

GLEN INNES SEVERN COUNCIL BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
24 NOVEMBER 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, 24 November 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 - 27 OCTOBER 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: Anna Watt – Acting 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 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 nine (9) Council Resolutions currently outstanding as at Thursday, 17 November 2022.

There were 13 Council Resolutions outstanding in the report that went to the Thursday, 27 October 2022 Ordinary Council Meeting.

A further 6 outstanding actions were added after the October 27, 2022 Ordinary Council Meeting.

Therefore, 10 outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $13 + 6 = 19 - 10 = 9$).

The nine (9) outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	Oct 2022)
2021	0	(2	Oct 2022)
2022	8	(10	Oct 2022)
TOTAL	<u>9</u>	<u>(13</u>	Oct 2022)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	1	(0	Oct 2022)
Corporate and Community Services	3	(7	Oct 2022)
Place and Growth	1	(1	Oct 2022)
Infrastructure Services	4	(5	Oct 2022)
TOTAL	<u>9</u>	<u>(13</u>	Oct 2022)

It is 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.

Annexure A provides the most recent comments, from the responsible officers, as at Thursday, 17 November 2022 for the period since September 2022.

Staff will continue to focus and prioritise completing the one (1) remaining outstanding action from the 2020 year.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Council strives for exceptional or best practice governance. One of the ways that Council achieves this is by ensuring that Council resolutions are actioned in a timely, accurate and professional manner.

(c) Legislative/Statutory

The Local Government Act 1993

335 Functions of a General Manager

The general manager of a council has the following functions

b) to implement, without undue delay, lawful decisions of the council

(d) Risk

There is a risk that Council staff may not action Council Resolutions in a timely, accurate and professional manner. This report aims to mitigate this risk by managing accountability and promoting transparency.

(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.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Various responsible officers.

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 important that all Council Resolutions are followed up in a timely, accurate and professional manner. This assists in building confidence, with the Councillors and the community, that Council is a transparent, efficient and professionally run organisation.

ATTACHMENTS

Annexure A Outstanding Actions Report as at 17 November 2022

REPORT TITLE: **7.2 GENERAL MANAGER'S DIRECTORATE: MONTHLY
REPORT FOR OCTOBER 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: **Anna Watt – Acting 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 October 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 reporting period.

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

ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development and Key Projects

- The Local Economic Development newsletter distributed in October had a 36.1% open rate;
- The Community Wealth Building scan/survey was sent to the Grow Glen Innes Think Tank database with a 59.3% open rate;
- There are 61 Grow Glen Innes Think Tankers registered to participate in workshops to date; and
- The New England Rail Trail survey has 2,243 respondents with 77.57% of respondents supportive of the project.

Highlands Hub

- The **Highlands Hub (HH)** official launch was held on Friday, 14 October 2022;
- The HH social media report (**Annexure B**) includes key statistics and the top three (3) performing posts;
- The HH is scheduling a series of Masterclasses facilitated by Ian Mason, Humble;
- A HH survey was sent out on 31 October 2022 in regard to preferred programs and workshops funded under the Reconnecting Regional NSW Community Events Program; and
- Bookings are strong for the HH, with Revenue to date totaling \$8,611.68.

Marketing

- The **Glen Innes Highlands (GIH)** social media report is attached as **Annexure B** and includes key statistics and the top three (3) performing posts;
- The GIH October newsletter was distributed with an open rate of 35.3%;
- Destination NSW and National Parks and Wildlife Services have launched a major campaign on the Gibraltar Range National Park in the Glen Innes Highlands which will feature in paid media and in feature articles;
- GIH participated in a paid feature in 'Get It' magazine; and
- Council supported a visit from Instagram influencer Sera Wright who stayed at Bens Falls Retreat and will be featuring her stay in Glen Innes as part of a GIH tourism campaign with New England High Country.

Destination Management and Tourism

- The October Tourism and Events newsletter was distributed to 246 subscribers made up of local businesses within the visitor economy, with an open rate of 35.4%;
- Council supported the following local events:
 - Dance Create Evolve;
 - High Country Writers Festival;
 - Chapel Theatre Bowie Night; and
 - Glen Innes Veterans Golf.
- Glen Innes Historic Town signage has been installed at the four (4) entries to Glen Innes.

Visitor Information Centre

- Visitor numbers recorded in October 2022/2023 at the **Visitor Information Centre (VIC)** was 1,525 people compared to 425 in October 2021/2022, an increase in visitation of 258% year on year;
- Trainlink sales and fees in October 2022/2023 was \$3,212.28 compared to \$996.49 in October 2021/2022, an increase of 222% year on year;
- The GIH Shop exceeded the monthly sales target of \$9,700.00 with \$11,379.63 in sales for October compared to \$3,718.80 in October 2021/2022, an increase of 206% year on year; and
- The VIC online shop October 2022/2023 revenue decreased by 25% compared to September 2022/2023 revenue.

Grants and Funding

- The Grants and Funding Opportunities newsletter was distributed with a 31% open rate;
- Summary of applications:
 - Unsuccessful applications - \$2,779,958;
 - Pending applications - \$2,652,470; and
 - Approved applications - \$301,708.

Please see **Annexure A** for the grants summary.

MEDIA AND COMMUNICATIONS DEPARTMENT

The number of 'Page Likes' on the Glen Innes Severn Council Facebook page as at the end of October 2022 were 2,300. There were 43 posts during the reporting period.

It is noted that Facebook continues to work very well: "page reach" for October was 11,343; page engagement was 9,478; new followers was 77; and there were 18 posts with over 1,000 views.

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

The Most Popular Facebook Posts for October 2022:	Reach	Post Engagement
Landslip New England Highway	5,434	Approx. 10%
Rolling onto Argentina	3,893	Approx. 30%
Road closures	3,259	Approx. 20%

Media activity of interest:

- Completion of website project to deadline and budget; commence training of authors; resolve any technical issues and archiving; promote website to staff and community.
- Highlands Hub opening media/speech/posts; Library and Life Choices promotion of activities/events/newsletter editing; emphasis on roads and flooding; waste (bins) and recycling issues.
- Garage Sale Trail; plastics ban campaign; roadworks/water updates; bush fire season campaign, community projects funding; public exhibitions; Australia Day awards; positions vacant; various local events including Rural Women's Day/evening; Heritage grants; promoting good news – local sports achievers/staff; media from Business Paper.

Live Streaming of Council Meetings

Council is Live Streaming monthly Council meetings and statistics are being received from InterStream on the number of views. For the 27 October 2022 Ordinary Council Meeting, there were a total of 27 live views and 36 archive views.

EXECUTIVE SERVICES DEPARTMENT

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

- Meeting with the Deputy Secretary for Regional Development and Programs
- Councillor Workshop on 13 October 2022;
- Roundtable Discussion on regional transport and roads recovery efforts in the Northern NSW on Thursday, 20 October 2022;

- Meeting with the Department of Regional NSW on Monday, 24 October 2022;
- Update regarding the Glen Innes Hospital Redevelopment on Wednesday, 26 October 2022; and
- Ordinary Council Meeting on 27 October 2022.

MAYORAL DISCRETIONARY FUND

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

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

Mayoral Discretionary Fund	Amount
Funds available as at 1 October 2022	\$3,000
Less, transactions for October 2022	\$0
Balance Available as at 30 October 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 reporting period.

ATTACHMENTS

Annexure A Grants Summary
Annexure B Highlands Hub Social Media Report

REPORT TITLE: 7.3 EXTENSION TO LODGE FINANCIAL STATEMENTS FOR THE YEAR ENDING 2021/2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Financial Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Anna Watt - Director of Corporate and Community Services

APPROVER/S: Anna Watt – Acting General Manager

PURPOSE

The purpose of this report is to advise Council that a further extension to lodge the Financial Statements for the Year Ending 2021/2022 is being sought.

RECOMMENDATION

That Council endorses a request for a further extension to lodge the Financial Statements for the Year Ending 2021/2022 be submitted in writing to the Office of Local Government requesting a revised lodgement date of Tuesday, 28 February 2023.

REPORT

(a) Background

Council's Draft Financial Statements are usually presented to Council in September each year and are required to be lodged to the **Office of Local Government (OLG)** no later than Monday, 31 October 2022. A report was presented to Council at its Ordinary Council Meeting in September which resulted in the following:

11.09/22 RESOLUTION

That Council endorses a request for an extension to lodge the Financial Statements for the Year Ending 2021/2022 be submitted in writing to the Office of Local Government by Monday, 17 October 2022.

The extension requested, and since approved by the OLG, was to lodge Council's Financial Statements by Friday, 16 December 2022.

(b) Discussion

A further request for an extension to lodge Council's Financial Statements for the Year Ending 2021/2022 is now required, following a request from Council's Auditors, Forsyths. The suggestion by Forsyths is that Council request a further extension to Tuesday, 28 February 2023.

The Local Government Code of Accounting and Financial Reporting states an application for an extension must:

- (a) Specify the reason(s) for which the extension is sought,*
- (b) Specify the period for which the extension is sought,*
- (c) Attach a copy of the audit notification of the council's intention to seek an extension and*
- (d) Provide the lodgement dates of financial statements and details of any extensions sought (irrespective of approval) for the previous three years.*

The main reasons for the initial extension to lodge Council's Financial Statements for the Year Ending 2021/2022 were:

- increased and ongoing staff workload with the implementation of Project Jigsaw;
- resignation and vacant position of the Chief Financial Officer; noting the position was recently filled;
- vacant Management Accountant position; noting the position was recently filled; and
- Financial Accountant is on maternity leave with the maternity role position unsuccessfully filled; staff member recently returned from maternity leave.

This further extension requested by Forsyths is due to the above internal factors as well as significant sector wide issues relating to indexation on the fair value of some asset classes and treatment of Rural Fire Service assets (Buildings and Equipment) of which Council is directly impacted.

Given the demand for technical assessment and review, Forsyths have concerns that Council's particular issues may not be able to be resolved in a timely manner as they must ensure these matters are adequately addressed as part of the audit.

In addition, the Forsyths team will be impacted in December and January as staff are taking leave, therefore, they have limited capacity to pivot for any delays that may eventuate attributed to the above.

Over the past three (3) years Council have lodged its Financial Statements on:

- Year Ending 2020/2021 - Friday, 29 October 2021;

- Year Ending 2019/2020 - Monday, 30 November 2020 (extension requested and granted);
- Year Ending 2018/2019 – date unknown.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Financial Statements are Council's primary form of review on Council's sustainability and the financial performance of Council throughout the reporting period.

(b) Governance/Policy

- The Australian Accounting Standards and professional pronouncements; and
- The Local Government Code of Accounting Practice and Financial Reporting.

(c) Legislative/Statutory

Section 416 of the **Local Government Act 1993 (the Act)** states:

- (1) A Council's Financial Reports for a year must be prepared and audited within the period of 4 months after the end of the year.*
- (2) A council may from time to time apply to the Departmental Chief Executive for an extension of that period.*
- (3) A council must make such an application if requested to do so by its auditor.*
- (4) Before deciding whether or not to grant an extension, the Departmental Chief Executive may require the council to give reasons, additional to those set out in the application, as to why the extension should be granted.*
- (5) The Departmental Chief Executive may grant an extension of such period as, in the opinion of the Departmental Chief Executive, is necessary in the particular circumstances of the case.*
- (6) A council must notify its auditor of any application for an extension made under this section and of the outcome of the application.*

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

- Forsyths – Council's Auditors.
- Laurie Knight – external consultant assisting with Council's Financial Statements and Project Jigsaw.

