

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
27 APRIL 2023**

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, 27 April 2023 at 9.00am

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Bernard Smith
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 - 23 MARCH 2023 TO BE CONFIRMED

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

PECUNIARY:

Nature of conflict:

Action to be taken:

NON-PECUNIARY:

a) Significant Non-Pecuniary

Nature of conflict:

Action to be taken:

b) Non-significant Non-Pecuniary

Nature of conflict:

Action to be taken:

6 MAYORAL MINUTE(S)

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

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 11 Council Resolutions currently outstanding at Thursday, 20 April 2023.

There were 14 Council Resolutions outstanding in the report that went to the Thursday, 23 March 2023 Ordinary Council Meeting.

A further 13 outstanding actions were added after the 23 March 2023 Ordinary Council Meeting.

Therefore, 16 outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $14 + 13 = 27 - 11 = 16$).

The 11 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	Mar 2023)
2021	0	(0	Mar 2023)
2022	7	(9	Mar 2023)
2023	3	(4	Mar 2023)
TOTAL	<u>11</u>	(14	Mar 2023)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	0	(1	Mar 2023)
Corporate and Community Services	2	(4	Mar 2023)
Place and Growth	4	(4	Mar 2023)
Infrastructure Services	5	(5	Mar 2023)
TOTAL	<u>11</u>	(14	Mar 2023)

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 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, 20 April 2023.

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 20.4.23

REPORT TITLE: 7.2 ENDORSEMENT OF THE DRAFT OPERATIONAL PLAN AND BUDGET FOR THE 2023/2024 FINANCIAL YEAR, FOR PUBLIC EXHIBITION

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Planning
GOVERNANCE: Planning
FINANCIAL MANAGEMENT: Budgeting**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHORS: Shageer Mohammed - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services**

PURPOSE

The purpose of this report is to seek Council’s endorsement to place the Glen Innes Severn Council’s Draft Operational Plan and Budget for the 2023/2024 Financial Year (**Annexure A – under separate cover**) on public exhibition for 28 days and to invite public submissions.

RECOMMENDATION

THAT:

- 1. Council endorses the Draft Operational Plan and Budget for the 2023/2024 Financial Year and thereby endorses the expenditure amounts set out in the Draft Operational Plan and Budget for the 2023/2024 Financial Year, which is contained in Annexure A, under separate cover to the Business Paper, for public exhibition in accordance with the provisions of Section 405 of the Local Government Act 1993, for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023.**
- 2. Council advertises the Draft Operational Plan and Budget for the 2023/2024 Financial Year in the Glen Innes Examiner (Our Council), on the Glen Innes Severn Council website under Public Notices, and on Council’s Facebook page, and displays the relevant documents at the Emmaville Post Office, Deepwater Post Office and Glencoe Post Office.**
- 3. The Schedule of Fees and Charges for the 2023/2024 Financial Year be endorsed by Council for public exhibition as part of the Council’s Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023.**

- 4. The Water Supply Charge Schedule for the 2023/2024 Financial Year be endorsed by Council for public exhibition as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023. The following charges are proposed to be levied in accordance with the provisions of Section 552 and Section 501(1) of the Local Government Act 1993 on all land rateable to the Water Supply Charge for the year ending June 2024:**
- a. Meter connection: Connected - \$382 per annum;**
 - b. Meter connection: Unconnected - \$382 per annum;**
 - c. Meter connection: 20mm - \$382 per annum;**
 - d. Meter connection: 25mm - \$452 per annum;**
 - e. Meter connection: 32mm - \$528 per annum;**
 - f. Meter connection: 40mm - \$679 per annum;**
 - g. Meter connection: 50mm - \$1,130 per annum;**
 - h. Meter connection: 63mm - \$1,850 per annum;**
 - i. Meter connection: 80mm - \$2,711 per annum;**
 - j. Meter connection: 100mm - \$4,525 per annum;**
 - k. Meter connection: 150mm - \$9,609 per annum;**
 - l. Meter connection: 200mm - \$19,218 per annum.**

The proposed charge for water consumed by residential customers in both Glen Innes and Deepwater is to be charged by measure of metered water consumption at the rate of \$2.93 per kilolitre for water consumption between nil (0) and 450 kilolitres, and \$4.50 per kilolitre for water consumed over 450 kilolitres.

The supply of water at Emmaville shall be charged to customers by measure of metered water consumption and shall be charged at the rate of \$1.38 per kilolitre. Such rate shall only apply to those customers currently connected to the Emmaville system.

The supply of water for Council Sporting Fields shall be charged by measure of metered water consumption and shall be charged at the rate of \$0.55 per kilolitre.

The proposed charge for water consumed by commercial and non-rateable customers is to be charged by measure of metered water consumption at a rate of \$2.93 per kilolitre.

The proposed charge for water consumed from a standpipe/overhead fill point will be charged at the rate of \$3.34 per kilolitre.

5. *The Drainage Charge Schedule for the 2023/2024 Financial Year be endorsed by Council for public exhibition as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023, noting that a charge of \$108 is proposed to be levied in accordance with the provisions of Section 501 and Section 552 of the Local Government Act 1993 on all land assessable within the Glen Innes Severn LGA for the year ending June 2024.*

6. *The Sewerage Services Charges Schedule for the 2023/2024 Financial Year be endorsed by Council for public exhibition as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023. The following charges are proposed to be levied in accordance with the provisions of Section 501 and Section 552 of the Local Government Act 1993 on all land rateable to the Sewerage Services Charges for the year ending June 2024:*
 - Residential Sewerage – Glen Innes:*
 - Sewerage availability charge of \$632 per annum per assessment (unconnected \$451 per annum) – intended to represent a contribution towards the cost of providing and maintaining the infrastructure.*
 - Residential properties discharging septic tank effluent into the sewerage system will also be charged an annual sewerage availability charge of \$632 per connection.*
 - Residential Sewerage – Deepwater:*
 - Sewerage availability charge of \$504 per annum per assessment (unconnected \$380 per annum) – intended to represent a contribution towards the cost of providing and maintaining the infrastructure.*
 - Commercial and Non-Rateable Sewerage – Glen Innes and Deepwater:*
 - A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a nominal charge for sewerage discharge, calculated in accordance with the following connection options and the formula following subparagraph "i" below:*
 - a. Meter connection: Connected - \$255 per annum;*
 - b. Meter connection: Unconnected - \$255 per annum;*
 - c. Meter connection: 20mm - \$255 per annum;*
 - d. Meter connection: 25mm - \$394 per annum;*
 - e. Meter connection: 32mm - \$650 per annum;*
 - f. Meter connection: 40mm - \$1,016 per annum;*
 - g. Meter connection: 50mm - \$1,585 per annum;*
 - h. Meter connection: 63mm - \$2,500 per annum;*
 - i. Meter connection: 80mm - \$4,060 per annum;*
 - j. Meter connection: 100mm - \$6,329 per annum.*
 - k. Meter connection: 150mm - \$14,668 per annum;*
 - l. Meter connection: 200mm - \$25,697 per annum.*

Annual Non-Residential Sewerage Bill * = SDF x (AC + C x UC), where:

SDF is the Sewer Discharge Factor (dependent on the type of business, assumed to be 0.95 unless stated otherwise within Council's Trade Waste Policy. This factor may be reduced upon evidence from the customer of reduced discharge to the sewerage system.

C is the Customer's Annual Water Consumption.

UC is the Sewer Usage Charge (\$1.35/kL).

AC is the Access Charge.

Commercial and non-rateable customers discharging septic effluent into the sewerage system will also be charged as detailed above.

Trade Waste:

The Liquid Trade Waste fees and charges are calculated in accordance with the Glen Innes Severn Council Liquid Trade Waste Regulation Policy.

