

**GLEN INNES
SEVERN COUNCIL**

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
15 DECEMBER 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, 15 December 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 - 24 NOVEMBER 2022 TO BE CONFIRMED

5 DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON-PECUNIARY INTERESTS

PECUNIARY:

Nature of conflict:

Action to be taken:

NON-PECUNIARY:

a) Significant Non-Pecuniary

Nature of conflict:

Action to be taken:

b) Non-significant Non-Pecuniary

Nature of conflict:

Action to be taken:

6 MAYORAL MINUTE(S)

REPORT TITLE: 6.1 REQUEST FOR FINANCIAL SUPPORT

ECM INDEXES:

Subject Index: GOVERNANCE: Mayoral Minute

Customer Index: Attract Connect Stay

Property Index: NIL

AUTHOR: Rob Banham - Councillor

APPROVER/S:

MOTION

That Council provides a financial contribution of \$2,000 to assist Dr Della Yarnold to relocate to Glen Innes.

I, Councillor Rob Banham, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 15 December 2022, I intend to move the following motion:

That Council provides a financial contribution of \$2,000 to assist Dr Della Yarnold to relocate to Glen Innes.

RATIONALE

Attract Connect Stay - Glen Innes (ACS-GI) has been working intensively for the last year on securing various medical professionals to relocate to Glen Innes.

Dr Yarnold has been recruited by East Avenue Medical Centre. In January 2022 Council was asked to consider payment of \$2,000 (to match payment made by Rural Doctors Network) to Dr Yarnold to assist with her relocation costs, which totalled \$6,000.

Council suggested that ACS-GI apply through the **Local Economic Development Support Fund (LEDSF)** applications at the start of the financial year to seek this funding. Unfortunately, the key members of ACS-GI were on leave at the time Council invited LEDSF applications.

ATC-GI have acknowledged that they made the error of not applying when the LEDSF was available; nevertheless, have asked for Council to consider a financial contribution to Dr Yarnold.

These funds are proposed to come from the LEDSF. The LEDSF has an amount of \$2,725.04 which is from the First Nations Festival returning the monies they previously received as this festival is no longer going ahead.

Supporting this request will confirm the strength of Council's commitment to our community in seeking to attract and retain healthcare professionals to Glen Innes.

I commend this Mayoral Minute to Council.

Cr Rob Banham

Councillor

Date: 8 December 2022

ATTACHMENTS

There are no annexures to this report.

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Meetings of Council

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

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

RECOMMENDATION

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

REPORT

(a) Background

Resolutions of Council are resolved at each Ordinary and Extraordinary Council Meeting. It is 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 10 Council Resolutions currently outstanding at Thursday, 8 December 2022.

There were nine (9) Council Resolutions outstanding in the report that went to the Thursday, 24 November 2022 Ordinary Council Meeting.

A further eight (8) outstanding actions were added after the November 24, 2022 Ordinary Council Meeting.

Therefore, seven (7) outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $9 + 8 = 17 - 7 = 10$).

The 10 outstanding resolutions are broken up as follows:

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

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	0	(1	Nov 2022)
Corporate and Community Services	5	(3	Nov 2022)
Place and Growth	2	(1	Nov 2022)
Infrastructure Services	3	(4	Nov 2022)
TOTAL	<u>10</u>	(9	Nov 2022)

It is important that Councillors have the confidence that officers are following up on their resolutions from the Council Meetings and actioning them without undue delay, in an accurate and professional manner.

The Interim General Manager follows up all actions and provides guidance and instruction to complete the actions, set due dates and to provide up to date and clear commentary on a monthly basis.

Annexure A provides the most recent comments, from the responsible officers, as at Thursday, 8 December 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 without undue delay, in an 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 8 December 2022

REPORT TITLE: 7.2 MAYORAL DONATION - EXCEPTION

ECM INDEXES:

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

Customer Index: NIL

Property Index: NIL

AUTHOR: Dennis McIntyre - Interim General Manager

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to seek a Council Resolution to allow a one-off exception to Part 3(d) Mayoral Donations of Council's Donations Policy.

RECOMMENDATION

That Council allows a one-off exception to Part 3(d) of the Donations Policy restricting each Mayoral Donation to a maximum of \$250 by allowing a Mayoral Donation of \$1,000 to be made to Herefords Northern NSW Youth for a Gold Sponsorship 2023 Herefords Northern NSW Youth Show.

REPORT

(a) Background

Part 3(d) of Council's [Donations Policy](#) allows the Mayor to provide mayoral donations up to a maximum of \$250 per donation with a total amount of \$3,000 budgeted in Council's Operational Plan and Budget for the 2022/2023 Financial Year.

(b) Discussion

The Mayor has given a verbal assurance to Herefords Northern NSW Youth for a Mayoral Donation of \$1,000 for a Gold Sponsorship for the 2023 Herefords Northern NSW Youth Show.

The Mayor considers this to be a very worthy cause and seeks Council's permission to allow a one-off exception to the Donations Policy which currently limits donations to \$250. This donation is in alignment with the purpose of Council's Youth Strategy.

According to Herefords NSW the Herefords Northern NSW Youth Committee are probably the most progressive Hereford Youth Group in Australia.

The Hereford Youth Camp and Show will be held at the Glen Innes Showgrounds from Friday, 13 January 2023 until Sunday, 15 January 2023.

The camp will be full of fun and educational lectures as well as Junior judging, Paraders/Handlers and Herdsperson Competitions. Participants of all ages (7 to 25) and experience levels are invited to attend, with activities tailored to suit all individuals.

Loan animals will be available for participants who do not have access to their own cattle and a range of awards and prizes will be available to competitors over the course of the weekend.

There will be over 100 competitors from all over the state.

As a part of the Gold Sponsorship Council will be able to put Council banners up at the show and include some material in each of the competitor's entry bags. Further, the Mayor will be invited to hand out some of the awards. This is a positive opportunity for the Mayor and Council to support a very important event for rural youth.

(c) Options

Option 1

That Council allows a one-off exception to Part 3(d) of the Donations Policy restricting each Mayoral Donation to a maximum of \$250 by allowing a Mayoral Donation of \$1,000 to be made to Herefords Northern NSW Youth for a Gold Sponsorship 2023 Herefords Northern NSW Youth Show.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council does not permit an exception to Part 3(d) of the Donations Policy restricting each Mayoral Donation to \$250 and requests the Mayor contact Herefords Northern NSW Youth and advise that the maximum amount the Mayor can donate to their 2023 Herefords Northern NSW Youth Show is \$250.

Option 3

That Council amends Part 3(d) of the Donations Policy to allow for larger maximum Mayoral Donations or gives full discretion to the Mayor for Mayoral Donations up to the maximum amount as determined in the Policy and Operational Plan and Budget.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council have approved a budget of \$3,000 in the Operational Plan and Budget for the 2022/2023 Financial Year for Mayoral Donations (Part 3(d) of the Donations Policy).

Currently no donations have been made in this fiscal year with the balance of \$3,000 remaining.

(b) Governance/Policy

The Donations Policy is a policy of Council and can only be amended by a resolution of Council.

(c) Legislative/Statutory

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

- (1) *A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) *A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) *However, public notice is not required if—*
 - (a) *the financial assistance is part of a specific program, and*
 - (b) *the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) *the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
- (4) *Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

(d) Risk

Risk is minimal; however, if a member (or members) of the community begrudges an exception being made to the Policy (Mayoral Donation), Council may need to appease the complainant/s.

(e) Social

Providing the donation to the Herefords Northern NSW Youth will have a positive social outcome for those youth involved in the 2023 Herefords Northern NSW Youth Show.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Mayor.

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

This report links to Council's Delivery Program Community Service Principal Activity CS 1.2.7: Implement the Youth Strategy and Action Plans and review as necessary.

CONCLUSION

The Mayor has given a verbal assurance to Herefords Northern NSW Youth for a Mayoral Donation of \$1,000 for a Gold Sponsorship for the 2023 Herefords Northern NSW Youth Show. Therefore, this request is for Council to allow a one-off exception to Part 3(d) of the Donations Policy restricting each Mayoral Donation to a maximum of \$250 by allowing a Mayoral Donation of \$1,000 to be made to Herefords Northern NSW Youth for a Gold Sponsorship 2023 Herefords Northern NSW Youth Show.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.3 GENERAL MANAGER'S DIRECTORATE: MONTHLY REPORT FOR NOVEMBER 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

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

- Media and Communications;
- Executive Services; and
- 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:

MEDIA AND COMMUNICATIONS DEPARTMENT

The number of ‘Page Likes’ on the Glen Innes Severn Council Facebook page as at the end of November 2022 were 2,388. There were 34 posts during the reporting period.

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

The Most Popular Facebook Posts for November 2022:	Reach	Post Engagement
A Walk That’s All the Talk (Walk of Light)	1,985	12%
Hitting the Tarmac Running (Regional Lifestyle Magazine)	1,813	22%
A Week at The Youth Booth	1,646	11%

Media activity of interest:

- Completion of Resident Newsletter / Completion of Celtic Informer advertising;
- Launch of Regional Lifestyle magazine – Glen Innes edition;
- Christmas in the Highlands / Walk of Light / Highlands Hub masterclasses / Attract Connect Stay / Library activities / The Youth Booth activities;
- Chemical Clean Out / Asbestos Awareness / recycling promotions; and
- Assist Children and Family Services / The Youth Booth with media material.

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 24 November 2022 Ordinary Council Meeting, there were a total of 29 live views and 32 archive views.

EXECUTIVE SERVICES DEPARTMENT

The Interim General Manager (or Acting Interim General Manager where indicated) attended the following meetings / events during the month of November 2022:

- General Manager Session at LEMO Workshop on Wednesday, 9 November 2022 (Acting Interim General Manager attended);
- Meet and Greet: Regional Lifestyle Magazine Glen Innes edition release on Wednesday, 16 November 2022 (Acting Interim General Manager attended);
- Launch event of Regional Lifestyle Magazine Glen Innes edition on Wednesday, 16 November 2022 (Acting Interim General Manager attended);
- Ordinary Council Meeting on Thursday, 24 November 2022;

- StateCover Annual General Managers Report discussion on Thursday, 24 November;
- Christmas in the Highlands and Walk of Light on Thursday, 24 November 2022;
- Tui Lodge Opening function on Friday, 25 November 2022;
- Walk of Light VIP Launch Saturday, 26 November 2022;
- New England Joint Organisation (NEJO) Board Meeting on Monday, 28 November 2022; and
- Meeting with New England Heritage Traction Club on Wednesday, 30 November 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 November 2022	\$3,000
Less, transactions for November 2022	\$0
Balance Available as at 30 November 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 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

There are no annexures to this report.

REPORT TITLE: 7.4 GLENCOE LIBRARY SERVICES

ECM INDEXES:

Subject Index: INTERNAL DEPT: Library / Learning Centre

Customer Index: NIL

Property Index: NIL

AUTHOR: Kerry Byrne - Manager of Library / Learning Centre

**APPROVER/S: Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager**

PURPOSE

The purpose of this report is to update Council with the current circumstances of the Glencoe Library Services and to provide information to make an informed decision on the future of these services.

RECOMMENDATION

THAT Council:

- 1. Continues the current delivery of Glencoe Library Services; and***
- 2. Seeks expressions of interest for the contract to deliver the Glencoe Library Services from June 2023.***

REPORT

(a) Background

A Glencoe Library Service was officially opened on 24 August 1968 in the former Public School building, with the appointment of Mrs J Parry as the first Librarian. In 1999, a local contractor was engaged by Council to deliver the Glencoe Library Service through the local Post Office.

The service changed providers in 2009 and the terms were re-negotiated between Council and the contractor. The current agreement provides Glencoe residents with 19 hours of library services per month, which is the same hours of delivery as other branch libraries.

The current agreement for Glencoe library services was with Danielle Yeoman and was due to finish on 22 June 2023. On Friday, 22 July 2022, Council received an email advising the contractor was no longer living at the residence at the Glencoe Post Office and wished to end the library service contract with Council. Advice was also received by the Manager of the Library and Learning Centre that the Post Office contract, also in Danielle Yeoman's name, had been cancelled.

Council was advised that this meant that there will be mail pick up allowed at the Glencoe Post Office and no other services such as banking and paying of bills, which would result in the Post Office only opening for a few hours each morning during the week, Monday to Friday.