(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

Council's Financial Statements for the Year Ending 2021/2022 are due to be submitted to the OLG by Friday, 16 December 2022. However, due to a request from Council's Auditors a further extension to lodge is being sought until 28 February 2023 with written advice required to be submitted to the OLG.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.4 ANNUAL REPORT FOR THE 2021/2022 FINANCIAL YEAR

ECM INDEXES:

Subject Index: CORPORATE INFORMATION MANAGEMENT: Publications **MANAGEMENT: Reporting**

Customer Index: NIL

Property Index: NIL

AUTHOR: Anna Watt - Director of Corporate and Community Services

APPROVER/S: Anna Watt – Acting General Manager

PURPOSE

The purpose of this report is for Council to receive and note the Glen Innes Severn Council Annual Report for the 2021/2022 Financial Year (***Annexure A - distributed under separate cover with this Business Paper***).

RECOMMENDATION

THAT Council:

- 1. Notes the Glen Innes Severn Council Annual Report for the 2021/2022 Financial Year.***
- 2. Displays the Glen Innes Severn Council Annual Report for the 2021/2022 Financial Year on Council's website by Wednesday, 30 November 2022 and that the General Manager notifies the Minister for Local Government accordingly.***

REPORT

(a) Background

In accordance with Section 428 (1) of the *Local Government Act 1993* (“**the Act**”), Council must, within five (5) months of the end of each financial year, prepare a report as to its achievements in respect to the objectives and performance targets set out in its Operational Plan and Budget for that year.

(b) Discussion

The Glen Innes Severn Council Annual Report for the 2021/2022 Financial Year has been prepared in accordance with the requirements set out in the NSW Office of Local Government's *Council Annual Report Checklist*.

The following are the main points from this year's Annual Report:

- Message from the Mayor (page 4);
- General Manager's Overview (page 7);
- Highlights of the Year (page 36);
- Access and Equity Activities to Meet Residents' Needs (page 57);
- Major Contracts Awarded (page 74);
- Contributions Granted under Section 356 of the Act (page 75);
- Human Resource Activities (page 93).

The 2021/2022 Annual Report is required to include Council's Audited Financial Statements for the 2021/2022 Financial Year, however, due to finance staff vacancies and the ongoing implementation of the new financial software system, Council has been granted an extension until Friday, 16 December 2022 to lodge its 2021/2022 Annual Financial Statements. However, a further extension is being sought to lodge the 2021/2022 Annual Financial Statements no later than 28 February 2023.

Accordingly, this information will be presented to Council and published on the Glen Innes Severn Council website once it is available.

As a result of the Financial Statements not being available at the time of preparing the Annual Report, the following items usually included in the Annual Report will also be presented to Council once the Financial Statements are available:

- Summary of the key financial results for the 2021/2022 Financial Year;
- Competitive neutrality implementation progress;
- Category 1 Business activities competitive neutrality statement; and
- Condition of Public Works.

As this was an election year, with the elections having been postponed (twice) from September 2020 to 4 December 2021, it is a requirement that an End of Term Report is included within the Annual Report. The End of Term Report is included at Annexure C of the Annual Report.

Further, Annexure B of the Annual Report includes the annual Government Information (Public Access) Report.

These documents have been distributed under separate cover with this Business Paper as part of the Annual Report for the 2021/2022 Financial Year.

Once adopted by Council the Annual Report will be able to be accessed through Council's Website at www.gisc.nsw.gov.au.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As noted in the "Discussion" section of this report, Council has been granted an extension to lodge its 2021/2022 Annual Financial Statements by Friday, 16 December 2022. However, a further extension is being sought to lodge the 2021/2022 Annual Financial Statements no later than 28 February 2023. The financial information will be presented to Council and published on the Glen Innes Severn Council website once it is available.

(b) Governance/Policy

The Annual Report is a key element to the Integrated Planning and Reporting Framework and is one (1) of the key points of accountability between Council and the community.

(c) Legislative/Statutory

Section 428 of the Act requires Council:

- (1) Within five months after the end of each year, a council must prepare a report (its "**annual report**") for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*
- (2) The annual report in the year in which an ordinary election of councillors is to be held must also report as to the council's achievements in implementing the community strategic plan over the previous four years.*
- (3) An annual report must be prepared in accordance with the guidelines under section 406.*
- (4) An annual report must contain the following--*
 - (a) a copy of the council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time,*
 - (b) such other information or material as the regulations or the guidelines under section 406 may require.*
 - (c) a statement of the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue (not required until 2022/2023),*

- (d) *a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the Modern Slavery Act 2018 (not required until 2022/2023).*
- (5) *A copy of the council's annual report must be posted on the council's website and provided to the Minister and such other persons and bodies as the regulations may require. A copy of a council's annual report may be provided to the Minister by notifying the Minister of the appropriate URL link to access the report on the council's website.*

Section 217 of the *Local Government (General) Regulation 2021 (the Regulation)* requires the following information to be included in the Annual Report:

- Details of overseas visits by councillors and council staff;
- Details of mayoral and councillor fees, expenses and facilities;
- Contracts awarded by council;
- Amounts incurred in relation to legal proceedings;
- Private works and financial assistance;
- Amounts contributed or otherwise granted under section 356 of the Act;
- Details of external bodies, companies and partnerships;
- Details of the General Manager's total remuneration;
- Details of the total expenditure on Senior Staff remuneration;
- A statement of the total number of persons who performed paid work;
- Information of stormwater levies and charges;
- Information on companion animals' management; and
- A statement of the activities undertaken by the council to implement its equal employment opportunity management plan.

(d) Risk

The risk exists that an Annual Report of Council may contain inaccuracies which may be misleading for the community. To mitigate this risk, each element of the annual report is sought from relevant stakeholders with the required expertise in their field. Council also uses various operational and reporting software to assist compliance with the legislative and statutory requirements.

(e) Social

The Annual Report includes information that is important for community members to know and will help their understanding of how Council has been performing both as a business leader and a community leader.

(f) Environmental

The Annual Report contains information pertaining to the *Environment Planning and Assessment Act 1979*, including particulars of any environmental upgrade agreement entered by Council and projects undertaken to preserve, protect, restore and enhance the environment.

(g) Economic

The Annual Report reports on economic development measures undertaken by Council.

(h) Asset Management

The Annual Report reports on various matters pertaining to asset management including major works carried out.

CONSULTATION

(a) External

Nil.

(b) Internal

To compile the Annual Report, an extensive consultation process began in August 2022 with each directorate. A wide array of council staff have contributed content for 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 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

The publication of the Annual Report informs the local community of Council's achievements in implementing its Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

This Annual Report also includes the End of Term Report which highlights how the activities directed by the Delivery Program (2017-2021) and carried out in each annual Operational Plan have contributed towards the achievement of the Community Strategic Plan.

CONCLUSION

The Glen Innes Severn Council Annual Report for the 2021/2022 Financial Year has been prepared and is presented to Council for noting. Following the Council meeting, it will be posted on Council's website and advice forwarded to the Minister of Local Government.

It is noted that Council has received an extension to lodge its 2021/2022 Financial Statements and that this information will be presented to Council and published on the Glen Innes Severn Council website once it is available.

This report provides a comprehensive picture of the year's progress in all aspects of Council's operations, including reporting on the four (4) Year Delivery Program (2017-2021) and the End of Term Report.

ATTACHMENTS

Annexure A Annual Report 2021/2022 (*under separate cover*)

REPORT TITLE: 7.5 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Budgeting

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

APPROVER/S: Anna Watt – Acting General Manager

PURPOSE

The purpose of this report is to provide Council with a quarterly budget review statement for the period from 1 July 2022 until 30 September 2022 (***Annexure A***) for its review and adoption.

RECOMMENDATION

That Council notes and adopts the information contained in this report with the estimated annual Operational Surplus (excluding Capital Grants and Contributions) of \$46K being the result of the September 2022 Quarterly Budget Review.

REPORT

(a) Background

Section 203 of the ***Local Government (General) Regulation 2021 (the Regulation)*** states that:

- (1) Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*

- (2) *A budget review statement must include or be accompanied by:*
- (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
 - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

The Code referred to above, is the **Code of Accounting Practice and Financial Reporting (the Code)**. While earlier versions of the Code had an appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the Financial Statements (which is the main purpose of the Code).

In the absence of any instructions in the Code, the Quarterly Budget Review Statement publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet, details the minimum requirements and these requirements have been met in the preparation of the **Quarterly Budget Review Statements (QBRs)**.

The quarterly review should act as a barometer of Council's financial health during the year, and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan and Budget.

(b) Discussion

The original budget adopted by Council indicated that the Net Operating Surplus at the end of the 2022/2023 Financial Year was expected to be \$19.5K (excluding Capital Grants and Contributions of \$11.2M).

This was based on budgeted total operating revenue of \$48.186M and budgeted total operating expenditure of \$36.964M, with \$11.2M expected from Capital Grants and Contributions.

The proposed changes outlined in the September Quarterly Budget Review will lead to an increase to the bottom line from original budget of \$27K, resulting in a projected Net Operating Surplus of \$46K (excluding capital grants and contributions of \$25.7M).

The September 2022 Quarterly Budget Review indicates that Council is in a steady position in respect of actual net expenditure when compared to budgeted net expenditure.

The Operating Performance Ratio demonstrates whether Council is making an operating surplus or deficit. The Operating Performance Ratio (excluding Capital income) is defined as:

Total Continuing Operating Revenue (excluding Capital grants and contributions) – Operating Expenses

Total Continuing Operating Revenue

Council originally budgeted for a positive Operating Ratio (surplus) excluding Capital income of 0.05%. The Operating Performance Ratio is expected to be stable as a result of the current proposed variations and shift to 0.1%.

By way of comparison, the Annual Financial Statements reported that this ratio was:

- **-4.81%** in 2020/2021;
- **-1.94%** in 2019/2020;
- 0.72% in 2018/2019;
- 7.75% in 2017/2018; and
- 12.84% in 2016/2017.

The major adjustments recommended for the September 2022 quarterly review recognise:

- 1) An increase in operating result of \$27K and increase in capital grant income of \$2,088M. This includes the major revenue items:
 - a. Additional grants received for Bald Nob Segment \$770K; and
 - b. Grants of \$600K received for the Side Track and Bridge over Mann River at Wyaliba.
- 2) There were no major additional expenditure changes included. The unexpected costs incurred as a result from the termination of the General Manager's employment in early July 2022 were able to be offset by the increase in the Financial Assistance Grants income received.

Further details of income and expenditure adjustments are included in Annexure A.

Cash and Investment Review

The cash and investment review provides an estimate of the current internal and external restrictions on Council's invested funds. These are not fully determined until the end of the financial year and the completion of the preparation of the Financial Statements for that financial year. The report also includes a reconciliation of Council's cash and investments on hand as at 30 September 2022.

It should be noted that both internally and externally restricted funds must be acquitted for a particular purpose, and therefore are in truth already committed for that purpose. For this reason, the expenditure of these funds is more of a cash flow / working capital issue and will have no effect on the operational surplus or deficit. However, as indicated above, the timing of receipt of income and the expending of this can occur over a number of financial years. This results in a variance in the operational budget between those years; however, the net effect should still be nil over the financial years in which the grant (or reserve) is acquitted.

This report also requires a statement in respect of whether all investments are in accordance with the requirements of Section 625 of the *Local Government Act 1993*, the Regulations and Council's Investments Policy. This statement, in combination with the monthly investment report, ensures that Council is complying with these statutory, regulatory and policy requirements.

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur daily with a full reconciliation performed monthly. The full reconciliation for the September 2022 quarter occurred on Monday, 3 October 2022.

