Tables 2.3 - 2.6 for two (2) day early bird passes, two (2) day passes, one (1) day early bird passes and one (1) day passes.

ACF – TWO (2) DAY EARLY-BIRD WEEKEND PASS Including \$2 box office fee			
TICKET CATEGORY	TICKET TYPE – limited to 200	PROPOSED ADULT PRICE (over 16)	CHANGE PRICE 2022
2 Day Early Bird Promotional Pass	Standard Ticket (Base)	\$61.50	Make an even 15% discount off the Standard Base General Admission (includes \$2 booking fee)
	Glen Innes Resident	New ticket type	N/A
	New England High Country	New ticket type	N/A
	Commercial Coach/Tour Company or Group Booking +15	N/A	Discount applied to base – decrease from 25% to 20% discount
	Visiting Friends and Relatives	N/A	N/A
	Concession (Adult student, Pensioner, Senior)	Remove ticket	N/A
	Local Promotion Offer – Includes Glen Innes Resident	N/A	N/A

Table 2.3 – ACF Proposed Schedule of Fees 2023, Two (2) Day Early Bird Weekend Pass Adult Tickets

ACF – TWO (2) DAY GENERAL WEEKEND PASS including \$2 box office fee			
TICKET CATEGORY	TICKET TYPE - unlimited	PROPOSED ADULT PRICE	CHANGE PRICE 2022
2 Day General Pass	Standard Ticket (Base)	\$72	No Change - includes \$2 booking fee
	Glen Innes Resident	New ticket type	N/A
	New England High Country	New ticket type	N/A
	Commercial Coach/Tour Company or Group Booking +15	\$58	Discount applied to base – decrease from 25% to 20% discount – includes \$2 booking
	Visiting Friends and Relatives	New ticket type	N/A
	Concession (Adult student, Pensioner, Senior)	Remove ticket	N/A
	Local Promotion Offer – Includes Glen Innes Resident	\$44	New Ticket (covering NEHC/Glen Innes Resident/VFR promotions)

Table 2.4 – ACF Proposed Schedule of Fees 2023, Two (2) Day Weekend Pass Adult Tickets

ACF – ONE (1) DAY PASS EARLY-BIRD (Saturday or Sunday including \$2 box office fee)			
TICKET CATEGORY	TICKET TYPE – limited to 200	PROPOSED ADULT PRICE (over 16)	CHANGE PRICE 2022
1 Day Pass Saturday or Sunday Early Bird	Standard Ticket (Base)	\$36	Make an even 15% discount off the standard Base General Admission
	Glen Innes Resident	New ticket type	
	New England High Country	New ticket type	
	Commercial Coach/Tour Company or Group Booking +15	N/A	
	Visiting Friends and Relatives	New ticket type	
	Concession (Adult student, Pensioner, Senior)	Remove ticket	
	Local Promotion Offer – Includes Glen Innes Resident	N/A	

*Table 2.5 – ACF Proposed Schedule of Fees 2023, One (1) Day Pass Early Bird Adult Tickets
– Saturday or Sunday*

ACF FESTIVAL – ONE (1) DAY PASS (Saturday or Sunday) including \$2 box office fee			
TICKET CATEGORY	TICKET TYPE – unlimited	PROPOSED ADULT PRICE (over 16)	CHANGE PRICE 2022
1 Day Pass Saturday or Sunday	Standard Ticket (Base)	\$42	No Change
	Glen Innes Resident	New ticket type	N/A
	New England High Country	New ticket type	N/A
	Commercial Coach/Tour Company or Group Booking +15	\$34	Discount applied to base – decrease from 25% to 20% discount
	Visiting Friends and Relatives	New ticket type	N/A
	Concession (Adult student, Pensioner, Senior)	Remove ticket	N/A
	Local Promotion Offer – Includes Glen Innes Resident	\$26	New Ticket 40% discount (covering NEHC/Glen Innes Resident/VFR promotions)

*Table 2.6 – ACF Proposed Schedule of Fees 2023, One (1) Day Pass Adult Tickets
– Saturday or Sunday*

(c) Options

Option 1

THAT Council:

1. Endorses the full schedule of events at the Australian Celtic Festival in accordance with any applicable Public Health Orders (COVID-19 Restrictions on Gathering and Movement);
2. Authorises Council staff in consultation with the ACF Working Group to adjust/postpone/cancel any elements of schedule of events due to any applicable Public Health Orders (COVID-19 Restrictions on Gathering and Movement) changes;
3. Advertises the following Australian Celtic Festival 2023 Fees and Charges for public exhibition from Thursday, 1 September 2022 until 4pm on Wednesday 28 September 2022 and seeks public submissions on the proposed fees and charges:
 - a. Trader Sites:
 - i. Unpowered Stalls: \$12 per square metre;
 - ii. Powered Stalls: 15amp - \$15 per square metre;
 - iii. Powered Stalls: 30amp - \$16 per square metre;
 - iv. Corner Site: Additional \$50 per site; and
 - v. Free Standing Site: Additional \$100 per site.
 - b. Adult Tickets – Two (2) Day General:
 - i. Standard - \$72 (includes booking fee);
 - ii. Commercial Coach/Tour Company: \$58 (includes booking fee); and
 - iii. Local Promotion Offer: \$44 (includes booking fee).
 - c. Adult Tickets – Two (2) Day (Early Bird Promotional Pass)
 - i. Standard - \$61.50 (includes booking fee).
 - d. Adult Tickets – One (1) Day General – Saturday or Sunday
 - i. \$42 (includes booking fee);
 - ii. Commercial Coach/Tour Company: \$34 (includes booking fee); and
 - iii. Local Promotion Offer: \$26 (includes booking fee)
 - e. Adult Tickets – One (1) Day (Early Bird promotional Pass)
 - i. Standard - \$36 (includes booking fee).

4. Displays the proposed fees on Council's website, and that they be made available for viewing at the following locations:
 - Council's Town Hall Office;
 - Council's Church Street Office; and
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.
5. Requests the Tourism and Events Officer to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions objecting to the proposed amendments to the fees and charges for the 2023 Australian Celtic Festival, otherwise, that the draft fees and charges for the 2023 Australian Celtic Festival be adopted by Council.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may choose to amend the proposed schedule, fees, and charges for the 2023 Australian Celtic Festival.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The total revenue budgeted in the Operational Plan and Budget for the 2022/2023 Financial Year for the 2023 ACF is \$253,250.

The budgeted expenditure is \$252,400 is allocated in the 2022-2023 Operational Budget.

(b) Governance/Policy

Council's Management Executive Team (MANEX) has adopted the Public Exhibition Guidelines to ensure that there is an effective procedure for the public exhibition of all documents.

(c) Legislative/Statutory

A Council must not determine the amount of a fee until it has given public notice of the fee in accordance with Section 405 of the *Local Government Act 1993* and has considered any submissions duly made to it during the period of public notice.

However, if after the date on which the Operational Plan commences a new or altered fee is proposed, the Council must give public notice for at least 28 days of the fee proposed for the new or changed service.

(d) Risk

There is a risk that the COVID-19 pandemic will realise Public Health Order restrictions and require the event to be either cancelled or scaled back to enable a Covid-safe event. This risk is mitigated with the continual easing of restrictions as the Australian public continue to get 'back to normal'.

(e) Social

The ACF is a valuable attraction to the Glen Innes visitor economy and is enjoyed by visitors and residents. Council seeks to continually improve local integration and participation within and around the event as part of the ACF Strategic Planning 2021–2025 sustainability objectives.

(f) Environmental

Nil.

(g) Economic

Using REMPLAN the Tourism Impact Summary Report for Glen Innes Severn (A) (Tourism Activity: ACF 4 days) estimates a direct impact of \$2.194 Million to the local economy.

Estimated Expenditure per Visitor per Day data sourced from: TRA 2019 Glen Innes Severn (A) Local Government Area Tourism Profile - Domestic Overnight & International Visitors. Destination NSW March 2020 New England North-West Regional Tourism Profile - Domestic Day Visitors.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Discussions were held between key Council stakeholders and the ACFWG regarding the new pricing structure proposed in this report. Research of events and comparisons around regional Australia including Woodfordia, National Celtic Festival, Tamworth Country Music Festival and ticketing agencies including I Wanna Ticket and Ferve.

(b) Internal

Council's Tourism and Events team provided input into the approach and changes to the format, fees and charges recommended in this report and was approved by the Manager of Economic Development.

This report was circulated to MANEX for comment prior to the Council meeting.

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

This report links to Council's Delivery Program Community Service Principal Activity CS 1.1.6: Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025 relating to CS 1.1 Encourage an Inclusive Active Lifestyle.

This report links to Council's Delivery Program Community Service Principal Activity CS 1.2.6: Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025 relating to CS 1.2 Encourage Community Connectivity and Cohesion.

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.2.2: Deliver the annual Australian Celtic Festival in alignment with the Australian Celtic Festival Strategic Plan 2021-2025.

CONCLUSION

Due to stallholder feedback, review of the structure of site fees and increases in contractor fees, and a review of stallholder and ticketing fees and charges was needed to align with the Operational Plan and Budget for the 2022/2023 Financial Year.

Subsequently, changes to the Fees and Charges for the ACF requires the increases to be placed on public exhibition for twenty-eight (28) days so the planning of the 2023 Year of Scotland ACF can commence.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.6 MEMORANDUM OF UNDERSTANDING - GLEN INNES BUSINESS CHAMBER

ECM INDEXES:

Subject Index: Economic Development - Projects

Customer Index: Glen Innes Business Chamber

Property Index: Nil

AUTHOR: Margot Davis - Manager of Economic Development

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to seek Council's authorisation of the **Memorandum of Understanding (MOU)** between Council's **Highlands Hub (HUB)** and the **Glen Innes Business Chamber (GIBC)** (*Annexure A*).

RECOMMENDATION

THAT Council:

- 1. Reviews the Draft Memorandum of Understanding between Council's Highlands Hub and the Glen Innes Business Chamber;***
- 2. Authorises for the Mayor and General Manager to sign the Memorandum of Understanding;***

REPORT

(a) Background

A new committee has formed the GIBC to re-launch and re-brand the former **Business In Glen (BIG)** and form a Chamber of Commerce (CoC) for the Glen Innes Highlands business community to "Belong, Connect, Empower, Thrive".

The **Manager Economic Development (MED)** has supported the GIBC in its development and initiated a partnership with the GIBC to encourage a collaborative approach to supporting our local business community and leverage the initiatives, programs and projects Council has/is/will be delivered through the actions of the **Glen Innes Highlands Economic Development Strategy 2020-2040 and Action Plan 2020-2025 (EDS)**.

Council provides a free online platform service that enables business and community the ability to connect, create, innovate, and grow a branded Glen Innes Highlands Hub (HUB).

The HUB is a digital platform built to grow through user-generated content and is open to the whole community to utilise and leverage the content. It's a 'one-stop-shop' for locals.

In accompaniment to the digital platform, Council is also building a physical bricks and mortar HUB that will provide a co-working, meeting, and training facility. The Old Holden building, located at 167 Grey Street, Glen Innes has been transformed into a state-of-the-art coworking space and will be opened in September 2022.

(b) Discussion

Council has drafted a MOU between Council and the GIBC on the premise of both parties recognising the benefits of the collaboration with an overall ambition to support, connect, advocate, and providing opportunities for the business community to develop and thrive.

The purpose of this MOU is to provide an outline and formal agreement of co-operation between Council and the GIBC to continue providing support and advocacy to the Glen Innes Highlands Business Community.

The MOU includes an outline of the understanding inclusive of:

1. Branding and content collaboration via the HUB digital platform and other HUB branded channels to consolidate communication channels to the local business audience;
2. HUB partnership package offered to the GIBC organisation to assist in engaging their members at a discounted price;
3. HUB individual package offered to GIBC members to assist in the utilisation of the HUB and as a benefit of the GIBC membership creating a tangible value-exchange;
4. Relationship management and advocacy to enable continuous consultation between Council's Economic Development team and the GIBC; and
5. Strategic Alignment with the EDS and direct consultation with the GIBC as the key representative body of local businesses during consultation of relevant strategies, plans and initiatives.

In developing the discounted packages there is equal consideration between the HUB as an operating business and enabling the GIBC paid membership to include tangible benefits to create the value exchange for GIBC as an organisation and for businesses that choose to become GIBC paid members.

The MOU also provides a venue for the GIBC-led membership inclusions to be delivered including:

1. Free monthly member meetups (guest speakers, grazing board and networking);
2. Members discounted tickets for educational workshops run by the business chamber; and
3. Fortnightly update with summary from business chamber, HUB, Service NSW, opportunities, and avenues for support.

(c) Options

Option 1

THAT Council:

- Reviews the Draft Memorandum of Understanding between Council's Highlands Hub and the Glen Innes Business Chamber;
- Authorises for the Mayor and General Manager to sign the Memorandum of Understanding;

THIS IS THE RECOMMENDED OPTION

Option 2

Council may wish to request changes to the Memorandum of Understanding prior to endorsement.

Options 3

Council may choose not to support the collaboration through a Memorandum of Understanding.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The HUB fees and charges were adopted as part of the 2022-2023 Operational Budget and set the charges for utilisation of the HUB spaces.

The discounted packages created for the MOU include:

1. GISC Organisation Partnership Benefits package for a discounted annual rate of \$4,500; and
2. GISC Individual GIBC Membership package for a discounted annual rate of \$250 per paid member.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The MOU is not intended to be a binding liability instrument. Other more formal contracts may be implemented over the course of the project and for specific phases or activities.

The MOU is a guide for Council, GIBC, key industry, government bodies and the local community on how activities will be undertaken in consideration of the other parties' requirements and needs at different times and phases.

(d) Risk

There is a positive reputational impact of the MOU for Council, who have now been provided the opportunity, through the change of committee, to deliver a collaborative and united approach to supporting the Glen Innes Highlands business community.

(e) Social

The HUB and likewise, similar spaces in regional NSW provide an essential sense of community, belonging and support to those who do not have a formal workplace.

The MOU provides a positive intention and collaboration for positive social impact for the community.

(f) Environmental

Nil.

(g) Economic

The HUB will assist in attracting families to our **Local Government Area (LGA)** through the provision of a remote-ready facility which is also a key outcome of the EDS.

The HUB will deliver a whole-of-community return on investment, and drive growth of the economy through an increase in confidence, capability, and capacity of existing and new business owners, from creative sole traders to global entrepreneurs.

The collaborative nature of shared workplaces fosters SME growth and success by encouraging greater collaboration between regional businesses within the local economy and the GIBC as a key body striving to represent the needs of the existing business community and assist in attracting additional business, enterprise and industry.

(h) Asset Management

Nil.

CONSULTATION

(a) External

President, Glen Innes Business Chamber.

(b) Internal

Manager Governance, Risk and Corporate Planning.

Community and Business Engagement Officer.

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

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

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

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.1.3: Participate and support the Community Resilience Network (CRN) subject to full grant funding.

CONCLUSION

The MOU provides an outline and agreement of cooperative understanding between Council's HUB and the GIBC to continue providing support and advocacy to the Glen Innes Highlands business community.

ATTACHMENTS

Annexure A Draft MOU - Council and GIBC

REPORT TITLE: 7.7 GENERAL MANAGER'S DIRECTORATE: MONTHLY REPORT FOR JULY 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

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

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

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

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

(b) Discussion

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

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

ECONOMIC DEVELOPMENT DEPARTMENT

- The **Manager of Economic Development (MED)** attended the following:
 - **Not-for-Profit (NFP)** Advisory Group organised by GLENRAC; and
 - Regional Alliance meeting.
- The MED and the **Tourism and Events Officer (TEO)** met with **NSW Department of Education and Training (DET)** to discuss future workforce needs;
- Set up and promotion of the next **Grow Glen Innes Think Tank (GGITT)** was completed;
- Applications for the Local Economic Development Support Fund closed on 31 July with Council receiving eight (8) applications to be scored and reviewed by the assessment panel; and
- The **Highlands Hub (HUB)** is on target to open on 29 August 2022 with the launch event set to take place on 29 September.

Grants

- Council is preparing several grant applications for the 2022-2023 Operational Plan and other potential projects including:
 - Regional NSW – Business Case and Strategy Development Fund with four applications.
- An application was submitted to the Reconnecting Regional NSW Community Events Program for Council and community projects resolved by Council at the 28 July 2022 Ordinary Council Meeting;
- A variation was submitted for the Escape Rooms project for an extended completion date of 30 November 2022;
- The **Stronger Country Community Fund (SCCF)** 4 Funding Deed was completed for the Emmaville War Memorial Hall improvements; and
- The grants and funding newsletter was released on 26 July 2022.
- Please see **Annexure A** for the grants summary.

Marketing and Promotion

- Social Media influencer Sera Wright is booked for a **Glen Innes Highlands (GIH)** tourism campaign;
- ARC is updating the **New England High Country (NEHC)** Visitor Guide Map; and
- The GIH marketing campaign activity is being shared between the MED and EJ Freelance whilst we recruit for the Marketing Assistant position.