(b) Discussion

Following the advice that the previous contractor no longer wished to provide the service, the Director of Corporate and Community Services and Manager of the Library and Learning Centre asked Daniel Walker, who is currently responsible for the Post Office contract, to temporarily continue delivering library services for the current fee until a decision can be made by Council, thereby avoiding any inconvenience to Glencoe library members and the community.

Glencoe Library Service Operational Costs

The operational costs include weekly preparation time for library transfers, organising time for NSW State Library requests, customer requests and reserves, vehicle expenses and travelling time, and library opening hours.

The Glencoe Library is a contracted service with a two (2) year contract for 19 hours of library service per month, or 4.75 hours per week.

Weekly operational tasks and financial costs are outlined in the following table:

Glencoe

Weekly preparation time	4 hours	\$109.58
Other organising time	2 hours	\$ 54.78
Delivery time	1 hour	\$ 27.39
Contracted to deliver 19 hours per four (4) weeks *	4.75 hours	\$134.40
Vehicle Usage	1 hours	\$ 5.18

Total	12.75 hours	\$331.33
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* The 2022/2023 monthly contract amount is \$537.58 ex GST per four (4) week period, including service delivery and electricity.

Glencoe Library Service Statistics

The following table shows issues and membership numbers over the past eight (8) years:

Year	Issues	Increase / Decrease	Members	Increase / Decrease
2014-2015	1261		85	
2015-2016	1433	+13.6%	87	+2.3%
2016-2017	1075	-25.0%	94	+8.0%
2017-2018	434	-59.6%	91	-3.2%
2018-2019	738	+70.0%	92	+1.0%
2019-2020	445	-39.7%	71	-22.8%
2020-2021	408	-8.3%	51	-28.2%
2021-2022	254	-37.8%	51	0.0%

In addition to the 254 issues at the Glencoe library in 2021/2022, Glencoe library members accounted for an additional 74 issues at the Glen Innes library, meaning that most of Glencoe's borrowers currently source their library resources from the Glencoe Post Office.

As can be seen from the above figures, there has been a steady and significant decline in borrowing and membership over the past eight (8) years, even though the collection has been regularly renewed and refreshed with transfers by the library staff on a fortnightly basis.

The cost of delivering library services to the current 51 Glencoe members is \$311.84 per member per year. This can be compared to the cost of delivering library services to 148 Deepwater library members (\$162.24) and 96 Emmaville library members (\$205.24).

Other Options Evaluation

1. Provide Home Library Service to Glencoe Members

Home Library Service (HLS) is not a viable option as Home Library Service is only for frail and aged community members and the 51 registered Glencoe library members are located across a large rural region and on properties located in Mount Mitchell, Ben Lomond, and Guyra and not only in the village of Glencoe.

HLS at Deepwater and Emmaville are delivered by a staff member who is at the village Branch Library for the day and makes these deliveries when the library is closed for lunch in a 30-minute timeframe. The Glen Innes HLS deliveries are delivered by the Friends of the Library on Tuesdays within a one (1) hour timeframe.

2. Use Glen Innes staff to deliver Library Services at Glencoe

This is not an option with the current staffing levels at the Glen Innes Library. Currently Library staff transfer resources to the Post Office location once a month and spend approximately one and half (1.5) hours transferring library resources to the Glencoe Branch Library. Glencoe Library users have access to these resources from Monday to Friday from 9am until 12 noon.

Current Library staffing levels would not be able to deliver this level of service and even once a fortnight for three (3) hours would add additional strain to the Library staff roster system which already has only two (2) staff available on Mondays, Fridays and Saturdays and can require casual staff when staff are on leave or away sick. On Tuesdays, Wednesdays and Thursdays, the Glen Innes Library offers weekly HLS, Storytelling and Lego sessions, and a monthly Book Club which needs a staff member to coordinate these events.

3. An Expression of Interest

The Library contract service at Glencoe needs a service provider to offer:

- 19 hours access to library resources which is the same hours of library services offered at Deepwater and Emmaville.
- A safe public access space for the delivery of Library services with Work, Health, and Safety standards (First Aid, evacuation plan, annual risk assessment and serviced fire extinguishers); and
- Insurance to cover loss of resources due to fire and storm damage.

The Glencoe Post Office is the only service centre in the village of Glencoe that is open for this number of hours and has the facilities for safe public access; however, an expression of interest can be organised for June 2023 when the contract is due for renewal.

(c) Options

Option 1

THAT Council:

1. Continues the current delivery of Glencoe Library Services; and
2. Seeks expressions of interest for the contract to deliver the Glencoe Library Services from June 2023.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council discontinues the current delivery of Glencoe Library Services.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The costs of delivering Glencoe Library Services are included in the Operational Plan and Budget for the 2022/2023 Financial Year. The budgeted costs include \$6,450.96 for contractor's fee and additional Public Library staff costs totalling \$9,452.64 (\$196.93 x 48 weeks). This equals an overall cost of \$15,903.60 for the financial year.

(b) Governance/Policy

Nil.

(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 highlighted with Council's Governance, Risk and Corporate Planning Department and are being appropriately managed.

(e) Social

The Glen Innes Severn Council provides library services to the Glencoe community to enrich culture, education and learning, and community well-being, which contributes to and supports the growing of the Glen Innes Severn community.

The current Glencoe Library Services provide easy access to leisure and educational reading and viewing (DVD) resources. The community has limited access to social, cultural, and educational opportunities in their community. Without access to library services, they would need to travel to Glen Innes, Guyra, or Armidale to obtain these opportunities, which imposes additional travelling and day to day living costs on the community.

The social benefit of library services to a community is only one (1) aspect of the value given through library services. Regular community surveys are conducted to gain feedback on the value of community library services and receive high rates of satisfaction and community value.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

- The Glencoe Community Hall Committee; and
- Daniel Walker, Glencoe Post Office contractor.

(b) Internal

- Manager of Economic Development.

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

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

This report also links to Council’s Delivery Program Community Service Principal Activity CS 1.2.3: Deliver the Strategic Plan - Deepwater, Emmaville, Glencoe Library Services 2021-2025.

CONCLUSION

The Glencoe community has had library services for the past 54 years in various locations in Glencoe and these services have been coordinated through Council’s Library Services over this period. Over the past eight (8) years, membership and borrowing has steadily decreased and in July 2022 the contractor cancelled their contract with Council.

This is an opportunity for Council to re-evaluate the current Glencoe Library Services and make an informed decision about the Library Services at Glencoe.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.5 ACCEPTABLE USE POLICY

ECM INDEXES:

Subject Index: POLICY REGISTER – Glen Innes Severn Council

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
Dennis McIntyre - Interim General Manager**

PURPOSE

The purpose of this report is to present Council with the new Acceptable Use Policy (**Annexure A**) for its review and adoption, and to obtain Council approval to rescind the Computer Usage Policy (**Annexure B**).

RECOMMENDATION

THAT Council:

- 1. Adopts the draft Acceptable Use Policy; and***
- 2. Rescinds the Computer Usage Policy.***

REPORT

(a) Background

The Computer Usage Policy was last adopted by Council on 25 May 2017 and is due for review every three (3) years.

Rather than reviewing the Computer Usage Policy in May 2020, negotiations were commenced with **Kaon Security Limited (Kaon)** to produce an ISO 27002 compliant policy system, which is now delivered online as **Policy Management as a Service (PMaaS)** for a yearly subscription fee.

The Kaon policy system has been presented to Council's **Management Executive Team (MANEX)** and has undergone extensive internal consultation with relevant people. It is now recommended for Council's review and adoption.

To make way for the draft Acceptable Use Policy and associated policy system, it is further recommended that Council rescinds the existing Computer Usage Policy.

(b) Discussion

Council's Computer Usage Policy was first adopted in March 2007, in response to the growing need to provide rules and guidelines for the use of Council's **Information Communications Technology (ICT)**, comprising hardware, software and cloud-based (Internet) solutions, and the data they contain.

The Computer Usage Policy has served Council well over the 15 plus years it has been in place; however, the increasing complexity of ICT systems and cybersecurity issues, coupled with the growing expectations of State and Federal governments that public sector organisations, including Councils, will manage their resources effectively and securely, have rendered the old Policy obsolete. Accordingly, the decision was made to move to a policy system that met internationally recognised standards, being *ISO 27002: Information security – Security Techniques – Code of Practice for Information Security Controls*.

Developing an ISO compliant system inhouse would have been a huge and impractical task for a Council the size of Glen Innes Severn and it is not overstating the case to say that it would have been beyond the capabilities of even much larger councils. This is where partnerships with organisations such as Kaon have great value, enabling smaller organisations such as Council to punch well above their weight in terms of compliance, at a very reasonable price. The system will also be maintained by Kaon into the future, as part of the ongoing agreement.

By way of explanation, Kaon is a New Zealand based company that is specialising in the delivery of ISO compliant PMaaS to local governments. The system is developed to be fully online, which means it can be accessed by staff, councillors and other relevant parties, in any location. After adoption of the draft Acceptable Use Policy by Council, a link to the full system will be placed on Council's Intranet and in other locations, to enable easy access.

The draft Acceptable Use Policy itself is effectively a summary of the entire policy system, taking the salient points from each of the following policies that make up the entire system:

- Glen Innes Severn Council Access Control Policy;
- Glen Innes Severn Council Anti-Virus Policy;
- Glen Innes Severn Council Business Continuity / Disaster Recovery Policy;

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- Glen Innes Severn Council Communication and Mobile Devices Policy;
- Glen Innes Severn Council Computer Systems and Equipment Use Policy;
- Glen Innes Severn Council Computers for Councillors Policy;
- Glen Innes Severn Council Cyber Crime and Security Incident Policy;
- Glen Innes Severn Council Email Policy;
- Glen Innes Severn Council Information Management Policy;
- Glen Innes Severn Council Internet Use Policy;
- Glen Innes Severn Council Laptop and Tablet Security Policy;
- Glen Innes Severn Council Legal Compliance Policy;
- Glen Innes Severn Council Online Services Policy;
- Glen Innes Severn Council Password and Authentication Policy;
- Glen Innes Severn Council Personnel Management Policy;
- Glen Innes Severn Council Physical Access Policy; and
- Glen Innes Severn Council Remote Access Policy.

The Kaon system also contains useful links, templates, and other resources that Council can use to ensure that its ICT systems meet cybersecurity requirements and other standards. All online versions of the policies include explanatory notes for users and links to the relevant sections of ISO 27002.

It is intended that the sub policies will be approved as management policies after Council gives approval for the overarching Acceptable Use Policy. The Acceptable Use Policy will be the Policy presented to new and existing staff and councillors; however, if greater detail is needed, it can be provided by referring to the supporting policies.

Adoption and implementation of the draft Acceptable Use Policy will also enable Council to meet a major requirement of both its internal audits and Interim and Final Management Letters from the external auditors. Combined with the ICT Strategic Plan adopted by Council in February this year, Council will be able to demonstrate that it has committed itself to the implementation of both ISO 27002 and the Australian Cyber Security Centre's *Essential Eight Maturity Model*.

In this respect, the new policy system is aspirational in nature. In tandem with the ICT Strategic Plan and *Essential Eight Maturity Model*, the new policy system will provide Council with a comprehensive framework of goals and actions that it can work towards over the next few years.

As an unexpected bonus, Council's network service provider, **Roberts and Morrow Technology (RMT)** is very familiar with the Essential Eight framework and has already prepared a draft roadmap for Council to work towards level one (1). The reason for this is that RMT is required, as part of its service accreditation, to achieve the highest level in the Essential Eight framework and this knowledge and expertise will flow in Council's direction.

It is difficult to choose any aspect of the draft Acceptable Use Policy for special mention. Overall, councillors will see that the Policy is primarily aimed at achieving the secure, cost effective and ethical use of Council's ICT systems, by putting effective controls in place to regulate and monitor access and use. The draft Policy is now presented to Council for adoption.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Kaon Policy Lite subscription costs \$3,840 (ex GST) per annum, with this amount budgeted for in Council's Operational Plan and Budget for the 2022/2023 Financial Year.