Capital Budget Review

The Capital Budget Review format allows Council to analyse any additional Capital expenditure to be incurred in the current Financial Year and the extent to which monies have already been expended. Importantly, the report also indicates how Council is to fund the Capital expenditure for the year.

This review proposes an increase in the Capital Expenditure Budget of \$2.7M. Details of capital project adjustments are included in Annexure A.

Contracts

The Reporting Framework requires the identification of contracts entered into in the preceding quarter which exceed specified expenditure limits. The limit for reporting contracts in the QBRs is one percent (1%) of revenue from continuing operations, or \$50K, whichever is less.

There were no new contracts entered into Council's contract register for the period of July 2022 to September 2022.

Consultancy and Legal Expenses

The current expenditure to 30 September 2022 on qualifying consultancies and legal fees is identified in the QBRs and this expenditure is budgeted for and given the size and nature of Council's operations, is considered reasonable.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

It is important for Council to note that the adoption of this budget review approves the variations identified in the attached report and that the cumulative effect of the budget variations should be considered when reviewing this budget. The original estimated Operating Surplus for the 2022/2023 Financial Year was \$19.5K excluding Capital Grants and Contributions. After quarterly budget review adjustments, the estimated Operating Surplus for the 2022/2023 Financial Year is \$46K.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Section 203 of the Regulation requires all councils in NSW to prepare and submit to Council a budget review statement which has a revised estimate of the income and expenditure for that year, within two (2) months of the end of the quarter.

A certification is required to ensure that all investments are made in accordance with the requirements of Section 625 of the *Local Government Act 1993*, the accompanying Regulations and Council's Investments Policy.

This budget review statement must be prepared in accordance with the new Integrated Planning and Reporting Framework introduced under the *Local Government (General) Amendment (Planning and Reporting) Regulation 2009*, the *Local Government Act 1993* (as amended) and the *Local Government Amendment (Planning and Reporting) Act 2009*.

(d) Risk

The Quarterly Budget Review aims to mitigate financial risk by providing a more accurate indication of Council's operating and capital budgets.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Investment in Capital Works assists in the stimulation of the Local Economy. Additional Capital expenditure has been incorporated into this review and funds required are appropriately provided for the capital works.

(h) Asset Management

Carried forward capital projects from 2019/2020, 2020/2021 and 2021/2022, as well as revotes are included in this report as a separate column.

CONSULTATION

(a) External

Nil.

(b) Internal

This report has been prepared with input from the Director of Infrastructure Services, the Acting Director of Place and Growth, the Director of Corporate and Community Services, the Manager of Infrastructure Delivery and the Technical Services Coordinator to ensure that there is up-to-date information regarding income and expenditure.

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 Original Budget adopted by Council in June 2022 indicated that the Net Operating Surplus at the end of the 2022/2023 Financial Year would be \$19.5K (excluding Capital Grants and Contributions).

The proposed changes outlined in the September Quarterly Budget Review will lead to a minimal increase to the bottom line from original budget of \$27K, resulting in a projected Net Operating Result of \$46K.

The current review proposes an increase in the Capital Expenditure of \$2.7M. Details of capital project adjustments are included in Annexure A.

ATTACHMENTS

Annexure A First Quarterly Budget Review

REPORT TITLE: **7.6 REVIEW OF PRINCIPAL ACTIVITIES IN THE
OPERATIONAL PLAN MEASURED AGAINST THE
DELIVERY PROGRAM FOR THE PERIOD 1 JULY 2022
UNTIL 30 SEPTEMBER 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: **Peter Sayers – Acting 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 (2022-2025) for the period 1 July 2022 until 30 September 2022, measured against the six-monthly progress review of the 2022/2023 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 2022/2023 Financial Year.

REPORT

(a) Background

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).

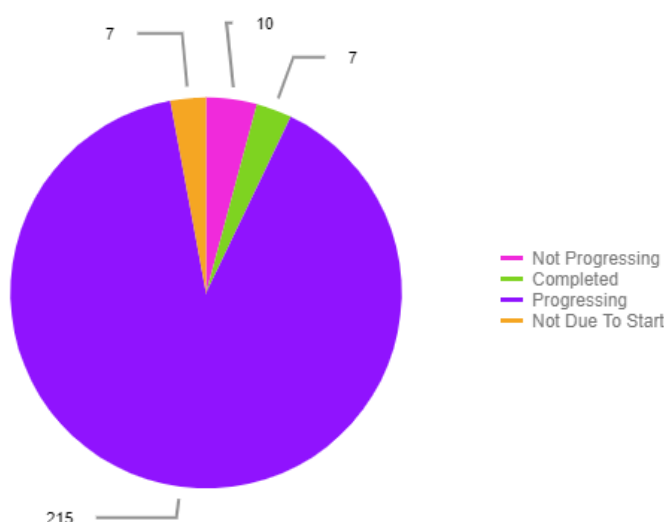
Section 4.9 of the Guidelines state that “The general manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.”

Accordingly, Annexure A details the progress of activities in the Operational Plan 2022/2023 from 1 July 2022 until 30 September 2022, as measurements towards achieving the Principal Activities in the Delivery Program (2022-2025).

(b) Discussion

The progress against the Principal Activities, presented in Annexure A, 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 first three (3) months of the 2022/2023 Financial Year. It shows that seven (7) actions (3%) are complete, 215 actions (90%) are progressing, 10 actions (4%) are not progressing and seven (7) actions (3%) are not due to start. Please note that these percentage figures have been rounded.



Graph 1 – Action Status Snapshot

Highlights

Some highlights for the three (3) months from 1 July 2022 until 30 September 2022 include:

General Manager's Directorate:

- Bouldering - new content for the Glen Innes Highlands website is in development and a new Bouldering event is undertaking internal discussions with Governance and externally with the Stonehenge Management Board. Wild Running - new event in partnership with a wild running event partner are in progress. New England Rail Trail - continuous meetings to progress the regulations, funding deed and lease terms. Skywalk - Geotourism Experience development underway alongside design and construction. (CS 1.1.6.1);

- Council has provided some accommodation support for a new doctor and his family who are moving to Glen Innes. (CS 1.7.2.1);
- A Workforce Attraction and Retention Strategy workshop will be delivered at Highlands HUB to encourage the increase of apprenticeships and work opportunities. (ED 2.5.1.6); and
- Development of new website - this action is almost complete with the project team remaining on target throughout the project to deliver a go live date of 24 October 2022. After the go live date the website will require ongoing work. (STC 5.5.5.2).

Corporate and Community Services Directorate:

- The Library Sensory Saturdays for families with Autism and low sensory disabilities have recommenced. A new monthly Storytime Session has been introduced on Fridays at the Emmaville Branch Library for community children and the Emmaville Preschool children. (CS 1.2.1.1);
- A Senior Tech Savvy Grant with the NSW State Library and Telstra has secured funding to deliver senior computer classes. (CS 1.2.4.1);
- Council's partnership with Youth Insearch has yielded a Community Based Worker (Qualified Social Worker) in a shared role between the Glen Innes Severn and Armidale local Government Areas. The Southern Cross School of Distance Education has had their first ever graduate from the Glen Innes Campus (The Youth Booth), Council has successfully conducted a 'Council' careers expo and the Youth Worker is actively developing additional partnerships and programs relevant to the Youth Strategy Actions. (CS 1.2.7.2); and
- Council has established a shared Internal Audit Function with Tamworth Regional Council (TRC) with the signed Internal Audit Service Agreement sent to TRC on 20 September 2022. (STC 5.3.8.1).

Development, Planning and Regulatory Services Directorate:

- Grant monies have been applied for a new playground in Anzac Park to the value of \$500,000. New soft fall material has been placed at Emmaville Memorial Hall Playground. (CS 1.1.3.1);
- An additional 28 single dwellings have been approved for construction in the 2021-2022 period. An additional eight (8) single dwellings have been granted development consent in the 2022-2023 period. Council approvals have been given for five (5) subdivisions to allow addition housing supply within the Local Government Area. (CS 1.6.1.2); and
- The Saleyards Expression of Interest to lease or purchase was placed on Tender Link for consideration. This will allow Council to determine a way forward for the Saleyards to break-even or be profitable. (ED 2.6.1.1).

Infrastructure Services Directorate:

- Strathbogie Road and Gordon's Road have been sealed with a graded aggregate seal. (EH 4.8.1.1);
- Projects completed include Nine Mile Road re-sheet, Lang Street / Furracabad Road rehabilitation, and sealing of Strathbogie/Gordons Road. (IM 3.1.1.1);
- Design is underway for stage 2 of the Bald Nob Road upgrade. (IM 3.1.5.1);
- Works have progressed on the Shannon Vale bridge over the Mann River. (IM 3.2.10.1);
- The automated water meter billing system has been installed and commissioned during the quarter. (IM 3.4.3.1);
- The draft Airport Master Plan has been placed on public display for comment. (IM 3.6.1.1); and
- Council has purchased land and buildings formally owned by Essential Energy for the purpose of future development. (IM 3.6.2.1).

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actions in the Operational Plan and Budget had all necessary budget allocations to ensure these actions can be achieved as part of the 2022/2023 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.

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 three (3) months from 1 July 2022 until 30 September 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)

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.

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 for the 2022/2023 Financial Year for the three (3) month period from 1 July 2022 until 30 September 2022 (Annexure A) and this is now presented to Council for noting.

ATTACHMENTS

Annexure A Review of the Operational Plan 2022/2023 - First Quarter

REPORT TITLE: 7.7 CODE OF CONDUCT COMPLAINTS - ANNUAL COMPLAINTS STATISTICS

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Code of Conduct Complaints

Customer Index: NIL

Property Index: NIL

AUTHOR: Peter Sayers - Manager of Administration and Human Resources

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

PURPOSE

The purpose of this report is to provide Council with statistics on Code of Conduct complaints made about Councillors and the General Manager for the 12 month period from 1 September 2021 until 31 August 2022, as required by the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*, which all NSW councils must comply with, requires Council's Code of Conduct Complaints Coordinator to provide a report to Council, setting out the statistics for Code of Conduct complaints made about Councillors and the General Manager for the 12 month period ending 31 August. This report is to be made within three (3) months of the end of September each year, with a similar report to be made to the **Office of Local Government (OLG)**.

Specifically, Part 11 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* requires that the following statistics be reported on:

PART 11 REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER

11.1 *The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:*

- a) *the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period);*
- b) *the number of code of conduct complaints referred to a conduct reviewer during the reporting period;*
- c) *the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints;*
- d) *the number of code of conduct complaints investigated by a conduct reviewer during the reporting period;*
- e) *without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period;*
- f) *the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews; and*
- g) *the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.*

11.2 *The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.*

(b) Discussion

The following table sets out Council's responses to Part 11 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. This information will also be sent to the OLG this month to complete Council's reporting requirements:

Statistic(s) Required	Response
The total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period).	Nil.

Item 7.7

Statistic(s) Required	Response
The number of code of conduct complaints referred to a conduct reviewer during the reporting period.	Nil.
The number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints.	Nil.
The number of code of conduct complaints investigated by a conduct reviewer during the reporting period.	Nil.
Without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period.	Not applicable.
The number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews.	Nil.
The total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.	Nil.

(c) Options

Nil.

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

For the 12-month period from 1 September 2021 until 31 August 2022, no Code of Conduct complaints about councillors or the General Manager were received. Accordingly, the cost of dealing with complaints was nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Council has a legal requirement under the *Local Government Act 1993* to comply with its obligations in respect of Code of Conduct complaints and associated reporting requirements.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

This report has no relevance to the Integrated Planning and Reporting Framework, as it has been completed solely to fulfill Council's statutory reporting obligations and is not identified by Council as a strategic or operational objective.