Tourism and Events

- Visitors to the **Visitor Information Centre (VIC)** have consisted of families and couples (mixture of grey nomads and car holiday makers).

- **Australian Visitor Information Centre (AVIC)** conducted its annual review with the VIC maintaining its accreditation;
- Council supported a visit from a film crew from the NSW Government to use Glen Innes businesses and scenery to build winter content for a Regional Liveability Campaign;
- The Australian Standing Stones hosted Taste of Australia's Hayden Quinn to film another point of interest, the Australian Standing Stones – to be aired 10 July 2022 on Channel 10;
- Council has installed new amenities signage at the VIC toilets to improve visitor experience;
- Bouldering product development:
 - The new content for our bouldering product in partnership with the **University of New England (UNE)** adventure and sport group is completed; and
 - Twenty members turned up for a full day of bouldering and lessons with another event intended for 2023;
- Historic Town signage installation:
 - New signage will be installed at the four (4) Glen Innes town entry points at no cost by the **Tourist Attraction Signposting Assessment Committee (TASAC)**; and
 - A TASAC application was approved in 2020 but due to operational changes and the impacts of COVID-19 at **Transport for NSW (TfNSW)**, this project was held up.
- Pre-production for the Skywalk Geotourism Experience Development is completed for the development of the audio stories and the drone footage for Virtual Reality (VR) integration into the Naveze map
- The latest Tourism and Events Newsletter was released 1 August; and
- Council has completed the GIH website integration with distributor **Australian Tourism Data Warehouse (ATDW)**. VIC staff are reaching out to local accommodation providers to ensure they update their ATDW listing.
- Australian Celtic Festival:
 - A partnership with Glen Innes LJ Hooker has been facilitated to boost home stay accommodation options and develop a marketing campaign for onboarding of new providers; and
 - Performer, volunteer, clans and societies' application forms for ACF 2023 have been uploaded to the ACF website.
- Christmas in the Highlands:
 - Operational planning has commenced, incorporating community groups, children's activities, refurbished decorations, Red Cross Christmas tree exhibition to be held on Thursday 24 November 2022.

- Minerama Committee were presented the 2022 debrief on Monday, 25 July 2022.

MEDIA AND COMMUNICATIONS DEPARTMENT

The number of 'Page Likes' on the Glen Innes Severn Council Facebook page as at the end of July 2022 were 2,236. There were 27 posts during July.

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

The Most Popular Facebook Posts for July 2022:	Reach	Post Engagement
Marketing Executive Position Vacant	5,943	288
Highlands Hub on track to open	2,385	529
Fond Farewell/Thank You	2,003	783

Other posts with a high percentage of engagement included: information from **Children and Family Services (CAFS)**, the infrastructure program, **Expressions of Interests (EOI's)**, school holiday library activities, and various events.

Media activity of interest:

- Completion of the first stage of project management with the supplier for the development of the new Council website; information to Council's Management Executive (MANEX) team and other staff; familiarisation with project management processes and tools;
- Assist with communication for executive purposes regarding Extraordinary Council meetings;
- Negotiate terms for the continuation of Our Council and editorial presence in the Glen Innes Examiner; preparation of editorial items for the Regional Lifestyle magazine; schedule/content planning for the resident newsletter; and
- Publicity of EOI's, Youth Booth and Library communication, public exhibition information, infrastructure projects, Highlands Hub, NAIDOC Week and other events; Media Releases from the Council Business Paper.

Live Streaming of Council Meetings

Council is Live Streaming monthly Council meetings and statistics are being received from InterStream on the number of views. For the 28 July 2022 Ordinary Council Meeting, there were a total of 64 live views and 93 archive views.

EXECUTIVE SERVICES DEPARTMENT

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

- Saleyards Advisory Committee meeting on Wednesday, 6 July 2022;
- Online Meeting with Essential Energy (Building stronger partnerships with local councils) on Thursday, 7 July 2022;

- Highland Hub Tour with The Hon. Adam Marshall, MP on Thursday, 7 July 2022;
- Meeting with Glen Innes Highlands Visitor Association on Monday, 11 July 2022,
- Meeting with the President and Chief Executive of Local Government NSW on Tuesday, 12 July 2022;
- StateCover Workshop on Thursday, 14 July 2022; and
- Essential Energy Online Meeting regarding vacant site.

MAYORAL DISCRETIONARY FUND

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

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

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

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

CONCLUSION

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

ATTACHMENTS

Annexure A Grants and Funding 2022/2023

REPORT TITLE: 7.8 RESTRICTED AND UNRESTRICTED CASH POLICY

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy
FINANCIAL MANAGEMENT: Policy

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

The purpose of this report is to present Council with the draft Restricted and Unrestricted Cash Policy (***Annexure A***) for its review and adoption.

RECOMMENDATION

That Council adopts the Restricted and Unrestricted Cash Policy.

REPORT

(a) Background

The draft Restricted and Unrestricted Cash Policy is a new policy. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

Council has significant restricted cash set aside for future purposes. They appear in Council's balance sheet under "Cash, cash equivalents and investments". The funds are invested in accordance with Council's Investment Policy.

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

The draft Restricted and Unrestricted Cash Policy establishes the following objectives:

1. It assists Council to meet the requirements for accountability, transparency and observance under the *Local Government Act 1993*, as amended, and the *Local Government (General) Regulation 2021*, together with other related statutory requirements and standards; and
2. It provides a clear, concise and defined method for:
 - creating future restrictions;
 - determining if any interest should be calculated on restricted cash;
 - borrowing from restricted cash;
 - transferring to and from restricted cash; and
 - reporting on restricted cash.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The draft Restricted and Unrestricted Cash Policy Provides clarity over the status of restricted and unrestricted cash.

(b) Governance/Policy

Once adopted by Council, the draft Restricted and Unrestricted Cash Policy will become policy of Council.

(c) Legislative/Statutory

The new Policy assists Council to meet the requirements for accountability, transparency and observance under the *Local Government Act 1993*, as amended, and the *Local Government (General) Regulation 2021*, together with other related statutory requirements and standards.

(d) Risk

The new Policy will assist in reducing the risk that funds will be used for unauthorised purposes.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Blayney Shire Council's Restricted and Unrestricted Cash Policy.

(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 draft Restricted and Unrestricted Cash Policy has been created to provide a clear, concise and defined method for:

- creating future restrictions;
- determining if any interest should be calculated on restricted cash;
- borrowing from restricted cash;
- transferring to and from restricted cash; and
- reporting on restricted cash.

The Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Restricted and Unrestricted Cash Policy

REPORT TITLE: 7.9 CAPITAL AND OPERATIONS PROJECT REVOTES AS AT 30 JUNE 2022

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is to recommend to Council the revoting of Capital and Operational Projects which were originally budgeted or approved to be completed in the 2021/2022 Financial Year. These revotes, if adopted by Council, will form part of the Operational Plan and Budget for the 2022/2023 Financial Year and will be offset by funds that are currently held in reserves.

RECOMMENDATION

That Council endorses the following capital projects be revoted from the 2021/2022 Financial Year into the 2022/2023 Financial Year with the required funding adjustments be offset from reserves:

Capital

- | | |
|------------------------------------|-------------------|
| • <i>New Website Development</i> | <i>\$ 47,000</i> |
| • <i>LC-SS: Skillion Carport</i> | <i>\$ 12,763</i> |
| • <i>3km Donnelly's Re-sheet</i> | <i>\$ 136,000</i> |
| • <i>Wattle Vale establishment</i> | <i>\$ 74,225</i> |
| • <i>Illparran Road</i> | <i>\$ 132,992</i> |
| • <i>Jenkins Road</i> | <i>\$ 75,154</i> |
| • <i>Ten Mile Road</i> | <i>\$ 385,000</i> |
| • <i>4x4 Light Rigid Truck</i> | <i>\$ 107,273</i> |
| • <i>LC-SS - Light Vehicle</i> | <i>\$ 30,444</i> |

- *Leaseback Category 3 Vehicle* \$ 33,866
- *LC-SS - Light Vehicle* \$ 36,815
- *LC-SS - Light Vehicle* \$ 30,444
- *4x4 Crewcab Chassis* \$ 36,986
- *4x4 Crewcab Chassis* \$ 36,986
- *4x4 Crewcab Chassis* \$ 36,986
- *LC-SS - Light Vehicle* \$ 30,444
- *4x4 Single C/C* \$ 37,314
- *LC-SS - Light Vehicle* \$ 36,815
- *Emmaville Road segment 180* \$ 138,000

Total **\$1,455,507**

Operational

- *Minerama Website Development* \$ 6,000
- *Cemetery Shoring* \$11,500

Total **\$17,500**

REPORT

(a) Background

Responsible Officers were asked to supply a list of projects which were budgeted for in the 2021/2022 Financial Year that for a variety of reasons the projects did not commence in the previous financial year.

The Finance Department has now prepared this report to Council so that approval can be given by Council to revoke projects which are still required to be completed in the 2022/2023 Financial Year.

The majority of the projects required to be revoked from the 2021/2022 Financial Year and into the 2022/2023 Financial Year are Capital Projects, along with two (2) operational projects.

(b) Discussion

The revotes included in this report have been requested by the relevant Responsible Officers with all of the respective funds reserved as at 30 June 2022 and have been reviewed and authorised by Council's **Management Executive Team (MANEX)**.

A summary of the proposed revotes is detailed in the tables below:

Capital:

Project	Amount	Funding Type
New Website Development	47,000	General Fund Projects (General Works)
LC-SS: Skillion Carport	12,763	General Fund Projects (General Works)
3km Donnelly's Re-sheet	136,000	General Fund Projects (Other Grants and Contributions)
Wattle Vale establishment	74,225	Glen Innes Aggregates Surplus Projects
Illparran Road	132,992	LRCI Phase 3
Jenkins Road	75,154	LRCI Phase 3
Ten Mile Road	385,000	LRCI Phase 3
4x4 Light Rigid Truck	107,273	Plant fund
LC-SS - Light Vehicle	30,444	Plant fund
Leaseback Category 3 Vehicle	33,866	Plant fund
LC-SS - Light Vehicle	36,815	Plant fund
LC-SS - Light Vehicle	30,444	Plant fund
4x4 Crewcab Chassis	36,986	Plant fund
4x4 Crewcab Chassis	36,986	Plant fund
4x4 Crewcab Chassis	36,986	Plant fund
LC-SS - Light Vehicle	30,444	Plant fund
4x4 Single C/C	37,314	Plant fund
LC-SS - Light Vehicle	36,815	Plant fund
Emmaville Road segment 180	138,000	Regional Roads Repair Program
Total	\$1,455,507	

Operational:

Project	Amount	Funding Type
Minerama Website Development	6,000	Internal Reserve
Cemetery - Shoring	11,500	General Funds
Total	\$ 17,500	

The unusually wet weather and continuing supply chain issues impacted on Council's ability to complete capital and operational projects in the previous financial year.

Revotes consist of projects that were not commenced in the previous financial year. Any projects that are grant funded and are yet to commence have the funds placed in the externally restricted unspent grants restriction and the projects are revoted to enable Council to complete the works in accordance with the conditions that were agreed upon when the funding was obtained.

(c) Options

With the exception of the Grant funded project, Council has the option not to approve these projects as revotes into the 2022/2023 Financial Year, as they have not yet started.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Revote projects have been funded from multiple sources as outlined in the above tables.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Section 211 (1) of the *Local Government (General) Regulation 2005* requires that Council must not incur a liability for the expenditure of money unless a meeting of Council has:

- a) Approved the expenditure, and
- b) Voted the money necessary to meet the expenditure.

Section 211 (3) states that any prior approvals and votes lapse at the end of a financial year. This subclause does not apply to approvals and votes relating to work carried out or started or contracted to be carried out.

(d) Risk

If projects which are grant funded are not revoted, then Council would be in breach of its funding body agreements and would have to return any unspent grants to the funding body.

If Council decides not to revote any of the requested projects, there are the risks arising from the social implications.

(e) Social

As the projects were included in the Operational Plan and Budget for the 2021/2022 Financial Year Capital Works Program, there is an expectation by the community that these projects will be completed.

(f) Environmental

Nil.

(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 Director of Infrastructure Services, the Manager of Recreation and Open Spaces, the Manager of Community Services, the Tourism and Events Officer and the Media and Communications Officer.

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

There were 21 projects that for various reasons were not completed in the 2021/2022 Financial Year. Approval is now sought from Council to revote these projects into the Operational Plan and Budget for the 2022/2023 Financial Year.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.10 YOUTH CENTRE BUILDING 152 WENTWORTH STREET GLEN INNES**

ECM INDEXES:

Subject Index: **Community Services Youth Services**

Customer Index: **INTERNAL DEPT: Youth**

Property Index: **NIL**

AUTHOR: **Anthony Williams - Manager of Community Services**

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

PURPOSE

The purpose of this report is to provide Council with additional information regarding the dedication of the 152 Wentworth Street Glen Innes Building as a Youth Centre beyond July 2022, as requested following the Youth Centre Report submitted to March 24, 2022 Ordinary Council Meeting, attached as **Annexure A**.

RECOMMENDATION

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

REPORT

(a) Background

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

Moved Cr A Parsons Seconded Cr G Frendon

19.02/19 RESOLUTION

1. That Council notes the information in this report.

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

CARRIED

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

The YC at 152 Wentworth Street, now known as **The Youth Booth (YB)** opened on Wednesday, 10 July 2019.

A report seeking Council's endorsement for the dedication of the 152 Wentworth Street Building as a Youth Centre beyond July 2022 was tabled at the 24 March 2022 Ordinary Council Meeting. Council deferred their decision regarding the YC at that meeting and passed a resolution seeking additional information.

Moved Cr T Arandale Seconded Cr T Alt

17.03/22 RESOLUTION

That Council defers the decision to dedicate the building at 152 Wentworth Street, Glen Innes for use as a Youth Centre and that more information including the cost of the project and alternative locations be identified and presented back to a future Ordinary Council Meeting.

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

For

Against

Cr T Alt
Cr T Arandale
Cr R Banham
Cr L Gresham
Cr J Parry

Cr A Parsons
Cr C Sparks

The division was declared carried by 5 votes to 2.

CARRIED

(b) Discussion

Strong partnerships have been successfully developed at the YB with the **Southern Cross School of Distance Education (SCSoDE)**, the **Hunter New England Health Primary Health Network (HNEHPHN)** and Youth Insearch.

- SCSoDE are in their second year of delivering programs from the YB via their Aboriginal and Alternate Learning Faculty that target youth with a less than 40% attendance at mainstream school;
- HNEHPHN are strong supporters of the YB and attend the YB at least monthly to conduct activities which support and promote young people's mental health awareness;
- Council has partnered with Youth Insearch since September 2020 seeking funding for the Youth Insearch Community Based Work at Glen Innes. Youth Insearch has been successful in their Grant application for Safer Communities. The funding will be rolled out with a presence in several local communities including Tamworth, Inverell, Armidale and Glen Innes. Acting CEO of Youth Insearch, Mr James South has advised that the Community Based Worker for Glen Innes will be factored in to planning and additional discussions will be held regarding a suitable location for the worker; Council will be advocating for the YB. The funding is for two (2) years; and
- The YB staff make referrals to other key organisations after receiving disclosures and requests for assistance from at risk young people.

The **Glen Innes Severn Council Youth Strategy 2021-2025 (Youth Strategy)** is attached as **Annexure B** to this report.

The Youth Strategy was extensively researched in consultation with all key stakeholders. It provides a four (4) year framework for Council and the community with a vision for young people to grow up in a safe, happy, and healthy community which is supportive of changing needs, encourages resilience by promoting self-esteem, and provides opportunities to advance their life skills whilst making safe, sensible decisions for themselves. Mental Health was the number one (1) priority identified by respondents to the Youth Survey conducted when researching the Youth Strategy.

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

Glen Innes needs additional medical services, doctors and allied health professionals. Councillors have suggested that the YB building would make an ideal location and incentive to attract additional medical resources for the LGA. For Council to offer the building to potential new medical practitioners, the YB would need to be discontinued or relocated at a substantial additional expense to ratepayers.

It needs to be clearly stated that Glen Innes (and Australia generally) is not facing a shortage of medical centres but is facing a shortage of doctors to fill pre-existing centres. Glen Innes currently has medical facilities that are not being used or not at full capacity. The idea of "building it and they will come" is simply an untested hypothesis that has no data to support it.

Further, it is understood that the 50 million dollar development of the new Glen Innes Hospital is to include a General Practitioners' Clinic.

Alternate locations for the YB were extensively researched in 2019 with the 152 Wentworth Street Building being deemed most suitable and appropriate. During 2020, Council received a Bushfire Recovery Grant to the value of \$58,884 to refurbish and improve the amenities at the YB site. The building received a new kitchen, interior paint and floor coverings and paint boards along with the installation of a **Covered Outdoor Learning Area (COLA)** to provide additional outdoor recreational areas and shelter from weather extremes.

The use of the grant funding has established a modern 'Fit for Purpose' YC for the LGA. The grant funded renovations to the building have created a modern safe facility for youth and one of which they have a sense of belonging. The funding has also improved the value of the building as an asset for Council.