(b) Governance/Policy

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

(c) Legislative/Statutory

As listed in the draft Acceptable Use Policy, legislation and standards that have direct relevance include:

- *ISO 27002: Information security – Security Techniques – Code of Practice for Information Security Controls;*
- *Essential Eight Maturity Model;*
- *Local Government Act 1993;*
- *Privacy and Personal Information Protection Act 1998;*
- *Health Records and Information Privacy Act 2002;*
- *Independent Commission Against Corruption Act 1988;*
- *Government Information (Public Access) Act 2009;*
- *State Records Act 1998;*
- *Workplace Surveillance Act 2005;*
- *Anti-Discrimination Act 1977; and*
- *Local Government (State) Award 2020.*

(d) Risk

As is well understood these days, considerable risk exists with the operation of any ICT systems. With the rise in popularity of hybrid work and cloud-based computing, which Council has invested extensively in, cybercrime has also increased and diversified. Council must have effective systems in place to combat the rise in cybercrime, or risk considerable financial and reputational loss.

(e) Social

The use of ICT now impacts in profound ways on every aspect of modern life and society. It is essential that public sector organisations such as councils take a lead role in mitigating risk while meeting the expectations of the community for increased digital communication and services.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Council's ICT and digital infrastructure, including hardware, software, and data, is a highly valuable, complex and irreplaceable asset. Having effective policies and systems in place to properly manage and protect such assets is essential.

CONSULTATION

(a) External

Kaon Security Limited and Roberts and Morrow Technology.

(b) Internal

MANEX, the Manager of Governance, Risk and Corporate Planning, and key subject matter experts.

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 5.2.7: Deliver ICT administrative support services across Council to adopted customer service standards.

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.10: Implement the Enterprise Risk Management Framework and Plan.

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.8.1: Deliver the Information Communications Technology (ICT) Strategic Plan and review as necessary.

CONCLUSION

Council's Computer Usage Policy has reached the end of its useful life and Council's approval is now sought to rescind it and replace it with the draft Acceptable Use Policy, which has been developed in consultation with Kaon and is ISO 27002 compliant. The draft Acceptable Use Policy is presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Acceptable Use Policy
Annexure B Computer Usage Policy

REPORT TITLE: 7.6 AUSTRALIAN STANDING STONES MANAGEMENT BOARD - ENDORSEMENT OF ADDITIONAL MEMBER

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Australian Standing Stones Management Board

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the **Australian Standing Stones Management Board (ASSMB)** meeting held on Wednesday, 16 November 2022.

RECOMMENDATION

That Council endorses Petar Grulovic as a community representative on the Australian Standing Stones Management Board.

REPORT

(a) Background

The ASSMB includes representation from interested community members and/or other key stakeholders of the site. The Committee is required to consider matters and make recommendations to Council.

The Annual General Meeting (AGM) of the ASSMB was held on Wednesday, 17 August 2022 where 11 nominations were received to fill the 12 vacant positions on the ASSMB. An additional nomination was received at the ASSMB meeting held on Wednesday, 16 November 2022 which requires endorsement by Council.

Council resolved the following at its Ordinary Council Meeting held on Friday, 23 September 2022:

18.09/22 RESOLUTION

THAT Council:

1. Endorses the following 11 community representatives as the newly elected Australian Standing Stones Management Board:

- Storm Black;
- Peter Grimes;
- Fiona O'Brien;
- Robert O'Brien;
- Pamela O'Neill;
- Colin Price;
- John Rhys Jones;
- George Robertson-Dryden;
- Judi Toms;
- Steve Toms; and
- Raelene Watson.

2. Endorses the election of office bearers within the newly elected Australian Standing Stones Management Board as follows:

- Chairperson - Judi Toms;
- Treasurer - John Rhys-Jones; and
- Secretary - Raelene Watson.

CARRIED

(b) Discussion

The Minutes of the ASSMB meeting held on Wednesday, 16 November 2022 (**Annexure A**) include the following recommendation, for membership, for consideration by Council:

- Petar Grulovic.

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.

The endorsement of Petar Grulovic, along with the current 11 endorsed members would bring the total number of committee members to 12, being the maximum number of members for a committee of Council.

In accordance with Council's resolution 15.09/22 dated Friday, 23 September 2022 Council's representatives on this Committee are the Mayor Councillor Rob Banham and Councillor Lara Gresham. The Director of Place and Growth is a staff nominated representative on this committee.

(c) **Options**

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

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

(b) **Governance/Policy**

The Manual

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

The ASSMB has delegated Council powers and responsibilities and are required to adhere especially to section four (4) Financial Management of the Manual to ensure compliance.

The ASSMB provides advice on the development, maintenance, education, promotion and interpretation of the site and infrastructure as well as providing input into relevant Council policies and strategies as they are formulated and reviewed.

Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers

As the ASSMB is a section 355 committee of Council under the ***Local Government Act 1993 (the Act)*** this Code will apply to all members of the ASSMB.

(c) **Legislative/Statutory**

The ASSMB is a Council Committee under the provisions of Section 355 of the Act.

(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

Council's Community Committee is managing the Australian Standing Stones site, including flag lowering ceremonies for the Celtic nations and other events and provides an atmospheric venue for the Australian Celtic Festival.

The Standing Stones site also provides an educational opportunity to learn about Celtic cultures, descendants and their contribution as well as an outdoor recreation venue, an iconic curiosity and a rest stop and café for travellers and residents. The ASSMB provides valuable assistance to Council in managing this significant recreational attraction of Glen Innes and assists to increase visitor numbers to the area.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The ASSMB plays an important role in maintaining and preserving an important asset of Council.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

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

CONCLUSION

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

The ASSMB has 11 endorsed members and has received an additional nomination from Petar Grulovic to fill the remaining position on the ASSMB. Petar Grulovic 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 Australian Standing Stones Management Board Meeting Minutes -
16/11/22

REPORT TITLE: 7.7 EMMAVILLE WAR MEMORIAL HALL COMMITTEE -
ENDORSEMENT OF ADDITIONAL MEMBER

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Emmaville War Memorial Hall Committee

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the **Emmaville War Memorial Hall Committee (the Committee)** meeting held on Tuesday, 22 November 2022.

RECOMMENDATION

THAT Council:

1. **Endorses the following additional community representatives to the Emmaville War Memorial Hall Committee:**
 - **Leah Johnson; and**
 - **Claire Sproule.**
2. **Accepts and notes the resignation of the Secretary and Treasurer Lyn Schumacher and thanks her for her service to the Emmaville War Memorial Hall Committee; and**
3. **Request the Emmaville War Memorial Hall Committee to nominate an interim Secretary and Treasurer as a matter of urgency.**

REPORT

(a) Background

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

The Annual General Meeting (AGM) of the Committee was held on Wednesday, 27 April 2022 where four (4) nominations were received to fill the 12 vacant positions on the Committee. An additional two (2) nominations were received at the Committee meeting held on Tuesday, 22 November 2022 which require endorsement by Council.

Council resolved the following at its Ordinary Council Meeting held on Thursday, 23 June 2022:

17.07/22 RESOLUTION

THAT Council:

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

CARRIED

At the Committee meeting held on Tuesday, 22 November 2022, under correspondence, it was noted that a resignation letter was received by Lyn Schumacher the current Secretary and Treasurer. The secretary and treasurer role are required office bearer positions; however, at no point during the meeting is it noted or discussed to fill these required positions.

(b) Discussion

The Minutes of the Committee meeting held on Tuesday, 22 November 2022 (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Leah Johnson; and
- Claire Sproule.

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

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

The endorsement of the two (2) additional members, the resignation of one (1) member and the remaining three (3) endorsed members will bring the total number of committee members to five (5).

In accordance with Council's resolution 15.09/22 dated Friday, 23 September 2022, Council's representative to this Committee is Councillor Rob Banham. The Manager of Community Services and / or Manager of Library and Learning Centre also attend these meetings as management representatives of Council.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

The Manual

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

The Committee has delegated Council powers and responsibilities and is required to adhere especially to section four (4) Financial Management of the Manual to ensure compliance.

The Committee provides advice on the development, maintenance, education and promotion of the asset as well as providing input into relevant Council policies and strategies as they are formulated and reviewed.

Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers

As the Committee is a section 355 committee of Council under the **Local Government Act 1993 (the Act)** this Code will apply to all members of the Committee.

(c) Legislative/Statutory

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

(d) Risk

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The Committee plays an important role in maintaining and preserving an important asset of Council.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

[CONCLUSION](#)

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

The Committee has four (4) endorsed members, however, has received a resignation from the Secretary and treasurer Lyn Schumacher. An additional two (2) nominations have been received by Leah Johnson and Claire Sproule, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. This will bring the total number of committee members to five (5). Council's approval is now sought for the additional membership.

Noting that the committee is going to be asked to appoint a member into the secretary and treasurer roles and advise Council of outcome.

[ATTACHMENTS](#)

Annexure A Emmaville War Memorial Hall Committee AGM Minutes - 22/11/22

**REPORT TITLE: 7.8 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 30 NOVEMBER 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: Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager**

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 is ready for line marking. The internal curtain, as shown in image 1, has been installed between the two (2) indoor courts. 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. The contractor for the external courts has planned to start work in January 2023.



Image 1: Glen Innes Indoor Sport Centre – internal curtain

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

New Finance System and Implementation

The implementation of Project Jigsaw is continuing with external consultants assisting with the project implementation.

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. Plant journals are still to be processed, this is nearing completion, staff are waiting for guidance from Open Office. We have implemented a program to address and resolve outstanding issues, which has been quite successful in finalising outstanding issues that staff have.

Multiple difficulties have occurred with issuing the first quarter water notices: the implementation of Open Office, the introduction of Aqualus (Smart Meters), the interfacing of these two (2) programs and Open Office not being able to format the water bills as required by Council. The decision has been made to combine the first and second quarter rates notices, which are expected to be distributed in January. This will be a change for our residents, communication has already started on Facebook in this regard apologising for the inconvenience caused.

Stage Two (2) has not yet commenced, Council staff are meeting with Open Office staff mid-December to discuss implementation taking place early 2023.

Bald Nob Road, Segment 20 upgrade

Construction is now complete on this 2km section of Bald Nob Road, with seal placed in early December as shown in image 2.



Image 2: New sealed surface on Bald Nob Road.

Works will commence in January on the next 5.9km stage, as shown in image 3, funded under the federal Roads Of Strategic Importance (ROSI) program.



Image 3: Transition to Stage 2 of Bald Nob Road upgrade.

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

Mt Slow Road gravel re-sheet



Image 4: Mt Slow Road gravel re-sheet

Mt Slow road gravel re-sheeting, as shown in image 4, is underway using material from Costello Road pit. This material remains very wet and has been difficult to place. Warmer weather through November is assisting in this regard allowing the material to dry back as it goes down.