The fees and charges for the 2023/2024 Financial Year are set out below:

Trade Waste Application Fee	(\$)
Category 1 Discharger	Nil
Category 2 Discharger	132
Category 3 Discharger	240
Trade Waste Approval Renewal Fee (5 years)	(\$)
Category 1 Discharger	Nil
Category 2 Discharger	70
Category 3 Discharger	119
Change of Ownership (no change to conditions of Trade Waste approval)	28
Reinspection Fee	102
Non compliance penalty	221
Annual Trade Waste Fee	(\$)
Category 1 Discharger	110
Category 2 Discharger	216
Large Discharger	766
Industrial Discharger	766
Re-inspection Fee	102
Trade Waste Usage Charges	(\$)
Category 1 Discharger with appropriate equipment	Nil
Category 1 Discharger without appropriate pre-treatment	2.05/kL

Category 2 Discharger with appropriate pre-treatment	2.05/kL
Category 2 Discharger without appropriate pre-treatment	18.89/kL
Food Waste Disposal Charge	34.17 per bed
Non-compliance pH charge(k value)	0.50
Value of coefficient K in equation 3 of Liquid Trade Waste Policy	0.51
Excess Mass Charges – 2023/2024	
Substance	Price/kg (\$)
Aluminium	0.90
Ammonia* (as N)	3.69
Arsenic	92.68
Barium	46.33
Biochemical oxygen demand* (BOD)	0.90
Boron	0.90
Bromine	18.51
Cadmium	425.71
Chloride	No charge
Chlorinated hydrocarbons	46.33
Chlorinated phenolics	1,853.68
Chlorine	1.88
Chromium	32.83
Cobalt	18.89
Copper	18.89
Cyanide	92.68
Fluoride	4.62
Formaldehyde	1.88
Oil and Grease* (Total O&G)	1.70
Herbicides/defoliants	927.57
Iron	1.89
Lead	46.33
Lithium	9.27
Manganese	9.27
Mercaptans	92.68
Mercury	3,089.91
Methylene blue active substances (MBAS)	0.90
Molybdenum	0.90
Nickel	30.9
Nitrogen* (Total Kjeldahl Nitrogen – Ammonia) as N	0.26
Organoarsenic compounds	928.18

<i>Pesticides general (excludes organochlorines and organophosphates)</i>	927.99
<i>Petroleum hydrocarbons (non-flammable)</i>	3.09
<i>Phenolic compounds (non-chlorinated)</i>	9.27
<i>Phosphorous* (Total P)</i>	1.88
<i>Polynuclear aromatic hydrocarbons</i>	18.89
<i>Selenium</i>	65.24
<i>Silver</i>	1.72
<i>Sulphate* (SO4)</i>	0.23
<i>Sulphide</i>	1.88
<i>Sulphite</i>	2.04
<i>Suspended Solids* (SS)</i>	1.17
<i>Thiosulphate</i>	0.36
<i>Tin</i>	9.07
<i>Total dissolved solids* (TDS)</i>	0.07
<i>Uranium</i>	9.07
<i>Zinc</i>	18.34

Council has identified its sewerage supply service as a Category Two (2) Business and operates this in accordance with the Competitive Neutrality Guidelines 1997.

Tanked Waste:

Licence to discharge trucked septic waste (direct to Glen Innes STP by appointment only) \$35 per month.

Onsite Sewerage

Fee to operate an onsite sewerage system is charged in accordance with the Onsite Sewerage Management Strategy 2021.

- 7. The Waste Management Facility Charge of \$80 levied under the provisions of Section 501 of the Local Government Act 1993 for the 2023/2024 Financial Year be endorsed by Council for public exhibition as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023.***
- 8. The Waste Collection Service Schedule for the 2023/2024 Financial Year be endorsed by Council for public exhibition as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993 for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023. The following charges are proposed to be levied in accordance with the provisions of Sections 496 and 502 of the Local Government Act 1993 for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240 litre fortnightly recycling service and a 140 litre weekly garbage service per assessment – unless otherwise indicated):***

- a. *Domestic: Occupied (140l Waste, 240l Recycling) - \$360 per annum;*
 - b. *Domestic: Additional standard waste service per assessment - \$183 per additional standard waste service;*
 - c. *Domestic: Occupied (240l Waste, 240l Recycling) - \$492 per annum;*
 - d. *Domestic: Additional large waste service per assessment - \$266 per additional large waste service;*
 - e. *Domestic: Vacant land within scavenging area - \$161 per annum;*
 - f. *Business/Commercial: Occupied (140l Waste, 240l Recycling) - \$360 per annum;*
 - g. *Business/Commercial: Additional standard waste service per assessment - \$183 per additional waste service;*
 - h. *Business/Commercial: Occupied (240l Waste, 240l Recycling) - \$492 per annum;*
 - i. *Business/Commercial: Additional large waste service per assessment - \$266 per additional large waste service;*
 - j. *Business/Commercial: Vacant land within scavenging area - \$161 per annum;*
 - k. *Non-rateable: Occupied (140l Waste, 240l Recycling) - \$360 per annum;*
 - l. *Non-rateable: Additional standard waste service per assessment - \$183 per additional standard waste service;*
 - m. *Non-rateable: Occupied (240l Waste, 240l Recycling) - \$492 per annum;*
 - n. *Non-rateable: Additional large waste service per assessment - \$266 per additional large waste service;*
 - o. *Non-rateable: Vacant land - \$161 per annum.*
9. *Council, in accordance with the provisions of Section 566(3) of the Local Government Act 1993, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2024. The rate for the 2023/2024 Financial Year is six percent (6%) per annum (6% for 2022/2023). That Council, in accordance with the provisions of Section 405(6) of the Local Government Act 1993, places a copy of its adopted Operational Plan and Budget for the 2023/2024 Financial Year on its website within 28 days of it being formally adopted.*

10. **Council requests the Director of Corporate and Community Services to present a further report, together with all submissions received, to Council at the conclusion of the public exhibition period for Council's consideration and adoption of the Final Operational Plan and Budget for the 2023/2024 Financial Year at its Ordinary Council Meeting to be held on Thursday, 22 June 2023.**

REPORT

(a) Background

Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year provides a direct link to the three year Delivery Program, and in turn the 10 Year **Community Strategic Plan (CSP)**. The Delivery Program was reduced by 12 months by the **Office of Local Government (OLG)** to align with the next local government election and will finish 30 June 2025, thus becoming a new 3-year Delivery Program due to COVID-19.

The CSP contains five strategic objectives. They are: An Attractive Quality of Life, A Prosperous Local Economy, Fit for Purpose Public Infrastructure, An Appealing Sense of Place, and Recognised for Local Leadership. The strategic objectives cascade down to 38 strategic goals, which then cascade into the three-year Delivery Program of principal activities that cascades into the annual Operation Plan Actions.

In line with the provisions of the *Local Government Act 1993* and requirements of the **Integrated Planning and Reporting Framework (IP&R)**, Council is required to develop an annual Operational Plan and Budget that is derived from the three year Delivery Program, which in turn is developed from the 10-year CSP.

The *Local Government Act 1993* (NSW) states the following in **Section 405**, regarding the **Operational Plan**:

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

In addition, Council must ensure that:

- 1) *An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*
- 2) *A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.*

- 3) *During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.*
- 4) *In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.*
- 5) *The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.*

The Operational Plan and Budget forms part of IP&R for Local Government in NSW. This one year Operational Plan and Budget is part of a reduced three year Delivery Program and 10-year CSP.

(b) Discussion

The Operational Plan and Budget consists of a “written part” where strategies and actions have been developed for the 2023/2024 Financial Year in order to achieve the goals and objectives that are identified in the CSP. The “financial part” of the Operational Plan and Budget provides for the financial resources to enable the CSP strategies and actions to be implemented and pursued during the course of the 2023/2024 Financial Year.