During the preparation of this report, a survey was made available to the community seeking their feedback regarding Council's commitment to a YC and a proposed relocation of the YB to enable the 152 Wentworth Street building to be offered as an incentive to attract additional medical services.

There were 182 respondents to the below survey questions:

1. Are you aware that Council provides services to youth (aged 12 to 24) within our community?

98% of respondents answered 'Yes' with the majority of those also answering 'Yes' to question 2.

2. Do you support Council providing a dedicated youth centre? 'The Youth Booth' building at 152 Wentworth Street in Glen Innes has been extensively renovated into a 'Fit for Purpose' Youth Centre using Bushfire Recovery Grant Funding.

98% of respondents answered 'Yes'

3. Would you support Council funding the relocation of 'The Youth Booth' to make the 152 Wentworth Street Glen Innes building, (current fit for purpose Youth Centre) available to attract new medical practitioners to town?

88% of respondents answered 'No' to this question with 100% of them having answered 'Yes' to question 1.

4. Do you have a suggestion for a different location for a youth centre?

There were 13 responses received, one of which described any proposed alternate location as 'ludicrous'. One that stated any alternate location would need to be at no additional cost to Council, another suggested a completely new operation run by PCYC, and others suggesting the Library and Learning Centre, the Royal Hotel building, the Railway Station, the New Stadium, and the old Severn Council building in Bourke Street were all suggested.

5. Do you have a suggestion for a suitable location for a medical practice?

There were 39 responses arising from this question. Two (2) comments stated that this was outside Council's scope of practice and Council should not be getting involved, further stating Council should concentrate on roads and it is awesome Council has already created a safe place for youth at the YB.

Another made mention that incentives provided by Council, to attract new practitioners and health professionals, may get existing providers 'offside' due to a perceived business advantage being afforded to them by Council.

Venues suggested included, Arts North West building, existing doctors surgeries, the Salvation Army building, Dr Bennett's former surgery, the Forestry building in Meade Street, the Highway Diner building, empty shops in Grey Street, old and new Ambulance Stations, old and new Hospital buildings and Bourke Street Severn Council building.

The alternate suggestions for a Youth Centre Venue received within the survey and noted at point 4 have been considered and deemed inappropriate.

The Mayor, Deputy Mayor, Acting General Manager, Director of Corporate and Community Services and Manager of Community Services held a meeting with the New South Wales Police Force Inspector for New England Police District, Mr James Parsons and the Officer responsible for the Police District's Youth Outreach Program, Sergeant Lauren Wheeler on Tuesday, 9 August 2022 to discuss PCYC Options for the Glen Innes Severn LGA.

Sergeant Wheeler advised the meeting that there are four (4) PCYC operations within the Police Command and they are all associated with communities where there is a high level of youth crime. Inspector Parsons advised the meeting that youth crime within the Glen Innes Severn LGA was minimal and not considered a problem by Police.

There was additional discussion that a new PCYC would need an additional two (2) Police Officers and support of the existing local Police establishment to function. Sergeant Wheeler further advised that should a PCYC be established at Glen Innes, a large proportion of the Officers time would be directed to working at Inverell due to demand within that community.

In the absence of a Glen Innes PCYC, Sergeant Wheeler spoke to trialling some Outreach Programs for Glen Innes and in the meantime for the parties to work towards establishing a connection between local Police and youth via the YB with some planned activities.

The new Indoor Sports Centre at West Avenue is not considered an appropriate venue for a YC due to its layout, location and distance from the High School, and that it is a 'Fit for Purpose' Sports centre that would not always be available due to sporting programs and activities held there.

The Library and Learning Centre is also not considered appropriate due to there being no appropriate space, kitchen or outdoor facilities.

The Glen Innes Severn Building at Bourke Street was thoroughly investigated as a potential YC in 2019 and deemed inappropriate due to a lack of fencing, not accessible for people of all abilities, isolation and location of toilets and an estimated \$32,161 to bring the building to a minimal standard for occupation.

The Royal Hotel Building and Railway Station are both in a state of disrepair and requiring significant investment to bring to a minimal standard of occupation.

The 152 Wentworth Street Building is a 'Fit for Purpose' YC, ideally located with indoor and outdoor areas suitable for youth activities.

(c) Options

Option 1

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

THIS IS THE RECOMMENDED OPTION.

Option 2

THAT Council:

1. Discontinues its dedication of the building at 152 Wentworth Street, Glen Innes as a Youth Centre;
2. Reconsiders the Memorandum of Understanding between Council and the Southern Cross School of Distance Education regarding their use of the 152 Wentworth Street Building, suggesting they relocate to a room at the Library Learning Centre;
3. Agrees to have the Youth Worker continue with the delivery of actions from the Youth Strategy document which are not dependant on a Youth Centre;
4. Requests the Youth Worker Assistant Position be made redundant; and
5. Requests the Director of Infrastructure Services to review the 152 Wentworth Street property for future use or disposal.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

DCJ also support local councils to facilitate Annual Youth Week events for the LGA with a dollar-for-dollar grant arrangement.

The Regional NSW Office of Regional Youth offers regular Grant funding opportunities throughout each year. School holiday activities are frequently targeted, and funds are available for local councils to provide additional youth services and activities during the vacation periods. The grants are usually less than \$10,000 however are a very effective means of delivering activities that are supportive of youth development and recreation.

The average annual cost for operations at the YB, including staff wages, over the past three (3) financial years is \$105,852.34

The annual expense is comprised of \$58,189.18 staff expenses and \$47,663.17 of additional operating expenses including costs associated with the YB building.

With consideration to the grant income received annually from DCJ, the actual past and predicted annual expense to Council, it will be approximately \$85,107.10 annually to run the YB.

Should Council resolve to accept Option 2 of this report, there will not be any requirement for severance pay of staff as existing staff are casual. However, the costs to have a Youth Worker to deliver Youth services will still cost Council \$57,757.02 which includes wages and expenses to hold activities and hire venues.

(b) Governance/Policy

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

(c) Legislative/Statutory

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

(d) Risk

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

There is also risk around spending Council funds to refit both an alternative Youth Booth and make the 152 Wentworth building suitable as a doctors surgery and with the dire shortage of doctors in all of the country there is a substantial risk that the building will sit vacant. Further risk for Council is that it is spending money outside of its main functions at the potential detriment of young people.

An approach with less risk may be to lobby for doctors to fill pre-existing facilities, prior to investigating the need for Council to look towards investments in medical facilities.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

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

Information and statistical data from the recent Council Community Consultation Survey regarding the YB, June/July 2022 has been included in this report.

(b) Internal

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

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

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

CONCLUSION

There is a financial cost to Council in providing youth services for the LGA which needs to be balanced against the psychological and social benefits delivered to at risk young people. The recent community survey has confirmed very strong community support for a YC and that it should remain at the current 152 Wentworth Street location.

The strengthening of partnerships with local secondary schools, the HNEHPHN, SCSODE and Youth Insearch all confirm that Council's commitment to a YC is necessary, is supported by the community, and a reasonable and valid service undertaking for the LGA.

The existing YB and youth services for the LGA currently cost Council an average annual amount of \$85,107.10.

If the YB were discontinued and the other 80% of the Youth Strategy delivered, the annual average cost to Council would still be \$57,759.02.

The 152 Wentworth Street Building has been extensively renovated into a 'Fit for Purpose' Youth Centre using Bushfire Recovery Grant Funding. The building is ideally located within proximity to the CBD and High School. If Council wishes to have a dedicated YC, 152 Wentworth Street is the appropriate choice.

ATTACHMENTS

Annexure A Youth Centre Report to Council 24 March 2022
Annexure B GISC Youth Strategy 2021-2025

REPORT TITLE: 7.11 PROJECT JIGSAW UPDATE

ECM INDEXES:

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

Customer Index: INTERNAL: Project Jigsaw

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

Council was last provided with an update for Project Jigsaw at the Ordinary Council Meeting held on Thursday, 28 July 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.

Current Project Status – Stage One (1):

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

- Receipting: Is now live with all backlog manual receipts entered, however some system configuration issues are yet to be resolved;
- Payroll: Payroll has now successfully run three (3) live payroll cycles;
- The Rates, Property and Water Billing: Rates were successfully levied in Open Office however the module is yet to have configuration fully completed;
- Accounts Payable: EFT pay runs are being successfully completed and are up to date;
- Accounts Receivable: is successfully creating sales invoices in Open Office; and
- Purchase Orders have been created and converted into invoices for payment. Training has commenced on raising purchase orders.

Overall, the project is on track and progressing well. At the time of writing Stage One (1) is considered to be 80% complete. Additional work is required to become fully functional. This includes:

- Purchase Order automated workflows;
- Cash Receipting program modifications;
- System administration training;
- Reporting, both report writing and manager training; and
- Training for staff for the Rates, Property and Water Billing module.

Council has requested senior Open Office support staff provide in-person support at Council premises to complete the deployment of Stage One.

(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 the capital revote and carry over report.

(b) Governance/Policy

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

(c) Legislative/Statutory

Nil.

(d) Risk

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION**(a) External**

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

(b) Internal

Nil.

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

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

CONCLUSION

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

Overall, the project is on track and progressing well. At the time of writing Stage One (1) is considered to be 80% complete. Additional work is required to become fully functional.

Council has requested senior Open Office support staff provide in-person support at Council premises to complete the deployment of Stage One.

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.12 AUDIT, RISK AND IMPROVEMENT COMMITTEE -
REPORT AND MINUTES**

ECM INDEXES:

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

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

Property Index: NIL

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

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

PURPOSE

The purpose of this report is to provide Council with the minutes of the **Audit, Risk and Improvement Committee (ARIC)**; namely ARIC Meeting Minutes Friday, 3 June 2022 (*Annexure A*).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

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

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

Council held its inaugural ARIC meeting on Friday, 5 March 2021. Prior to the meeting, an induction was held for the ARIC members to understand the organisational structure of Council, meet key personnel and to understand the strategic risks facing Council.

The ARIC Charter was adopted by Council at the June 25, 2020 Ordinary Council Meeting (Resolution Number 6.06/20). The ARIC endorsed the Charter at its inaugural meeting.

(b) Discussion

Mayor Banham was an observer at the last ARIC meeting held on Friday, 3 June 2022.

The ARIC meeting reviewed the major plans and finances of Council and were pleased with the progress made. A major part of the review focus was on the review and plan of action to bolster the risk management framework.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The Act states the following:

428A Audit, Risk and Improvement Committee

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

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

(a) compliance,

(b) risk management,

(c) fraud control,

(d) financial management,

(e) governance,

- (f) implementation of the strategic plan, delivery program and strategies,*
- (g) service reviews,*
- (h) collection of performance measurement data by the council,*
- (i) any other matters prescribed by the regulations.*

(3) The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

OLG Draft Guidelines.

(b) Internal

Nil.

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

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

CONCLUSION

The minutes of the last ARIC meeting is provided (Annexures A) for Council's information.

ATTACHMENTS

Annexure A Minutes - ARIC Meeting - 3 June 2022

REPORT TITLE: 7.13 REVIEW OF COMMUNITY ENGAGEMENT STRATEGY

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy
COMMUNITY RELATIONS: Community Engagement

Customer Index: NIL

Property Index: NIL

AUTHOR: Dennis McIntyre - Interim General Manager

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

PURPOSE

The purpose of this report is to present Council with the revised Community Engagement Strategy (***Annexure A***) for review and approval for the draft Strategy to then go out for public exhibition, for a minimum of 28 days.

RECOMMENDATION

THAT Council:

- 1. Approves for the draft Community Engagement Strategy to be placed on public exhibition for 28 days from Thursday, 1 September 2022 until Wednesday, 28 September August 2022.***
- 2. Displays the draft Community Engagement Strategy on Council's website, and that it be made publicly 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 Acting General Manager to prepare a further report to Council after the public exhibition period in the event of Council receiving any significant submissions regarding the draft Community Engagement Strategy; otherwise, that the draft Community Engagement Strategy be adopted by Council.***

REPORT

(a) Background

The Community Engagement Strategy was last adopted by Council on Thursday, 28 June 2018 and is due for review every three (3) years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is recommended for adoption.

(b) Discussion

The Community Engagement Strategy relates to all areas of Council's functions where the community is invited to participate in the process of providing feedback and/or assistance with advice in relation to decision making. It is therefore a document for guiding community engagement in a range of areas such as for policy development, proposed site modifications / changes, new services and other strategic planning documents.

It is a requirement under the Integrated Planning and Reporting Framework for Local Government in NSW 2021 for all councils to have a Community Engagement Strategy in place. The Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods of engaging each group.

Further, it needs to be based on the principles of social justice (equity, access, participation and rights). The revised Community Engagement Strategy is in line with the above requirements.

The ***Integrated Planning and Reporting Guidelines 2021 (the Guidelines)***, in relation to the preparation and implementation of the Community Engagement Strategy, state that the essential elements are:

- 3.1 *A Community Engagement Strategy must be prepared, adopted and implemented, based on social justice principles, for engagement with the local community to support council in developing its plans and determining key activities. This includes development of the Community Strategic Plan, and all relevant council plans, policies and programs.*
- 3.2 *As a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group.*
- 3.3 *The Strategy must be reviewed by 31 December in the year of the local government elections, as part of the broader review of the Community Strategic Plan.*
- 3.4 *Where a council has community engagement requirements under other legislation or regulations, these should, wherever practical, be integrated into the Community Engagement Strategy.*

Note: A council is not required to establish and implement a Community Engagement Strategy in accordance with section 402A, as inserted by the amending Act, until 12 months after the next ordinary election of councillors following that amendment.

Relatively few changes were required to the Community Engagement Strategy. Amendments to the document, following feedback includes a section on why community engagement is important, details of its applicability and to whom, along with provisions for its variation and review.

The changes are highlighted in red text in Annexure A.

Public Exhibition

The Guidelines do not require the Community Engagement Strategy to go out on Public Exhibition before adoption; however, noting that the purpose of the Strategy is to engage the community when planning and reviewing strategic plans, then including the community in its review is a desirable outcome.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An important aspect of community engagement that has served Council well with statistically validated data, is an external customer service survey generally conducted every second year. An external customer survey has been budgeted for in the 2022/2023 Operational Plan and Budget.

(b) Governance/Policy

Once adopted by Council, the revised Community Engagement Strategy will become Strategy of Council.

(c) Legislative/Statutory

- *Local Government Act 1993 –*
402A Community engagement strategy

*A council must establish and implement a strategy (called its **community engagement strategy**) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).*

(d) Risk

The Community Engagement Strategy, when implemented thoroughly, mitigates the risk of Council being out of touch, which further mitigates the negative flow on effects of an organisation that does not consider, engage with, or communicate effectively with its primary stakeholders.

Any risks associated with implementing the Strategy will be considered under Council's Risk Management Policy.

Consideration must be given to scoping, stakeholders, methods, strategies, implementation, review and reporting.

A question that should be asked before engagement takes place is:

What are the engagement risks and opportunities?

(e) Social

It is critical to have a solid community engagement process in place to enable long term planning to be successfully implemented. By involving the community in various ways and using various means of engagement, and through liaison with already established networks, Council will be informed of the interests, needs and aspirations of the community when planning.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Several Community Engagement Strategies from other NSW councils were considered when undertaking this review and they were Tweed Shire Council, Bega Valley Council, Lismore City Council, Parramatta City Council, Coffs Harbour City Council and Wollongong City Council.

(b) Internal

Managers and MANEX were consulted as were the Media and Communications Officer and Manager of Economic Development who both provided feedback that has been included in the Strategy.

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

Council's Community Engagement Strategy has been revised to include changes that have occurred since the current Strategy was adopted in June 2018. Changes are relatively minor and the revised Strategy has been reviewed by MANEX and is now presented to Council for review and approving for Public Exhibition.

ATTACHMENTS

Annexure A Draft Community Engagement Strategy

REPORT TITLE: 7.14 REVIEW OF PRINCIPAL ACTIVITIES IN THE OPERATIONAL PLAN MEASURED AGAINST THE DELIVERY PROGRAM FOR THE PERIOD 1 JANUARY 2022 UNTIL 30 JUNE 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Integrated Planning and Reporting

Customer Index: NIL

Property Index: NIL

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

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

PURPOSE

The purpose of this report is to inform Council of the progress achieved towards all Principal Activities in the Delivery Program (2017-2021) for the period 1 January 2022 until 30 June 2022, measured against the six-monthly progress review of the 2021/2022 Operational Plan and Budget (**Annexure A**) actions.

RECOMMENDATION

That Council notes the progress of the Principal Activities against the actions in the Operational Plan and Budget for the 2021/2022 Financial Year.

REPORT

(a) Background

Integrated Planning and Reporting (IP&R)

The IP&R framework recognises that most communities share similar aspirations: a safe, healthy and vibrant place to live, a sustainable environment, a caring and engaged community, opportunities for employment, reliable infrastructure, etc. The difference lies in how each community responds to these needs. That is what shapes the character of individual cities, towns and villages. IP&R also recognises that council plans and policies should not exist in isolation and are connected on many levels.