(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	\$ 6,642,420	103%
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	\$ 6,686,383	45%
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	\$ 1,644,533	8%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 943,487	\$ 1,473,507	\$ 242,480	16%
TOTALS	\$ 39,421,862	\$ 47,939,896	\$ 18,109,783	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 Carried Forward for the 2019/2020 Financial Year
Annexure B	Capital Works Program Carried Forward for the 2020/2021 Financial Year
Annexure C	Capital Works Program for the 2021/2022 Financial Year
Annexure D	Capital Works Program Revotes 2022
Annexure E	Capital Works Program for the 2022/2023 Financial Year
Annexure F	Capital Works Program Revotes for the 2022/2023 Financial Year

REPORT TITLE: 7.9 INVESTMENTS REPORT AS AT 30 NOVEMBER 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

**APPROVER/S: Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager**

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 \$16.7 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 November 2022	\$6,990,797.33
Movements		-\$ 256,725.85
Closing Balance	30 November 2022	\$ 6,734,071.48
Add unprocessed Bank Statement Transactions		
Total:		\$ 6,734,071.48
Balance as per Statement		
	30 November 2022	\$ 7,663,983.81
Less Unpresented Payments		(\$963,651.44)
Plus Unpresented Debits		\$ 33,739.11
Total:		\$ 6,734,071.48
		
Responsible Accounting Officer		
4 December 2022		

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

SUMMARY OF INVESTMENTS:

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	9/12/2022	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-	21/12/2022	0.20%	CBA (8)	Yes	1,004,400	165.11
Expected Average Return 22/23		1.18%	Total Investments		16,704,400.00	515,180.83
Actual Average Return Received YTD		1.94%	Cash on Hand		6,734,071.48	
Total Cash and Investments					23,438,471.48	

*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:

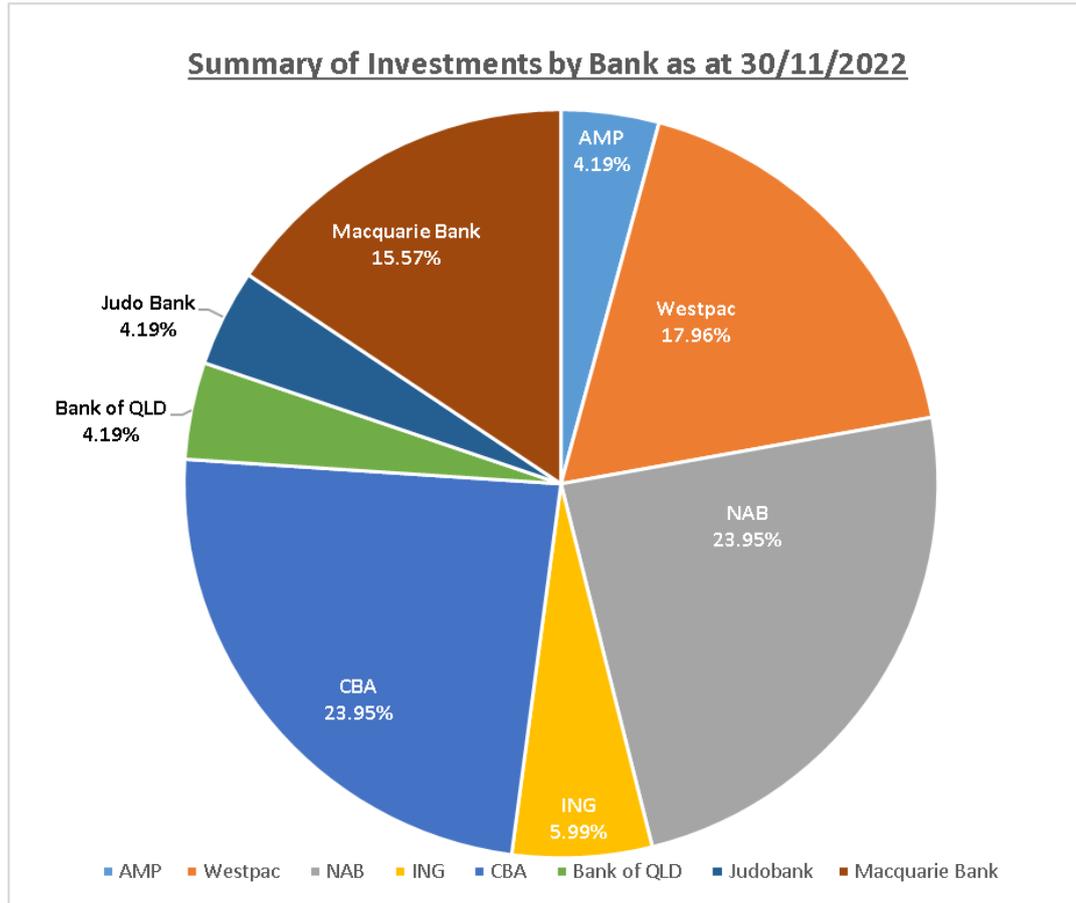
Interest received for year to 30 November 2022	\$37,340.78
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 November	17,700,000
Less:	
Maturities (1)	1,000,000
Subtotal	16,700,000
Plus	
Rollovers (0)	
New Investments (0)	
Closing Balance as at 30 November	16,700,000

During the reporting month, there was one (1) investment that matured 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)** except for a minor (.57%) overrun in a single investment, Macquarie Bank.

(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 1.96%. 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 November	17,700,000	18,100,000
Closing Balance as at 30 November	16,700,000	18,100,000

(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 except for a minor, 0.57%, overrun in the investment with Macquarie Bank over 15%.

As can be seen above Council has three (3) investments with Macquarie Bank that total \$2.6M which equates to 15.57% of the total investment portfolio. Council's Investment Policy limits individual financial institutions to restrictions based on their credit rating so that single entity exposure is limited. Macquarie Bank is an A category, which is to be restricted to 15%.

This has occurred due to the \$1M investment during the month that matured and was not either rolled over or invested; had this occurred the Macquarie Bank investment would have equated to 14.69% of the total investment portfolio. This will be rectified during December 2022.

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%	16,704,000
Yes	AA	65.87%	11,004,000	100%	5,700,000
Yes	A	21.56%	3,600,000	45%	3,916,800
Yes	BBB	12.57%	2,100,000	25%	2,076,000
Yes	Government	0.00%	-	100%	16,704,000
		100.00%	16,704,000		

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	16,700,000	100%
Total			16,700,000	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 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, except for a minor, 0.57%, overrun in the investment with Macquarie Bank over 15%. This will be rectified during December 2022.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.10 BORROWINGS REPORT AS AT 30 NOVEMBER 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Newsome - Chief Financial Officer (Casual)

**APPROVER/S: Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager**

Item 7.10

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	\$ 117,886.85
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$ 1,788,069.27
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	\$ 57,908.82
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					\$ 6,735,916.68

*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	\$ 759,512.54
Total Sewer Fund Liability					\$ 759,512.54
TOTAL LOANS LIABILITY					\$ 9,040,929.22

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 \$9,040,929.22 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: 7.11 WORKPLACE INJURY MANAGEMENT REPORT AS AT 25 NOVEMBER 2022

ECM INDEXES:

Subject Index: WORK HEALTH AND SAFETY: General

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Blunt - WHS Co-ordinator

APPROVER/S: Peter Sayers - Manager of Administration and Human Resources
Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager

PURPOSE

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

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 25 November 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	6
YTD New Claims (Non-Premium Impacting)	6	10	5	3
YTD Total New Claims	10	15	10	9
YTD Time Lost Due to Injury (LTI Days)	79	29	387	245
Open Premium Impacting Claims (From Previous Years)				7
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				6
Open Non-Premium Impacting Claims (Current Year)				2
Total Open Claims				16
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 period 1 November to 25 November 2022. Due to the early deadline for December Business Paper reports, the usual practice of reporting an entire month's data was not possible. As a result, there are no reported changes to the cost of claims or number of claims closed. Updated figures will be presented to the February 2023 Council meeting.

There were two (2) new workers compensation claims during the reporting period, both of a premium impacting nature. Lost time continues to impact on claims costs, with two (2) workers currently unable to sustain suitable duties and a further two (2) performing suitable duties on minimal hours.

(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 November 2022 saw two (2) new workers compensation claims, with an increase in lost time. As noted above, claims costs and claim closures were not reported due to the information being unavailable at the time of writing this report.

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: 7.12 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR NOVEMBER 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager

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 34 applications for 603 Certificates in November 2022 compared to 44 applications for the same month last year. Year to date, there have been 142 applications compared to 180 applications for the same period last year.

Risk Management

During the month of November there were three (3) 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		
	Nov	Year to date	2021/2022
Public Incident Report (slip, trip and falls etc.)	0	0*	4
Public Property Damage (including roots, trees, sewers, vehicles)	1	2*	4
Other: Crypto Locker Attacks etc.	0	0	0
Council Motor Vehicle / Plant Damage	2	10	13
Council Property Damage	0	0	1
Volunteer Incidents – Personal Injury	0	0	0
TOTAL	0	12	22

*a previous error in July reported a public incident report when it should have been reported as a public property damage incident. In July there was nil motor vehicle / plant damage reported when it should have been five (5), this figure was corrected in the October report to Council. Therefore, the relevant year to date figures have been updated to reflect the correct totals.

Of the two (2) motor vehicle claims in November one (1) was a backdated motor vehicle claim lodged after the period in which it occurred and therefore has not been previously reported to Council. The Public Property Damage was to a non-Council vehicle rear window caused by a rock from a whipper snipper.

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	0
November	0
Year to Date Total	11

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

No policies have been amended without needing to go to Council.

The Youth Booth Update

The Youth Booth membership and staff have been working on their summer vegetable gardens. They received a delivery of soil from Brian and Maggie Hutton which enabled the members to get all our donated seedlings planted.

The recent warmer weather has enabled members to get outside and engage in some physical activities. We had an afternoon of ‘water pistol paint gun’, the members thoroughly enjoyed this activity and really utilised strategic teamwork.

Some volunteers have been helping this month with activities. Carol Sparks kindly donated her time a few afternoons to help with the gardens and Eva Yarnold has been attending most afternoons to assist with the busy activities and influx of members coming in.

A work experience student has joined the team this week from year 10 at Glen Innes High School. Will, is keen to get some hands-on experience in the Community Services industry, as it is a future career choice he is considering.

Youth Booth staff have been planning for school holiday activities. Discussions have been held with the Glen Innes Local Aboriginal Land Council to develop a partnership to deliver Aboriginal Cultural Activities.

The Youth Booth is partnering with Centrecare in January to partake in their ‘Youth Amazing Race Event’. A challenge will be organised at The Youth Booth for young people to get their next clue in the race to the finish.

The newly formed Playgroup for young parents, ‘Bubs and Us’ is gathering momentum. Currently there are eight (8) young parents attending with their children with a ‘Teddy Bears Picnic’ event held at the park at the end of the month.

The figures below highlight the statistics for The Youth Booth in November. The highest attendance number in a day was 27.

The Youth Booth	November
Number of registered members	96
Average number of visits per day	19
Highest number of attendees in one (1) day	27
Number of registered volunteers (as at last day of month)	4
Number of days registered volunteers attended	13

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 – 24.81
- Vacation Care – 0

CAFS – Supported Family Programs

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

Program	Location	No. of Families	No. of Children
My Time (for Carers)	Glen Innes	12	3
Supported Playgroup Wyaliba	Wyaliba	6	13
Aboriginal Playgroup	Glen Innes	5	21
CAFS Playgroup	Pool House	13	55
National Disability Insurance Scheme (NDIS)*	Pool House	0	0
TOTAL		36	92

*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 of 30 November 2022, the number of consumers accessing services with LC-SS was 408, 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	302	35	266	1
Gwydir Shire	2	0	2	0
Inverell Shire	60	0	60	0
Tenterfield Shire	44	0	44	0
TOTAL	408	35	372	1

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 are 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

- 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 held 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 included door prizes, raffles, fundraising and entertainment.

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

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.13 LEP MAP ERROR - 1278 GLEN ELGIN ROAD, GLEN ELGIN

ECM INDEXES:

Subject Index: LAND USE AND PLANNING: Planning

Customer Index: Kym and Beverley Cheers

Property Index: “Goondooloo” 1278 Glen Elgin Road, Glen Elgin

AUTHOR: Kathleen Taminiau - Town Planner

APPROVER/S: Kane Duke - Manager of Planning and Regulatory Services
Gayleen Burley - Director of Place and Growth
Dennis McIntyre - Interim General Manager