Snapshot of Council's Financial Position and the 2023/2024 Budget:

Council's draft Budget comprises the following (with last year's figures in brackets as a comparison):

- Operating Income (including Capital Grants and Contributions) **\$45,486,597** (48,185,908)
- Operating Income (excluding Capital Grants and Contributions) **\$34,486,597** (\$36,983,667)
- Operating Expenditure **\$36,899,265** (\$36,964,116)
- Capital Expenditure **\$20,700,875** (\$19,534,216)
- Loan Principal and Lease Repayments **\$ 1,847,802** (\$ 2,276,992)

The Draft Operational Budget for the 2023/2024 Financial Year proposes an Operational Surplus of \$8.6M, which includes forecasted Capital Income of \$11M. Therefore, after excluding Capital Income the proposed Operational deficit will be \$2.4M.

Council's Capital Works Program Budget of \$20,700,875 is broken down into the following projects:

	\$
Projects funded from Roads to Recovery Grants	5,949,085
Projects funded through the Bridge Renewal Program	1,064,000
Projects (roads and footpaths) funded from the General Fund	268,095
Projects (bridges) funded through the LIRS* loans scheme	872,429
Plant and Equipment funded from the General Fund	3,286,103
Projects funded from the Water Fund	889,954
Projects funded from the General Fund	82,390
Projects funded from Regional Roads Grants	685,000
Projects funded from the Sewer Fund	641,749
Projects (roads and plant) funded from the Glen Innes Aggregates surplus	650,000
Projects funded from other grants and contributions	5,275,587
Projects funded from borrowings	0
Projects funded from the Stormwater / Drainage Restricted Funds	1,036,483

*Local Infrastructure Renewal Scheme

The 2022/2023 Financial Year Operating Performance Ratio forms part of the NSW Local Government's Fit for the Future criteria. This ratio measures Council's ability to contain operating expenditure within operating revenue.

The benchmark for this ratio is 0% or better to break even average over three (3) years. The ratio excludes capital grants and contributions from Operating Revenue.

Council is unlikely to meet this target in the 2023/2024 Financial Year. The neutral ratio of (-6.99%) shows that Council has insufficient operational revenue to cover its operational expenditure.

Council will continue to look at ways to reduce its operational expenditure or alternatively find ways to increase its operational income.

The annual rate peg amount this year has been announced at 3.7%, whilst salary and wages under the award are budgeted to increase by five percent (5%) and superannuation is budgeted to increase by 0.5% to 11%. As a result, Council's revenue stream has not increased in real terms from that source of income.

1) Highlights of the Draft Capital Budget for the 2023/2024 Financial Year are:

- a) A total Capital Budget of \$20.7M;
- b) Total capital funds of \$12.6M are budgeted to be spent on roads, bridges and footpaths in the 2023/2024 Financial Year;
- c) The Heavy Patching Program will continue with an allocation of \$1M;
- d) Funding will cover gravel re-sheeting of Haymarket Road;
- e) A Plant Replacement Program of \$3.2M; and
- f) Airport runway rehabilitation \$2.3M.

2) Essential Public Asset Restoration Claim:

Work will continue on flood recovery work, with \$1M allocated Pinkett Road repairs.

3) Roads to Recovery and Regional Roads Funds:

During the 2023/2024 Financial Year Council will receive \$1.2M for the Roads to Recovery Program and Regional Roads Grants of \$1.4M.

The Capital Works schedule provides more detail of the works to be undertaken during the 2023/2024 Financial Year.

4) Glen Innes Aggregates:

It is expected that an Operating Surplus of \$524,573 will be achievable for Glen Innes Aggregates in the 2023/2024 Financial Year.

5) Water fund:







Water service fees have been increased by 5.2% for the 2023/2024 Financial Year. Council has identified its water supply service as a Category Two (2) Business and operates this in accordance with the Competitive Neutrality Guidelines 1997. The water business will continue to be fully self-funded. The water asset renewal program will continue in the 2023/2024 Financial Year.

6) Sewer fund:

Sewerage service fees have been increased by 5% for the 2023/2024 Financial Year. The sewer mains relining program will continue as in previous years, gradually reducing stormwater infiltration into the network. Council will also continue to improve system processes at the Glen Innes Sewage Treatment Plant to ensure compliance with NSW Environment Protection Authority licence requirements. As with the Water Fund, the Sewer Fund is also planned to return an operating profit.

Council’s Key Performance Indicators (KPIs):

Council’s KPIs can be visually depicted as follows:

Measure / benchmark	2023/2024	
	ESTIMATED	
Operating Performance Ratio (Greater than or equal to breakeven average over 3 years)		This ratio measures Councils ability of containing operating expenditure within operating revenue. GISC is in a breakeven position for the next three (3) years and meets this target.
Own Source Revenue Ratio (Greater than 60% average over 3 years)		This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. GISC is unfavourable for the current year due to high grant revenue but meets the target for the three (3) year average.
Building and Infrastructure Asset Renewal Ratio (Greater than 100% average over 3 years)		This ratio measures the rate at which assets are being renewed relative to the rate they are being depreciated. GISC asset strategies ensure this target is met.
Infrastructure Backlog Ratio (Less than 2%)		This ratio shows the annual renewal backlog as a proportion of the total value of Council’s infrastructure. GISC does not meet, due to the high level of backlog. While reducing, the target will not be met within the Long-Term Financial Plan.
Asset Maintenance Ratio (Greater than 100% average over 3 years)		This ratio compares actual asset maintenance with required asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure backlog through insufficient funds. GISC currently meets this target.
Debt Service Ratio (Greater than 0% and less than or equal to 20% average over 3 years)		This ratio measures the availability of operating cash to service debt. GISC currently meets this target.

Council’s Revenue Policy

Council’s significant revenue sources are from general rates, fees and charges, the **Financial Assistance Grant (FAG)**, Roads to Recovery Grant, and other grant funds; particularly in the area of Community Services, of which Life Choices - Support Services is largely externally funded through grant funding from the State and Commonwealth Governments.

Council’s Own Source Operating Revenue Ratio, which measures fiscal flexibility and the degree of reliance on external funding sources such as operating grants and contributions is expected to meet the benchmark of >60% average over three (3) years in 2023/2024. The 2022/2023 estimate is 50% (excluding the FAG) and 61.48% including FAG as Rural councils are permitted to do under the Fit for the Future Financial Ratio guidelines.

In the draft Budget Council's annual rate revenue has been increased from 2022/2023 by the rate peg of 3.7%, however Council needs to defer the adoption of its Revenue Policy (rates and charges) for the 2023/2024 year due to the following:

- Data was successfully migrated from the legacy system Practical into the Rates and Water system from Financial Year 2022 as at 30 June 2022, this contained all the rating information from the legacy system;
- Rates notices were successfully generated in the new system for Financial Year 2023 and a Rates Control Report was generated;
- The Valuer General's file for Financial Year 2024 containing updated data (all assessments with updated land valuations) needs to be reconciled with the existing data;
- The reconciliation with the Valuer General's data file has experienced significant delays due to technical system issues and the Rates and Water system not being structured and built as per the NSW Local Government Act's legislation and a Rates Differential Report cannot be generated at this stage;
- Once the reconciliation has been completed, the 3.7% rate peg increase then has to be applied to each category of Rates and a Rates Differential Report can be generated for Financial Year 2024 for Budgeting purposes; and
- Numerous other technical system issues in the Rates and Water module have affected the day to day transactional operations which has also hindered data integrity for the information that rate payers have received and reporting requirements for Council.

As a result of the above, the estimated rate differentials and income is not within the Operational Plan and Budget annexure. Section 533 of the Act states:

"A rate or charge must be made before 1 August in the year for which the rate or charge is made or before such later date in that year as the Minister may, if the Minister is of the opinion that there are special circumstances, allow."

Other Fees and Charges

A number of the fees and charges are set by legislation or may be subject to change after endorsement of this document. Most fees for 2023/2024, have been increased by the estimated Consumer Price Index (5%).