CONCLUSION

Part 11 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* requires all councils to report on their statistics for Code of Conduct complaints made about Councillors and the General Manager for the 12-month period ending 31 August 2022.

Council did not receive any Code of Conduct complaints during the reporting period. This information will also be provided to the OLG, which will fulfil Council's reporting requirements.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.8 REVIEW OF CUSTOMER SERVICE STANDARDS

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy

Customer Index: INTERNAL DEPT: Corporate and Community Services

Property Index: NIL

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

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

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Customer Service Standards.

REPORT

(a) Background

The Customer Service Standards were last adopted by Council on Thursday, 23 May 2019 and are due for review every three (3) years.

Although initially created and reviewed by the **Manager of Administration and Human Resources (MAHR)**, responsibility for future reviews of the Customer Service Standards has been transferred to the **Chief Financial Officer (CFO)**, who has overall responsibility for Council's main customer service section.

In the absence of a CFO and due to this document being overdue for review, the Personal Assistant (DCCS) has completed a review of the document and sought feedback from staff.

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

(b) Discussion

The Customer Service Standards been updated, with changes being relatively minor. Aside from updating the layout to the current template, changes include:

- Addition of a cover page and document authorisation;
- Inclusion of the Acknowledgement of Country;
- A purpose;
- Who the standards apply to, being all Council staff;
- Updating the change of responsible officer from the MAHR to the CFO;
- Changes to telephone greetings to be less convoluted and more in line with the current greeting used across Council;
- Advice that Council has implemented an automated call attendant service;
- A revised greeting for incoming external calls to allow managers to agree with their staff on a consistent greeting that meets their requirements, based on staff feedback on the use of the automated call attendant and advice that various areas often deal with customers that are hard of hearing, elderly or easily confused by the lengthy greeting previously used;
- Revised procedures on transferring calls, with consult and transfer the preferred option;
- Changes to voicemail messages with the implementation of Microsoft Teams with automated voicemail messaging;
- Changes to cash payments, with some Council facilities now cashless;
- Removal of references to faxes, as Council no longer use this option and will be ceasing its agreement with GoFax;
- Inclusion of relevant Council Policies and Procedures; and
- Standard variation and review wording.

These changes are shown in red text in Annexure A.

(c) Options

Nil.

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

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Customer Service Standards will become policy of Council.

(c) Legislative/Statutory

Nil.

(d) Risk

There is a risk to Council's reputation if a high level of customer service is not provided to all customers both internally and externally.

(e) Social

The provision of consistently high standards of customer service by Local Government contributes significantly to the social fabric of the communities it serves.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Customer Service Standards were sent to all Managers, Finance, Executive and Personal Assistants, Customer Service Officers, team leaders at Life Choices – Support Services, and the Records Supervisor, for feedback. This feedback has been considered as part of the revised Customer Service Standards.

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 5.5.1: Deliver (Town Hall) Customer Service functions to adopted customer service levels.

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

In addition, this report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.5.3: Deliver a Complaints Management Service to adopted customer service standards.

CONCLUSION

Council's Customer Service Standards has been revised to include changes that have occurred since the current Policy was adopted in May 2019. Changes are relatively minor and the revised standards are now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Customer Service Standards

REPORT TITLE: 7.9 REVIEW OF VOLUNTEER POLICY

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy

Customer Index: NIL

Property Index: NIL

AUTHOR: Anthony Williams - Manager of Community Services

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

PURPOSE

The purpose of this report is to present Council with the revised Glen Innes Severn Council Volunteer Policy (***Annexure A***) for adoption.

RECOMMENDATION

That Council adopts the revised Glen Innes Severn Council Volunteer Policy.

REPORT

(a) Background

The Volunteer Policy was last adopted by Council on 25 July 2019 and is now due for review. Further amendments have been made after Council resolved, at its Ordinary Meeting on 23 September 2022, to change the wording applying to criminal checks and vaccinations, since these requirements do not apply to all volunteers.

22.09/22 RESOLUTION

That Council notes the revised Glen Innes Severn Council Volunteer Policy and requests that the Manager of Community Services make further updates regarding the requirements for criminal checks and vaccinations (as the stated requirements may not be relevant to all volunteers).

(b) Discussion

Volunteers are an important resource to many, if not most, community organisations. It's estimated that almost 44% of adult Australians volunteer more than 932 million hours on an annual basis. This amounts to an average of 134 hours each. Most volunteers provide their services because they want to contribute to their community in a useful and meaningful way.

The relationship between the community organisation and the volunteer should be managed in a way that is mutually respectful, safe, and healthy.

Previously, **Life Choices - Support Services (LC-SS)** and the **Visitor Information Centre (VIC)** managed their volunteers under separate policies. These separate volunteer policies have been condensed into the Glen Innes Severn Council Volunteer Policy, which will cover all Departments and all volunteers assisting Council.

The annexures attached to the policy, the Volunteer Handbook (**Annexure B**), Volunteer Application Form (**Annexure C**) and Volunteer Confidentiality Agreement (**Annexure D**), are all former LC-SS documents. The said documents have been revised and updated to include current relevant information applicable to all departments. Requirements include:

- Department Managers will ensure there is appropriate induction, training, instruction and supervision to undertake volunteer activity;
- All volunteers will complete a Volunteer Application Form available from Council's website or the relevant section of Council in the Volunteer's Requirements;
- All volunteers will complete a Volunteer Confidentiality Agreement Form available from Council's website or the relevant section of Council; and
- All volunteers will read and have an understanding of the Glen Innes Severn Council Volunteer Handbook.

(c) Options

Nil.

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

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Volunteer Policy will become policy of Council and reviewed every three (3) years or earlier if required.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Volunteering provides valuable social experiences both for the volunteers and the community members that they assist.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Volunteering Australia website and resources.

(b) Internal

The draft Volunteer Policy has been sent to the Life Choices - Support Services team, the Manager Library and Learning Centre, and the Visitor Information Centre team.

CONCLUSION

Previous separate volunteer policies have been condensed into the Glen Innes Severn Council Volunteer Policy. The annexures which previously only pertained to LC-SS have been revised and updated to include current relevant information applicable to all Council Departments that engage the services of volunteers.

The revised Glen Innes Severn Council Volunteer Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A	Draft Glen Innes Severn Council Volunteer Policy
Annexure B	Draft Glen Innes Severn Council Volunteer Application Form
Annexure C	Draft Glen Innes Severn Council Volunteer Confidentiality Agreement
Annexure D	Draft Glen Innes Severn Council Volunteer Handbook

REPORT TITLE: **7.10 GLEN INNES SEVERN LEARNING CENTRE ANNUAL
REPORT 2021/2022**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is to present Council with the annual activities and services delivered by the Glen Innes Severn Learning Centre and its stakeholders (***Annexure A***).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Manager of the Library and Learning Centre has a responsibility to provide an Annual Report to the Glen Innes Severn Learning Centre Management Committee and to Council.

(b) Discussion

The Glen Innes Severn Learning Centre is a shared facility with four (4) major stakeholders who have been working together over the past 18 years to provide cultural and learning opportunities, and services to the Glen Innes Severn community. These stakeholders are the Glen Innes Severn Council, TAFE NSW, the University of New England (UNE), and the Glen Innes Art Gallery Incorporated.

During the 2021/2022 financial year, strong networking, effective communication, and these long existing working relationships helped with dealing with the lingering COVID and Influenza issues within the facility. This ensured the continued delivery of core library services, a range of Art Gallery exhibitions and workshops, and student access to the UNE/TAFE NSW Study Centre.

To effectively manage the Library staffing issues, services and programs were cut, casual staff were brought in to support permanent staff and the Glen Innes Severn Libraries were closed for short periods. This strategy assisted staff members to run the day-to-day operational services but impacted on visitor numbers to all Glen Innes Severn Libraries.

As two (2) new staff members were recruited in May and July, services and programs recommenced and some new services were added to the yearly program such as monthly storytelling at the Emmaville Branch Library, the development and introduction of a Library App and Low Sensory Saturdays for children and families with autism and sensory disabilities.

Other highlights of the year were:

- Eight Art Gallery exhibitions, and three (3) weekend workshops;
- The screening of 25 LIVE streamed author talks with the support of the NSW Public Library Association and the BAD Sydney Crime Writers Festival. *'BAD' is not an acronym or an abbreviation but a play on the meaning of the word 'bad' when associated with crime;*
- Participation in the High Country Writer's Festival with a local author and graphic designer, Trish Donald, who presented a writer's workshop and read her latest children's book which she has beautifully illustrated;
- International Women's Day with four (4) inspiring local women; and
- The completion of Mosman Council Community Grant – Traditional Aboriginal Burn Etching Artwork.

Statistical Evaluation

The tables below assist in evaluating the impact that COVID-19 and Influenza has had on the overall total of issues and visitors to the Library over the past three (3) years and against a non-COVID-19 year in 2018/2019.

Combined with the community's lack of confidence in mixing in groups and public spaces, the Library was closed for two and half months in 2019/2020 and there were no Saturday openings for six (6) months to help manage staffing numbers. In 2020/2021, the Library again closed due to COVID-19 for five (5) weeks during August and September 2021.

The table below shows the yearly borrowing / issues totals which include Glen Innes Library, TAFE, and Branch Library borrowing figures, compared across three (3) years. There was a steady decline in borrowing in 2019/2020 and again in 2020/2021 during the COVID-19 pandemic years, however, issues began to increase in 2021/2022 with a six (6) percent improvement.

	2018/2019	2019/2020	2020/2021	2021/2022
Total Items	69,350	61,410	50,414	53,507
Difference in items borrowed		-7,940	-10,996	3,093
% Difference in items borrowed		-11%	-18%	6%

The table below shows a decrease of 27% in 2019/2020 during the beginning of the pandemic and an improvement of 10% the following year, followed by a further decrease of 20% as Influenza commenced, staff numbers decreased, and services and programs were reduced.

	2018/2019	2019/2020	2020/2021	2021/2022
Yearly visitors	36,620	26,552	29,205	23,316
Difference in yearly visitors		-10,068	2,653	-5,889
% Difference in yearly visitors		-27%	10%	-20%

TAFE NSW – Learning Resource Centres

The 2021/2022 focus for the TAFE NSW Library Services team was to increase student engagement, course completion and customer satisfaction. To achieve this, library staff provided students with a variety of face to face and online events, activities, and support services to improve their experience with TAFE NSW, allowing them the opportunity to meet new people, build a community of collaboration and provide a safe and inviting place for people to study and relax. With the continuing impact of COVID-19, while some services were able to resume safely face to face, the primary focus continued to be offering services and events in online spaces.

Some of the highlights of the year were:

- Staff collaborated in the state-wide online chat group using LibChat;
- Information Literacy Session with TAFE NSW staff and students; and
- The face-to-face planning meeting held at Bingara which was an opportunity to meet new staff members and plan for the coming years events.

The University of New England (UNE)

The UNE offers flexible learning options to those who wish to study or extend their qualifications within their community, work, or home environment. Computers with Internet access, online units, Library facilities and UNE support services, as well as a printer, direct phone line to UNE, along with a number of video conferencing tutorials, are just some of the services available at the UNE Study Centre in Glen Innes.

These facilities are also being used by TAFE students to support their online or flexible delivery courses at the Glen Innes Campus.

The Glen Innes Art Gallery

During the 2021/2022 financial year, the Glen Innes Art Gallery has continued to provide a venue for local artists to exhibit their works and offer them for sale by planning exhibitions covering a wide range of artistic interests and appealing to artists of all ages and abilities. It also aims to provide an enriching cultural experience for residents and visitors to the town who view the exhibitions.