PURPOSE

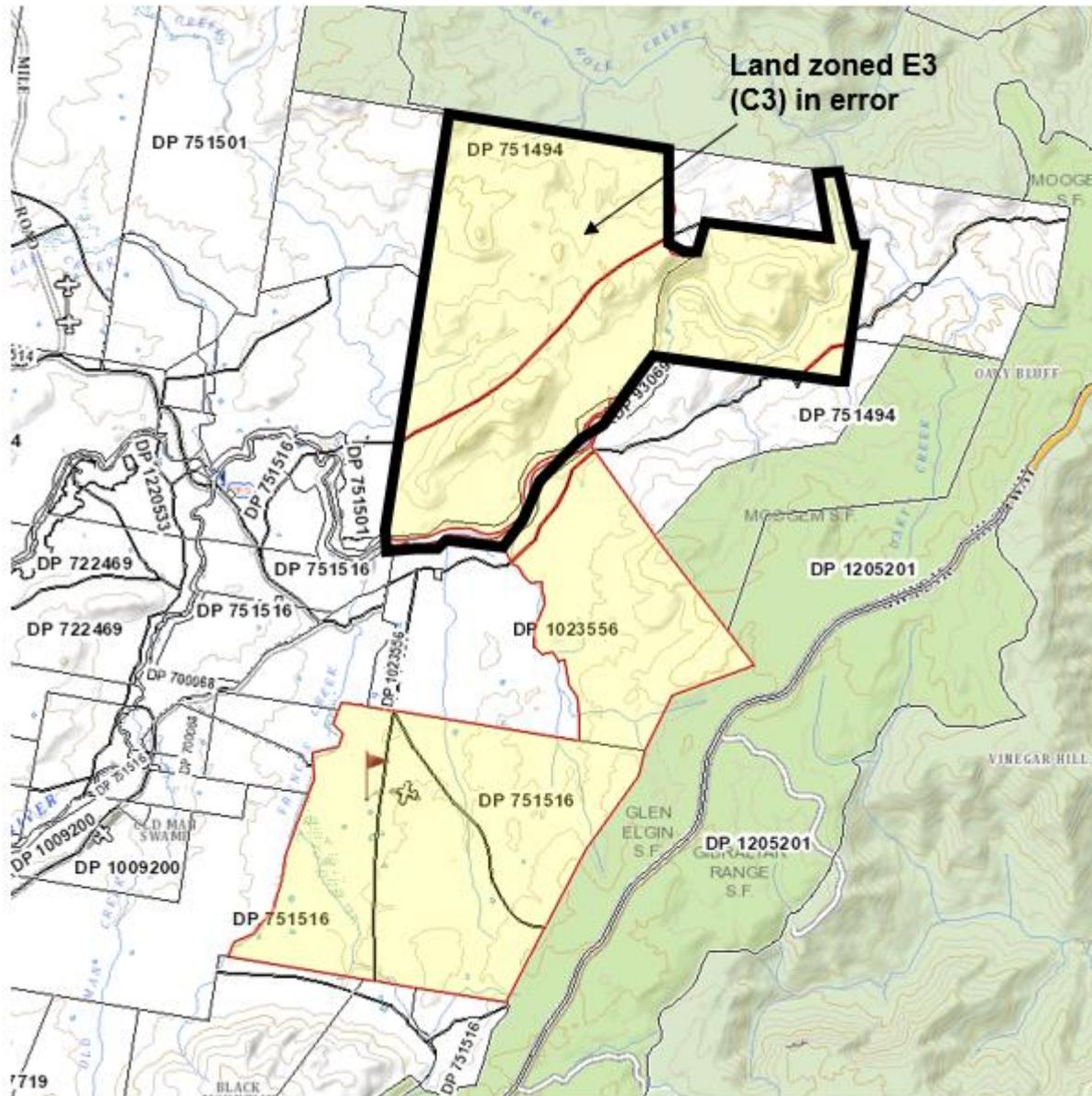
The purpose of this report is to seek Council endorsement to correct a zone map error applicable to part of the property known as “Goondooloo” 1278 Glen Elgin Road, Glen Elgin. Part of “Goondooloo” was zoned E3 Environmental Management (now referred to as C3) instead of the required RU1 Primary Production zone.

The proposed map correction entails an amendment to the **Glen Innes Severn Local Environmental Plan 2012 (GIS LEP 2012)** Land Zoning map applicable to Lot 2 DP 751494, Lot 28 DP 751494, Lot 31 DP 725019 and part of Lot 111 DP 1023556.

Section 3.22 of the *Environmental Planning and Assessment Act (EP&A Act)* provides an “expedited pathway” for **Local Environmental Plan (LEP)** amendments to correct an obvious error. The attached Submission Report (*Annexure A*) provides details of the error and the map amendment required to correct the error.

The Minister for Planning’s delegate will review the Submission Report and make the amendment if it is satisfied that the amendment can be considered minor.

THE SUBJECT PROPERTY:



RECOMMENDATION

THAT Council:

- 1. Resolves to forward the Section 3.22 of the Environmental Planning and Assessment Act Submission Report to the Minister for Planning to expedite the Local Environmental Plan map amendment; and***
- 2. Notifies the landowners of the resolution.***

REPORT

(a) Background

Why there is a need for the amendment:

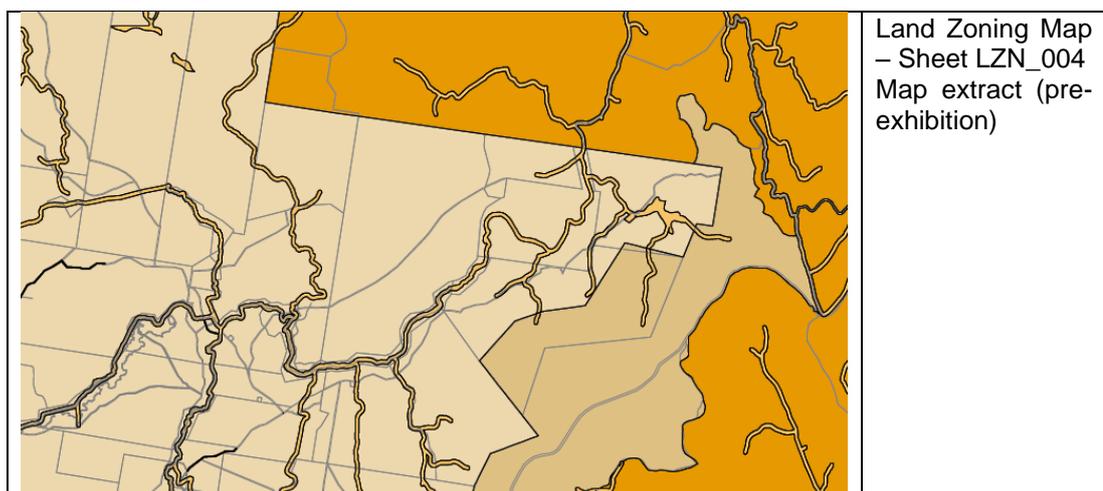
The property at 1278 Glen Elgin Road, Glen Elgin is used for extensive agriculture (stock grazing). The Lot Zone Map applicable to the subject land was intended to be zoned RU1 Primary Production to reflect its agricultural land use as the most logical 'conversion' zone from the 1(a) General Rural Zone under the former Severn LEP 2002 (repealed).

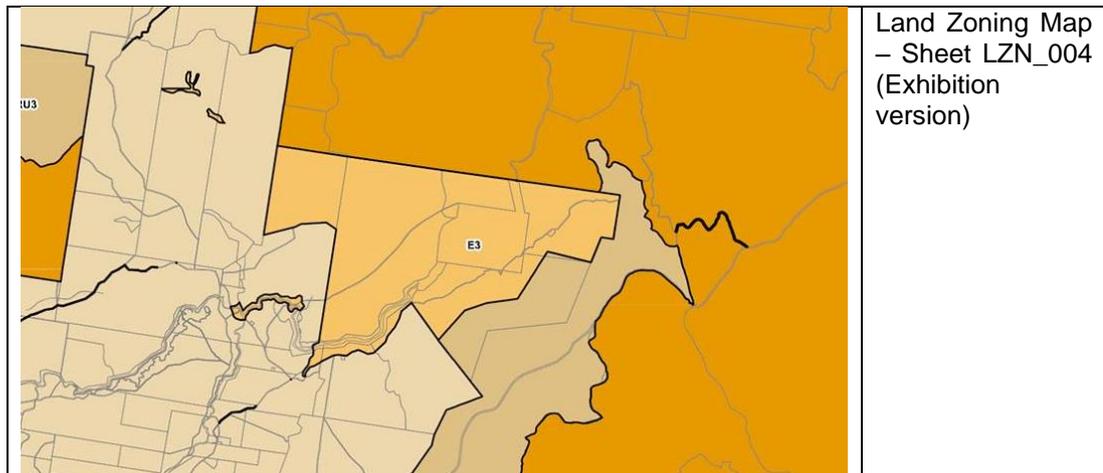
The owners of the subject land, "Goondooloo", met with Council staff early in 2022 and requested that the mapping error be corrected when it became apparent that their property was excluded from certain exempt development functions due to the application of the C3 Environmental Management zone to most of the property.

Council staff reviewed the former Severn LEP mapping and confirmed that, historically, the property was zoned for agricultural land use. Early versions of the draft standard template LEP mapping carried forward the agricultural zoning; however, the exhibited draft LEP mapping showed the property with an E3 Environmental Management zone applied to the forested parts of the property.

The first versions of the LEP Lot Zone mapping prepared for the Standard Instrument Comprehensive LEP for Glen Innes Severn Local Government Area was prepared in August 2011.

Draft mapping of the subject land is shown below:





In 2011, the extent of verified land to be zoned for environmental conservation or management purposes was generally limited to land identified in the Roads Vegetation mapping project (Croft 2002) and **Travelling Stock Route (TSR)** Conservation Values mapping project (DECCW 2009) located within road reserves and TSRs. This mapping had been ground-truthed and was considered to accurately represent land with high conservation value.

(b) Discussion

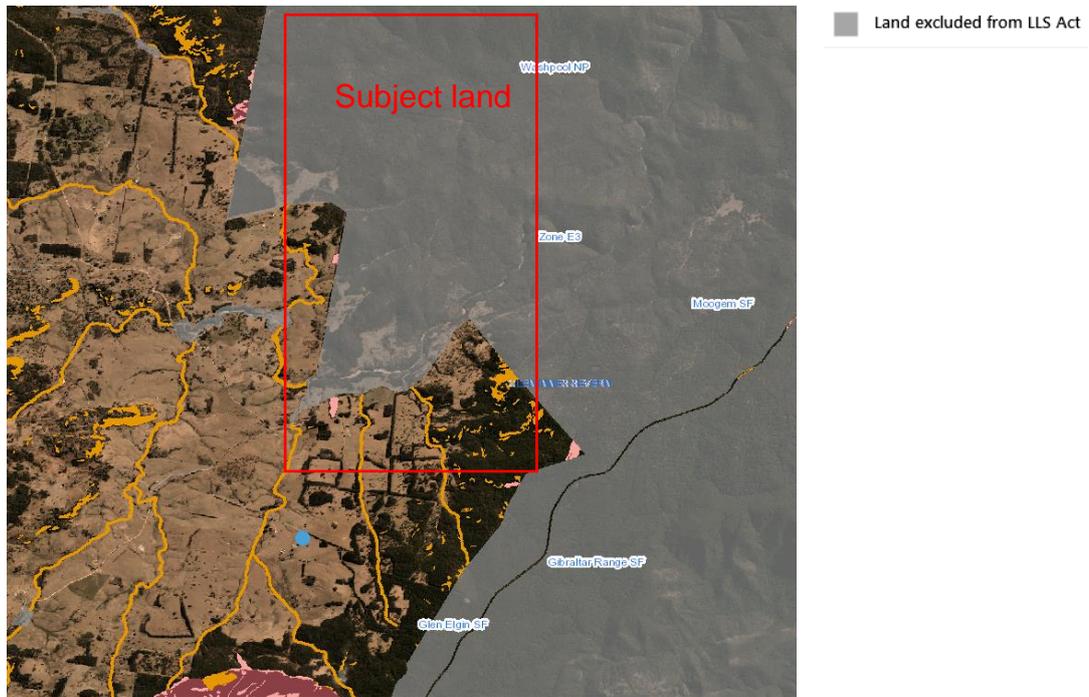
The final draft LEP mapping was outsourced to GIS consultants who prepared the exhibition draft versions of the mapping and the post exhibition versions.

The E3 zone has been applied to part of the property known as 1278 Glen Elgin Road Glen Elgin rather than the small areas of TSR vegetation. This is a mapping error. The landowners were not aware of environmental zoning of their property at the time of the exhibition of the comprehensive LEP and therefore did not make a submission at that time.

The unintended land use and operational consequences of the incorrect environmental zoning are:

1. The C3 zone objectives are not consistent with proposed land use (of private forestry).
2. Clearing for boundary fencing for existing agricultural uses under the NSW Rural Fire Service Rural Boundary Clearing Code cannot be carried out.
3. Exempt development for farm buildings, stock holding yards, grain silos and bunkers, and the Inland Housing Code does not apply to environmental zoned land.
4. Allowable activities available under Schedule 5A of the Local Land Services Act 2013 are not authorised in the C3 Environmental Management zone – refer Regulatory Map below.

NSW Local Land Services Transitional Native Vegetation Regulatory Map



The landowners have requested that Council rectify the error. This is a reasonable request given that the zone change from rural to environmental was made in error by Council in 2011.