The Draft Operational Plan and Budget for the 2023/2024 Financial Year sets the works program in detail for the next financial year, based on objectives, strategies and actions that had been included in the three (3) year Delivery Program and the 10-year Community Strategic Plan. In accordance with sound management principles, it is expected that all supervisors, managers and directors will maintain a particular focus on their budgets throughout the financial year; ensuring that expenditure levels remain within budgetary provisions.

Long Term Financial Plan

The LTFP is being redeveloped to incorporate the new chart of accounts designed for Open Office (Council's new financial software system). Council will take this opportunity to redevelop the LTFP using the LG Solutions Software platform.

(c) Options

Council has the option to vary sections of the Draft Operational Plan and Budget for the 2023/2024 Financial Year.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Draft Operational Plan and Budget for the 2023/2024 Financial Year contains the operational and capital revenue and expenditure that Council has committed to for the 2023/2024 Financial Year.

(b) Governance/Policy

If adopted by Council, the Draft Operational Plan and Budget for the 2023/2024 Financial Year will set the overarching policy direction for Council for the next financial year.

(c) Legislative/Statutory

Council must ensure that it endorses its draft budget in accordance with various provisions in the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2005*.

- Section 405 of the *Local Government Act 1993*:
 - (1) *A council must have a plan (called its “operational plan”) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*
- Section 494 of the *Local Government Act 1993*:
 - (1) *A council must make and levy an ordinary rate for each year on all rateable land in its area.*
 - (2) *Each category or subcategory of ordinary rate is to apply only to land of the same category or subcategory.*
- Section 496 of the *Local Government Act 1993*:
 - (1) *A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.*

- Section 496A of the *Local Government Act 1993*:
 - (1) *A council may, in accordance with the regulations, make and levy an annual charge for the provision of stormwater management services for each parcel of rateable land for which the service is available.*

- Section 501 of the *Local Government Act 1993*:
 - (1) *A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council:*
 - *Water supply services*
 - *Sewerage services*
 - *Drainage services*
 - *Waste management services (other than domestic waste management services)*
 - *Any services prescribed by the regulations.*

- Section 502 of the *Local Government Act 1993*:

A council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.

- Section 552 of the *Local Government Act 1993*:
 - (1) *A special rate or charge relating to water supply may be levied on:*
 - (a) *Land that is supplied with water from a water pipe of the council, and*
 - (b) *Land that is situated within 225 metres of a water pipe of the council whether the land has a frontage or not to the public road (if any) in which the water pipe is laid, and although the land is not actually supplied with water from any water pipe of the council.*

(d) Risk

The preparation of the budget required cost reductions in some areas to cover uncontrollable increases in expenses in areas such as insurance costs, wages, and depreciation. The rates increase was not of a sufficient level to offset these cost increases.

Due to the reduction of budgeted expenditure, there is a risk that unforeseen cost increases may negatively impact Council's ability to achieve a balanced operating position at year end.

(e) Social

This Draft Operational Plan and Budget for the 2023/2024 Financial Year forms part of the direction that the community communicated to Council through the extensive Community Engagement that took place for the development of the current CSP and Delivery Program. This document forms an integral part in the journey to achieve the outcomes of the aforementioned documents.

(f) Environmental

Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year identifies a number of environmental strategic objectives, strategies and actions.

(g) Economic

All Council officials have been mindful of the economic implications in the preparation of Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year.

(h) Asset Management

All Council officials have been mindful of the asset management implications in the preparation of Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year. Whole of life asset and depreciation cost considerations are important drivers in Council's future financial direction.

CONSULTATION

(a) External

Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year will go on public exhibition for 28 days from Monday, 1 May 2023 until Sunday, 28 May 2023. During this time submissions will be invited from the community.

Council will advertise the Draft Operational Plan and Budget for the 2023/2024 Financial Year in the Glen Innes Examiner (Our Council) on the Glen Innes Severn Council website under Public Notices, and on Council's Facebook page and display the relevant documents at the Emmaville Post Office, Deepwater Post Office and Glencoe Post Office.

(b) Internal

The budget has been prepared with full collaboration and input from all Managers and the **Management Executive Team (MANEX)**.

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

The Draft Operational Plan and Budget for the 2023/2024 Financial Year is required to be prepared in accordance with the Integrated Planning and Reporting Framework. Accordingly, it provides a direct link to the three (3) year Delivery Program, and in turn the 10 Year CSP.

CONCLUSION

Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year provides a direct link to the three (3) year Delivery Program, and in turn the 10 Year CSP.

In summary, Council's 2023/2024 Draft Budget proposes an Operational Surplus of \$8.6M, which includes forecasted Capital Income of \$11M. Therefore, after excluding Capital Income the proposed Operational deficit will be \$2.4M and comprises the following (with last year's figures in brackets as a comparison):

• Operating Income (including Capital Grants and Contributions)	\$45,486,597 (48,185,908)
• Operating Income (excluding Capital Grants and Contributions)	\$34,486,597 (\$36,983,667)
• Operating Expenditure	\$36,899,265 (\$36,964,116)
• Capital Expenditure	\$20,700,875 (\$19,534,216)
• Loan Principal and Lease Repayments	\$ 1,847,802 (\$ 2,276,992)

The Draft Operational Plan and Budget for the 2023/2024 Financial Year is now presented for Council's endorsement before going on public exhibition for 28 days for the purpose of inviting public submissions.

ATTACHMENTS

Annexure A Draft Operational Plan and Budget for the 2023/2024 Financial Year
(*under separate cover*)

REPORT TITLE: 7.3 ARTS NORTH WEST UPDATE

ECM INDEXES:

Subject Index: **GOVERNMENT RELATIONS: Local and Regional**

Customer Index: **Arts North West**

Property Index: **NIL**

AUTHOR: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with information on its Return on Investment from Council's contribution to **Arts North West (ANW)**.

RECOMMENDATION

THAT Council:

- 1. Notes the 1,344% Return on Investment for 2022 that Council received from its partnership with Arts North West as detailed in this report;***
- 2. Continues to support Arts North West into the future; and***
- 3. Notes that the 2023 Annual General Meeting of Arts North West is to be held at 5.30pm on Friday, 26 May 2023 in the Highlands Hub, Glen Innes.***

REPORT

(a) Background

ANW was established in 1996 as a Regional Arts Development Program, and established as an independent Regional Arts Board for the New England North West region of NSW in 1997. It is a not-for-profit incorporated association and charitable institution. The role of ANW is to facilitate and deliver arts and cultural development in the region. Although a small organisation, ANW has a very large and diverse regional brief.

Its core business includes a multitude of day-to-day enquiries, providing immediate and quality advice, information and professional support to artists and organisations, as well as the research, promotion and advocacy it oversees in partnerships with various stakeholders.

ANW has one office, which is located in King Edward Park, Glen Innes.

At its **Annual General Meeting (AGM)** held in May 2018, ANW moved to a new governance structure, a two-tiered configuration, comprising a small Board of Management governing the organisation along with a **Strategic Advisory Council (SAC)** of representatives from the contributing Local Government Areas (LGA's) and independent cultural organisations providing strategic input and feedback into programming and direction.

Council's representative, the **Director of Corporate and Community Services (DCCS)**, was nominated by the SAC to be one of the four Regional Directors for a Board of Management position on behalf of the SAC.

At the ANW AGM in May 2018, the DCCS was elected Chair of the Board of Management and has been re-elected as the Chair of the Board of Management each year since. Prior to the restructure in 2018, the DCCS had been Chair of the ANW Board since its AGM in March 2016. Previous to that, she was the Treasurer.

(b) Discussion

Last year, Council contributed \$7,596.27 to ANW and received back a total of \$102,121.13 worth of support in various services and activities across the LGA; this support is detailed in **Annexure A**. This amounts to a 1,344% return on investment.