The IP&R framework allows NSW councils to draw their various plans together, to understand how they interact and inform each other and to get the maximum benefit from their efforts by planning holistically for the future. IP&R is designed to cover all of council's activities, plans and strategies, which must be connected in some way to the framework.

The main components of the framework are:

Community Strategic Plan

The highest level of strategic planning undertaken by a council, with a ten-year plus timeframe. All other plans must support achievement of the Community Strategic Plan objectives.

Resourcing Strategy

Shows how Council will resource its strategic priorities, identified through IP&R. The Resourcing Strategy includes three (3) inter-related elements:

- Long-Term Financial Planning;
- Workforce Management Planning; and
- Asset Management Planning.

Delivery Program

Council's commitment to the community about what it will deliver during its term in office to achieve the Community Strategic Plan objectives.

Operational Plan

Shows the individual projects and activities Council will undertake in a specific year. It includes Council's annual budget and Statement of Revenue Policy.

Annual Report

Reports back to the community on the work undertaken by a council each year to deliver on the commitments of the Delivery Program via that year's Operational Plan. Councils also report on their financial and asset performance against the annual budget and longer-term plans.

IP&R Guidelines

The Guidelines are issued by the **Office of Local Government (OLG)** under section 406 of the ***Local Government Act 1993 (the Act)***.

Section 4.9 of the Guidelines state that "The general manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months."

Subsequently, Annexure A details the progress of activities in the Operational Plan 2021/2022 to 30 June 2022, as measurements towards achieving the Principal Activities in the Delivery Program (2017-2021).

The Delivery Program 2017-2021 was extended to incorporate the 2021/2022 Financial Year due to the postponement of the Local Government Elections.

A new Delivery Program was submitted to Council in April 2022 and adopted by June 2022 following no significant community feedback. The Delivery Program was prepared in conjunction with the review of the Community Strategic Plan (2017-2027) and will decide Council's Principal Activities from 1 July 2022 until 30 June 2025.

(b) Discussion

The progress against the Principal Activities is presented in Annexure A and contains the following information:

Major Headings – These correspond to the strategic areas of focus in the Community Strategic Plan 2017-2027.

1. Community Services (CS)
2. Economic Development (ED)
3. Infrastructure Management (IM)
4. Environment and Heritage (EH)
5. Council Sustainability, Transparency and Communication (STC)

Heading 2 – This corresponds to the primary strategic goals of the Community Strategic Plan. These are coded as, for example CS 1, CS 2, (or ED, IM etc., as applicable) and so on and so forth.

Sub-Heading 1 - This corresponds to additional goals to support the main goal in each area and are subsequently coded, for example CS 1.1, CS 1.2 etc.

Sub-Heading 2 – This corresponds to the Delivery Program principal activities and are coded, for example CS 1.1.1, CS 1.1.2, CS 1.2.1, CS 2.1.1 etc.

Tables

Below the various headings that are identifying the strategic objectives, goals and principal activities are the actions that arise out of the Operational Plan and Budget 2021/2022.

The columns in the tables are explained as follows:

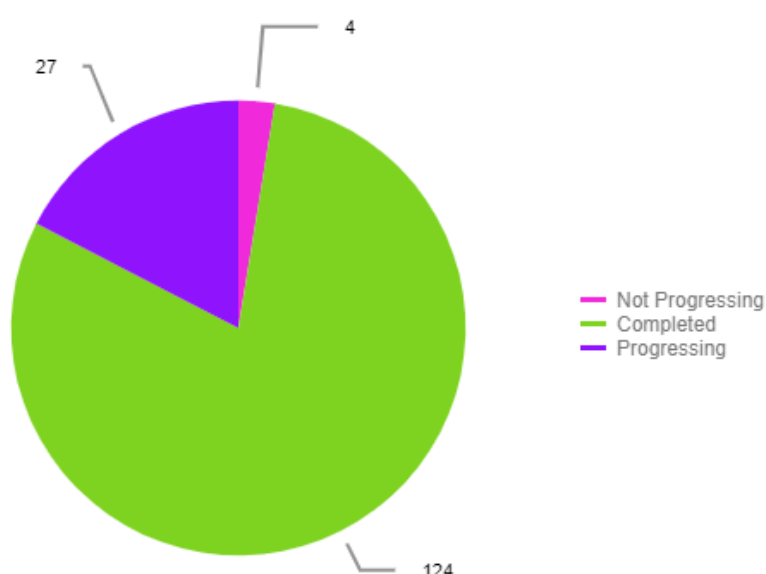
- The first column contains the Action Code which corresponds with the coding of used for the preceding elements in the strategic hierarchy, as explained prior;
- The second column identifies the details of the action required;
- The third column identifies the Council officer responsible for ensuring that the action is undertaken;

- The fourth column presents the status of the action and presents one of four (4) options:
 1. Not Progressing;
 2. Completed;
 3. Progressing; or
 4. Not Due to Start.
- The fifth column provides a progress snapshot in terms of estimated percentage of progress achieved towards completion; and
- The sixth column provides the responsible officers comments regarding the progress made and other relevant considerations.
- The seventh column provides an annual comment on the progress.
- The last column identifies the Council officer responsible for authorising the update provided by the responsible officer prior to the report being provided to Council.

This information is exported from a software system (Pulse – Corporate Planning and Reporting module) which allows for the careful documentation and management of all Councils objectives, goals, principal activities, actions and tasks.

Graph 1 shows an action status snapshot based on the progress parameters of the Operational Plan Actions for the last six (6) months of the 2021/2022 Financial Year. It shows that 27 actions (17%) are progressing, four (4) (3%) are not progressing and 124 (80%) have been completed. A summary of the 31 actions not yet complete provides further advice on the progress of these actions (**Annexure B**). Please note that the percentages mentioned above have been rounded.

Graph 1 – Action Status Snapshot



Highlights

Highlights for the six (6) months from 1 January 2022 until 30 June 2022 included the following activities:

General Manager's Directorate:

- The Manager of Economic Development (MED) held a Grow Glen Innes Think Tank (GGITT) on Community Wealth Building (ED 1.1.1.4);
- Projects delivered against the budget include: Geotourism scoping studies; Highlands Hub Digital migration; Powerhouse Museum Expression of Interest; Goodness Gravel event incubation; DMP consultancy; Bouldering content; Glen Innes Highlands content and marketing consultancy; Part of Liveability Assessment; Community Wealth Building Capital Program (ED 1.3.2.9);
- The NSW Rail Trails Framework was released in June 2022 which helps clarify the process for establishing a Rail Trail, the proposal, Planning pathways and approval processes, as well as providing guidance for its operation and maintenance. The NSW Rail Trails Evaluation Summary Report released at the same time details lessons learned from the two (2) pilot projects, key social and economic outcomes and avenues to optimise the success of future Rail Trail projects (ED 3.2.1.5); and
- 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 excluding GST. Council is currently awaiting decision on a further two (2) applications to the value of \$3,285,298 excluding GST. Council was unsuccessful with three (3) grant applications for a total of \$1,011,369 excluding GST potential funding (STC 2.2.1.5).

Corporate and Community Services Directorate:

- Community Services delivered another successful Family Picnic Day on 21 May 2022. The day itself delivered less than perfect weather however this did not detract from the event with many families braving the cold to enjoy the day. Another huge success, with the small organising committee very pleased with the result (CS 3.5.2.5);
- Additional Rate Variation (ARV) applied for and received. Consideration needs to be given to a Special Rate Variation (SRV) in future years. Given the current level of inflation it is unlikely that Council will have sufficient funds to meet service levels (IM 4.1.2.5);
- End user security training was delivered by totalCyber in mid-June and was attended by almost 70 staff and councillors. The program will be ongoing and will resume in 2022/2023 (STC 1.7.2.34);

- Three new wi-fi access points have been installed and configured, one (1) in the William Gardner Conference Room, another in the general Library area, and a third in the Library staff area. Both public and secure wi-fi systems have been configured for greater security and to allow them to be remotely managed by Council's network support service. A new conference trolley has been purchased, with an 85" smart TV, audio visual conference bar and dedicated PC (STC 1.7.2.38);
- Annual Asset renewal expenditure has been impacted by multiple flood events. Borrowings have been included as part of the LTFP to help address infrastructure backlog (STC 2.1.5.5); and
- A Governance, Risk and Corporate Planning Officer (GRCPO) was employed and has been engaged in a project to review ERM and Council's enterprise risk maturity rating and then determine a strategy and action plan to improve Council's risk maturity rating based on realistic objectives. This will likely involve a complete overhaul of ERM and multiple workshops will be required (STC 2.1.13.6).

Development, Planning and Regulatory Services Directorate:

- There was an increase in numbers for Learn to Swim classes at Glen Innes with the promotion of the available Government vouchers. A trial for men's aqua was held with mixed results (CS 8.1.5.5);
- Council has engaged the services of New England Weeds Authority to complete environmental weed control within the Glen Innes Severn Council Local Government Area (EH 1.1.2.5);
- The Waste Management Strategy was adopted by Council on 24 February 2022 (EH 1.2.4.4); and
- Three applications were funded in the 2021-2022 annual heritage assistance program with a value of \$5,750 distributed between the three (3) projects (EH 2.2.1.8).

Infrastructure Services Directorate:

- The suite of asset management planning documents was fully reviewed and adopted by Council in accordance with IPRF requirements (ED 4.1.1.5 and IM 1.3.12.4);
- The annual inspection of the sealed road network has been completed by external providers ARRB. The road network has been further inspected due to floods in March, July and November. The road network will continue to be monitored due to the rapid change of road condition (ED 4.1.2.5);
- Heavy patching and resealing was completed on Waterloo, Emmaville, Red Range and Ranger's Valley Roads. The heavy patch team has been diverted to flood recovery works (ED 4.1.3.9); and
- The annual footpath inspections were completed in May 2022, and all required footpath maintenance grinding works completed in June (IM 3.2.5.5).

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actions in the Operational Plan and Budget had all necessary budget allocations to ensure they were achieved as part of the 2021/2022 Financial Year.

(b) Governance/Policy

This report demonstrates an element of good governance by providing Council and the Community with regular updates on the progress Council is making toward achieving the community's strategic objectives and Council's delivery program.

(c) Legislative/Statutory

The *Local Government Act 1993 No 30* (the Act), Chapter 13, Part 2 Strategic Planning, details Council's requirements regarding the IPRF.

Specifically relating to this report are:

s.404 (5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

and

*s.405 (1) A council must have a plan (its **operational plan**) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*

(d) Risk

This report mitigates the risk of non-compliance by complying with section 404 (5) of the Act.

The report also provides essential information to Council and the community as to the progress made towards achieving Council's Delivery Program in the six (6) months from January 1 to June 30, 2022.

This mitigates the risks of:

- not having the opportunity for review;
- not knowing the progress of Council at least on a six (6) monthly basis; and

- not being able to make corrections if or when necessary to ensure community led objectives are met.

(e) Social

Transparency and accountability assist in providing the community with confidence and trust in the functions of Council. This has positive social implications for the community and fosters good relations between Council, Council staff and the community.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Responsible Officers provided updates on their relevant actions as seen in Annexure A.

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

The content of this report is in line with the requirements of Sections 404 (5) and 405 (1) of the *Local Government Act 1993*, and therefore provides Councillors and the community with the progress achieved toward the Principal Activities of the Delivery Program, measured against the actions within the Operational Plan.

CONCLUSION

Responsible Officers of Council have completed the progress review of Actions in the Operational Plan and Budget 2021/2022 for the six (6) month period from 1 January 2022 to 30 June 2022 (Annexure A) and this is now presented to Council for noting.

ATTACHMENTS

Annexure A	Annual Review of the Operational Plan 2021/2022
Annexure B	Summary of actions not yet completed

REPORT TITLE: **7.15 REVIEW OF DRAFT SERVICE DELIVERY POLICY
STATEMENT REGISTER (PEOPLE WHO ARE OLDER)**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is to present Council with the revised Service Delivery Policy Statement Register (People Who Are Older) (**Annexure A**) for its review and adoption.

RECOMMENDATION

That Council adopts the revised Service Delivery Policy Statement Register (People Who Are Older).

REPORT

(a) Background

The Service Delivery Policy Statement Register (People Who Are Older) was last adopted by Council on Thursday, 27 June 2019 and is due for review every three (3) years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

Council's Service Delivery Policy Statement Register (People Who Are Older) was last adopted in 2019 and only minor changes have been made to the document at this review.

Changes to the policy are relatively minor and relate to:

- Updating the purpose of the policy and applicability under the new policy template;
- Updating the relevant acts and policies of Council and the dates thereof;
- Reformat policy to a consistent format to aid readability and understanding; and
- Remove / update redundant statements since the last review.

The proposed changes are noted in red text in the Annexure.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Service Delivery Policy Statement Register (People Who Are Older) will become policy of Council.

(c) Legislative/Statutory

Nil.

(d) Risk

As a provider of Aged Care Services under the *Aged Care Act 1997*, Council is required to deliver services in a way which complies with the Act and the Aged Care Quality Standards. Failure to do so places Council at risk of sanction and the inherent financial and reputational risks that would arise from such sanctions.

(e) Social

The Community Strategic Plan 2022-2032 identified that the percentage increase of the frail aged cohort of the elderly in the population was a strategic challenge. This Policy aims to ensure that supports and services are delivered to that cohort in a manner which complies with the relevant Acts and Aged Care Standards.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Consultation was held with the following staff:

- Manager of Administration and Human Resources;
- Chief Financial Officer; and
- Workplace Health and Safety Coordinator.

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

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

CONCLUSION

Council's Service Delivery Policy Statement Register (People Who Are Older) has been revised to include changes that have occurred since the current Policy was adopted in 2019. Changes are minor and the revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Service Delivery Policy Statement Register (People Who Are Older)

**REPORT TITLE: 7.16 GLEN ELGIN FEDERATION SPORTS COMMITTEE -
ELECTION OF NEW COMMITTEE**

ECM INDEXES:

Subject Index: GOVERNANCE: COMMITTEES OF COUNCIL

Customer Index: Glen Elgin Federation Sports Committee

Property Index: NIL

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

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

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Glen Elgin Federation Sports Committee meeting, which was held on Wednesday, 6 July 2022.

RECOMMENDATION

THAT Council:

1. Endorses the following 12 community representatives as the newly elected Glen Elgin Federation Sports Committee:

- ***Kathy Bennett;***
- ***Daniel Cheers;***
- ***Kym Cheers;***
- ***Rachael Cheers;***
- ***Julie Donnelly;***
- ***Peter Donnelly;***
- ***Erica Dunn;***
- ***Wayne Dunn;***
- ***James Gresham;***
- ***Craig Klingner;***
- ***Graeme MacDougall; and***
- ***Royce Meyer.***

2. *Endorses the election of office bearers within the newly elected Glen Elgin Federation Sports Committee as follows:*

- *Chairperson – Wayne Dunn;*
- *Vice Chairperson – Royce Meyer;*
- *Treasurer – Kym Cheers; and*
- *Secretary – Julie Donnelly.*

REPORT

(a) Background

The Glen Elgin Federation Sports Committee includes representation from interested community members. The Committee is required to consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Glen Elgin Federation Sports Committee was held on Wednesday, 6 July 2022. Twelve nominations were received for membership of the Committee. The representatives who nominated for the Glen Elgin Federation Sports Committee are aware of the following conditions as outlined in the **Manual for Community Committees of Council (the Manual)**:

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

(b) Discussion

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

The AGM Minutes of the Glen Elgin Federation Sports Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Kathy Bennett;
- Daniel Cheers;
- Kym Cheers;
- Rachael Cheers;

- Julie Donnelly;
- Peter Donnelly;
- Erica Dunn;
- Wayne Dunn;
- James Gresham;
- Craig Klingner;
- Graeme MacDougall; and
- Royce Meyer.

The election of office bearers was also held, with Wayne Dunn elected as Chairperson, Royce Meyer elected as Vice Chairperson, Kym Cheers elected as Treasurer and Julie Donnelly elected as Secretary.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022 Council's representative on this Committee is Councillor Lara Gresham.

(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 AGM and election of office bearers has been carried out in accordance with the Manual. All representatives who nominated for the Glen Elgin Federation Sports Committee are aware of the conditions as outlined in the Manual.

The Glen Elgin Federation Sports Committee has delegated Council powers and responsibilities and are required to adhere especially to section four (4) Financial Management of the Manual to ensure compliance. Further, they provide input into relevant Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

The Glen Elgin Federation Sports 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 not being covered by Council's insurance. Furthermore, there is possible risk to Council's corporate image if committee members do not adhere to Council's Code of Conduct for Committee Members, Delegates of Council and Council Advisers.

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

(e) Social

Council's Community Committee is managing the Glen Elgin Sports Ground, which provides valuable assistance to Council in ensuring this facility is accessible and well utilised by members of the community.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

This 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 Glen Elgin Federation Sports Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The Glen Elgin Federation Sports Committee has elected 12 members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ATTACHMENTS

Annexure A Glen Elgin Federation Sports Committee AGM Minutes - 6/7/22

REPORT TITLE: 7.17 MINERAMA COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: COMMITTEES OF COUNCIL

Customer Index: Minerama Committee

Property Index: NIL

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

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

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Minerama Committee meeting held on Wednesday, 1 June 2022.