What the amendment does:

The amendment involves a map change to the Land Zoning Map – Sheet LZN_004 to amend the land zoning within Lot 2 DP 751494, Lot 28 DP 751494, Lot 31 DP 725019 and part of Lot 111 DP 1023556 from C3 Environmental Management to RU1 Primary Production.

(c) Options

Option 1

THAT Council:

1. Resolves to forward the Section 3.22 of the *Environmental Planning and Assessment Act* Submission Report to the Minister for Planning to expedite the Local Environmental Plan map amendment; and
2. Notifies the landowners of the resolution.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council delay the proposed amendment to be considered with the next general review of the Glen Innes Severn Local Environmental Plan 2012.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The costs to engage a private planning consultant to investigate the matter and prepare the s3.22 application was estimated to be \$2,695 which was originally budgeted for using Bushfire Disaster Recovery grant funds. These funds are no longer available and will need to be allocated from the Planning Consulting budget.

(b) Governance/Policy

The process for making minor amendments to a LEP has been undertaken in accordance with the provisions of 3.22 of the *Environmental Planning and Assessment (EP&A) Act 1979*.

The amendment seeks to maintain the accuracy of the GIS LEP 2012 as the key land use regulatory document within the Glen Innes Severn Local Government Area to provide certainty and transparency regarding land use decisions.

(c) Legislative/Statutory

The planning proposal has been prepared in accordance with the *Environmental Planning and Assessment Act 1979* to amend the Glen Innes Severn Local Environment Plan 2012.

(d) Risk

If the land is not rezoned the land may not be used as previously intended as private forestry. It also may restrict the owner of the land to be able to make the land financially viable.

(e) Social

Section 3.22 of the EP&A Act allows certain types of minor amendments to be made to environmental planning instruments without needing to follow the usual plan-making procedures to keep the LEP up to date and accurate so that it continues to meet community expectations.

(f) Environmental

This review aims to ensure that land use in the Glen Innes Severn LGA continues to be managed and regulated in accordance with the aims of the Plan.

(g) Economic

The review of GIS LEP 2012 aims to ensure clarity of outcomes which assists the local economy.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Advice has been received from NSW Department of Planning and Environment regarding this proposal.

(b) Internal

Nil.

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

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.1.3: Provide Urban and Rural Environmental and Development Planning services to adopted customer service standards.

CONCLUSION

The reason for the amending plan is to correct an obvious error in the principal LEP instrument. The amendment needs to be expedited to enable native vegetation clearing of the subject land following the 2019 bushfires.

Resolving this planning proposal will allow the S3.22 Submission Report to be referred to the NSW Planning Minister for consideration.

ATTACHMENTS

Annexure A Section 3.22 Environmental Planning and Assessment Act submission

REPORT TITLE: 7.14 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: Gayleen Burley - Director of Place and Growth
Kane Duke - Manager of Planning and Regulatory Services
Dennis McIntyre - Interim General Manager**

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;
- Environment and Waste Management; and
- Economic Development and Tourism.

(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 November until 24 November 2022.

REGULATORY AND PLANNING SERVICES**DEVELOPMENT APPLICATIONS (DA) DATA**

The following table provides a summary of the number and type of applications approved, value of the work and average determination time:

	2022-2023 YTD	2021-2022
Total Number of DAs Determined	49	80
Average Determination Time (days) – All Applications	50	25
Average Determination Time (days) – Minor Development*	49	26
Average Determination Time (days) – Major Development**	48	28
Value of DAs	\$11,609,944	\$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	3	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 – November 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 November 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
DA30/21-22#	Extractive Industry – Granite Quarry & Installation of Associated Shipping Container	757 New England Highway, Yarrowford
DA11/21-22 Modification	Modification for Extractive Industry	189 Jenkins Road, Matheson
DA35/22-23	Construct shed, dual occupancy & decommission existing dwelling	741 Strathbogie Road, Glen Innes
DA33/22-23	Subdivision – Consolidation (12 lots into 2 lots) / Boundary Adjustment	1074 Red Range Road, Lambs Valley

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 with four (4) ash placements and four (4) burials taking place during the month of November. Maintenance is being carried out at all cemeteries as time and resources allow with weed spraying also now completed. The drier weather has allowed staff to catch up on a large amount of outstanding work.

Parks and Sporting Fields

Mowing, edging and whipper snipping has commenced around the main parklands with walk throughs being conducted three (3) days per week to complete litter pick up. Weed spraying is being carried out as the weather allows and sporting fields have been mowed and marked as required. The mowing issue at King George Oval is currently being addressed; however, maintenance works are being inhibited due to natural water springs breaking through the ground creating boggy wet conditions that prohibit the use of heavy mowers and machinery in some areas.

Aquatic Centres

Learn to Swim Lessons are proving to be very popular with patronage exceeding available classes (a waiting list has been developed for future lessons). The 0-4 years learn to swim program has been popular with 60 in attendance for the month of November while the four (4) years plus group had 126 attendees. The school learn to swim programs are also currently running and will continue through the month of December. Bookings are now being taken for the January school holiday intensive learn to swim program.

Aqua Aerobics classes are being held four (4) times per week with an average of 16 people attending per class. This brings the total attendants to 256 for the month of November.

Glen Innes Sports Centre

For the month of November, the Sports Centre was used by Basketball, Netball, the High School and one (1) private booking. It had a total of 65.5 combined hours of use for the month, with the canteen used 14 times.

Other Open Spaces

1. Courtyards and office grounds are being attended to as required. Village mowing continues along with the sporting fields at Emmaville and Deepwater. Recreation and Open Spaces staff also provided support for the Christmas in the Highlands event held in the CBD on 24 November 2022.

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	1,310	6,247	5,109	4,655	7,278
Special cattle sale	123	3,368	2,989	1,897	9,422
Total cattle	1,433	9,764	9,419	8,817	28,171

Description	2022-2023 YTD	2021-2022	2020-2021	2019-2020	2018-2019
Fat sheep	14,504	34,574	30,034	29,007	72,143
Total sheep	14,504	34,574	30,034	29,007	72,143
Sheep gross value	\$1,948,571.40	\$5,319,277.50	\$4,894,055	\$3,867,411	\$7,685,449

ECONOMIC DEVELOPMENT

Grants

The update of successful, unsuccessful and pending grants and funding up to 30 November 2022 can be viewed in ***Annexure A***.

Marketing

- Highlands Hub social media report (***Annexure B***) includes key statistics and top three (3) performing posts; and
- **Glen Innes Highlands (GIH)** marketing consists of: November newsletter with an open rate of 28.9%; social media campaign for Christmas in the Highlands event; leveraged New England High Country (NEHC) campaigns on social media; and appearance in Get It Magazine, Found Magazine, Lifestyle Magazine and Celtic News.

Destination Management and Tourism

- The November Tourism and Events newsletter was sent to 289 subscribers with an open rate of 37.7%; and
- Local events support during November 2022 included: High Country Writers Festival; Summer Create Free Creative Workshops; Red Cross Christmas Tree Exhibition; Spend in Glen Promotion; The Croft events including St Andrew's Day; International Day of Disability; local Cultural Tourism TAFE students with facilitating a new display at the **Visitor Information Centre (VIC)**; and Walk of Light activation by Mr and Mrs Hill Lighting funded by the NSW Government.

Upcoming Council Lead/Supported Events

- A Night Out On Us – Matt Scullion Hall Tour beginning 3 December 2022; and
- Program of events for Australian Celtic Festival (ACF) in 2023 are being developed for January 2023 launch.

Visitor Information Centre Statistics

- Visitor numbers recorded in November 2022-2023 at the VIC totalled 969 people compared to 674 in November 2021-2022, an increase in visitation of 43% year on year;
- Trainlink sales and fees in November 2022-2023 totalled \$2,546.53 compared to \$1,313.14 in November 2021-2022, an increase of 93% year on year;
- The GIH Shop monthly sales target of \$9,700.00 was not reached with \$7,301.05 in sales for November compared to \$6,362.85 in November 2021-2022, an increase of 14% year on year; and
- The top five (5) enquiries received at the VIC were Trainlink; Accommodation; Road Closures; Fossicking; and Day trippers - What to see and do in Glen Innes.

(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.

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 November 2022.

ATTACHMENTS

- Annexure A Grants and Funding Report Up To 30 November 2022
- Annexure B Highlands Hub Social Media Report

REPORT TITLE: 7.15 DRAFT AIRPORT MASTER PLAN - SUBMISSIONS

ECM INDEXES:

Subject Index: TRAFFIC AND TRANSPORT: Glen Innes Aerodrome

Customer Index: Internal Dept – Airport Manager

Property Index: 773 Emmaville Road, Glen Innes

AUTHOR: Cameron MacLachlan - Technical Services Coordinator

APPROVER/S: David Hunt - Manager of Asset Services
Keith Appleby - Director of Infrastructure Services
Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to review the sole public submission for the Draft Airport Master Plan exhibited according to Council Resolution 30.09/22.

RECOMMENDATION

That Council adopts the Draft Airport Master Plan as exhibited with no further amendment.

REPORT

(a) Background

Council resolved the following at its Ordinary Council Meeting held on Friday, 23 September 2022:

30.09/22 RESOLUTION

That Council:

1. Approves for the Draft Airport Master Plan to be placed on public exhibition for 28 days from Thursday, 29 September 2022 until Wednesday, 26 October 2022.

2. Displays the Draft Airport Master Plan on Council's website, and that it be made available for viewing at the following locations:
 - Council's Town Hall Office;
 - Council's Church Street Office; and
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.
3. Requests the Technical Services Coordinator to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Airport Master Plan; otherwise, that the Draft Airport Master Plan be adopted by Council.

Council received one (1) significant submission (**Annexure A**) during the public exhibition period for the Draft Airport Master Plan.

(b) Discussion

The Airport Master Plan is designed to examine the current situation at the Glen Innes Airport, identify gaps, and propose broad solutions via the key objectives listed below:

1. The continued safe and unrestricted operation of aircraft, including identifying current key emergency/aeromedical operations and setting a target aircraft size for future rehabilitation.
2. Developing a role for the airport, listing possible uses in the short and long term; and
3. Providing a forward-looking site plan which safeguards a phased approach, mapping the main future uses and initiatives so that a staged implementation of any initiative does not conflict with another.

The submission received identified five (5) points summarised (with the original numeration) as follows:

1. The wind favours Runway 10/28 (gravel). The full length of Runway 10/28 should be recovered (i.e. the runway extended) and sealed as a priority, possibly eclipsing rehabilitation of Runway 14/32 (bitumen);
2. The current taxiway should be closed and relocated as soon as possible. To avoid pilot distraction and aircraft back-tracking, a new taxiway system should be moved-up the priority list significantly;
3. Council should remain open to the concept of an airpark and should protect premium aviation service/airpark locations from being allocated to industrial use;
4. Fuel is important and Council should consider Unleaded or Jet A-1 fuel against AVGAS when looking at fuel options. Council should remove landing fees; and

5. Council should consider a marketing strategy for the airport.

Responses:

Point 1

An initial look at historical data for 0900- and 1500-hour winds shows that Runway 10/28 is the preferred runway for lighter “Visual Flight Rules” aircraft or situations in which wind is the dominant planning factor. This point is worth noting for consideration for future runway upgrades. Council staff have requested more data from the Bureau of Meteorology. Of note, future improvement of Runway 10/28 is not prohibited by the Master Plan.

Importantly, however, replacing Runway 14/32 (not maintaining it but upgrading Runway 14/32 instead) would pose significant challenges and costs listed below:

1. Airspace:

- a. Airspace surveys would be required to check the viability of installing instrument approaches to Runway 10/28 for night and poor weather flying; and
- b. If viable, new instrument approach procedures would need to be designed, approved, and flight checked by CASA and/or Airservices before the runway could be used at night or in poor weather.

2. Runways:

- a. Full engineering testing of the current runway base structure would be required to understand the extent of upgrade required;
- b. The runway would have to be lengthened by 249m at either end;
- c. Material would need to be imported to strengthen, shape and seal the surface; and
- d. A runway lighting system would need to be installed before it could be used at night or in poor weather.