The 2023 ANW AGM is scheduled to be held in Glen Innes at 5.30pm on Friday, 26 May 2023 in the Highlands Hub.

All Councillors and community members are welcome to join the meeting. Please email office@artsnw.com.au to register your interest.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's proposed contribution for the 2023/2024 Financial Year is estimated to be 2.7% plus GST on top of last year's amount of \$7,596.27 which equals \$7,801.37. This is detailed in **Annexure A**.

This amount has been included in Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

As Council is a contributing **Local Government Area (LGA)**, all persons living within the Glen Innes Severn LGA are eligible to receive and use the services provided by ANW.

(f) Environmental

Nil.

(g) Economic

Up until recently, ANW employed three staff who lived in our LGA. At present one of these is on maternity leave, one works from our LGA, and the other position was advertised and filled by a person living outside of our LGA.

(h) Asset Management

ANW has only one office which is a Council owned building located in King Edward Park, Glen Innes. ANW does not pay any rent to use this building.

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 1.3.4: Implement the Cultural Plan and review as necessary.

CONCLUSION

Last year Council contributed \$7,596.27 to ANW and received back a total of \$102,121.13 worth of support in various services and activities across the LGA; which is a 1,344% return on investment for its contribution.

ATTACHMENTS

Annexure A Return on Investment from Arts North West

REPORT TITLE: 7.4 DRAFT CONFLICTS OF INTERESTS POLICY (IN DEALING WITH COUNCIL-RELATED DEVELOPMENT)

ECM INDEXES:

Subject Index: **NIL**

Customer Index: **INTERNAL DEPT – Corporate and Community Services**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is to present Council with the revised Conflicts of Interest Policy (In Dealing with Council-related Development) (**Annexure A**) for review and adoption.

RECOMMENDATION

That Council adopts the revised Conflicts of Interest Policy (In Dealing with Council-related Development).

REPORT

(a) Background

This revised Policy is a major revision of the *Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates (Annexure B)* last adopted by Council on 24 September 2020 (Resolution number: 20.09/20). The responsible officer for this policy was the Director of Development, Planning and Regulatory Services.

(b) Discussion

In March 2023, Council was notified by the **Department of Planning and Environment (DPE)** of legislative changes relevant to Council-related development applications. The new provisions have been introduced into the ***Environmental Planning and Assessment Regulation 2021 (NSW) (the Regulation)*** to address conflicts of interest with respect to Council-related developments.

The new requirements are summarised as follows (and provided in full detail at Implications to be Addressed (c) Legislative/Statutory):

- Councils must adopt and have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the requirements set out in the ***Council-related Development Application Conflict of Interest Guidelines (the Guidelines)*** prepared by the DPE (***Annexure C***).
- Council-related development applications must now be accompanied by either a management strategy statement which explains how the council will manage potential conflicts of interest or a statement that the council has no management strategy for the application.
- Councils must record conflicts of interest in connection with each Council-related development application and the measures taken to manage the conflicts in their existing Development Application Register.
- Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process.

The above changes came into effect on 3 April 2023. The DPE has advised that all councils are required to have a Conflict of Interest Policy in place by this date, otherwise councils will be unable to determine Council-related development applications. The DPE has advised that the policy does not apply to Council-related development applications which were lodged, but not finally determined, before the commencement date of the policy of 3 April 2023.

Council's current Policy deals with conflicts of interests for Council related development applications and how Council will manage such applications; however, the revised Policy includes the Guideline requirements to clearly:

Outline the process through which potential conflicts of interest will be identified, the risks assessed and appropriate management controls determined, and outline the process that will be followed to publicly communicate the management approaches for each development subject to the policy.

Thus, the revised Policy complies with the Regulation and the Guidelines.

The revised Policy is presented in three clear parts:

- Part 1 Preliminary;
- Part 2 Process for Identifying and Managing Conflicts of Interest; and
- Other applications requiring management controls and supporting matters.

Appendix A and B of the Policy provides Assessment and Determination Criteria and an Example Management Statement, respectively.

The Responsible Officer position for the Policy has also been revised and responsibility now sits with the Manager of Governance, Risk and Corporate Planning.

This Policy will assist Council in managing potential conflicts of interest for Council-related developments and ensure a transparent process that is above suspicion.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Limit of Financial Delegations are detailed in Appendix A of the Policy.

(b) Governance/Policy

Once adopted by Council the revised and newly named Conflicts of Interest Policy (In Dealing with Council-related Development Applications) will become Policy of Council.

(c) Legislative/Statutory

• **Amendments to the Regulation:**

30B Council-related development applications

A council-related development application must be accompanied by—
(a) a statement specifying how the council will manage conflicts of interest that may arise in connection with the application because the council is the consent authority (a management strategy), or
(b) a statement that the council has no management strategy for the application.

66A Council-related development applications—the Act, ss 4.16(11)

(1) A council-related development application must not be determined by the consent authority unless—

- (a) the council has adopted a conflict of interest policy, and*
- (b) the council considers the policy in determining the application.*

(2) In this section—

conflict of interest policy *means a policy that—*

- (a) specifies how a council will manage conflicts of interest that may arise in connection with council-related development applications because the council is the consent authority, and*
- (b) complies with the Council-related Development Application Conflict of Interest Guidelines published by the Department and available on the NSW planning portal.*

240 Council to keep a register of development applications and development consents

240(3)(m)—

(m1) for a development consent granted in response to a council-related development application—

- (i) conflicts of interest that may arise in connection with the application because the council is the consent authority, and
- (ii) measures taken by the council to manage the conflicts of interest,

Schedule 7 Dictionary

council-related development application has the same meaning as in the Act, Schedule 1, clause 9B

- **Amendment to the *Environmental Planning and Assessment Act 1979 (NSW)* (the Act):**

Schedule 1 Community participation requirements

9B Council-related development applications

(1) Minimum public exhibition period for a council-related development application—28 days.

(2) In this clause— council-related development application means a development application, for which a council is the consent authority, that is—

(a) made by or on behalf of the council, or

(b) for development on land—

(i) of which the council is an owner, a lessee or a licensee, or

(ii) otherwise vested in or under the control of the council.

Note— Land vested in or under the control of the council includes public land within the meaning of the Local Government Act 1993.

(d) Risk

The revised Policy aims to address the risk of potential conflicts of interests in dealing with Council related development applications.

(e) Social

Being open and transparent about potential conflicts of interest has a positive social bearing on the community.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The revised Policy must be followed when Council requires development consent for improving, renewing or developing assets.

CONSULTATION

(a) External

The NSW Councils' governance group was consulted, with Singleton Council's Policy being used as a template for the development of this Policy. Fairfield City Council also provided guidance.

(b) Internal

The **Management Executive Team (MANEX)** and the Town Planner.

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 5.4.6: Ensure risk management practices are employed across Council including acquiring adequate insurance cover.

CONCLUSION

Council's Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates has been revised and amendments are significant including a name change to the Policy and inclusion of requirements from recent amendments to the Regulation. The revised Policy has been reviewed by MANEX and is now presented to Council for review and adoption.

ATTACHMENTS

- Annexure A Draft Conflicts of Interest Policy (In Dealing with Council-related Development Applications)
- Annexure B Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates
- Annexure C Council-related Development Applications Conflict of Interest Guidelines

REPORT TITLE: 7.5 AUDIT, RISK AND IMPROVEMENT COMMITTEE - REPORT AND MINUTES

ECM INDEXES:

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

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

Property Index: **NIL**

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

PURPOSE

The purpose of this report is to provide Council with the Minutes of the **Audit, Risk and Improvement Committee (ARIC)** Meetings held on Friday, 10 March 2023 (**Annexure A**), and on Friday, 2 December 2022 (**Annexure B**), and for Council to appoint a suitably qualified, non-voting member to the ARIC who is a councillor other than the Mayor.