The Gallery is managed by a committee of nine people and staffed by volunteers who organised 10 professional exhibitions during the year. Despite the challenges of the COVID-19 pandemic from July 2021 to the end of June 2022, eight (8) of the 10 scheduled exhibitions were able to be held with only two (2) exhibitions needing to be cancelled.

Some of the highlights were:

- Monthly Life Drawing Sessions on Saturday afternoons;
- Stewarding the 2022 Fine Arts Section of the Glen Innes Show;
- Two-day Line and Wash Workshop;
- An En Plein Air Session (painting outdoors) at a bushland property; and
- Hosting a “Portraits with Ideas” Weekend Workshop in May.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Library and Learning Centre’s 2021/22 financial year budget was \$628,440. This provided the Glen Innes Severn community with a fully maintained, multi-purpose facility (Public / TAFE Library, Art Gallery, UNE / TNE Study Centre, Conference Room) called the Glen Innes Severn Learning Centre, plus three (3) village branch libraries.

(b) Governance/Policy

The Library and Learning Centre has relevant operational policies in place.

(c) Legislative/Statutory

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

(d) Risk

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

(e) Social

The stakeholders of the Glen Innes Severn Learning Centre provide valuable learning and cultural services and experiences for the Glen Innes Severn community.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The Glen Innes Severn Learning Centre's stakeholders were involved in the compiling of the Glen Innes Severn Learning Centre's Annual Report 2021/2022.

(b) Internal

Nil.

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

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

CONCLUSION

During 2021/2022, the Glen Innes Severn Learning Centre's stakeholders have successfully delivered services and cultural programs to the Glen Innes Severn community through a difficult COVID-19 and Influenza year.

The attached Annual Report highlights with more detail, the achievements and reports from the Glen Innes Severn Learning Centre's stakeholders.

ATTACHMENTS

Annexure A Glen Innes Severn Learning Centre Annual Report 2021-22

REPORT TITLE: **7.11 AUSTRALIA DAY COMMITTEE - ENDORSEMENT OF
ADDITIONAL MEMBER**

ECM INDEXES:

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

Customer Index: **Australia Day Committee**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Australia Day Committee meeting held on Wednesday, 7 September 2022.

RECOMMENDATION

That Council endorses Karen Carr as an additional member to the Australia Day Committee.

REPORT

(a) Background

The Australia Day Committee includes representation from interested community representatives. The Committee is required to organise the annual Australia Day celebrations and consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Australia Day Committee was held on Wednesday, 2 March 2022, with nine (9) members put forward to Council for endorsement. Council resolved the following at its Ordinary Council Meeting held on Thursday, 28 April 2022:

29.04/22 RESOLUTION

THAT Council:

1. Endorses the following nine (9) Community Representatives as the newly elected Australia Day Committee:

- Bob Arthur;
- Bev Edkins;
- Richard Edkins;
- Peter Haselwood;
- Mahri Koch;
- Jan Lemon;
- Lyn Schumacher;
- Kerry Strong; and
- Kerrie Sturtridge.

2. Endorses the election of office bearers within the newly elected Australia Day Committee as follows:

- Chairperson – Jan Lemon; and
- Secretary – Mahri Koch.

CARRIED

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

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

Therefore, there are three (3) vacant positions on the Australia Day Committee.

(b) Discussion

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

- Karen Carr.

If the additional nomination is endorsed by Council the total number of members on the Australia Day Committee will be 10.

In accordance with Council's resolution 15.09/22 dated Friday, 23 September 2022, Council's representatives on this Committee are Councillor Andrew Parsons and Councillor Jack Parry.

(c) Options

Nil.

IMPLICATION TO BE ADDRESSED

(a) Financial

An allocation of \$5,000 has been provided within Council's Operational Plan and Budget for the 2022/2023 Financial Year to coordinate Australia Day 2023.

(b) Governance/Policy

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

The Australia Day Committee does not have its own bank account but is provided a budget that is managed by the Committee Chair in liaison with Council staff for expenses incurred for the Australia Day celebrations in line with Council's Australia Day Policy.

(c) Legislative/Statutory

The Australia Day 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 Australia Day Committee manages the annual Australia Day event that is well attended by members of the Glen Innes Severn 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 Australia Day Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The Australia Day Committee has received an additional nomination for membership from Karen Carr, who has agreed to be actively involved in Committee issues in accordance with the conditions set out in the manual. Council's approval is now sought for the additional membership.

ATTACHMENTS

Annexure A Australia Day Committee Minutes - 7/9/22

**REPORT TITLE: 7.12 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 OCTOBER 2022**

ECM INDEXES:

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

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

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

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2022/2023 Financial Year and to review the progress of the Capital Works Projects that were carried over from the 2019/2020, 2020/2021 and the 2021/2022 Financial Years and to review the Capital Works Projects that were adopted as Revotes for the 2021/2022 and 2022/2023 Financial Years.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

This report has been prepared with input from the staff who have ownership of the various projects to ensure that there is up-to-date commentary on all the projects.

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

The Capital Works Program Carried Forward for the 2019/2020 Financial Year (**Annexure A**), Capital Works Program Carried Forward for the 2020/2021 Financial Year (**Annexure B**), Capital Works Program for the 2021/2022 Financial Year (**Annexure C**), Capital Works Program Revotes 2022 (**Annexure D**), Capital Works Program for the 2022/2023 Financial Year (**Annexure E**), and Capital Works Program Revotes for the 2022/2023 Financial Year (**Annexure F**) provide detailed information on all of the projects that were budgeted for and not completed in the 2019/2020, 2020/2021 and 2021/2022 Financial Years, projects that have been revoted into the 2021/2022 and 2022/2023 Financial Years and projects that were budgeted for in the 2022/2023 Financial Year.

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

Glen Innes Indoor Sports Centre

The carpark at the Glen Innes Indoor Sports Centre has been sealed and is waiting for line marking, which is planned to be completed by the end of the month. The internal curtain to be hung between the two (2) indoor courts has been delivered and has been booked in for installation in the middle of this month. The remaining external tar courts have been removed ready for two (2) new concrete, multi-purpose (basketball / netball) courts to be installed between the stadium and the new outdoor netball courts, as can be seen in Image 1.



Image 1: Glen Innes Indoor Sport Centre – outdoor courts progress

Projects of Significance from the 2021/2022 Financial Year (refer Annexure B):

New Finance System and Implementation

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

Overall, the project is on track. At the time of writing, Stage One (1) is considered to be 90% complete. Some additional work is required for full functionality. Stage Two (2) has not yet commenced.

Emmaville Road Segment 180 upgrade – Regional Roads Block Grant

Cement stabilisation of the base pavement overlay and shape correction is finished, with the project due for spray sealing and completion on 10 October 2022 as seen in Image 2 below:



Image 2: Cement stabilisation of Emmaville Road segment 180

Shannonvale Road, Mann River Bridge

Bridge construction has been hampered by multiple flood events in the past two (2) months, however all substructure and girders are now in place, as seen in Image 3. A deck pour is scheduled for Monday, 14 November 2022.

Once the deck is poured, civil works can commence on the road approaches with anticipated completion and bridge opening in April next year.



Image 3: Shannonvale Road, Mann River Bridge

Bald Nob Road, Segment 20 upgrade

Construction is well underway of this 2km section of Bald Nob Road, with drainage structure replacements and extensions complete. Widening works are progressing well despite wet weather delays, as seen in Image 4.



Image 4: Culvert replacement on Bald Nob Road.

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

Caerleon Road gravel re-sheet

The full 1.2km of Caerleon road has been gravel re-sheeted and drainage improved as seen in Image 5.



Image 5: Caerleon Road gravel re-sheet

(c) Options

Nil.

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

The table below provides a summary of the adopted budget, revised budget and the actual and committed amounts for each respective period along with the percentage of the actual and committed expenditure when compared to the revised budget:

	ADOPTED BUDGET	REVISED BUDGET	Project Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$ 2,079,254	\$ 6,454,763	\$ 6,509,188	101%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 4,364,065	\$ 4,364,065	\$ 2,549,805	58%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 11,202,214	\$ 14,794,719	\$ 6,771,642	46%
CAPITAL WORKS PROGRAM REVOTES-2022	\$ 1,298,626	\$ 1,318,626	\$ 344,161	26%
CAPITAL WORKS PROGRAM 2022/2023	\$ 19,534,216	\$ 19,534,216	\$ 1,498,563	8%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 943,487	\$ 1,473,507	\$ 321,100	22%
TOTALS	\$ 39,421,862	\$ 47,939,896	\$ 17,994,460	38%

(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:

- Acting Director of Place and Growth
- Acting Interim General Manager;
- Director of Infrastructure Delivery;
- Manager of Infrastructure Delivery; and
- Manager of Integrated Water Services.

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

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

CONCLUSION

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget process. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary.

ATTACHMENTS

Annexure A	Capital Works Program for the 2019/2020 Financial Year
Annexure B	Capital Works Program for the 2021/2022 Financial Year
Annexure C	Capital Works Program Revotes 2022
Annexure D	Capital Works Program for the 2022/2023 Financial Year
Annexure E	Capital Works Program Revotes for the 2022/2023 Financial Year

REPORT TITLE: 7.13 INVESTMENTS REPORT AS AT 31 OCTOBER 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion


Council has \$17.7 M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

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

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

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

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

Bank Reconciliation Statement		
Balance as per General Ledger		
Opening Balance	1 October 2022	\$8,014,680.98
Movements		-\$ 1,023,883.65
Closing Balance	31 October 2022	\$ 6,990,797.33
Add unprocessed Bank Statement Transactions		
Total:		\$ 6,990,797.33
Balance as per Statement	31 October 2022	\$ 7,014,994.56
Less Unpresented Payments		(\$24,197.23)
Plus Unpresented Debits		\$ -
Total:		\$ 6,990,797.33
		
Responsible Accounting Officer		
12 November 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-	10/11/2022	0.52%	CBA (8)	Yes	1,000,000	5,200.00	
A1+/AA-	9/12/2022	0.60%	Westpac Banking Corporation (4)	Yes*	1,000,000	6,000.00	
A1+/AA-	6/03/2023	0.94%	Westpac Banking Corporation (6)	Yes*	1,000,000	9,451.51	
A2/BBB	21/03/2023	1.25%	AMP (10)	Yes	700,000	8,750.00	
A1+/AA-	24/03/2023	1.24%	Westpac Banking Corporation (1)	Yes*	1,000,000	12,400.00	
A1/A+	5/04/2023	1.60%	Macquarie	Yes	900,000	14,400.00	
A1/A+	23/05/2023	3.15%	ING	Yes	1,000,000	31,500.00	
A1/A+	24/06/2024	4.38%	Macquarie (16)	Yes	1,000,000	87,720.00	
A1+/AA-	24/06/2023	3.60%	NAB (18)	Yes	1,000,000	36,000.00	
A1+/AA-	31/07/2023	3.60%	NAB (17)	Yes	1,000,000	36,197.26	
A3/BBB+	24/01/2023	3.45%	Judobank	Yes	700,000	11,909.59	
A2/BBB+	23/08/2023	3.95%	BOQ (13)	Yes	700,000	27,650.00	
A1+/AA-	9/08/2023	3.80%	NAB (14)	Yes	1,000,000	38,000.00	
A1+/AA-	15/08/2023	4.10%	CBA (15) - at call	Yes	1,000,000	41,000.00	
A1+/AA-	8/09/2023	3.95%	NAB (18)	Yes	1,000,000	39,391.78	
A1/A+	8/09/2023	4.18%	Macquarie	Yes	700,000	29,179.84	
A1+/AA-	11/09/2023	4.04%	CBA (19)	Yes	1,000,000	40,621.37	
A1+/AA-	25/09/2023	4.46%	CBA (12)	Yes	1,000,000	44,844.38	
A1+/AA-	21/11/2022	0.20%	CBA (8)	Yes	1,004,400	165.11	
Expected Average Return 22/23		1.18%	Total Investments			17,704,400.00	520,380.83
Actual Average Return Received YTD		1.94%	Cash on Hand			6,990,797.33	
			Total Cash and Investments			24,695,197.33	