RECOMMENDATION

THAT Council:

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

3. *Endorses the election of office bearers within the newly elected Minerama Committee as follows:*

- *Chairperson – Craig Daley;*
- *Secretary – Cathy Sexton; and*
- *Treasurer – Craig Hulls.*

REPORT

(a) Background

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

The **Annual General Meeting (AGM)** of the Minerama Committee was held on Monday, 9 May 2022 with a further AGM held on Wednesday, 1 June 2022 to try and fill the required office bearer positions. Six (6) nominations were received for membership of the Committee. The representatives who nominated for the Minerama Committee are aware of the following conditions, as outlined in the **Manual for Community Committees of Council (the Manual)**:

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

(b) Discussion

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

At the first Minerama AGM meeting required office bearer positions (chairperson, secretary and treasurer) were not successfully filled. Therefore, returning officer Councillor Jack Parry called for another AGM to be advertised and held on Wednesday, 1 June 2022. Staff made the necessary arrangements for the additional AGM with the nominated committee members assisting to get additional members to fill the required roles.

Following the second AGM various calls were made between staff and the committee, due to some misinformation and confusion, to ensure the AGM minutes were completed. The second AGM minutes were received on Wednesday, 13 July 2022. It was noted that these minutes were not completed in full adherence to the Manual for an AGM however with the minutes from the first AGM it was believed the information could be collated and would suffice for the report to Council.

Within the second AGM minutes it was resolved that Craig Daley would fill the roll of chairperson, Cathy Sexton as the secretary and Chris Wallbridge would be the treasurer (no nomination form was received). However, after the meeting there was further discussion and confusion between staff and the committee around the treasurer position with Chris not accepting the full requirements under the Manual to complete this role, as he felt Council oversees the budget so he wouldn't need to do anything other than present the Council report as a treasurer update.

Council received nomination forms on Tuesday, 19 July 2022, for Craig Hulls and Cathy Sexton following the second AGM held on 1 June 2022 however the nomination forms for the first AGM were unable to be located. Therefore, a meeting was arranged with relevant staff to met with the Minerama Committee on Monday, 25 July 2022 to discuss a few matters including the role of treasurer and the need to complete nomination forms for all members nominated at the first and second AGM for Council's records. These required forms were completed at the meeting on Monday, 25 July 2022 and registered into Council's record system the following day.

On Monday, 8 August 2022 Council received additional minutes from the Minerama Committee following a meeting on Monday, 1 August 2022. This meeting was mainly required to ratify the position of the treasurer. Craig Hulls accepted the nomination for treasurer and this was endorsed by those present. Additional nomination forms for Elizabeth Kerry and Brad Watson were also received by Council following the meeting on Monday, 1 August 2022 however the minutes did not have a motion to accept these members (it is likely this was an oversight by the new committee and secretary).

Whilst drafting this report it was noted between the three (3) lots of minutes no mention had been made in relation to Craig Hulls being accepted as a member at the second AGM (however, these minutes didn't mention all nominating members just the office bearers, which was an oversight on behalf of the new secretary learning the role and perhaps assuming the second AGM was to ratify the office bearer positions not all members).

Furthermore, Trevor Haskin was present at the second AGM and moved the motion to nominate Craig Daley as chairperson however no mention was made throughout the three (3) lots of minutes that he was nominating for membership, further no nomination form has been located. Therefore, at the time of writing this report it is unclear if Trevor wished to be an endorsed member or not.

As the committee members are volunteers it is unfair to be too critical when minor errors are flagged. Instead, Council staff and the Council staff delegates try to guide the committee to follow correct processes and adhere to the requirements of Council and the Manual.

This report has been prepared despite the various anomalies to ensure this committee can be endorsed by Council and continue planning and making decisions in relation to the Minerama event for 2023.

The AGM Minutes of the Minerama Committee, held on Monday, 9 May 2022 (**Annexure A**) and additional AGM on Wednesday, 1 June 2022 (**Annexure B**) along with the minutes from the meeting held on Monday, 1 August 2022 (**Annexure C**) and the collated nomination forms (**Annexure D**) include the following recommendations, for membership, for consideration by Council:

- Kathleen Batten;
- Peter Batten;
- Craig Daley;
- Craig Hulls;
- Eric Pearce; and
- Cathy Sexton.

Furthermore, that additional members Elizabeth Kerry and Brad Watson who submitted nomination forms at the Monday, 1 August 2022 meeting be endorsed by Council, provided the committee move a motion at their next meeting accepting their nomination for membership.

The election of office bearers was also held, with Craig Daley elected as Chairperson, Cathy Sexton elected as Secretary and Craig Hulls elected as Treasurer.

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

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

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

(c) Legislative/Statutory

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

(d) Risk

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Tourism and Events Officer was consulted on many occasions to clarify meeting outcomes and to follow up on some of the anomalies to ensure this report provided accurate information to Council.

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

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

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

CONCLUSION

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

The Minerama Committee has elected six (6) representatives for the coming year, who have agreed to be actively involved in committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the six (6) nominations for membership received during the AGM's and the two (2) additional nominations received at the recent Minerama Committee meeting from Elizabeth Kerry and Brad Watson.

ATTACHMENTS

Annexure A	Minerama Committee AGM Minutes - 9/5/22
Annexure B	Minerama Committee AGM Minutes - 1/6/22
Annexure C	Minerama Committee Meeting Minutes - 1/8/22
Annexure D	Collated Minerama Nomination Forms

REPORT TITLE: **7.18 OPEN SPACES COMMITTEE - ENDORSEMENT OF AN
ADDITIONAL MEMBER**

ECM INDEXES:

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

Customer Index: **Open Spaces Committee**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Open Spaces Committee meeting held on Wednesday, 29 June 2022.

RECOMMENDATION

That Council endorses Peter Croft as an additional member on the Open Spaces Committee.

REPORT

(a) Background

The Open Spaces Committee includes representation from interested community members. The Committee is required to consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Open Spaces Committee was held on Wednesday, 16 February 2022 with five (5) community representatives nominated for endorsement by Council (Resolution 30.03/22). An additional nomination for membership was received from Peter Croft at the Open Spaces Committee Meeting held on Wednesday, 29 June 2022.

(b) Discussion

The Minutes of the Open Spaces Committee (**Annexure A**) include the following motion:

Recommend that Peter Croft be accepted as a member of the Open Spaces Committee.

Part 2.1.1c) Formation of Community Committee in the Manual for Community Committees of Council states the following:

Council must appoint new members before they are able to take part in the Committee Meetings.

Therefore, this report is presented to Council to endorse Peter Croft as a member on the Open Spaces Committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

The committee recommendation has been made in accordance with the Manual for Community Committees of Council.

(c) Legislative/Statutory

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

(d) Risk

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

This 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.

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

CONCLUSION

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

The Open Spaces Committee has five (5) endorsed community representatives with an additional nomination received and recommended to Council by the committee. Council's approval is now sought for the membership of Peter Croft.

ATTACHMENTS

Annexure A Open Spaces Committee Meeting Minutes - 29/6/22

REPORT TITLE: 7.19 STONEHENGE RESERVE TRUST - ELECTION OF NEW COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Stonehenge Reserve Trust

Property Index: NIL

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

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

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Stonehenge Reserve Trust meeting held on Friday, 29 July 2022.

RECOMMENDATION

THAT Council:

1. Endorses the following six (6) community representatives as the newly elected Stonehenge Reserve Trust:

- ***Scott Grieve;***
- ***John Lynn;***
- ***Phil Lynn;***
- ***Belinda Norton;***
- ***Michael Norton; and***
- ***Paul Wright.***

2. Endorses the election of office bearers within the newly elected Stonehenge Reserve Trust as follows:

- ***Chairperson - John Lynn;***
- ***Secretary - Michael Norton; and***
- ***Treasurer and Public Officer - Phil Lynn.***

REPORT

(a) Background

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

The **Annual General Meeting (AGM)** of the Stonehenge Reserve Trust was held on Friday, 29 July 2022. Six nominations were received for membership of the Committee. The representatives who nominated for the Stonehenge Reserve Trust are aware of the following conditions as outlined in the **Manual for Community Committees of Council (the Manual)**:

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

(b) Discussion

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

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

- Scott Grieves;
- John Lynn;
- Phil Lynn;
- Belinda Norton;
- Michael Norton; and
- Paul Wright.

It should be noted the minutes did not list all the nominations received by Council on Council's Nomination Form (**Annexure B**) only the office bearer positions. Further, Michael Norton was an apology so clarification has been sought to ensure he was happy to continue in the role of secretary which he has done for a number of years.

The election of office bearers was also held, with John Lynn elected as Chairperson, Phil Lynn elected as Treasurer and Public Officer, and Michael Norton elected as Secretary.

It should be noted that the requirements of section 2.1.3 (c) of the Manual for Community Committees of Council (restrictions relating to the election of office bearers), state that a maximum of two (2) relatives of any one (1) family can be office bearers on the same Committee at the same time, and only one (1) of those office bearers is to sign cheques / purchase order requisitions on behalf of the same Committee at the same time.

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

(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 AGM and election of office bearers has been carried out in accordance with the Manual. All representatives who nominated for the Stonehenge Reserve Trust are aware of the conditions as outlined in the Manual.

The Stonehenge Reserve Trust has delegated Council powers and responsibilities and are required to adhere especially to section four (4) Financial Management of the Manual to ensure compliance. Further, they provide input into relevant Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

The Stonehenge Reserve Trust 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 not being covered by Council's insurance. Furthermore, there is possible risk to Council's corporate image if committee members do not adhere to Council's Code of Conduct for Committee Members, Delegates of Council and Council Advisers.

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

(e) Social

Council's Community Committee is managing the Stonehenge Recreation Reserve, which provides valuable assistance to Council in ensuring this reserve is accessible and well utilised by members of the community and visitors to the Glen Innes Severn Local Government Area.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

This 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 Stonehenge Reserve Trust duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The Stonehenge Reserve Trust has elected six (6) members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ATTACHMENTS

- Annexure A Stonehenge Reserve Trust AGM Minutes - 29/7/22
- Annexure B Stonehenge Reserve Trust Nomination Forms 2022

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

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2022/2023 Financial Year and to review the progress of the Capital Works Projects that were carried over from the 2019/2020, 2020/2021 and the 2021/2022 Financial Years and to review the Capital Works Projects that were adopted as Revotes for the 2021/2022 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**), Capital Works Program Revotes 2022 (**Annexure D**) and the Capital Works Program for the 2022/2023 Financial Year (**Annexure E**) provide detailed information on all of the projects that were budgeted for and not completed in the 2019/2020, 2020/2021 and 2021/2022 Financial Years, projects that have been revoted into the 2021/2022 Financial Year and projects that were budgeted for in the 2022/2023 Financial Year.

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

Glen Innes Indoor Sports Centre

Construction of the Glen Innes Indoor Sports Centre began in June 2021. The internal fit out, carpet, flooring and line marking have been completed, as can be seen in Image 1. Additional grant funding was received for the kitchen fit out, internal lining, fire rating of the storerooms, 130 stadium seating, outdoor children's playground and two (2) external multi-purpose courts. The main Sports Stadium project is expected to be completed by mid-August 2022 with the additional funding projects to be undertaken throughout the year. The completion of the road and carpark has been extended due to wet weather events and delays obtaining stormwater pipes.



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

Projects of Significance from the 2021/2022 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.

Overall, the project is on track and progressing well. At the time of writing Stage One (1) is considered to be 80% complete. Additional work is required to become fully functional.

Council has requested senior Open Office support staff provide in-person support at council premises to complete the deployment of Stage One.

Emmaville Road Segment 180 upgrade

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



Image 2: Emmaville Road shoulder widening

Bridge over the Mann River on Shannon Vale Road (Fixing Country Bridges)

After many weather delays to the foundation works the final span of pre-cast girders have been landed in place on the Shannon Vale Road bridge by contractor Weir Built as seen in Image 3. Upcoming works include the concrete deck pour then commencement of the civil works for the road approaches, targeting project completion by December 2022.



Image 3: Bridge girders installed over the Mann River on Shannon Vale Road.

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

Fixing Local Roads

Council's Construction team and seal contractor Colas have completed bitumen sealing of approximately 20km of Strathbogie Road in July.

Preparations and procurement have been finalised for the Furracabad Road upgrade with external contractor Stabilcorp set to deliver this 2.9km length of road stabilisation and re-seal over a three- week period in August.

Fixing Country Bridges

Design work is complete and planning and procurement is underway for the four (4) bridges to be renewed under the Transport for NSW Fixing Country Bridges funding scheme. Wentworth Street, Furracabad Road, Mt Mitchell Road (Yarrow Creek) and Mt Mitchell Road (Mann River) bridges will be delivered over the next 18 months using a combination of our internal bridge team and local contractors and suppliers for specialist work.

(c) Options

Nil.

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

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

	ADOPTED BUDGET	REVISED BUDGET	*Project Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$ 2,079,254	\$ 6,454,763	\$ 5,410,788	83.83%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 4,364,065	\$ 4,364,065	\$ 2,161,360	49.53%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 11,202,214	\$ 14,324,719	\$ 3,522,825	24.59%
CAPITAL WORKS PROGRAM REVOTES	\$ 1,298,626	\$ 1,318,626	\$ 872,112	66.14%
CAPITAL WORKS PROGRAM 2022/2023	\$ 19,534,216	\$ 19,534,216	\$ 112,033	0.57%
TOTALS	\$ 38,478,375	\$ 45,996,389	\$ 12,079,118	26.26%

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

(b) Governance/Policy

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

(c) Legislative/Statutory

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

(d) Risk

Maintaining Council's assets minimises legal and risk exposure.

(e) Social

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

(f) Environmental

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

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

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

- Director of Infrastructure Delivery;
- 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 31 July 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 from 2019/2020
Annexure B	Capital Works Program Carried Forward from 2020/2021
Annexure C	Capital Works Program Carried Forward from 2021/2022
Annexure D	Capital Works Program Revotes 2022
Annexure E	Capital Works Program Carried Forward from 2022/2023

REPORT TITLE: 7.21 INVESTMENTS REPORT AS AT 31 JULY 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion


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

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

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

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

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

Bank Reconciliation Statement		
Balance as per General Ledger		
Opening Balance	1 July 2022	\$10,734,560.18
Movements		-\$ 1,086,663.23
Closing Balance	31 July 2022	\$ 9,647,896.95
Less unprocessed Bank Statement Transactions		\$ -
Total:		\$ 9,647,896.95
Balance as per Statement	31 July 2022	\$ 10,734,560.18
Less Unpresented Payments		\$ -
Plus Unpresented Debits		\$ -
Less Unpresented Deposits		
Total:		\$ 10,734,560.18
		
Responsible Accounting Officer		
10 August 2022		

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

SUMMARY OF INVESTMENTS:

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$	
A1+/AA-	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	
A1+/AA-	31/07/2023	3.60%	NAB (17)	Yes	1,000,000	36,197.26	
A3/BBB+	24/01/2023	3.45%	Judobank	Yes	700,000	11,909.59	
A1+/AA-	29/07/2022	0.20%	CBA (15) - at call	Yes	1,003,800	165.01	
Expected Average Return 22/23		1.48%	Total Investments			17,003,800.00	280,274.19
Actual Average Return Received YTD		1.35%	Cash on Hand			9,647,896.95	
			Total Cash and Investments			26,651,696.95	

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

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

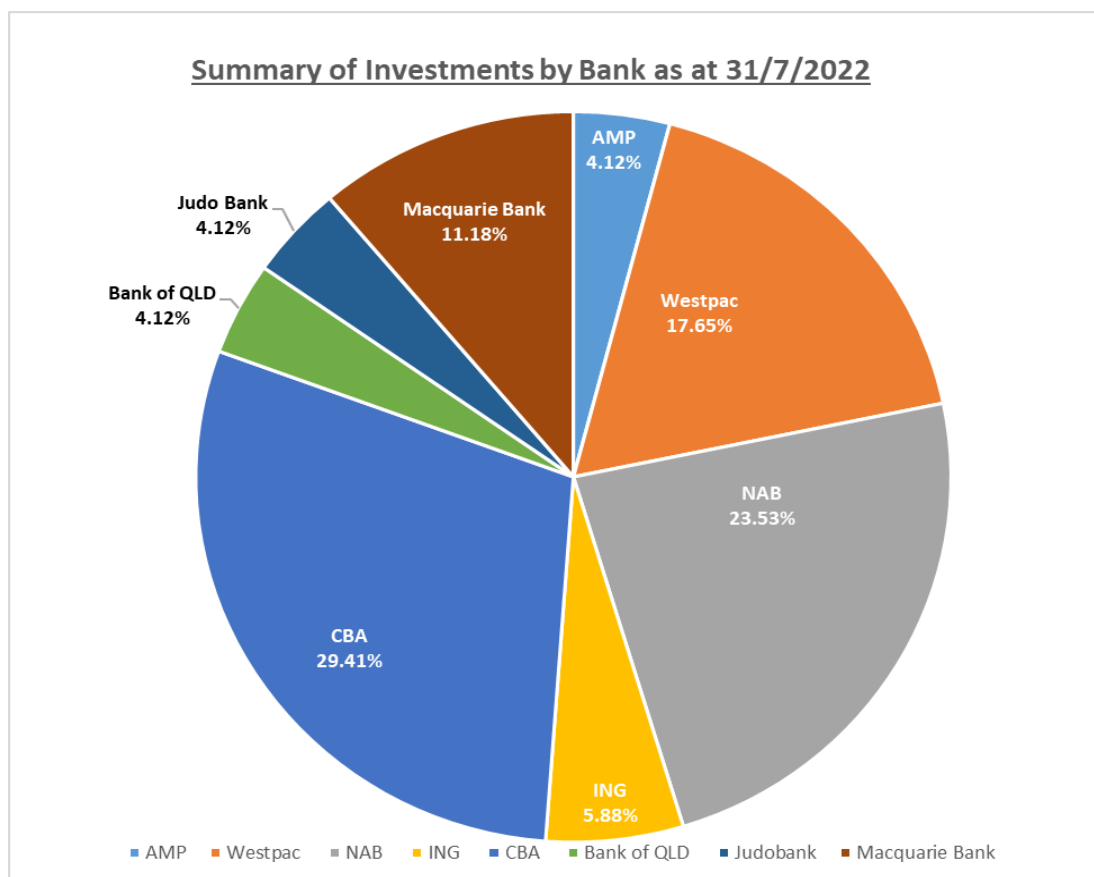
Interest received for year to 31 July 2022	\$11,466.44
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 July 2022	18,000,000
Less:	
Maturities (4)	3,700,000
Subtotal	14,300,000
Plus	
Rollovers (3)	2,703,800
New Investments (0)	
Current Balance as at 31 July 2022	17,003,800

During the reporting month, there were four (4) investments that matured, with three (3) investments being rolled over. The deposit withdrawn was from Westpac, in line with Council's decision to cease investing with a banking institution that is closing the Glen Innes local bank branch.