RECOMMENDATION

THAT Council:

- 1. Notes the information contained in this report; and***
- 2. Endorses Councillor as a non-voting member of the Glen Innes Severn Council Audit, Risk and Improvement Committee.***

REPORT

(a) Background

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

Council's ARIC was formed based on guidance presented in **A New Risk Management and Internal Audit Framework for local councils in NSW Discussion Paper, September 2019 (Discussion paper)**, presented by the NSW Office of Local Government (OLG).

The OLG has since been working with key stakeholders and industry experts to develop the regulatory framework that will support the operation of ARICs, and the establishment of a risk management and internal audit function in each council. The OLG released **draft Risk Management and Internal Audit for Local Councils in NSW Guidelines (the Guidelines)** in August 2021 (**Annexure C**).

The OLG is yet to finalise the Guidelines, however correspondence received through a Circular to Councils (Circular No 22-41 / 19 December 2022 / A843647) indicates that the draft Guidelines are approved but awaiting the amendments to the **Local Government (General) Regulation 2021 (the Regulation)** to be made, giving statutory force to elements of the Guidelines.

Further, the OLG has created model terms of reference for ARIC's, a model internal audit charter and a model risk management policy for use by councils.

The key point of the OLG Circular is:

The final version of the Guidelines will be issued when the supporting Regulation amendments are made. While further minor amendments will be made to the Guidelines to align them with the supporting Regulations as drafted, OLG does not anticipate any significant changes.

Council must comply with the Guidelines from 1 July 2024.

(b) Discussion

Council has begun the process to ensure compliance with the Guidelines. The requirements were discussed at meeting held on Friday, 10 March 2023 and resulted in additions to the reporting calendar, and a new Internal Audit Charter and ARIC Terms of Reference, both of which were endorsed by the ARIC and later adopted by Council at its Ordinary Council Meeting held on Thursday, 23 March 2023.

Key Requirements from the Guidelines

Structure and membership

Council, as a Tier 1 council, is required to have three independent voting members with one being a chair who is pre-qualified under the NSW Government's prequalification scheme and an option of one non-voting councillor that meets the eligibility criteria.

There are strict eligibility criteria to be an independent voting committee member just as there are criteria for a councillor to be a non-voting member.

Non-voting Councillor membership criteria

It was discussed at the ARIC meeting held on Friday, 10 March 2023 that a non-voting Councillor member would be accepted on the committee.

The Guidelines state that non-voting councillor members must satisfy the following eligibility criteria to be appointed as an ARIC member.

They must:

- Be financially literate;
- Have a good understanding of one or more of the following that would provide a valuable contribution to the committee:
 - internal audit and external audit;
 - risk management;
 - governance;
 - performance management;
 - financial management and reporting;
 - accounting;
 - human resources management;
 - internal control frameworks;
 - fraud and corruption prevention;
 - IT/cyber security;
 - the local community; or
 - another relevant subject matter; and
- Undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the committee member.

The mayor **cannot** be appointed as a councillor member on Council's ARIC.

The Council is asked to appoint a Councillor, suitably qualified, to the committee as a non-voting member.

Other requirements from the Guidelines:

- An annual attestation is required from the General Manager, in Council's Annual Report. The attestation must state whether the ARIC and Internal Audit Function have complied with the Guidelines. Any request for an exemption must be made to the Secretary of the Department of Planning and Environment;
- The NSW Auditor-General may take an assurance role and report on the performance of ARICs;
- ARICs are independent of Council but are held accountable by the governing body for its performance;
- ARIC provides an advisory and assurance role only;
- ARICs must develop a four-year strategic plan to ensure all elements required are reviewed each term of Council;
- An annual plan is also required;

- Quarterly updates from the ARIC to Council. The General Manager has decided that a report for noting, including the ARIC minutes will be provided to an Ordinary Meeting of Council after each ARIC meeting;
- The ARIC must provide an annual assessment to Council and it would be beneficial for the ARIC to meet with Council and the General Manager annually. An Extraordinary meeting may be arranged for this purpose;
- The ARIC must provide a comprehensive independent assessment every term of Council;
- There are limits on the time each member may serve on the committee with some exemptions available for Tier 1 councils;
- Council is to provide secretariat support for the ARIC;
- The ARIC has direct and unrestricted access to the **Management Executive Team (MANEX)**;
- Council is to conduct a review, once in the term of Council, either through a qualified external assessor, or by itself providing a qualified external assessor or peer conducts an independent evaluation of the findings. The review measures the effectiveness of the ARIC in conformance with the International Professional Practice Framework; and
- Council is obliged to make compulsory superannuation guarantee contributions on behalf of the independent members.

General Meeting Schedule

ARIC meetings are held once per quarter. MANEX members, the Manager of Governance, Risk and Corporate Planning and the Shared Internal Auditor are usually in attendance at all meetings along with any other required staff who are presenting reports.

The ARIC committee will meet briefly prior to Council staff joining the meeting.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Operational Plan and Budget contains two budget items for all ARIC costs.

(b) Governance/Policy

This report provides information on the requirements of the Guidelines which must be complied with from 1 July 2024.

(c) Legislative/Statutory

The Act states the following:

428A Audit, Risk and Improvement Committee

- (1) A council must appoint an Audit, Risk and Improvement Committee.*
- (2) The Committee must keep under review the following aspects of the council's operations—*
 - (a) compliance,*
 - (b) risk management,*
 - (c) fraud control,*
 - (d) financial management,*
 - (e) governance,*
 - (f) implementation of the strategic plan, delivery program and strategies,*
 - (g) service reviews,*
 - (h) collection of performance measurement data by the council,*
 - (i) any other matters prescribed by the regulations.*
- (3) The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

(d) Risk

The ARIC is required to keep risk management under review.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

A summary of the Guidelines has been provided in this report and the Minutes of the past two ARIC meetings are provided (Annexures A and B) for Council's information.

Further, Council is requested to appoint a suitably qualified Councillor to be a non-voting member of the ARIC.

ATTACHMENTS

- | | |
|------------|---|
| Annexure A | ARIC Meeting Minutes 10 March 2023 |
| Annexure B | ARIC Meeting Minutes 2 December 2022 |
| Annexure C | Draft Risk Management and Internal Audit Guidelines |

REPORT TITLE: 7.6 EMMAVILLE WAR MEMORIAL HALL COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

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

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

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Emmaville War Memorial Hall Committee meeting held on Tuesday, 21 March 2023.

RECOMMENDATION

THAT Council:

1. *Endorses the following five community representatives as the newly elected Emmaville War Memorial Hall Committee:*
 - *Leah Johnson;*
 - *Daphne Say;*
 - *Claire Sproule;*
 - *Daniel Sproule; and*
 - *Dorothy Wooder.*

2. *Endorses the election of office bearers within the newly elected Emmaville War Memorial Hall Committee as follows:*
 - *Daniel Sproule elected as Chairperson;*
 - *Claire Sproule elected as Secretary; and*
 - *Leah Johnson elected as Treasurer.*

REPORT

(a) Background

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

The **Annual General Meeting (AGM)** of the Emmaville War Memorial Hall Committee was held on Tuesday, 21 March 2023. Five nominations were received for membership of the Committee.

The representatives who nominated for the Emmaville War Memorial Hall Committee are aware of the following conditions as outlined in the **Manual for Community Committees of Council (the Manual)**:

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

(b) Discussion

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

The AGM Minutes of the Emmaville War Memorial Hall Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Leah Johnson;
- Daphne Say;
- Claire Sproule;
- Daniel Sproule; and
- Dot Wooder.

In accordance with Council's resolution 15.09/22 dated Friday, 23 September 2022, Council's representative to this Committee is Councillor Rob Banham, therefore, he does not need to be ratified as a committee member. 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, Financial Management, of the Manual, the General Manager has delegated financial authority to the Committee to manage its own funds.