3. Land Area (*see map at Annexure B*):

- a. The Fly-over Area must be extended to 280m wide to meet new rules and regulations;
- b. 10 hectares of Clairveaux Farm would fall within the Fly-over area. This land would have to be purchased or leased. No structures would be permitted from ground level to 4.75m based on a 5% slope from the inner fence in a direction north and south. The shed in the southwest quadrant would need to be removed;
- c. The BoM weather stations would need to be moved;
- d. Two windsocks would need to be relocated and illuminated;

- e. Any development of a proposed emergency services dispersal would be impacted by the obstacle restriction slopes;
- f. Development of taxiways and north of Runway 10/28 may be affected by obstacle restriction slopes;
- g. Runway End Safe Areas require reshaping earthworks for 90m either end of the runway to have a 5% slope and be maintained to allow aircraft to run over into this area safely; and
- h. Clearway establishment, involving tree and obstacle clearing, would be required to a distance of 856m from each runway end to eliminate all objects penetrating a 1.25% slope from ground level at the runway end.

Given the need to spend a substantial amount to maintain the current nighttime capability for aeromedical services on runway 14/32 it is not considered possible to pursue this direction in the short term.

Point 2

Taxiways are identified for consideration in all stages of the Master Plan in a manner corresponding to future growth and traffic requirements. Taxiways, however, cannot take precedence over maintaining runway capability.

Point 3

The Master Plan agrees with this submission point and addresses it in Chapters 7 and 8.

Point 4

The Master Plan agrees with this submission point and the importance of having a fuelling capability. Specific fuel choices for a future refuelling installation would be detailed in the appropriate report, however, not a Master Plan.

The airport does not have landing fees. Any change would require a report citing alignment with the objectives of the Master Plan.

Point 5

The Master Plan agrees with this submission point. Chapter 5 sets the Airport Master Plan into the context of strategic community and development plans.

(c) Options

Option 1

That Council adopts the Draft Airport Master Plan as exhibited with no further amendment.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may decide to postpone the adoption of the plan and propose an engineering and airspace review for the replacement of Runway 14/32 as the main instrument runway as part of a new Draft Airport Master Plan. Airspace surveys and engineering testing costs would not be less than \$50,000 and the significant time delays would risk further asset deterioration, increase air safety risks, and miss opportunities for grant funding.

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

Bureau of Meteorology.

(b) Internal

Nil.

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

This report links to Council’s Delivery Program Infrastructure Management Principal Activity IM 3.6.1: Continue to investigate options for increased utilisation of the Airport, whilst maintaining current service levels.

CONCLUSION

Council received one (1) submission regarding the draft airport master plan. The preference of Runway 10/28 for some Visual Flight Rules operations is noted as an important consideration for future works but is not able to be accommodated in the plan due to funding constraints and the need to maintain current night operations for aeromedical services. The original draft remains recommended for adoption without change.

ATTACHMENTS

Annexure A Submission regarding the Airport Master Plan
Annexure B Map - Land Requirements for Runway 10/28

REPORT TITLE: 7.16 CLASSIFICATION OF COUNCIL PROPERTY AS OPERATIONAL LAND

ECM INDEXES:

Subject Index: Planning – Land Use and Planning

Customer Index: Glen Innes Severn Council – PO Box 61, GLEN INNES NSW 2370

Property Index: 148 Church Street, GLEN INNES NSW 2370 – 00328–00000000-000 - Lot 2 //DP 512765

AUTHOR: Adam Reid - Property Administration Officer

APPROVER/S: David Hunt - Manager of Asset Services
Keith Appleby - Director of Infrastructure Services
Dennis McIntyre - Interim General Manager

PURPOSE

The purpose of this report is to classify the recently purchased land, previously owned by Essential Energy, as Operational Land in accordance with section 31 of the **NSW Local Government Act 1993 (the Act)**.

RECOMMENDATION

That Council resolves to classify Lot 2//DP 512765 as Operational Land in accordance with Section 31 of the New South Wales Local Government Act 1993.

REPORT

(a) Background

In July 2022 Council considered a proposal to purchase the former Essential Energy building for the purpose of a Powerhouse Museum. After consideration Council resolved as follows:

6.07/22 RESOLUTION

THAT Council:

1. Instructs the Manager Economic Development to inform all relevant stakeholders and community groups on the cessation of the project continuing;
2. Authorises the General Manager to enter negotiations with Essential Energy to purchase the property at 148 Church Street as an investment property for Council.

Negotiations followed and Council resolved the following at the September Ordinary Council Meeting:

5.09/22 RESOLUTION

THAT Council:

3. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Contract for the sale and purchase of land, located at 148 Church Street, Glen Innes, between the Glen Innes Severn Council and Essential Energy;
4. Authorises for the Mayor and the General Manager to execute all documents relating to the purchase of land located at 148 Church Street, Glen Innes, between the Glen Innes Severn Council and Essential Energy; and
5. Authorises the expenditure for the purchase of land located at 148 Church Street, Glen Innes, being \$250,000 plus GST, plus the Purchase Duty of \$8,005 and Legal Fees of \$1,600 plus GST, to be taken from Internal Restricted Funds for Co-location of Council Administrative Staff.

On 28 October 2022, under Council Resolution 5.09/22, Council purchased Lot 2//DP 512765 from Essential Energy for the price of \$250,000 plus GST (**Annexure A**).

(b) Discussion

All public land under the control of Council must be classified by Council as either “community” or “operational” land. The main effect of classification is to restrict the alienation and use of the land.

Operational land has no special restrictions other than those that may apply to any piece of land and is the appropriate category where Council intends to hold land as an investment or have the option to dispose by way of sale.

Community land is different. Classification as community land reflects the importance of the land to the community because of its use or special features. Generally, it is land intended for public access and use, or where other restrictions applying to the land create some obligation to maintain public access. This gives rise to the restrictions in the Act, intended to preserve the qualities of the land.

Community land cannot be sold, and it cannot be leased, licenced or any other estate granted over the land for more than 21 years in any circumstances. Community land must have a plan of management prepared for it.

Classification has important impacts on how the land can be used and managed. While Community land is held in the interests of the community, Operational land is held for Council activities that align with its operational and investment requirements.

(c) Options

Option 1

That Council resolves to classify Lot 2//DP 512765 as Operational Land in accordance with Section 31 of the New South Wales Local Government Act 1993.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council does not resolve to classify the land as Operational land.

At the termination of the period of three (3) months from 28 October 2022 the land will, if not classified as Operational, be deemed as Community land. Community land is then categorised as one (1) of the following:

- (a) a natural area;
- (b) a sportsground;
- (c) a park;
- (d) an area of cultural significance; or
- (e) general community use.

Dependent on the categorisation, management of these property's will be guided by the principles outlined within the LGA.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council has invested approximately \$250,000 into the purchase of this building. As an investment it is planned for it to be used as a substantial commercial lease or for possible future sale.

If the land is classified as Community, Council has no power to sell, exchange, or otherwise dispose of Community land.

As an investment property, an annual valuation would be necessary. This will be approximately \$880.00 per year, and the change in value (either positive or negative) reflected in Council's annual financial statements.

(b) Governance/Policy

If the land is classified as Community land, the main issue would be that the leasing of Community land is restricted to a maximum of five (5) years including renewals without ministerial support. This would be detrimental to pursuing a potential Lessee who would wish to invest in a business.

If the land is classified as Community, Council has no power to sell, exchange, or otherwise dispose of Community land.

(c) Legislative/Statutory

The NSW Local Government Act 1993 states as follows:

31 Classification of land acquired after 1 July 1993

(2) Before a council acquires land, or within three months after it acquires land, a council may resolve (in accordance with this Part) that the land be classified as community land or operational land.

(2A) Any land acquired by a council that is not classified under subsection (2) is, at the end of the period of three months referred to in that subsection, taken to have been classified under a local environmental plan as community land.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil

(h) Asset Management

As an investment property the asset is revalued each year and is not subject to depreciation charges in the way that non-investment related buildings are treated.

CONSULTATION

(a) External

Nil

(b) Internal

Nil

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

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.6.2: Implement the Corporate Property Policy.

CONCLUSION

The classification of the former Essential Energy depot as Operational land allows Council greater flexibility in the future use and planning surrounding the land and its assets. It is therefore recommended to classify Lot 2//DP 521765 as Operational Land.

ATTACHMENTS

Annexure A Contract of sale including supporting documents

REPORT TITLE: 7.17 INFRASTRUCTURE SERVICES: DISPOSAL OF ITEM OF PLANT

ECM INDEXES:

Subject Index: PLANT, EQUIPMENT AND STORES : Disposal – Plant, Equipment & Stores

Customer Index: NIL

Property Index: NIL

**AUTHORS: Kimberley Wilkins - Personal Assistant (Director of Infrastructure Services)
David Hunt - Manager of Asset Services**

**APPROVER/S: Keith Appleby - Director of Infrastructure Services
Dennis McIntyre - Interim General Manager**

PURPOSE

The purpose of this report is to provide information on the proposed sale of an item of plant 1364, Broons BH-1830 smooth roller combo.

RECOMMENDATION

That Council authorises the sale of plant item 1364 being a Broons BH-1830 smooth roller combo to Gwydir Shire Council at the value of \$38,500 including GST.

REPORT

(a) Background

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

- Plant and fleet;
- Asset management;
- Airport;
- Emergency services;
- Electrical tag and test;

- Development engineering;
- GIS;
- Property; and
- Street and rural addressing register.

Glen Innes Severn Council currently has two Broons BH-1830 smooth combo rollers in the fleet, plant 1364 and plant 2365 with plant 1364 being kept in the fleet as a backup piece of equipment if the primary roller requires maintenance. The Broons BH-1830 roller's primary role is for road construction and maintenance grading and is towed by a tractor when in operation.

Historically Council operated Broons rollers towed behind the grader instead of having a separate roller. This practice was discontinued in 2015 when Council received advice that the practice was not lawful. A dedicated tractor was purchased to tow one Broons roller in the southern grading team, while the Northern team opted to use a self-propelled smooth drum roller. The second Broons was retained as a spare as market demand was not high at the time.

(b) Discussion

Plant 1364 has been kept in storage at the Council Lang Street Depot and has not been utilised in the last year thus rendering it available for disposal. It was discovered that Gwydir Shire Council were investigating options for the purchase of a Broons BH-1830 roller. Broons, the manufacturer of the equipment, were contacted to provide a verbal valuation based on the age and condition of the plant. The valuation provided was \$35K plus GST.

It is not foreseen that Glen Innes Severn Council will require two Broons BH-1830 smooth rollers and the primary plant, 2365, is in good condition and requires minimal maintenance intervention. It is recommended to dispose of plant 1364 to ensure Council is not carrying any unused assets and to provide a return on the disposal of the unused assets.

It is Council's preference to send unused plant to auction to provide the best return on its disposal. In this instance, as a Broons BH-1830 roller is a specialised piece of plant and is generally used by local Councils who would already have a similar item in their fleet, there is good reason to believe that an auction would not bring Glen Innes Severn Council a greater return on the disposal of the item of plant. This would also give Gwydir Shire Council the ability to source a Broons BH1830 smooth combo roller by other means therefore leaving Glen Innes Severn Council with the unused asset or an unsatisfactory return on the unused asset.

(c) Options

Option 1

That Council authorises the sale of plant item 1364 being a Broons BH-1830 smooth roller combo to Gwydir Shire Council at the value of \$38,500 including GST.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Plant no. 1364, Broons BH-1830 smooth roller combo to be listed for public auction.

This option is not recommended as costs of sale would be incurred that would likely reduce the return to Council. Direct negotiation with another Council in the region also tends to build productive relationships between Councils.

Option 3

That Plant no. 1364, Broons BH-1830 smooth roller combo remain in Council's fleet as a reserve asset.

This option is not recommended as the asset is surplus to Council's needs.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Plant 1364, Broons BH-1830 smooth roller combo was purchased in 2013 at a price of \$120,365 plus GST. The carrying value in the asset register is currently sitting at \$3,722.48.

The surplus return above the carrying value of an item of plant is counted as operational income to the general plant fund in the year of sale.

(b) Governance/Policy

Council's Sale of Other Assets Policy requires that directly negotiated sales be authorised by a resolution of Council.

(c) Legislative/Statutory

NSW Local Gov Act S55 (3) (c) provides an exemption from tendering requirements for contracts between Councils.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

The Manager of Infrastructure Delivery was consulted and recommended the disposal of the unused asset due to no foreseen need into the future for two of the same items of plant.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 3.2.2: Provide adequate plant and fleet levels for excellence in service delivery.