*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:

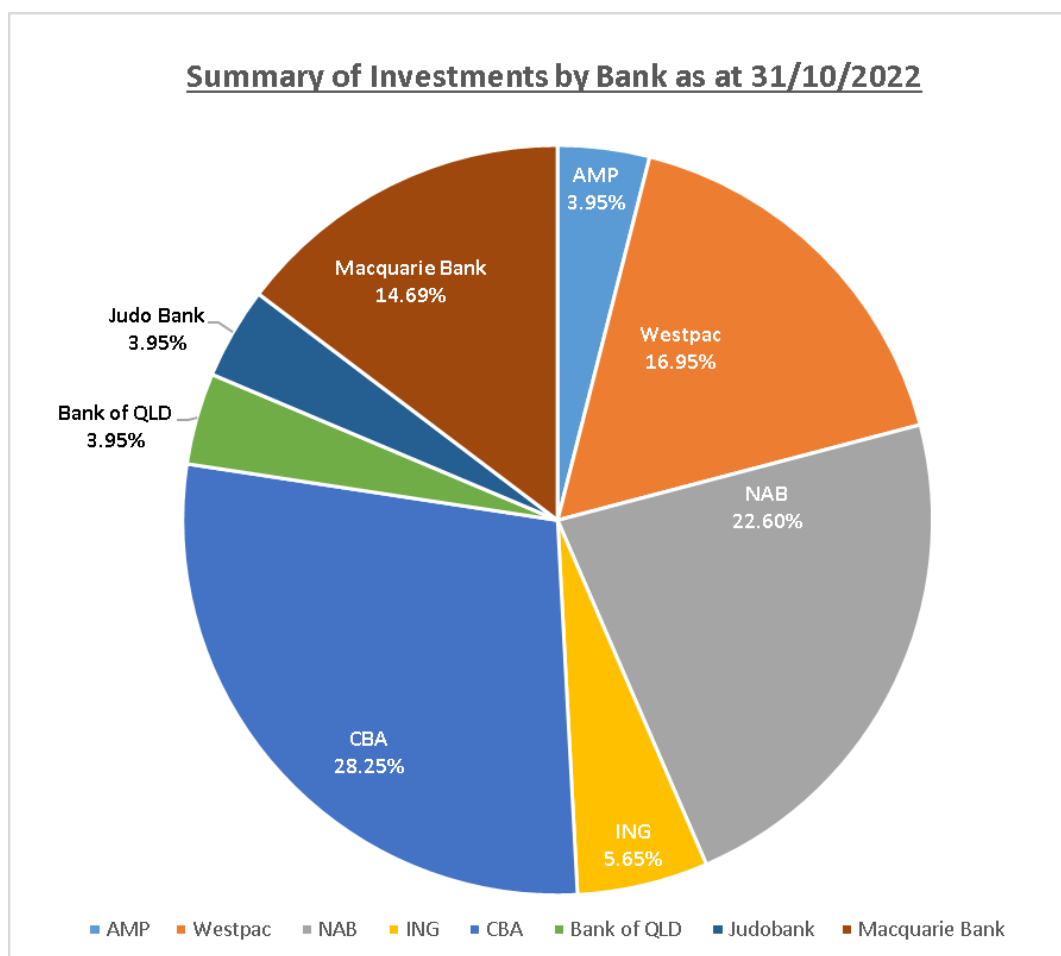
Interest received for year to 31 October 2022	\$32,140.78
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 October 2022	17,700,000
Less:	
Maturities (1)	1,000,000
Subtotal	16,700,000
Plus	
Rollovers (1)	1,004,400
New Investments (0)	
Closing Balance as at 31 October 2022	17,704,400

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

The graph below shows the summary of Investments by Bank:



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

Certification

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year was 0.48%. The current actual average return for the 2022/2023 Financial Year is 1.94%. This is an increase on the actual average return of 1.46%, 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 0.96%.

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 October	17,700,000	18,100,000
Closing Balance as at 31 October	17,704,400	17,100,000

(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%	17,704,000
Yes	AA	67.80%	12,004,000	100%	5,700,000
Yes	A	20.34%	3,600,000	45%	4,366,800
Yes	BBB	11.86%	2,100,000	25%	2,326,000
Yes	Government	0.00%	-	100%	17,704,000
		100.00%	17,704,000		

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

(c) Legislative/Statutory

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

Section 625 of the Act states the following:

How may Councils invest?

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

Section 212 of the Regulation states the following:

Report on Council's Investments

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

(d) Risk

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

Risk Assessment of Investment Portfolio

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term deposits & At Call	Low	Low	17,704,400	100%
Total			17,704,400	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: 7.14 BORROWINGS REPORT AS AT 31 OCTOBER 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

APPROVER/S: Peter Sayers – Acting 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 at 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	\$ 1,635,562.59
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 577,500.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 131,878.62
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$ 1,756,708.90
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$ 31,992.82
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023	\$ 115,039.93
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 286,775.10
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 1,147,100.38
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$ 1,093,120.85
Total General Fund Liability					\$ 6,775,679.19

*On each of the four (4) **Local Infrastructure Renewal Scheme (LIRS)** loans, Council pays the interest rates above; Council is then reimbursed either three percent (3%) or four percent (4%), depending on the loan, every six (6) months of interest paid on each loan under the LIRS scheme.

Water Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
11-02	Land Acquisition: Future Storage	7.69%	28/07/2011	28/07/2036	\$ 1,545,500.00
Total Water Supply Fund Liability					\$ 1,545,500.00

Sewer Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
10	Sewer Augmentation Loan	6.51%	9/05/2006	11/05/2026	\$ 853,860.46
Total Sewer Fund					\$ 853,860.46

TOTAL LOANS					\$ 9,175,039.65
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Certification

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

(c) **Options**

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

Council has Loan Liabilities totalling \$9,175,039.65 as at the end of the reporting month.

(b) **Governance/Policy**

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

(c) **Legislative/Statutory**

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

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

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

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

Section 622 – What form may a Council borrowing take?

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

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

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

Other legislation and guidelines relevant to Council borrowing:

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

(d) **Risk**

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

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

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

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.15 WORKPLACE INJURY MANAGEMENT REPORT AS AT
31 OCTOBER 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**

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 October 2022, as follows:

Item	2019/2020	2020/2021	2021/2022	2022/2023
Total Premium Paid	\$152,383.59	\$226,022.88	\$204,694.45	\$256,479.95 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.43%	1.97%	1.81%	2.22% (estimate)
YTD New Claims (Premium Impacting)	4	5	5	4
YTD New Claims (Non-Premium Impacting)	6	10	5	3
YTD Total New Claims	10	15	10	7
YTD Time Lost Due to Injury (LTI Days)	79	29	387	197
Open Premium Impacting Claims (From Previous Years)				7
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				4
Open Non-Premium Impacting Claims (Current Year)				2
Total Open Claims				14
Closed Claims that are still Impacting on Council's Premium				10
Total Cost of All Premium Impacting Claims (to date)	\$30,792.00	\$35,352.00	\$60,800.00	\$18,480.00
Safety & Wellbeing Incentive (Scheme Performance Rebates)	\$24,593.67	\$34,953.89	\$34,265.14	\$33,838.58

This report covers the month of October 2022. There were no new workers compensation claims during this period and three (3) claims were closed.

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council budgeted \$280,000 in its adopted Operational Plan and Budget for the 2022/2023 Financial Year, for its Workers Compensation Insurance premium. The estimate from the insurer for this year's premium currently stands at \$256,479.95 ex GST, which is well within the budgeted amount.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

Nil.

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

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

CONCLUSION

The month of October 2022 saw no new workers compensation claims. Three claims were finalised and there was an overall increase in lost time and claims costs.

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: **7.16 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR OCTOBER 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: **Peter Sayers - Acting 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 24 applications for 603 Certificates in October 2022 compared to 31 applications for the same month last year. Year to date, there have been 108 applications compared to 136 applications for the same period last year.

Risk Management

During the month of October there were no incidents reported. The table below sets out figures against the area in which an incident relates to. The table also provides year to date figures for the current year and 2021/2022:

Description	Incidents		
	Oct	Year to date	2021/2022
Public Incident Report (slip, trip and falls etc.)	0	1	4
Public Property Damage (including roots, trees, sewers, vehicles)	0	0	4
Other: Crypto Locker Attacks etc.	0	0	0
Council Motor Vehicle / Plant Damage	0	8	13
Council Property Damage	0	0	1
Volunteer Incidents – Personal Injury	0	0	0
TOTAL	0	9	22

Complaints

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

Month	Complaints Received
July	2
August	5
September	4
October	Unavailable *
Year to Date Total	11

** Complaints figures for October are currently unavailable due to staff absences and will be reported in December.*

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

Information for October is currently unavailable due to staff absences and will be reported in December.

The Youth Booth Update

The Youth Booth has been working with local organisations to build and start their spring vegetable gardens. Colin Say & Co Garden Centre is kindly donating vegetable and flower seedlings to The Youth Booth.

Woolworths's fruit and vegetable department is donating, on a weekly basis to The Youth Booth, a box of fresh fruit and vegetables for youth members to enjoy.

The recent warmer weather has enabled members to get outside and engage in some physical activities.

Four new volunteer applications arrived in late October. The Youth Booth also received four (4) new member applications in the month.

An application was submitted for the Summer Break Holiday Grant for \$15,000. If successful the funds will be used to host a twilight pool party and purchase up to 100 half season passes to the pool for the members to enjoy, who otherwise may experience economic difficulty in accessing this service. This funding will also allow The Youth Booth to open an extra hour per day in the school holidays.

Discussions are continuing with Sergeant Lauren Wheeler regarding a Youth Engagement Day which will be supported by local Police, Police Citizens Youth Club (PCYC) and Youth staff. Plans include a basketball game at the new indoor sporting centre with the event to take place in the school term. The Youth Worker has contacted the local police station to organise a face-to-face meeting to encourage the process.

The figures below highlight the statistics for The Youth Booth in October. The highest attendance number in a day was 15.

The Youth Booth	September
Number of registered members	90
Average number of visits per day	11
Highest number of attendees in one (1) day	15
Number of registered volunteers (as at last day of month)	3
Number of days registered volunteers attended	0

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

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

- After School Care – 25.12
- Vacation Care – 25.25

CAFS – Supported Family Programs

The statistics for the CAFS Supported Family Programs are set out in the table below:

Program	Location	No. of Families	No. of Children
My Time (for Carers)	Glen Innes	8	3
Supported Playgroup Wyaliba	Wyaliba	6	16
Aboriginal Playgroup	Glen Innes	3	10
CAFS Playgroup	Pool House	9	29
National Disability Insurance Scheme (NDIS)*	Pool House	0	0
TOTAL		26	58

*NDIS services – position remains vacant.

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 October 2022, the number of consumers accessing services with LC-SS was 402, 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	297	35	260	2
Gwydir Shire	2	0	2	0
Inverell Shire	59	0	59	0
Tenterfield Shire	44	0	44	0
TOTAL	402	35	365	2

SECTION 355 COMMUNITY COMMITTEES OF COUNCIL

Council continues to monitor committees that are not compliant with the Manual for Community Committees of Council. Support and assistance is continuously offered to ensure a healthy relationship between Council and the various Committees.