(b) Governance/Policy

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

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

(c) Legislative/Statutory

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

(d) Risk

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

The Emmaville War Memorial Hall Committee has elected five members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ATTACHMENTS

Annexure A AGM Minutes - Emmaville War Memorial Hall Committee - 21/3/23

REPORT TITLE: 7.7 LIBRARY COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

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

Customer Index: **Glen Innes Severn Library Committee**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Glen Innes Severn Library Committee meeting held on Friday, 17 February 2023.

RECOMMENDATION

THAT Council:

- 1. Endorses the following four (4) community representatives as the newly elected Glen Innes Severn Library Committee:***
 - Marina Gerlofsma;***
 - Kerry Muir;***
 - Lindy Stevenson; and***
 - Jenny Sloman.***

- 2. Endorses the election of office bearers within the newly elected Glen Innes Severn Library Committee as follows:***
 - Kerry Muir elected as Chairperson;***
 - Jenny Sloman elected as Vice Chairperson; and***
 - Marina Gerlofsma elected as Minute Secretary.***

REPORT

(a) Background

The Glen Innes Severn Library 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 Glen Innes Severn Library Committee was held on Friday, 17 February 2023. Four nominations were received for membership of the Committee. The representatives who nominated for the Glen Innes Severn Library Committee are aware of the following conditions as outlined in the **Manual for Community Committees of Council (the Manual)**:

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

(b) Discussion

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

The AGM Minutes of the Glen Innes Severn Library Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Marina Gerlofsma;
- Kerry Muir;
- Lindy Stevenson; and
- Jenny Sloman.

The election of office bearers was held, with Kerry Muir elected as Chairperson, Jenny Sloman elected as Vice Chairperson and Marina Gerlofsma elected as Minute Secretary.

In accordance with Council's resolution 15.09/22 dated Friday, 23 September 2023, Council's representative on this Committee is the Mayor (Councillor Rob Banham). The Director of Corporate and Community Services and Manager of the Library and Learning Centre also attend these meetings as management representatives of Council.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As this is an advisory committee, the Glen Innes Severn Library Committee has no financial delegations, however, its purpose is to discuss key issues, consult with users of the facility and make recommendations to Council.

(b) Governance/Policy

The AGM and election of office bearers has been carried out in accordance with the Manual. The representatives who nominated for the Glen Innes Severn Library Committee are aware of the conditions as outlined in the Manual.

The Glen Innes Severn Library Committee does not have any delegated Council powers or responsibilities but provides a forum for residents and interested groups to provide input into Council policies and strategies as they are formulated and reviewed.

(c) Legislative/Statutory

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

(d) Risk

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

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

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

(e) Social

The Glen Innes Severn Library Committee provides a forum that contributes to the cultural well-being, quality of life, literacy and intellectual growth of the local Community.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

The Glen Innes Severn Library Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The Glen Innes Severn Library Committee has elected four community representatives for the coming year, who have agreed to be actively involved in committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ATTACHMENTS

Annexure A Glen Innes Severn Library Committee - AGM Minutes

**REPORT TITLE: 7.8 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 MARCH 2023**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Amy Watson - Financial Accountant

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 2020/2021 Financial Year (Annexure B):

Glen Innes Landfill Future Development

Glen Innes Landfill has an estimated four to five year's of remaining life. Council is about to commence preliminary investigations regarding future disposal/waste minimisation options.

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

New Finance System and Implementation

The Rates, Water and Community Receipting modules are still experiencing technical difficulties. The proposal that was put to the Open Office team to commence a focused hyper care plan is in place now, to resolve all major support tickets that are causing hindrance in the expected performance of the Rates and Water modules. The Water billing and the Rates Differential report are priority so that Council is ready to process Rates Notices on 1 July 2023 and issue water bills as soon as possible.

Council's external consultant Laurie Knight is preparing the opening balances for Financial Year 2023 to be imported into the new system and the work of Balance Sheet reconciliations can begin including Grants reconciliations.

Yarrow Creek Bridge Renewal

Foundation works are complete on the Yarrow Creek Bridge replacement on Mt Mitchell Road, with the concrete piles poured and cured and abutment earthworks and scour protection complete. Crane pad construction is underway with lifting of precast headstocks scheduled for mid-April. A minor flood event damaged the side track on Wednesday, 29 March resulting in a half day road closure, however this was quickly rectified.



Image 1: Shaping scour protection on Yarrow Creek bridge foundations

Local Roads and Community Infrastructure (LRCI) Phase 3 Bitumen re-seal program

Council has tendered the re-seal works package and engaged a contractor for approximately 100,000 square metres of urban and rural bitumen re-sealing works to be completed between Wednesday, 12 and Wednesday, 19 April. Notifications to urban residents impacted by the works have been distributed.

Fixing Local Roads (FLR) Round 3 – Gulf Road re-sheet and bitumen seal

A local contractor for the gravel re-sheet has been approved by Council following a tender process and environmental assessments have been completed for the proposed gravel pit. Works are scheduled to commence in late April.

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

Construction of Centennial Parklands amenities facilities and outdoor area

Council has received a grant of \$1,341,616 to install amenities and an outdoor events area at the Centennial Parklands. There is expressed concern from stakeholders that the current designs are not sympathetic to the environment and further work on developing designs to enhance the Centennial Park need to be developed.

Glen Innes Outdoor Multi-Purpose Courts (GIOMC)

The GIOMC site has been prepared for the commencement of two new concrete, multi-purpose (basketball / netball) courts, to be installed between the stadium and the new outdoor netball courts. These works were meant to commence early February 2023, however, a delay in contractor availability has meant that construction has been delayed and the project has not yet commenced.

Redevelopment of Glen Innes Skate Park

A confidential report was presented to the February 2023 Ordinary Council Meeting regarding the procurement of a contractor for the detailed design and construction of the Skate Park. Council is currently in contract negotiations with Convic Pty Ltd on the design and construct of this project.

Bridge Renewal Program: Furracabad Road Bridge over Furracabad Creek and Wentworth Street Bridge over Rocky Ponds Creek

Work has commenced on the new Wentworth Street pedestrian bridge with abutment construction complete and the timber bridge and handrail currently being manufactured offsite. The road bridge construction component for both Wentworth Street and Furracabad Road is currently being tendered and advertised via Tenderlink, with responses due on Friday, 3 May.



Image 2: Pedestrian bridge abutment construction on Wentworth Street

New cycleways and shared path construction

Council's concrete team is currently extending the shared pathway along Tregurtha Way at the Australian Standing Stones, with works on track to be completed prior to the Celtic Festival.



Image 3: Shared pathway construction on Tregurtha Way, Centennial Parklands

(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	\$ 5,960,925	92%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 4,364,065	\$ 4,170,941	\$ 3,046,655	73%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 11,202,214	\$ 15,805,630	\$ 8,544,979	54%
CAPITAL WORKS PROGRAM REVOTES- 2022	\$ 1,298,626	\$ 1,818,626	\$ 504,870	28%
CAPITAL WORKS PROGRAM 2022/2023	\$ 19,534,216	\$ 21,148,477	\$ 3,201,261	15%
CAPITAL WORKS PROGRAM REVOTES- 2023	\$ 943,487	\$ 2,947,014	\$ 633,573	21%
TOTALS	\$ 39,421,862	\$ 52,345,452	\$ 21,892,263	42%

(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. Council faces project management risks in managing timelines and budgets, particularly related to grant funded projects.

Developing a project risk management assessment and plan, using Council's Enterprise Risk Management system will assist in mitigating risk.

(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 various staff who have ownership of the various projects to ensure that this report includes up-to-date commentary.

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 BORROWINGS REPORT AS AT 31 MARCH 2023

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Loans**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Amy Watson - Financial Accountant

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. The Summary of borrowings set out below, details each of Council's borrowings. The balances reported in this reported cannot be verified and reconciled against the Balance Sheet as opening balances have not been brought into the new Finance system from Financial Year 2022 to Financial Year 2023.