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 1.35%. This is an increase on the actual average return of 0.48% for the 2020/2021 Financial Year, which reflects the current upward trend in interest rates.

Interest rates are now trending upwards, and it is expected that the actual average return will increase as investments are made at the new rates. The Bloomberg Ausbond Bank Bill Index one (1) year return rate for the reporting month is 0.27%.

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 July	18,000,000	16,100,000
Current Balance as at 31 July	17,003,800	16,100,000

(b) Governance/Policy

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

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

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

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

All aggregate rating categories are within the policy limits.

Credit Quality Portfolio Compliance

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

COUNCIL'S PORTFOLIO COMPLIANCE

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	17,003,800
Yes	AA	70.59%	12,003,800	100%	5,000,000
Yes	A	17.06%	2,900,000	45%	4,751,710
Yes	BBB	12.35%	2,100,000	25%	2,150,950
Yes	Government	0.00%	-	100%	17,003,800
		100.00%	17,003,800		

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

(c) Legislative/Statutory

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

Section 625 of the Act states the following:

How may Councils invest?

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

Section 212 of the Regulation states the following:

Report on Council's Investments

(1) *The responsible accounting officer of a council:*

(a) *must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:*

(i) *if only one ordinary meeting of the council is held in a month, at that meeting, or*

(ii) *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*

(b) *must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.*

(2) *The report must be made up to the last day of the month immediately preceding the meeting.*

(d) Risk

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

Risk Assessment of Investment Portfolio

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term deposits & At Call	Low	Low	17,003,800	100%
Total			17,003,800	100%

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

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

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

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

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.22 BORROWINGS REPORT AS AT 31 JULY 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

General Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP "Wattle Vale" and RFS Loan	3.95%	12/12/2016	8/12/2036	\$1,613,587.95
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 599,029.20
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
Total General Fund Liability					\$7,204,957.54

*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	\$1,542,891.68
Total Water Supply Fund Liability					\$1,542,891.68

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

TOTAL LOANS LIABILITY					\$9,601,804.55
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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 \$9,6801,804.55 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: **7.23 WORKPLACE INJURY MANAGEMENT REPORT AS AT
31 JULY 2022**

ECM INDEXES:

Subject Index: **WORK HEALTH AND SAFETY: General**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: **Ann Blunt - WHS Co-ordinator**

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

Item	2019/2020	2020/2021	2021/2022	2022/2023
Total Premium Paid	\$152,383.59	\$226,022.88	\$213,206.95 (estimate)	TBA
Premium as a % of Gross Wages (excluding GST)	1.43%	1.97%	1.83% (estimate)	TBA
YTD New Claims (Premium Impacting)	4	5	5	0
YTD New Claims (Non-Premium Impacting)	6	10	5	1
YTD Total New Claims	10	15	10	1
YTD Time Lost Due to Injury (LTI Days)	79	29	387	30
Open Premium Impacting Claims (From Previous Years)				10
Open Non-Premium Impacting Claims (From Previous Years)				2
Open Premium Impacting Claims (Current Year)				0
Open Non-Premium Impacting Claims (Current Year)				1
Total Open Claims				13
Closed Claims that are still Impacting on Council's Premium				7
Total Cost of All Premium Impacting Claims (to date)	\$30,792.00	\$35,352.00	\$60,800.00	\$2,000.00
Scheme Performance Rebates	\$24,593.67	\$34,953.89	\$34,265.14	\$30,000.00 (estimate)

This report covers the month of July 2022. There was one (1) new, non-premium impacting claim during the month and no claims were finalised.

One worker has returned to suitable duties during the reporting period, with another staff member unable to sustain suitable duties. This has resulted in an 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 at the end of August.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

Nil.

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

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

CONCLUSION

The period 1 July to 31 July 2022 saw one (1) new, non-premium impacting workers compensation claim, plus an increase in lost time and claims costs. Council is currently waiting on StateCover to provide a premium estimate for 2022/2023.

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

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.24 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR JULY 2022**

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

603 Certificates as to Rates and Charges

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

There were 35 applications for 603 Certificates in July 2023 compared to 42 applications for the same month last year. Year to date, there have been 35 applications compared to 42 applications for the same period last year.

Risk Management

During the month of July there was one (1) incident reported. The table below sets out figures against the area in which an incident relates to. The table also provides year to date figures for the current year and 2021/2022:

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

Complaints

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

Month	Complaints Received
July	2
Year to Date Total	2

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

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

The Youth Booth Update

The Youth Booth had a productive month with the school holiday program during July. The program included a sustainability workshop with youth building their own Worm Farm. Youth are collecting their food scraps to feed the worms and looking forward to the worms making a difference in the vegetable garden during spring and summer. The holiday program also consisted of cooking lessons, craft and science activities.

With youth returning to school on 19 July, Youth Workers commenced a new after school activity schedule. Part of the schedule was a visit from Amanda Shaw, Youth Mental Health Officer from Hunter New England Health. Amanda regularly visits The Youth Booth delivering activities and resources around youth mental health. This month she shared information on a new social and emotional wellbeing app (iBobbly). The app is completely confidential and free. It helps to show ways to manage ones thoughts and feelings, set goals and focus on what's important in one's life. The session was successful with seven (7) members attending and downloading the app. Amanda will continue to deliver regular sessions at The Youth Booth into the future.

Youth staff have purchased a new basketball hoop, back board and new balls. The hoop will be mounted on the covered outdoor learning area. Youth have expressed a high interest in basketball which assisted to put in the new basketball court. Hopefully this will see more youth engagement to undertake more physical activities.

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

The Youth Booth	July
Number of registered members	90
Average number of visits per day	12
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 budget.

- After School Care 26
- Vacation Care 24

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	2	2
Supported Playgroup Wyaliba	Wyaliba	5	15
Aboriginal Playgroup	Glen Innes	2	2
CAFS Playgroup	Pool House	5	3
National Disability Insurance Scheme (NDIS)*	Pool House	0	0
TOTAL		14	22

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

Life Choices - Support Services (LC-SS)

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

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

As at 31 July 2022, the number of consumers accessing services with LC-SS was 406, 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	304	36	265	3
Gwydir Shire	2	0	2	0
Inverell Shire	62	0	62	0
Tenterfield Shire	38	0	38	0
TOTAL	406	36	367	3

(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, Customer Services Officer (LC-SS) and Educator Assistant.

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.25 OPERATION OF THE GLEN INNES AQUATIC CENTRE

ECM INDEXES:

Subject Index: COUNCIL PROPERTIES: Swim Centres - Reports

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
Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to provide information about the operation of the Glen Innes and Emmaville swimming pools.

RECOMMENDATION

THAT Council:

- 1. Instructs the General Manager to consider a full-service review of the Glen Innes and Emmaville Aquatic Centres in the 2023-2024 Operational Plan and Budget;***
- 2. Seeks Expressions of Interest to lease the Glen Innes Aquatic Centre commencing in the 2023-2024 Financial Year; and***
- 3. Endorses the continuation of a further two (2) years for the current lease agreement for the Emmaville Aquatic Centre.***

REPORT

(a) Background

The Glen Innes and Emmaville Aquatic Centres are open to the public from October through to March each year. Approximately 22,000 patrons, though most of these attendees are seasonal ticket holders, go through the gates at Glen Innes and approximately 2,000 patrons go through the turnstiles at Emmaville each year.

Traditionally, Council has run the Glen Innes and Emmaville Aquatic Centres together, with the Glen Innes Facility Supervisor (the only permanent employee), overseeing both Centres including the rostering of staff. The Emmaville Aquatic Centre had an assigned permanent employee; however, when this employee left Council in 2014-2015, the position was not replaced as part of Council's drive to effect internal savings and drive efficiencies to become financially sustainable.

Council has used casual staff since this time to run the Emmaville and Glen Innes Aquatic Centres. Maintaining an adequate number of casual staff has become increasingly difficult, due in a larger part to the seasonal nature of the work.

Towards the end of the 2016-2017 season and throughout the 2017-2018 season, Council was using contract staff from Tenterfield to ensure the Emmaville Centre was kept open and that all services were maintained at Glen Innes.

The Emmaville Aquatic Centre was formally leased in 2018 to Jeff Moss. Under a lease arrangement there is an hourly rate paid and there is no income received by Council from the pools as this is retained by the lessee. So, income gained from kiosk sales, season tickets, turnstile entries, swimming lessons and Aqua Aerobics all go to the lessee. The lessee must cover expenses, including wages with on costs, promotional activities, telephone costs, printing and stationary costs, kiosk goods costs, sundry employee costs and working expenses. Council is still responsible for the major consumables, including water, gas, electricity, testing equipment and pool chemicals. Council also meets all major building and plant maintenance, running costs, rates, and facility upgrading costs at each of the facilities.

At the time of calling for lease interest it was determined by Council there was little to be gained by Council leasing Glen Innes Pool due to the hidden costs of the leave liability of the staff member at the time. This is not the case now.

(b) Discussion

Council's Aquatic Centre facilities are used by the community for a broad range of recreation, sport, education, and leisure activities. The facilities contribute to users' health and fitness and provide opportunities for the development of social connections and community engagement.

There are several aquatic centres that are managed differently to Glen Innes. As an example, both the Tenterfield and Inverell Centres are run under lease agreements, Armidale Regional Council manages its own Centres. Also looking at like councils to Glen Innes, the majority are under lease agreements. Council has pursued this before and found at that time it was not worthwhile, however it would be an opportune time now to investigate leasing the Glen Innes Aquatic Centre as currently there is a vacant full-time position for a Facility Supervisor.

While it is a good time to look at leasing, it also gives Council an opportunity to carry out a review of the opening hours, facilities, costs and services offered at the Glen Innes Aquatic Centre to see if any savings can be made or to provide a better service to users. Reviewing the hours of opening would include looking at the best times for opening, whether there should be a reduction in opening hours, should the current opening hours be changed, a stricter inclement weather policy, and whether the current spread of opening hours is suitable and supported by the community. The current services offered at the Aquatic Centre include Learn to Swim, which is highly supported, Aqua Aerobics, and after-hours availability for the local swim club.

The service review would look at whether again the availability of all these, including times and the actual services best fits the community expectations. Council has had significant savings in heating costs with the Government contract agreement with Origin Energy for gas supply; however, further investigation should also be carried out into more energy efficient systems to be able to meet the Corporate Emissions Reduction Plans (not yet adopted).

An addition to the **Integrated Planning and Reporting Guidelines 2021 (the Guidelines)** is for the Delivery Program of Council to identify areas of service that Council will review during its term.

The **Community Strategic Plan 2022-2032 (CSP)** has the following Strategic Goal: STC 5.6: Deliver best value services – To develop a methodology and train and empower staff to undertake a rolling program of best value service reviews across Council's services, designed to improve customer service and efficiencies, using staff involvement, customer service data, process analysis, cost data, and innovation.

The **Delivery Program 2022-2025 (DP)** has included STC 5.6.1: Develop and deliver a program of service reviews. To develop this program Council endorsed an Operational Plan 2022-2023 Action, STC 5.6.1.1: Undertake education in the new requirements under the Guidelines for service reviews and report to MANEX on what is expected and how these service reviews can be structured, including estimation of cost so that a plan of service reviews may be created.

The Manager of Governance, Risk and Corporate Planning sat in on a workshop around service reviews, and to be completed properly they require expertise and a proven methodology to complete; whether a partial or major review. This report recommends that an action and budget be considered in the Operational Plan for the 2023-2024 Financial Year to carry out a service review on the Aquatic Centres. If Council would like this to be carried out in the current financial year, consideration must be given to having to adjust the Operational Plan and Budget to cater for this.

At this stage, no clear indication of time and cost can be provided for a complete, in-depth review, involving community consultation.

Current Partial Comparative Review

There has been some comparison drawn between the Glen Innes and Warialda centres. The immediate major difference is that the Warialda and Bingara Aquatic Centres are leased (\$227,481 paid to contractors) compared to Glen Innes, which is staffed by Council, making it hard to carry out any comparisons between the two especially in salary comparisons.

Seasonal opening hours at the Warialda centre are approximately 1,274 hours per season (October to March) whereas Glen Innes seasonal hours are approximately 1,768 hours per season (October to March) plus special events.

Glen Innes Severn Council Aquatic Centre salary expenditure also contains a component of the Manager of Recreation and Open Spaces as well as the Coordinator of Recreation salary costs. Other councils do not charge or only charge small percentages to these types of supervisory rolls directly to the section for these wage components.

The Warialda pools are only heated by solar compared to Glen Innes which is a combination of solar and gas. Once an electricity upgrade is carried out at Warialda, they will be running a heat exchange pump system as well as the solar.

Warialda has had free entry to its Aquatic Centre for a couple of years now to the residents of Gwydir Shire Council. There is no proof of residency required, it is by an honesty policy, and other patrons are still required to pay - these moneys are collected and retained by the lessees.

Gwydir Council started during the drought with other initiatives like free showers and laundering at their caravan parks, free water and cartage to farms etc. Initially it was free entry to the pool on days that the BOM had predicted the temperature to reach 40 degrees; then they extended it to free entry as it was too complicated to get the message out which days were free, and which were not.

Though they have not had good attendance records there were approximately 19,000 people through their gates for the last season at Warialda, which was boosted by the Moree pool being closed. This has meant that the loss of income to the contractor as per the lease agreement has been subsidised by Council directly to the contractor. No grant funding was received for this purpose. Gwydir is currently advertising for lessees for each of their two (2) pools and are reviewing better ways to collect data on attendance at their centres.

Gwydir Council receives no revenue from their Aquatic Centres at a cost of \$452,746 to run them.

There is a table below showing comparisons of like councils to Glen Innes of incomes and expenditures of running Aquatic Centres, it is still hard to compare this accurately as each Council does have varying opening hours, varying seasons, different pool configurations, some are leased with different lease agreements, and varying services provided at each centre.

Council	Glen Innes	Gwydir	Berrigan	Dungog	Kyogle
Income	\$120,915	\$0	\$112,000	\$3,404	\$167,220
Expenditure	\$734,703	\$452,195	\$483,000	\$387,672	\$669,264
Nett Expense	\$613,788	\$452,195	\$371,00	\$384,268	\$502,044

Council	Liverpool Plains	Cobar	Walgett	Narrandera
Income	\$75,000	\$60,000	\$31,893	\$23,835
Expenditure	\$571,081	\$571,081	\$517,778	\$631,110
Nett Expense	\$496,081	\$511,081	\$485,885	\$607,275

Lease of Glen Innes and Emmaville Aquatic Centres

Council could lease the Glen Innes Aquatic Centre. Leasing of the Aquatic Centre is quite distinct from employing a Contractor to run the Centres. A lease arrangement would cover such matters as the maintenance of all amenities and buildings (non-structural maintenance), including cleaning and minor maintenance, maintenance to the grounds, providing expert advice on proposed programming initiatives and aquatic facilities developments and payment of all relevant costs associated with the operation of the aquatic facilities. A lease would also specify the required minimum hours the Centres are open to the public.

The lessee would also be required to maintain the aquatic facilities in accordance with NSW Health Guidelines and industry best practice, Royal Life Saving Guidelines and the Office of Local Government Practice Note 15 Guidelines (Water Safety).