The Australia Day Committee nominations for the 2023 award ceremony are still open, with applications to be submitted by Tuesday, 13 December 2022.

EVENTS

Library Events

- BAD Sydney Crime Writer's Festival online streaming of author, Lee and Andrew Child about their new book, 'No Plan B' will be held on Thursday, 24 November 2022 at 6 pm;
- A Jane Austen Day will be held on Thursday, 15 December 2022 starting at 11 am; and
- A school holiday Christmas movie will be played on Thursday, 22 December 2022 at 10 am.

International Day of People with Disability

Life Choices – Support Services is holding a morning tea and sausage sizzle fundraiser on Wednesday, 30 November 2022 between 10am and 2pm with all funds raised to be donated to the local National Disability Insurance Scheme (NDIS) charity.

The event will include door prizes, raffles, fundraising and entertainment. RSVP by Tuesday, 22 November 2022 to 6730 2500.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Information has been provided from the Debtors Officer, the Acting Governance, Risk and Corporate Planning Officer, the Youth Worker, the Customer Services Officer (LC-SS), the Educator Assistant and the Manager of the Library and Learning Centre.

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: 7.17 PLACE AND GROWTH DIRECTORATE: MONTHLY
REPORT FOR NOVEMBER 2022**

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

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

PURPOSE

The purpose of this report is to provide information on the progress of Council's Place and Growth Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2022/2023 Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Place and Growth Directorate of Council is currently responsible for the following key functions:

- Saleyards;
- Regulatory and Planning Services;
- Recreation and Open Spaces; and
- Environment and Waste Management.

(b) Discussion

A report of statistical data and updates relating to services and projects across this directorate will be presented to Council each month for comparison purposes, showing the previous year's totals, and the year-to-date figures for the current year. This report includes information from 1 October until 31 October 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	45	80
Average Determination Time (days) – All Applications	49	25
Average Determination Time (days) – Minor Development*	49	26
Average Determination Time (days) – Major Development**	35	28
Value of DAs	\$10,645,944	\$14,729,273
Number of Single Dwellings	11	28
Number of Subdivisions	7	5
Number of Multi Unit Dwellings	2	2
Number of Commercial Developments	2	8
Number of Industrial Developments	2	3
Withdrawn	1	2

* Typically, residential applications such as dwellings, sheds and alterations and additions that don't meet the Complying Development Criteria.

** Commercial and industrial applications requiring referral to Government Departments

COMPLYING DEVELOPMENT APPLICATION (CDC) DATA

The table below provides statistical information regarding the number of Complying Development Certificates issued in 2021/2022 compared to the number issued year to date for the current Financial Year:

	2022-2023 YTD		2021-2022	
Total Number of CDCs	2		7	
Value of CDCs	\$78,745		\$612,900	
Number of Single Dwellings	0		1	
	Urban	0	Urban	0
	Rural	0	Rural	0
	Village	0	Village	1

DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – October 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 October 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
DA10/22-23	Construct Shed	19-23 Lachlan Street, Deepwater
DA39/21-22	Service Station	5 Kilkenny Place, Glen Innes
DA69/21-22	3 Lot Subdivision	208 West Avenue, Glen Innes
DA13/22-23	Alterations and Additions to Existing Dwelling	3259 Mount Mitchell Road, Glencoe
DA14/22-23	2 Lot Boundary Adjustment	560 Grampians Road and Schroders Road, Emmaville
DA16/22-23	Construct Shed	122 West Avenue, Glen Innes
DA24/22-23	Construct New Dwelling	3 Oxford Street, Glen Innes
DA21/22-23	Construct Dual Occupancy	145A Lang Street, Glen Innes
DA1/21-22 Modification	Construct Shed	3884 Emmaville Road, Emmaville
DA28/22-23	Construct Shed	195 Meade Street, Glen Innes
DA34/22-23	Construct Dwelling	12 Camp Street, Glencoe
DA2/22-23	Construct Shed	Golf Links Road, Glen Innes
DA32/22-23	Construct Dwelling	13 O'Donnell Street, Emmaville

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

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

RECREATION AND OPEN SPACES

Cemeteries

Funerals are being attended to as required. Maintenance is being carried out at the cemeteries as time and resources allow. One staff member from Recreation and Open Spaces has received their competency for operation of the loader.

Parks and Sporting Fields

Mowing, edging and whipper snipping has commenced around the main parklands. Sporting fields have been mowed and marked as required. Walk throughs have been conducted three (3) days per week, in order to complete litter pick up around the main parklands. Touch football is now being played twice per week at Wilson Park and Junior Cricket is being played at Lynch Oval. School sport has now returned to the sporting ovals and swimming pools.

Aquatic Centres

The Emmaville Aquatic Centre is open, and attendance numbers are steady. The Glen Innes Aquatic Centre has had an increase in numbers for early morning swimming with attendance by the Redfins squad and members of the public. Learn to Swim Lessons have commenced and are running at full capacity with a good waiting list for future lessons. Aqua Aerobics is also continuing this year.

Other Open Spaces

1. Courtyards are being attended to as required and have had fertiliser applied to the lawn areas. Village mowing is underway and weed spraying will be undertaken in cemeteries and park areas once the weather allows.

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	986	6,247	5,109	4,655	7,278
Special cattle sale	123	3,368	2,989	1,897	9,422
Total cattle	1,109	9,764	9,419	8,817	28,171

Description	2022-2023 YTD	2021-2022	2020-2021	2019-2020	2018-2019
Fat sheep	10,455	34,574	30,034	29,007	72,143
Total sheep	10,455	34,574	30,034	29,007	72,143
Sheep gross value	\$1,429,069.50	\$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 and the Manager for Recreation and Open Spaces.

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

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

CONCLUSION

The statistics contained in this report deliver information to Council on the key activities undertaken in Council's Place and Growth Directorate for the month of October 2022.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.18 CENTENNIAL PARKLANDS SKYWALK

ECM INDEXES:

Subject Index: GRANTS AND SUBSIDIES – Centennial Parklands Skywalk

Customer Index: NIL

Property Index: Centennial Parklands 59 Watsons Drive Glen Innes

AUTHOR: Keith Appleby - Director of Infrastructure Services

APPROVER/S: Anna Watt – Acting General Manager

PURPOSE

The purpose of this report is to update Council with regard to the Centennial Parklands Skywalk project.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

The Glen Innes Skywalk is a proposed infrastructure installation at Martins' Lookout in Centennial Parklands on Watsons Drive, Glen Innes, New South Wales. The installation seeks to develop the location at Martin's Lookout into an attractive destination for both residents and visitors to Glen Innes and to complement the existing features in the Centennial Parklands precinct.

The project is subject to Grant funding in the amount of \$2M through the Public Spaces Legacy Program, with \$1.6M allocated to physical construction and \$400,000 for associated experiential components.

Following delays due to COVID-19 related issues Council has applied for and obtained an extension of time to deliver the project with a revised deadline of 31 May 2023.

Consulting firm **Collaborative Construction Professionals (CCP)** prepared a Concept Design Phase Estimate in the amount of \$2,081,261 dated January 2022. The estimate exceeded the project construction budget and necessitated the requirement to implement value management design amendments to reduce overall costs.

Design changes were made to reduce the anticipated costs of construction. The project team expected tender results in the order of \$1,600,000 for the scope of work included within the tender documents. Tenders were called and only one (1) tender was received.

Council subsequently resolved the following:

RESOLUTION 36.08/22

THAT Council:

- 1. Does not accept the single tender received from Daracon Group under T22-02 Centennial Parklands Skywalk.*
- 2. Explores other options for delivery of the project and requests a further extension of time for completion under the grant deed.*

Carried

(b) Discussion

Discussions with Council's internal building staff and the external project manager have identified that the spiral design of the concept plan was driving the prohibitive cost due to constructability issues.

Following Council's resolution, Fleetwood Urban, a firm specialising in public outdoor space construction and listed on the relevant Local Government Procurement Panel contract, were approached by the project manager CCP to review options. The initial design was reviewed by Fleetwood Urban who confirmed the spiral structure was not achievable within budget. A concept proposal was subsequently procured from Fleetwood Urban that includes three (3) viewing platforms and linking pathways (**Annexure A**).

The proposal is within budget and able to be delivered by June 2023, one (1) month after the current funding deadline. A recommendation report has been provided by CCP (**Annexure B**).

Discussions with the funding body indicated that an extension of one (1) month is likely to be possible, however, that no further extensions would be available.

The construction materials will include concrete pathways on ground, transitioning to steel framed viewing platforms with composite material decking to minimise ongoing maintenance costs. The Skywalk will feature viewing platforms taking advantage of the various aspects and view corridors.

The walking pathway and platforms will include code compliant handrails, wayfinding directional and interpretive signage. Where required for safe use of the pathway and skywalk, lighting will be included in the design and construction.

The concept design will be further refined during the site visit, and it is anticipated that the steps associated with platform no. 2 will be replaced with a path. Platform 1 will be moved to the east where views are less impacted by mature vegetation. Eventually a path linking the Skywalk to the Standing Stones area is envisaged, and ideally would loop right around the hill. This path will be progressed as far as the budget allows under this grant.

(c) Options

No alternate options to the actions described in this report are recommended at this point in time.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council received \$300,000 of grant funding for the project in the 2020/2021 financial year. A further \$1,300,000 was received in the 2021/2022 financial year. Should Council not proceed with the project, this funding would need to be returned. A further \$400,000 will be received on completion of the project.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Council has been advised that the land is crown land and held as operational land for the purposes of water supply (being the site on which the water treatment facility is located). Given the reserve purpose of water supply, an additional purpose of public recreation may need to be considered to ensure lawful use under the NSW Crown Land Management Act 2016. Council also needs to consider how they can meet the requirements of the Native Title Act future act regime in managing the skywalk.

(d) Risk

The construction of the Skywalk will be in accordance with the Building Code of Australia (BCA) and National Construction Code (NCC) to ensure that handrails are compliant to prevent persons from falling from the structure.

Chlorine gas is used and handled at the Glen Innes Water Treatment Plant. The Skywalk layout has been modified to relocate access and parking areas from the area that is used by the chlorine transport truck.

(e) Social

Nil.

(f) Environmental

The works will be subject to a Review of Environmental Factors. The concept plan will be further refined to avoid disturbance of native vegetation at the site.

(g) Economic

The project is proposed to provide benefit to the local tourism economy through increased visitor experience.

(h) Asset Management

The project is a new open spaces asset and will create new costs for maintenance and depreciation. Assuming an asset life of 20 years, the depreciation cost will be \$80,000 per annum.

CONSULTATION

(a) External

NSW Crown Lands, Fleetwood Urban and CCP were consulted in the preparation of this report.

(b) Internal

Council's building services staff and Manager of Recreation and Open Spaces were consulted in the preparation 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 1.1.3: Provide and maintain adequate exercise and playground equipment in the LGA's parks and recreation areas.

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.2.7: Partner with the New England High Country (NEHC) Tourism Group to deliver programs, campaigns and content for the Destination Brand.

CONCLUSION

Council has received a proposal to construct the Skywalk project that is within budget and timeframe. Council will continue to deliver the project on that basis.