CONCLUSION

Plant no. 1364, Broons BH-1830 smooth roller combo is a surplus item of plant and therefore should be disposed to provide a return of capital to the general plant fund. It is recommended that the item be authorised for disposal to Gwydir Shire Council at a price of \$38,500 including GST.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.18 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR NOVEMBER 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
Dennis McIntyre - Interim General Manager**

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 November, a three (3) week run of fine weather has allowed Council's infrastructure works team to make good progress on the capital works front. The Emmaville Road Segment 180 upgrade has been completed and spray sealed, and the Bald Nob Segment 20 upgrade has progressed in earnest with over 10,000 tonnes of gravel materials placed for the month despite encountering some challenging subgrade issues.

The Mount Slow Road gravel re-sheet has also commenced, and the concrete deck on the Shannon Vale Road bridge over the Mann River has been poured. Council's concrete crew are continuing with the shared pathways near Taylor Street and some minor urban stormwater drainage projects when the resources can be spared from the flood recovery works.

The maintenance team and jet patchers have completed pothole patching and repairs on Wellington Vale Road, Rangers Valley Road, Emmaville Road and Strathbogie Road.

Despite the sunshine, a high-water table continues to plague our road network with springs and bog-holes. Councils' maintenance crews and contractors are still performing box outs and fixing springs on Patterson's Road, Oakwood Road, Mt Slow Road, Ben Nevis Road, Nant Park Road, Emmaville Road and others.

The challenge is helping our community and ratepayers understand that our priority at this time are the major repairs that keep roads open for residents and businesses, and our resources can only be directed to minor repairs and routine maintenance when these larger issues are in hand.

Item 7.18



Figure 1: Deck Pour on the Shannon Vale Road Bridge – November 2022



Figure 2: Rock Subgrade Replacement on Bald Nob Road - November 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 have caused maintenance requests to be more than double 2021 volumes and our priority timeframe is not currently able to be met.

2021	949	62	52	817	18
		12%		88%	
2022	1924	108	419	1278	119
		27%		73%	

Table 1 – Customer Service Statistics

INTEGRATED WATER AND SUSTAINABILITY SERVICES

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

A water main break on the major distribution line along Oliver Street was repaired, with another major break repaired in Bourke Street.

Council was unsuccessful in its recent application for funding to conduct further flood studies across the Local Government Area.

Water pumped from the Eerindii Ponds to the Treatment Plant (WTP) for processing in the month of November was 42ML. Water pumped and processed at Deepwater for November was 1.5ML. Throughout the reporting period, no traces of blue-green algae were present in the Beardy Waters Weir or the Deepwater Weir. Water volume processed in Glen Innes was higher this month due to the main breaks.

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

A drill and blast operation was performed directly under the old weighbridge office site and has given us around 22,000 tonnes of blast rock that can be processed into aggregate and road base. Road construction has also taken place to facilitate the final traffic management plan. Overburden removal has also continued.

Campions Pit

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

PLANT AND FLEET

David Hunt commenced employment with Council on 17 October as the Manager of Asset Services following an extended period when this role was vacant.

Council has taken delivery of four (4) Toyota Rav4 Hybrids for Life Choices - Support Services and the flail mower which will be used initially by the Integrated Water Services team.

It is expected that two (2) outstanding Isuzu D-MAX utilities will be delivered in December with an additional Isuzu D-MAX utility being delivered in January.

It is expected that two (2) Bogie Tippers ordered in September will be delivered early in 2023.

A Hyundai IX35 SUV from Life Choices - Support Services was written off by Insurers in October with funds recovered. Three (3) Life Choices - Support Services vehicles will be listed for auction in December 2022 as planned and noted in the Operational Plan.

The Workshop team, consisting of two (2) mechanics and two (2) apprentices, continue to face additional pressure for their services, based on the increased activity of the plant for adverse weather recovery actions.

February 2023 common expiry date inspections have commenced and these inspections, plus maintaining the plant whilst minimising downtime, is a priority for this team.

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 hosted a successful workshop for New England LEMOs at the Emergency Operations Centre in Glen Innes. Five Councils sent their LEMOs and **Resilience New South Wales (ResNSW)** representatives also attended.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

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

(c) Legislative/Statutory

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

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

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

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

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

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

[CONCLUSION](#)

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

[ATTACHMENTS](#)

Annexure A NSW Health Drinking Water Monitoring Program Results - November 2022

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

APPROVER/S: Peter Sayers - Manager of Administration and Human Resources
Anna Watt - Director of Corporate and Community Services
Dennis McIntyre - Interim General Manager

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletter;
- Governor-General of the Commonwealth of Australia - newsletter;
- Inside Local Government – newsletters;
- Local Government NSW – newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – newsletter and media alerts;
- Northern Inland Academy of Sport – newsletter; and
- Office of Local Government – newsletter and council circular.

Press Releases

- Shadow Minister for Veterans' Affairs, Member for New England, The Hon. Barnaby Joyce; and
- Member for Northern Tablelands, The Hon. Adam Marshall.

Publications

- LG Focus – November 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: Committee of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Aboriginal Consultative Committee - 24/10/22
Annexure B Australia Day Committee - 2/11/22
Annexure C Australian Standing Stones Management Board - 19/10/22
Annexure D Emmaville Mining Museum Committee - 10/11/22
Annexure E Glencoe Hall Committee - 5/11/22
Annexure F Minerama Committee - 14/11/22

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

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Meetings – Local Community Committees

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

Item 9.3

PURPOSE

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

Northern Tablelands Bush Fire Management Committee	11/10/22
Rural Fire District Liaison Committee	14/11/22

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 9.4 MINUTES OF OTHER ORGANISATIONS FOR INFORMATION

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Meetings – Other Organisations

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

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

Country Mayors Association of NSW

18/11/22

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Country Mayors Association of NSW - 18/11/22

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Dennis McIntyre - Interim General Manager

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in 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); and
- 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 November 2022:

Name of Committee	Councillor Delegate(s)	Date
Australia Day Committee	Cr Parsons, Cr Parry	2/11/22
Glencoe Hall Committee	Cr Parry, Cr Parsons	5/11/22
Community Access Committee	Cr Banham, Cr Sparks	7/11/22
Emmaville Mining Museum Committee	Cr Banham	10/11/22
Minerama Committee	Cr Parsons, Cr Sparks	14/11/22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	16/11/22

Name of Committee	Councillor Delegate(s)	Date
Roads Consultative Committee	Cr Banham, Cr Arandale, Cr Parry	17/11/22
Emmaville War Memorial Hall Committee	Cr Banham	22/11/22
Glen Elgin Federation Sports Committee	Cr Gresham	30/11/22

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Community Safety Precinct Meeting	2/11/22
	Emmaville 150 Year Dinner	5/11/22
	Community Access Committee	7/11/22
	Emmaville Mining Museum Committee Meeting	10/11/22
	Remembrance Day Service	11/11/22
	Remembrance Day Lunch	11/11/22
	Combined School Festival of Arts	11/11/22
	RFS SLA Meeting	14/11/22
	Meeting with Publishers of Regional Lifestyle Magazine	16/11/22
	Launch of Regional Lifestyle Magazine	16/11/22
	GLENRAC Annual General Meeting	16/11/22
	Country Mayors Meeting in Sydney	17/11/22 18/11/22
	Emmaville Hospital Auxiliary Family Fun Day	19/11/22
	Glen Innes Pistol Club opening of new Range with Adam Marshall	19/11/22
	Emmaville War Memorial Hall Committee Meeting	22/11/22
	Evening with Writer Justine Martin	22/11/22
	GLENRAC Not for Profit with Julia Spicer	23/11/22
	Pre Meeting Briefing Session	24/11/22
	Ordinary Council Meeting	24/11/22
	Christmas in the Highlands - Walk of Light Launch	24/11/22
Probus Meeting	25/11/22	
Tui Lodge Farm Stay Opening	25/11/22	
Walk of Light VIP Launch	26/11/22	

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	NEJO Zoom Meeting	28/11/22
	General Manager Interviews	29/11/22
	GLENRAC New England Landcare Strategic Planning	30/11/22
	Meeting with Traction Club	30/11/22
Cr T Arandale (Deputy Mayor)	Pre School playground consultation	2/11/22
	Community Safety Precinct Meeting	2/11/22
	Emmaville 150 Year Dinner	5/11/22
	St Josephs School playground consultation	8/11/22
	Meeting with community member regarding business opportunity in Glen Innes	10/11/22
	Remembrance Day eve dinner at the Services Club	10/11/22
	Remembrance Day March	11/11/22
	Combined School Festival of Arts	11/11/22
	Meeting with community member regarding unwanted development	15/11/22
	Meeting with Regional Lifestyle Magazine publishers and the Mayor	16/11/22
	Regional Lifestyle Magazine Launch	16/11/22
	Country Mayors Meeting	17/11/22 18/11/22
	Pre Meeting Briefing Session	24/11/22
	Ordinary Council Meeting	24/11/22
	Christmas in the Highlands - Walk of Light Launch	24/11/22
	Zoom webinar with Locale Learning	25/11/22
	Tui Lodge Farm Stay Opening	25/11/22
	Walk of Light VIP Launch	26/11/22
	General Manager Interviews	29/11/22
	Meeting with Traction Club	30/11/22
Cr T Alt	Emmaville Hospital Auxiliary Family Fun Day	19/11/22
	Pre Meeting Briefing Session	24/11/22
	Ordinary Council Meeting	24/11/22
	Christmas in the Highlands - Walk of Light Launch	24/11/22
	RFS SLA Meeting	14/11/22

Councillor	Name of Meeting / Function	Date attended
	Meet and Greet the new Director of Place and Growth	15/11/22
	General Manager Interviews	29/11/22
Cr L Gresham	New England County Council Extraordinary Meeting	1/11/22
	Emmaville 150 Year Dinner	5/11/22
	First Tin Information Evening	9/11/22
	Remembrance Day March	11/11/22
	Australian Standing Stones Management Board Meeting	16/11/22
	Emmaville Hospital Auxiliary Family Fun Day	19/11/22
	NEWA Councillor Field Day	22/11/22
	Pre Meeting Briefing Session	24/11/22
	Ordinary Council Meeting	24/11/22
	Christmas in the Highlands - Walk of Light Launch	24/11/22
	General Manager Candidate Interviews	29/11/22
	Glen Elgin Federation Sports Committee Meeting	30/11/22
Cr J Parry	Glencoe Hall Committee Meeting	5/11/22
	Emmaville Mining BBQ	9/11/22
	Meeting with community member at the Hub	15/11/22
	Roads Consultative Committee Meeting	17/11/22
	National Service Man's Association AGM RSL Club	17/11/22
	Glencoe Hall Committee to organise a Night Out on Us – Matt Scullion	19/11/22
	Pre Meeting Briefing Session	24/11/22
	Ordinary Council Meeting	24/11/22
	Christmas in the Highlands - Walk of Light Launch	24/11/22
	General Manager Candidate Interviews	29/11/22
Cr A Parsons	Australia Day Committee Meeting	2/11/22
	Pre Meeting Briefing Session	24/11/22
	Ordinary Council Meeting	24/11/22
	Christmas in the Highlands - Walk of Light Launch	24/11/22

Councillor	Name of Meeting / Function	Date attended
	Community Centre Meeting and AGM	28/11/22
Cr C Sparks	Community Access Committee Meeting	7/11/22
	Wyaliba School Memorial for Bushfires	8/11/22
	Glen Innes Family Youth Support Services Committee Meeting	8/11/22
	Interagency Committee Meeting	14/11/22
	Minerama Committee Meeting	14/11/22
	Emmaville Hospital Auxiliary Family Fun Day	19/11/22
	Glen Innes Art Gallery Committee Meeting	21/11/22
	Radio 2CBD AGM	21/11/22
	Glenrac Workshops	23/11/22
	Pre Meeting Briefing Session	24/11/22
	Ordinary Council Meeting	24/11/22
	Christmas in the Highlands - Walk of Light Launch	24/11/22
	Community Centre AGM and General Meeting	28/11/22
	General Managers Interviews (Teams Meeting)	29/11/22

(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>
12.1	<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>

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.