A lease would be structured based on a management fee (nominated by the Tenderer) as well as the lessee retaining all income generated from the site/s. This includes entry fees, kiosk, coaching (able to be sub-contracted) and other recreational activities. This provides an entrepreneurial incentive to the lessee to maximise the use of the facilities. The contract for an Aquatic Centre would be for 12 months of the year, which includes the “season” and “off-season” periods. A suggested contract would be for the Glen Innes Aquatic Centre for a period of three (3) years with a further two (2) year extension option.

It is an opportune time to consider leasing the Glen Innes Aquatic Centre as currently there is a vacant full-time position for a Facility supervisor there. It would also hopefully reduce the burden on Council’s limited resource base. It is expected that a high degree of lessee autonomy would facilitate improved levels of customer service and patronage. This lease would be in place from the beginning of the 2023-2024 swim season, allowing time to prepare tender documents, advertise, further reports to Council and appoint a successful applicant if there is one received.

The current Emmaville lease finishes at the end of the 2022-2023 season and the current lessee has expressed interest in continuing the lease under the same terms for a further two (2) years at Emmaville (2023-2024 and 2024 - 2025 seasons). It would be seen that Council extends the existing lease agreement for the Emmaville Aquatic Centre for a further two (2) seasons as the current lessee has added to the attendance at the Emmaville centre and has also built up a good relationship with the Emmaville community. The Emmaville lessee has also assisted keeping Glen Innes centre open in both overseeing operations and covering any staffing shortfalls.

This current season 2022-2023 would carry on as normal with use of the contractor from Emmaville being able to advise and instruct the Coordinator of Recreation as they gain experience of the running of aquatic centres for the 2022-2023 season as the options for leasing were investigated.

Advantages to leasing

- The lessee is responsible for employing and training all staff and operating the pools under agreed tender conditions and industry guidelines;
- Council has no staff liabilities such as leave liability and would have some potential workers compensation savings;
- Council retains responsibility for the delivery of service outcomes via contractual arrangements with an experienced industry operator;
- The lessee would be responsible for the management of all swim programming, liaising with all relevant user groups, schools and associations, thus freeing up Council resources involved in the managing of the Aquatic Centres;
- Financial and service risk is minimised through the transfer of some risk to the lessee;
- As part of the management offering, the lessee would typically provide activity equipment including aqua fitness equipment;
- The lessee is to provide, at their expense, all materials/consumables required for the management and operation of the Aquatic Centre facilities (excluding pool chemicals, gas, electricity and water). These will include items such as cleaning supplies and equipment, toilet and change room consumables (sanitary paper, hand towels, hand wash soap and the like), stationery supplies, season ticket tags, telephone, internet costs including call costs, additional kiosk and other building fittings and fixtures not currently provided by Council, garden hoses and sprinklers, all advertising and marketing costs and sun screen; and
- The lessee can often make quicker decisions and react faster to competitor changes or industry trends.

Disadvantages to leasing

- Council has less control and influence of the day-to-day activities and outcomes of the Aquatic Centres and is required to performance manage the contract;

- The scope of service outcomes, unless accurately prescribed in the contractual arrangements, can be compromised as a potential lessee will focus on the higher income earning activities;
- Council is exposed to risk of the lessee failing through inadequate working capital or poor business performance at the contracted facility or other facilities under management;
- Requires development and evaluation of detailed specification of service and contract and tender documents; and
- Council would still be responsible for the major consumables including water, gas, electricity, testing equipment and pool chemicals. Council also meets all major building and plant maintenance, running costs, rates, and facility upgrading costs at the facility.

Status Quo

This option would be a continuation of the current operation, with the one (1) permanent staff member at the Glen Innes Aquatic Centre, plus casuals and Council continuing with the existing lease agreement at Emmaville. This would be carried out with use of the contractor from Emmaville being able to advise and instruct the new person at Glen Innes Aquatic Centre as well as the Coordinator of Recreation whose position it is to oversee the centres.

Advantages

- Council retains the ongoing responsibility for the delivery of service outcomes and is therefore responsive to customer demands;
- There is an adequate level of funding available and therefore Council is not exposed to business failure if run under a lease;
- Facility cleaning and the maintenance of plant and equipment is retained by Council, thereby ensuring customer satisfaction is maintained; and
- Financial income is retained which can offset some of the cost of operating the Aquatic Centres.

Disadvantages

- Council continues to assume all financial and operational risk;
- A continuation of the difficulty in obtaining sufficient numbers of trained casual staff;
- Facility management can be constrained by slow moving Council processes which can impact on speed to react to new trends or opportunities;
- Specialised industry program and sales and marketing knowledge is not always available from within the Council structure; and
- Council is required to provide all equipment to operate the facility to the standard expected by the community.

(c) Options**Option 1**

THAT Council:

1. Instructs the General Manager to consider a full-service review of the Glen Innes and Emmaville Aquatic Centres in the 2023-2024 Operational Plan and Budget;
2. Seeks Expressions of Interest to lease the Glen Innes Aquatic Centre commencing in the 2023-2024 Financial Year; and
3. Endorses the continuation of a further two (2) years for the current lease agreement for the Emmaville Aquatic Centre.

THIS IS THE RECOMMENDED OPTION**Option 2**

THAT Council:

1. Notes the Information contained within this report.
2. Endorses the continuation of the current lease agreement for the Emmaville Aquatic Centre for a further two (2) years.

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

The total actual revenues and expenses from running and maintaining the two (2) Glen Innes Severn Council Aquatic Centres for the 2021-2022 and proposed for the 2022-2023 financial years are as follows

	2021-2022	2022-2023 (budgeted)
Total Revenue	\$117,336.47	\$120,915
Total Expenditure	\$501,418.47	\$734,703
Net Cost	\$384,081.48	\$613,788

Council had a deficit of \$384,081.48 on the running of its two (2) Aquatic Centres for the 2021/2022 Financial Year. It is forecasted for the 2022 – 2023 Financial year the deficit will be \$613,788.

There is an increase this year in costs of running the centres due to the inclusion of part of the Coordinator of Recreation's salary, recoating of the pool surfaces (\$45,000) and inflationary price increases to salaries, services and goods.

The inclusion of the salaries of the Manager of Recreation and Open Spaces and the Coordinator of Recreation makes up approximately \$66,000 of the \$203,671 pool wages and salaries that are budgeted for the Aquatic Centres.

Further, there has been an increase of \$11,000 allowed for the rising price in gas and electricity.

Looking at free entry for the Glen Innes Aquatic centre would mean a financial loss to Council of Approximately \$60,897 of income for the 2022-2023 season. This is considering that any other services will still be charged at the fees set by Council for such things as learn to swim and Aqua Aerobics.

Council sets the fees and charges for each year, however, at the Emmaville Aquatic Centre the Contractor collects all entry fees (including GST) from the facilities as part of his remuneration for managing the facility, so any loss of this income due to Council allowing free entry to Emmaville would have to be reimbursed to the contractor. This would be approximately \$17,000.

(b) Governance/Policy

Guidelines for Pool Safety Operations from Royal Life Saving Australia

This is the recognised national industry standard that describes and makes recommendations as to the appropriate minimum standards of safety that should be attached to the design, ownership and operations of aquatic facilities thereby providing a recognised standard of care in a particular area of design and/or operations.

Practice Note 15 – Water Safety

The Practice Note is the key document under the NSW Government water safety policy framework to guide councils to carry out water safety functions using a risk management approach. The Practice Note is to help councils minimise risks associated with aquatic locations under their care and control to keep people as safe as possible while they enjoy the water.

Office of Local Government Integrated Planning and Reporting Guidelines 2021

General requirements of the Delivery Program

- 4.1 Each council must prepare and adopt its Delivery Program by 30 June in the year following a local government ordinary election.
- 4.2 The Delivery Program must demonstrate the council's commitment to the community to perform all of its functions (including implementing the strategies set out in the Community Strategic Plan) by outlining the activities for which it is responsible over the term of the council, including how those activities will be prioritised, and how the council will measure and evaluate their implementation.

- 4.3 To encourage continuous improvement across the council's operations, the Delivery Program must identify areas of service that the council will review during its term, and how the council will engage with the community and other stakeholders to determine service level expectations and appropriate measures.
- 4.4 The Delivery Program must address ongoing improvements to the efficiency, productivity, financial management and governance of the council.
- 4.5 When preparing its Delivery Program, the council must consider the priorities and expected levels of service, expressed by the community during the engagement process.

(c) Legislative/Statutory

Public Health Regulation 2012 under the Public Health Act 2010.

(d) Risk

Risks associated with leasing Council property have been managed by utilising professional legal services to generate the Lease document.

There is a risk that not charging entrance fees to an aquatic centre will attract different demographics leading to potential issues that may adversely impact the amenity of some patrons and staff.

(e) Social

Aquatic Centre facilities provide social spaces and community hubs particularly for isolated rural communities. They have a very high importance rating and high expectation for the services to continue as was reflected in past surveys done by Council.

The Aquatic Centres are a key site for residents. By accessing a facility such as the swimming pool, residents can engage in physical activity across a wide range of age groups

(f) Environmental

There are no environmental implications arising from this report.

(g) Economic

It would be hoped that leasing Glen Innes Aquatic Centre would minimise the subsidy demand of Council. There would, however, be a cost to Council with the cost of a management fee as agreed with the successful lessee, as well as ongoing running costs.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The current lessees at Warialda and Emmaville were consulted to discuss operational matters of their Aquatic Centres.

Discussions were held with the Community Assets Manager of Gwydir Shire Council regarding finance and management questions for their Aquatic Centres.

(b) Internal

The Chief Financial Officer was consulted to discuss the financial figures used in this report.

The Interim General Manager has included aspects around Service Reviews as determined by the Guidelines.

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

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

This report links to Council's Delivery Program Community Service Principal Activity STC 5.6.1: Develop and deliver a program of service reviews.

CONCLUSION

The provision of Aquatic Centres is an important service role of Council. It is therefore Council's role to ensure that the Aquatic facilities are managed and operated at a standard which provides a safe, clean, and fun environment for the community.

It is anticipated that any research and expressions of interest of leasing and a full service review of the Aquatic Centres will continue to provide access for and improve affiliations with the community, whilst leading to savings for Council.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.26 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR JULY 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

(b) Discussion

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

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

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

	2022-2023 YTD	2021-2022
Total Number of DAs Determined	7	80
Average Determination Time (days) – All Applications	42	25
Average Determination Time (days) – Minor Development*	42	26
Average Determination Time (days) – Major Development**	0	28
Value of DAs	\$1,228,300	\$14,729,273
Number of Single Dwellings	2	28
Number of Subdivisions	0	5
Number of Multi Unit Dwellings	1	2
Number of Commercial Developments	0	8
Number of Industrial Developments	1	3
Withdrawn	1	2

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

** Commercial and industrial applications requiring referral to Government Departments

COMPLYING DEVELOPMENT APPLICATION (CDC) DATA

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

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

DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – July 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 July 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
DA82/21-22	Residential – Seniors living	39 Grovers Lane, Glen Innes
DA85/21-22	Demolish Existing Dwelling and Construct New Dwelling	674 Red Range Road, Glen Innes
DA77/21-22	Construct Shed	52 Wellington Vale Road, Deepwater
DA4/22-23	Construct Shed	130 Grafton Street, Glen Innes
DA89/21-22	Construct Dwelling	25 Cadell Street, Deepwater
DA88/21-22	Construct Shed	15 Wentworth Street, Glen Innes
DA117/21-22	Construct Shed	145 Coronation Avenue, Glen Innes

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

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

RECREATION AND OPEN SPACES

Cemeteries

Funerals are being attended to as required. Maintenance, including edging of cement beams, is being carried out at the Glen Innes Cemetery as time and resources allow.

Parks and Sporting Fields

Litter collection and some minor graffiti is being cleaned up throughout the parks. The edging around the town’s main parks has commenced and a mow run has been conducted in order to tidy up the late leaf drop throughout the parks.

Aquatic Centres

Plans are underway to prepare the pools for the 2022-2023 swim season. The recoating of the pool at the Glen Innes Aquatic Centre is in the process of being organised. Quotes are being received for the supply of new blanket covers for the 25m pool at the Emmaville Aquatic Centre.

Other Open Spaces

1. Problem trees have been pruned in Lindsay Avenue and Hilton Street with dead tree removal continuing throughout the Glen Innes township as time allows. Works have also commenced on tree sucker removal. Staff have assisted with line marking for athletics carnivals at the Deepwater and Emmaville Ovals, and also the Highschool and St Joseph School carnivals. The marking out of the junior grass netball courts at Wilson Park has been done.

SALEYARDS

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

Description	2022-2023 YTD	2021-2022	2020-2021	2019-2020	2018-2019
Fat cattle	0	149	1,321	2,265	11,471
Cattle weighing	487	6,247	5,109	4,655	7,278
Special cattle sale	123	3,368	2,989	1,897	9,422
Total cattle	610	9,764	9,419	8,817	28,171

Description	2022-2023 YTD	2021-2022	2020-2021	2019-2020	2018-2019
Fat sheep	2,659	34,574	30,034	29,007	72,143
Total sheep	2,659	34,574	30,034	29,007	72,143
Sheep gross value	\$411,194.50	\$5,319,277.50	\$4,894,055	\$3,867,411	\$7,685,449

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

- (a) **Financial**
Nil.
- (b) **Governance/Policy**
Nil.
- (c) **Legislative/Statutory**
Nil.
- (d) **Risk**
Nil.
- (e) **Social**
Nil.
- (f) **Environmental**
Nil.
- (g) **Economic**
Nil.
- (h) **Asset Management**
Nil.

CONSULTATION

- (a) **External**
Nil.
- (b) **Internal**
The information contained in this report has been collected in consultation with input from departmental managers and staff including the Acting Town Planner, the Saleyard Manager the Manager for Recreation and Open Spaces and the Acting Technical Support Officer.

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.27 BOUNDARY REALIGNMENT REQUEST BETWEEN
GLEN INNES SEVERN COUNCIL AND INVERELL
SHIRE COUNCIL**

ECM INDEXES:

Subject Index: GOVERNANCE: Boundaries

**Customer Index: Inverell Shire Council
Crown Lands NSW**

**Property Index: Part Crown Land Road Corridor between Lot 107 of
Deposited Plan 753292 and Lot 2 of Deposited Plan
1187044**

AUTHOR: Adam Reid - Property Administration Officer

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to request Council's approval of a boundary realignment between **Glen Innes Severn Council (GISC)** and **Inverell Shire Council (ISC)** as requested by Crown Lands.

RECOMMENDATION

THAT Council:

- 1. Accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas by transferring part of Crown Land Road Corridor between Lot 107 DP753292 and Lot 2 DP1187044 having an area of approximately 700m² from the Inverell Shire Council Local Government Area to the Glen Innes Severn Council Local Government Area;***
- 2. Makes an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and Inverell Shire Council; and***
- 3. Obtains a prior commitment from the requesting party that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Glen Innes Severn Council.***

REPORT

(a) Background

GISC and ISC have received a request from Crown Lands to undertake a boundary re-alignment between GISC and ISC. (**Annexure A**). The bulk of the Crown Land Road Corridor that is being proposed for sale to the adjoining ratepayer will be rated in GISC. A small area of the proposed Road Corridor is currently located in the ISC **Local Government Area (LGA)**. (**Annexure B**).

(b) Discussion

Crown Lands intends on fulfilling a sale of the Crown Land Road Corridor to the landowner of Lot 107 DP753292. **Annexure C** shows the entire area proposed for sale by Crown Lands.

Crown Lands has requested that the shire boundary be adjusted so that the acquired land be located entirely within the GISC LGA (**Annexure D**). This would alleviate the prospective owner from receiving rate notices from both councils. A boundary re-alignment will eliminate the additional costs of waste management charges and base amount from Inverell Shire Council to the ratepayer.

A boundary re-alignment will allow the prospective landowner to have their entire property within one (1) LGA, therefore, only being issued a rate notice from one (1) council in any financial year.

The landowner of Lot 107 DP 753292 has most of their land situated in the GISC LGA, currently 682.4ha. With the addition of the Crown Land corridor this becomes approximately 692.4ha. Attached as Annexure D to this report is a map showing the current Local Government boundary area as well as the proposed boundary realignment.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As the area being proposed for a boundary realignment is controlled by Crown Lands, it is not currently rateable land. Until the Crown Land Road Corridor is closed and vested as freehold land, a projection of rates values is unknown. There is currently no change in impact for either GISC or ISC.

Any rates and charges will begin to accrue on the date of sale to the landowner being payable to GISC.

There will be some costs incurred with **Land and Property Information (LPI)** in undertaking the boundary adjustment. This cost will not be known until after an application has been submitted, and a Council resolution is required before submitting an application. As this has been a request from Crown Lands, any costs incurred in effecting the boundary realignment should be passed onto Crown Lands.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The **Office of Local Government (OLG)** refer to this process as a minor boundary alteration.