ATTACHMENTS

Annexure A	Skywalk Revised Concept Drawings
Annexure B	Skywalk External Project Manager Recommendation Report (Confidential)

**REPORT TITLE: 7.19 INFRASTRUCTURE SERVICES: MONTHLY REPORT
FOR OCTOBER 2022**

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to provide information on the progress of Council's Infrastructure Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the current Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

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

(b) **Discussion**

INFRASTRUCTURE DELIVERY

During October, Council's infrastructure works team has continued to work on flood damage repairs, debris clean up and road closures resulting from almost weekly heavy rainfall events. On our unsealed network, teams have been patch re-sheeting and fixing springs and bog holes on damaged roads such as Watsons Road, Ryans Road, Ten Mile Road, Homestead Road and Morgans Road, and pothole patching our sealed network. Council crews are regularly working through weekends and RDO's to try and stay on top of the mounting workload.

On the capital works front the Emmaville Road Segment 180 rehabilitation is almost complete with the final base pavement layer placed and stabilised ready for spray sealing in early November. Construction also commenced on the Bald Nob Segment 20 upgrade with drainage work complete and the road widening progressing well despite wet weather setbacks. Closer to town, Caerleon Road has been fully gravel re-sheeted.

With the state of the disaster affected NSW road network gaining attention from State Government, a \$512.5 million NSW infrastructure betterment package has been announced with applications closing in December. The infrastructure team has been working on suitable project drafts for this grant. Additionally, Council has applied for the Fixing Local Roads Pothole Repair Grant to support our maintenance team pothole patching program and has submitted a substantial claim for repair and rehabilitation of Pinkett Road under the **Essential Public Asset Reconstruction Works (EPAR)** funding through Transport for NSW.



Figure 1: Morgan's Road – October 2022



Figure 2: Bald Nob Road - October 2022

MAINTENANCE ENQUIRIES AND RESPONSES

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

	Total Reports	Out of Time		In Time	
		Completed	Yet to be completed	Completed	Yet to be completed
2021	949	62	52	817	18
		12%		88%	
2022	610	33	210	350	17
		40%		60%	

Table 1 – Customer Service Statistics

INTEGRATED WATER AND SUSTAINABILITY SERVICES

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

Meter Reading has now been carried out and a number of new water and sewer connections have been completed through the month of October.

Water pumped from the Eerindii Ponds to the **Water Treatment Plant (WTP)** for processing in the month was 38ML. Water pumped and processed at Deepwater was 1.5ML. 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

Crush and screen operations were carried out over the month with MB20 (material to be bound) being the target along with drainage rock.

The old weighbridge area is also now ready for a drill and blast operation so the operations can continue to supply the upcoming sealing and road construction work.

The clay overburden is being removed to construct new stockpiling areas and access ramps around the back of the quarry.

Campions Pit

Dozer and loader work has continued in this pit as weather conditions allow.

PLANT AND FLEET

The new cement spreader has arrived and is being utilised on Pinkett Road as part of the heavy repair program currently been scheduled by the Infrastructure works crews in between flood recovery.

EMERGENCY MANAGEMENT AND RECOVERY

The **Local Emergency Management Officer (LEMO)** and the **Local Emergency Operations Controller (LEOCON)** have been monitoring the recent flood situation with Infrastructure Services. The LEMO completed coordination for an upcoming workshop, to be hosted in Glen Innes in November, for all regional LEMOs.

(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 Carpark 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

Information has been provided from the Administration Assistant (Infrastructure Delivery), the Coordinator of Integrated Water Services, the Manager of Asset Services, the Manager of Infrastructure Delivery, the Manager of Integrated Water Services, the Quarry Manager and the Technical Services Coordinator.

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 Annexure A - Drinking Water Monitoring Report - Results October 2022

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

APPROVER/S: Peter Sayers - Manager of Administration and Human Resources

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Australian Bureau of Statistics – 2021 Census data;
- Glen Innes Public School – Festival of Arts Invitation;
- Inside Local Government – newsletters;
- Local Government NSW – newsletter;
- Office of Local Government – newsletters and council circular; and
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports and media alerts.

Press Releases

- Department of Premier and Cabinet;
- Councillor Mark Johnson, Mayor, Moree Plains Shire Council and Member for Northern Tablelands, The Hon. Adam Marshall; and
- Member for Northern Tablelands, The Hon. Adam Marshall.

Publications

- LG Focus – October 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

PURPOSE

The minutes listed as annexures have been received from Committees of Council for the information of Council.

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A	Australia Day Committee - 5/10/22
Annexure B	Emmaville War Memorial Hall Committee - 21/10/22
Annexure C	Glen Elgin Federation Sports Committee - 15/10/22
Annexure D	Minerama Commmittee - 12/09/22
Annexure E	Roads Consultative Committee - 18/08/22

REPORT TITLE: **9.3 MINUTES OF NON-COUNCIL COMMUNITY COMMITTEES FOR INFORMATION**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Meetings – Local Community Committees**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: **Jeff Carroll - Records Supervisor**

APPROVER/S: **Peter Sayers - Manager of Administration and Human Resources**

PURPOSE

The following minutes have been received from Community Committees for the information of Council:

Sapphire Wind Farm Community Consultative Committee

15/09/22

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

There are no annexures to this report.

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Anna Watt – Acting General Manager

PURPOSE

The purpose of this report is to list all the recent meetings held by the Section 355 Community Committees of Council and to list all the meetings and functions that have been attended by Councillors.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

Council currently has the following number of Committees, Groups and Industry Structures on which it is represented:

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

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

(b) Discussion

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

15.09/22 RESOLUTION

3. All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 “Reports from Delegates” in the following month’s Business Paper.

Councillors are therefore required to provide information to the Executive Assistant (Mayor and General Manager) regarding their attendance at all Council and Committee meetings.

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

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

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

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

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

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

Name of Committee	Councillor Delegate(s)	Date
Australia Day Committee	Cr Parsons, Cr Parry	5/10/22
Minerama Committee	Cr Sparks, Cr Parsons	10/10/22
Glen Elgin Federation Sports Committee	Cr Gresham	15/10/22
Open Spaces Committee	Cr Banham, Cr Arandale, Cr Sparks	18/10/22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	19/10/22
Emmaville Mining Museum Committee (No quorum)	Cr Banham	20/10/22
Library Committee	Cr Banham	21/10/22
Emmaville War Memorial Hall Committee	Cr Banham	21/10/22
Aboriginal Consultative Committee	Cr Banham, Cr Sparks	24/10/22

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Glen Innes Local Traffic Committee Meeting	4/10/22
	Meeting with President of the Glen Innes Business Chamber	5/10/22
	Medal Presentation to John Mathews	8/10/22
	General Manager Interviews	10/10/22
	Meeting with First Tin Chief Operating Officer	11/10/22
	Correctional Centre NAIDOC Day	12/10/22
	Better Health for the Bush Meeting	12/10/22
	Meeting with the Deputy Secretary for Regional Development and Programs	12/10/22
	Lions District Governor Dinner	12/10/22
	Regional Economic Development Forum online meeting	13/10/22
	Councillor Workshop	13/10/22
	Coalition of Renewable Energy Mayors Alliance Working Group Meeting	14/10/22
	Highlands Hub Opening	14/10/22
	Glen Innes Agricultural Research Station 120 Years Open Day	15/10/22

Councillor	Name of Meeting / Function	Date attended
	Rail Meeting at the Services Club	17/10/22
	Local Government NSW online forum on IPART	18/10/22
	Open Spaces Committee Meeting	19/10/22
	Australian Standing Stones Management Board Meeting	19/10/22
	GLENRAC Committee of Management Meeting	21/10/22
	Emmaville War Memorial Hall Committee Meeting	21/10/22
	Local Government NSW Annual Conference	22/10/22 23/10/22 24/10/22 25/10/22
	Update regarding the Glen Innes Hospital Redevelopment	26/10/22
	Pre Meeting Briefing Session	27/10/22
	Ordinary Council Meeting	27/10/22
	Holy Trinity Anglican Church Fete	29/10/22
	Glen Innes Bowling Club presentation	31/10/22
Cr T Arandale (Deputy Mayor)	General Manager Interviews	10/10/22
	Visited Northskate to wish Australian players the best in their upcoming tour	11/10/22
	NAIDOC celebrations at Glen Innes Correctional Centre. Also met with head of security to discuss the return of community program.	12/10/22
	Meeting with the Primary Health Network (PHN)	12/10/22
	Meeting with the Deputy Secretary for Regional Development and Programs	12/10/22
	Regional Economic Forum online meeting	13/10/22
	Councillor Workshop	13/10/22
	Coalition of Renewable Energy Mayors Alliance Working Group Meeting	14/10/22
	Highlands Hub Opening	14/10/22
	Meeting with Adam Marshall to discuss community program at Glen Innes Correctional Centre	14/10/22
	Glen Innes Agricultural Research Station 120 Years Open Day	15/10/22

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Rail Meeting at the Services Club	17/10/22
	Community consultation for Anzac Park Playground at West Glen School	18/10/22
	Community consultation for Anzac Park Playground at Saint Joseph's School	18/10/22
	Community consultation for Anzac Park Playground at Glen Innes Public School	18/10/22
	Local Government NSW online forum on IPART	18/10/22
	Open Spaces Committee Meeting	19/10/22
	Library Committee Meeting	21/10/22
	Local Government NSW Annual Conference	22/10/22 23/10/22 24/10/22 25/10/22
	Update regarding the Glen Innes Hospital Redevelopment	26/10/22
	Pre Meeting Briefing Session	27/10/22
	Ordinary Council Meeting	27/10/22
	Webinar for explanation on Rural Fire Service assets	31/10/22
Cr T Alt	General Manager Interviews	10/10/22
	Councillor Workshop	13/10/22
	Highlands Hub Opening	14/10/22
	Glen Innes Agricultural Research Station 120 Years Open Day	15/10/22
	Rail Meeting at the Services Club	17/10/22
	Pre Meeting Briefing Session	27/10/22
	Ordinary Council Meeting	27/10/22
Cr L Gresham	Special Meeting and Ordinary Meeting of the New England County Council	4/10/22
	General Manager Interviews	10/10/22
	Rural Women's Evening	13/10/22
	Highlands Hub Opening	14/10/22
	Glen Elgin Federation Sports Committee Meeting	15/10/22
	Glen Innes Agricultural Research Station 120 Years Open Day	15/10/22
	Rail Meeting at the Services Club	17/10/22

Councillor	Name of Meeting / Function	Date attended
	Australian Standing Stones Management Board Meeting	19/10/22
	Pre Meeting Briefing Session	27/10/22
	Ordinary Council Meeting	27/10/22
Cr J Parry	Councillor Workshop	13/10/22
	Glen Innes Agricultural Research Station 120 Years Open Day	15/10/22
	Rail Meeting at the Services Club	17/10/22
	Local Government NSW Annual Conference	22/10/22 23/10/22 24/10/22 25/10/22
	Pre Meeting Briefing Session	27/10/22
	Ordinary Council Meeting	27/10/22
Cr A Parsons	General Manager Interviews	10/10/22
	Councillor Workshop	13/10/22
	Rail Meeting at the Services Club	17/10/22
	Glen Innes & District Community Centre Meeting	24/10/22
	Ordinary Council Meeting	27/10/22
Cr C Sparks	Open Spaces Committee Meeting	19/10/22
	Aboriginal Consultative Committee Meeting	24/10/22
	Community Centre Meeting	24/10/22

(c) Options

Nil.

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

Nil.

(b) Governance/Policy

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

Manual for Community Committees of Council

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

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

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

(c) Legislative/Statutory

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

How a council may exercise functions.

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

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

(d) Risk

Nil.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

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

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

CONCLUSION

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

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

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS

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>Expression of Interest - Proposed Industrial Subdivision Dumaresq Street</i>	<i>(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.</i>
<i>12.2</i>	<i>T22-05 Expressions of Interest for Glen Innes Saleyards</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.