As the larger area for both properties is within the GISC LGA, the normal process is that GISC applies to the OLG for the boundary alteration. The OLG then submits the application to the Minister who then determines whether the application will be examined and reported on by the Deputy Secretary or the Local Government Boundaries Commission. Once reported on by either the Deputy Secretary or the Local Government Boundaries Commission, the Minister will then make a determination on whether to support the boundary change and to recommend to Her Excellency the Governor that a Proclamation to alter the government boundaries be approved. Once the Governor has signed the proclamation, the OLG will publish in the NSW Government Gazette and both GISC and ISC will be notified of the boundary change.

The Local Government Boundaries Commission is an independent statutory authority constituted under section 260 of the *Local Government Act 1993*.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Contact was initiated by Crown Lands whilst planning for the sale of a Crown Road Corridor.

ISC has expressed its acceptance of this proposal on the condition that GISC makes the submission.

(b) Internal

Council's Rates Officer was consulted regarding the boundary adjustment process.

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

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.2.5: Deliver Property Management and Geographic Information System (GIS) internal customer service functions.

CONCLUSION

GISC has received a request from Crown Lands to undertake a boundary realignment between GISC and ISC. Without the boundary realignment, the ratepayer will be rated across the two (2) councils.

The boundary realignment will eliminate this burden on the ratepayer and will have minimal impact on the rates revenue for GISC.

ATTACHMENTS

Annexure A	Crown Land Request
Annexure B	Land in ISC
Annexure C	Proposed sale area by Crown
Annexure D	Proposed boundary change

REPORT TITLE: 7.28 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR AUGUST 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to provide information on the progress of Council's Infrastructure Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the current Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

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

(b) Discussion

INFRASTRUCTURE DELIVERY

For the month of July, Council's Road crews continued closing out the flood damage repair work on our unsealed road network. Some teams are beginning to return to their scheduled maintenance programs and new projects, while others continue to address natural disaster damages.

With the focus now turning to rehabilitation of our sealed road network the Heavy Patch team completed a trial with the new ShoulderMaster SP100 binder spreader at the Cemetery Loop Road to familiarise themselves with this method of pavement stabilisation. The team has now commenced a repair campaign on Pinkett Road.



Image 1a and 1b – Pavement stabilisation trial with the Heavy Patch team at the Cemetery Loop Road

July included two (2) bridge work milestones with the completion and sealing of the Wyaliba bridge approaches, and local contractor, Weir Built, landing the final span of girders in place over the Mann River bridge on Shannon Vale Road.



Image 2 – All pre-cast girders have been installed on the Shannon Vale Road bridge.

The construction team completed the preparation of Strathbogie Road for sealing which was undertaken by seal contractor Stabilcorp in July. Strathbogie Road is now fully sealed between Glen Innes and Emmaville. The construction team is now working on the widening and upgrade of Emmaville Road segment 180 under the regional roads repair program.



Image 3 – Shoulder widening on Emmaville 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	610	26	195	330	59
		36%		64%	

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 Water Meter rollout. Deepwater has been completed. The project was scheduled to be completed by 30 June however delays in the supply chain have impacted this project. Contractors are still on site and we expect work to be completed by 20 September.

Water pumped from the Eerindii ponds to the **Water Treatment Plant (WTP)** for processing in the month was 40ML. Water pumped and processed at Deepwater was 2.35ML. Throughout the reporting period, no traces of blue-green algae were present in the Beardy Waters Weir or the Deepwater Weir.

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

GLEN INNES AGGREGATES

Sales have continued to be dominated by flood damage work over the month which has seen drainage rock the main product sold. Clean up work was completed in the West pit for the next drill and blast operation and stripping work around the old office has started.

Deliveries of 2,500 tonnes of sealing aggregates to Strathbogie Road for the Otta seal program was also completed during the month.

Contractors have moved to Lawson's Pit on Nine Mile Road and started flood damage work on the Nine Mile as well as re-sheeting work. Material is proving hard to win and very abrasive on the machinery but is going down well as a road re-sheeting product.

PLANT AND FLEET

The recruitment process to fill the position of Manager of Asset Services has progressed and interviews were held in July 2022.

There have been no plant or fleet vehicles sold in July. A second-hand mini excavator was sourced to be used in the drainage team in areas where the backhoe is not able to access due to wet conditions.

EMERGENCY MANAGEMENT AND RECOVERY

July has seen increased activity in the state from the Varroa Mite infection of honeybee hives. This situation is being monitored for potential impacts within the **Local Government Area (LGA)**.

Foot and Mouth Disease (FMD) and Lumpy Skin Disease both provide a significant risk to our primary producers with infections active in Indonesia. This situation is being monitored for further advice through the appropriate agency channels.

Recent fire activity within the LGA reminds us of the need to promote Bushfire Survival Plans to the community ahead of this summer. The Australian Fire Danger Warning System changes will be implemented on 1 September 2022 and considerable community engagement will be needed to ensure that the community is aware and understands these new danger warning system changes.

The Bushfire Community Resilience Officer program concludes on 23 September 2022 with a Flood Community Resilience Officer appointment approved after that date. A Community Resilience Officer Transition Plan has been authored to assist the successful candidate commence the position. The **Community Resilience Network (CRN)** membership list, community champion contacts and **Personal Protective Equipment (PPE) / Rapid Antigen Test (RAT)** distribution outlets are all included.

Distribution of RATs and PPE to vulnerable community members has continued with demand re-surfing for masks and wipes.

The **Emergency Operations Centre (EOC)** refit is expected to be completed by the end of August with all items ordered.

(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 Carports Policy, Risk Management Footpath and Cycleway Policy and the Roads Hierarchy Policy.

(c) Legislative/Statutory

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

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

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

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

Nil.

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

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

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

CONCLUSION

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

ATTACHMENTS

Annexure A NSW Health Drinking Water Monitoring Program - results July 2022

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

Clause 3.9 of Council's *Code of Meeting Practice* states the following:

A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).

REPORT TITLE: 8.1 NOTICE OF MOTION - ALTERATION TO RESOLUTION 5.07/22 REGARDING THE 2022 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Conferences

Customer Index: Local Government NSW

Property Index: NIL

AUTHOR: Carol Sparks - Councillor

MOTION

THAT Council:

- 1. Nominates Councillor T Arandale and Councillor J Parry to attend the 2022 Local Government 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.***

I, Councillor Carol Sparks, give notice that at the next Ordinary Meeting of Council to be held on 25 August 2022, I intend to move the following motion:

- 1. That Council nominates Councillor T Arandale and Councillor J Parry to attend the 2022 Local Government 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.***

RATIONALE

At the Ordinary Council Meeting held on 28 July 2022, Council resolved:

5.07/22 RESOLUTION

THAT Council:

1. Nominates Councillors Cr Arandale and Cr Sparks 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.

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

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

The division was declared CARRIED by 6 votes to 0.

CARRIED

Upon further consideration, I have decided to decline the offer to attend the 2022 LGNSW Annual Conference and note that instead it is my preference to attend the Australian Local Government Women's Association Conference this financial year.

Discussions have been held with Councillor Parry who has indicated that he would be happy to attend the 2022 LGNSW Annual Conference in my place.

In accordance with Clause 17.6 of Council's Code of Meeting Practice which relates to altering resolutions, attached to this Notice of Motion is a letter signed by Councillor R Banham, Councillor T Arandale and myself in support of the alteration to Resolution 5.07/22.

I commend this Notice of Motion to Council.

Cr Carol Sparks
Councillor
Date: 11 August 2022

ATTACHMENTS

Annexure A Signed Notice of Motion

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Australian Local Government Association – newsletters;
- Australian Bureau of Statistics – Census 2021 data seminars;
- Australian Livestock Markets Association – Foot and Mouth Disease update;
- Department of Primary Industries – Trade displays at Glen Innes Agricultural Research Station Open Day;
- Inside Local Government – newsletters;
- Local Government Information Unit – policy updates;
- Local Government NSW – newsletter;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports and media alerts;

- Northern Tablelands Local Land Services – Agricultural update;
- NSW Rural Fire Service – Temporary variations for Bush Fire Danger Period; and
- Office of Local Government – circulars and newsletters.

Press Releases

- Member for Northern Tablelands, The Hon. Adam Marshall.

Publications

- LG Focus – June 2022.

All the above documents and press releases were sent by email to each Councillor for their information as they were received.

REPORT TITLE: 9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

The minutes listed as annexures have been received from Committees of Council for the information of Council.

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A	Aboriginal Consultative Committee - 27/06/22
Annexure B	Emmaville Mining Museum Committee - 16/06/22
Annexure C	Glen Elgin Federation Sports Committee - 6/07/22
Annexure D	Glen Innes Community Access Committee - 4/07/22
Annexure E	Minerama Committee - 11/07/22

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to list all the recent meetings held by the Section 355 Community Committees of Council and to list all the meetings and functions that have been attended by Councillors.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

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

- Councillor/Staff Committees of Council: four (4);
- Community Committees of Council: 20;
- Groups of Council: three (3);
- Delegates of Council: two (2);
- Community Committees NOT Committees of Council: 17.

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

(b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Tuesday, 11 January 2022:

8.01/22 RESOLUTION

3. All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 “Reports from Delegates” in the following month’s Business Paper.

Councillors are therefore required to provide information to the Executive Assistant (Mayor and General Manager) regarding their attendance at all Council and Committee meetings.

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

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

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

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

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

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

Name of Committee	Councillor Delegate(s)	Date
Community Access Committee	Cr Banham, Cr Sparks	4/7/22
Glen Elgin Federation Sports Committee (AGM)	Cr Gresham	6/7/22
Glen Innes Saleyards Advisory Committee	Cr Banham, Cr Alt, Cr Sparks	6/7/22
Minerama Committee	Cr Sparks	11/7/22
Pinkett Recreation Reserve Management Committee (AGM)	Cr Parry, Cr Parsons	13/7/22
Australian Standing Stones Management Board	Cr Gresham	20/7/22
Emmaville War Memorial Hall Committee	Cr Banham	25/7/22
Stonehenge Reserve Trust	Cr Parry, Cr Parsons	29/7/22
Glencoe Hall Committee	Cr Parry, Cr Parsons	30/7/22

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Morning Tea for Dr Tom and Mrs Carmel Bennett	1/7/22
	Urgent Extraordinary Council Meeting	1/7/22
	Meeting with the Deputy Mayor and a Community Member re the Pound	4/7/22
	Meeting with the new Chamber President and the Deputy Mayor	6/7/22
	Saleyards Advisory Committee Meeting	6/7/22
	Meeting with the Acting General Manager and the Deputy Mayor with United Services Union Organiser	6/7/22
	Online Meeting with Essential Energy	7/7/22
	Highland Hub Tour with The Hon. Adam Marshall, MP	7/7/22
	Lunch with The Hon. Adam Marshall, MP and the Deputy Mayor	7/7/22
	Rural Fire Service (RFS) Medal Presentation	10/7/22
	Meeting with the President and some committee members of the Glen Innes Jockey Club	10/7/22
	Red Cross AGM and Vision Speech	11/7/22

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Extraordinary Council Meeting	12/7/22
	Meeting with LGNSW President and Executive Officer	12/7/22
	Lioness Changeover	12/7/22
	Meeting with the Acting General Manager and the Deputy Mayor	13/7/22
	Meeting with Homes North and the Deputy Mayor	13/7/22
	Councillor Workshop	14/7/22
	Not For Profit Advisory Group Meeting with GLENRAC	19/7/22
	Meeting with Recruitment Agency	19/7/22
	Meeting with community member in Deepwater	20/7/22
	Emmaville War Memorial Hall Committee Meeting	25/7/22
	Business Paper Meeting with MANEX	25/7/22
	Speak at Rotary Club Meeting	25/7/22
	Meet with the Hon. Adam Marshall, MP regarding the Hospital Petition	26/7/22
	Meeting with NSW Farmers regarding the Saleyards	26/7/22
	Australian Standing Stones Management Board Tartan Dinner	27/7/22
	Pre-Meeting Briefing Session	28/7/22
	Ordinary Council Meeting	28/7/22
	Essential Energy Online Meeting regarding vacant site	29/7/22
Cr T Arandale (Deputy Mayor)	Morning Tea for Dr Tom and Mrs Carmel Bennett	1/7/22
	Urgent Extraordinary Council Meeting	1/7/22
	Meeting with the Mayor and a Community Member re the Pound	4/7/22
	Mayoral Meeting with MANEX	4/7/22
	Meeting with the new Chamber President and the Mayor	6/7/22
	Meeting with the Acting General Manager and the Mayor with United Services Union Organiser	6/7/22
	Online Meeting with Essential Energy	7/7/22

Councillor	Name of Meeting / Function	Date attended
	Highland Hub Tour with The Hon. Adam Marshall, MP	7/7/22
	Lunch with The Hon. Adam Marshall, MP and the Deputy Mayor	7/7/22
	Rural Fire Service (RFS) Medal Presentation	10/7/22
	Meeting with the President and some committee members of the Glen Innes Jockey Club	10/7/22
	Red Cross AGM	11/7/22
	Extraordinary Council Meeting	12/7/22
	Meeting with AFL regarding King George Oval	12/7/22
	Meeting with the Acting General Manager and the Mayor	13/7/22
	Meeting with Homes North and the Mayor	13/7/22
	Councillor Workshop	14/7/22
	Not For Profit Advisory Group Meeting with GLENRAC	19/7/22
	Meeting with Recruitment Agency	19/7/22
	Meeting with community member in Deepwater	20/7/22
	Business Paper Meeting with the Mayor and MANEX	25/7/22
	Mayoral meeting with General Manager	25/7/22
	Meeting with Services Club General Manager	26/7/22
	Meeting with NSW Farmers regarding the Saleyards	26/7/22
	Australian Standing Stones Management Board Tartan Dinner	27/7/22
	Pre-Meeting Briefing Session	28/7/22
	Ordinary Council Meeting	28/7/22
	Meeting at the racecourse with Pat Cunningham	29/7/22
	Attended the Glen Innes Bull Sales and meet with Agents concerned with saleyards	29/7/22
	Essential Energy Online Meeting regarding vacant site	29/7/22
	Online webinar with Locale Learning	29/7/22

Item 10.1

Councillor	Name of Meeting / Function	Date attended
Cr T Alt	Urgent Extraordinary Council Meeting	1/7/22
	Glen Innes Saleyards Advisory Committee	6/7/22
	Extraordinary Council Meeting	12/7/22
	Pre-Meeting Briefing Session	28/7/22
	Ordinary Council Meeting	28/7/22
Cr L Gresham	Urgent Extraordinary Council Meeting (via audio)	1/7/22
	Australian Local Government Women's Association Conference at Fairfield	7/7/22 8/7/22 9/7/22
	Extraordinary Council Meeting	12/7/22
	On leave from 15 July 2022	
Cr J Parry	Morning Tea for Dr Tom and Mrs Carmel Bennett	1/7/22
	Urgent Extraordinary Council Meeting	1/7/22
	Rural Fire Service (RFS) Medal Presentation	10/7/22
	Extraordinary Council Meeting	12/7/22
	Meeting with LGNSW President and Executive Officer	12/7/22
	Pinkett Recreation Reserve Management Committee Meeting	13/7/22
	Councillor Workshop	14/7/22
	Pre-Meeting Briefing Session	28/7/22
	Ordinary Council Meeting	28/7/22
	Stonehenge Reserve Trust AGM	29/7/22
	Glencoe Hall Committee Meeting	30/7/22
Cr A Parsons	Urgent Extraordinary Council Meeting	1/7/22
	Extraordinary Council Meeting	12/7/22
	Councillor Workshop	14/7/22
	Glen Innes & District Community Centre Meeting	25/7/22
	Pre-Meeting Briefing Session	28/7/22
	Ordinary Council Meeting	28/7/22
Cr C Sparks	Morning Tea for Dr Tom and Mrs Carmel Bennett	1/7/22
	Urgent Extraordinary Council Meeting	1/7/22
	Community Access Committee Meeting	4/7/22

Councillor	Name of Meeting / Function	Date attended
	NAIDOC Day march and barbecue lunch	6/7/22
	Saleyards Advisory Committee Meeting	6/7/22
	Australian Local Government Women's Association Conference at Fairfield	7/7/22 8/7/22 9/7/22
	Extraordinary Council Meeting	12/7/22
	Meeting with LGNSW President and Executive Officer	12/7/22
	Councillor Workshop	14/7/22
	Interagency Meeting	18/7/22
	Glen Innes Art Gallery Meeting	18/7/22
	Access Expo Meeting	25/7/22
	Aboriginal Consultative Committee Meeting	25/7/22
	Minerama Committee Meeting	25/7/22
	Pre-Meeting Briefing Session	28/7/22
	Ordinary Council Meeting	28/7/22
	Safe In Our Town Committee Meeting	28/7/22

(c) Options

Nil.

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

Nil.

(b) Governance/Policy

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

Manual for Community Committees of Council

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

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

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

(c) Legislative/Statutory

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

How a council may exercise functions.

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

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

(d) Risk

Nil.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

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

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

CONCLUSION

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

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

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

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATION

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

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Tender T22-02 Centennial Parklands Skywalk</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>

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

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

RECOMMENDATION

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