(b) Discussion

The tables on the following page detail the interest rate, loan completion date and balance 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	\$ 1,560,951.48
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 567,000.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 108,486.29
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$ 1,712,824.68
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$ -
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	3/03/2023	\$ 57,908.82**
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 231,539.33
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 926,157.30
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$ 1,060,331.30
Total General Fund Liability					\$ 6,167,290.38

*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.

**The CBD Revitalisation Loan had a payout date as February 2023 but due to a processing issue with the bank, the last payment was not made final. The bank has been contacted and the loan will be paid out during the month of April.

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	\$ 1,517,400.00
Total Water Supply Fund Liability					\$ 1,517,400.00

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					\$ 8,502,111.74
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Certification

I, Shageer Mohammed, 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 \$8,502,111.74 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

The National Australia Bank was contacted to query why Loan # 13, LIRS: CBD Revitalisation has not had the last payment processed. The bank advisors are looking into the query and will advise.

(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: 7.10 INVESTMENT REPORT MARCH 2023

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Investments**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Amy Watson - Financial Accountant

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

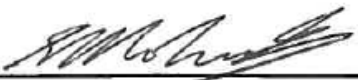
Council has \$18M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

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

If Council has two 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 of the total Investment portfolio.

Currently Council has one responsible investment, being one \$1M investment 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 March 2023	\$7,779,681.78
March Movements	\$ 852,182.00
Closing Balance 31 March 2023	\$ 8,631,863.78
Less unprocessed Bank Statement Transactions	\$ -
Total:	\$ 8,631,863.78
Balance as per Statement	
	\$ 8,631,863.78
Less Unpresented Cheques	\$ -
Plus Unpresented Debits	\$ -
Less Unpresented Deposits	-
Total:	\$ 8,631,863.78
	
Responsible Accounting Officer	
11 April 2023	

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

The balances reported in this reported for Cash at Bank and investments cannot be verified and reconciled against the Balance Sheet as opening balances have not been brought into the new Finance system from Financial Year 2022 to Financial Year 2023.

SUMMARY OF INVESTMENTS:

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1/A+	5/04/2023	1.60%	Macquarie (16)	Yes	900,000	14,400.00
A1/A+	8/04/2023	3.85%	NAB (18)	Yes	1,000,000	12,763.01
A1/A+	23/05/2023	3.15%	ING	Yes	1,000,000	31,500.00
A1+/AA-	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
A3/BBB+	31/07/2023	3.60%	NAB (17)	Yes	1,000,000	36,197.26
A1+/AA-	23/08/2023	3.95%	BOQ (13)	Yes	700,000	27,650.00
A2/BBB+	9/08/2023	3.80%	NAB (14)	Yes	1,000,000	38,000.00
A1+/AA-	15/08/2023	4.10%	CBA (15)	Yes	1,000,000	41,000.00
A1+/AA-	8/09/2023	3.95%	NAB (18)	Yes	1,000,000	39,391.78
A1+/AA-	8/09/2023	4.18%	Macquarie	Yes	700,000	29,179.84
A1/A+	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-	25/10/2023	4.57%	CBA (8)	Yes	1,000,000	46,200.82
A1+/AA-	19/12/2023	4.60%	ING	Yes	1,000,000	46,000.00
A1+/AA-	11/12/2023	4.28%	Westpac Banking Corporation (4)	Yes*	1,000,000	43,034.52
A1+/AA-	6/02/2024	4.82%	Westpac Banking Corporation (6)	Yes	1,000,000	44,502.47
A2/BBB	21/02/2024	4.80%	AMP (10)	Yes	700,000	31,022.47
A1+/AA-	24/10/2023	4.36%	Westpac Banking Corporation (1)	Yes	1,000,000	25,562.74
Expected Average Return 22/23		4.00%	Total Investments		18,000,000.00	715,590.66
Actual Average Return Received YTD		0.82%	Cash on Hand		8,631,863.78	
Total Cash and Investments					26,631,863.78	

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

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

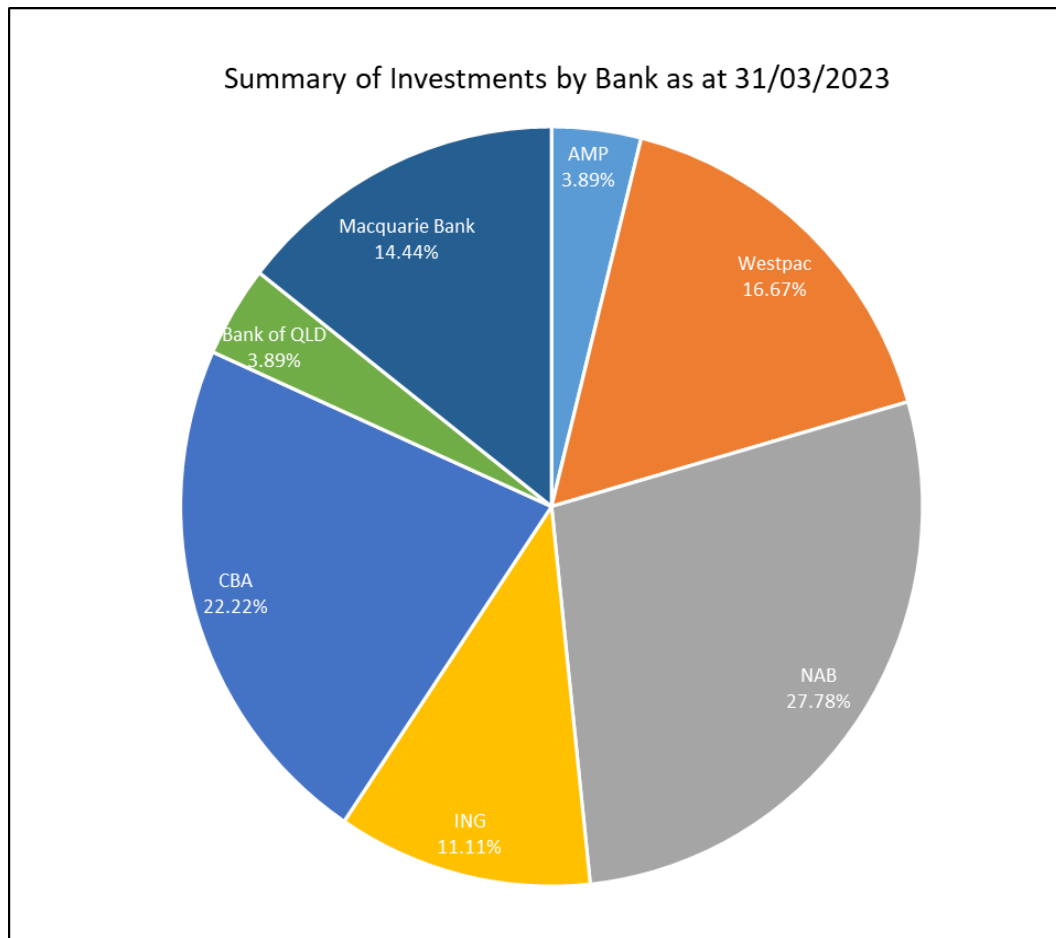
Interest received for year to 31 March 2023	\$175,414.18
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 March 2023	18,000,000
Less:	
Maturities (3)	2,700,000
Subtotal	15,300,000
Plus	
Rollovers (3)	2,700,000
New Investments (0)	-
Current Balance as at 31 March 2023	18,000,000

During the reporting month, there were no redeemed or 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, Shageer Mohammed, Chief Financial Officer, do hereby certify that the above investments have been made in accordance with the Regulation (Section 212), the **Local Government Act 1993 (the Act)** (Section 625), and Council's **Investment Policy (the Policy)**.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year was 0.48%. The current actual average return for the 2022/2023 Financial Year is 4.00%. This is an increase on the actual average return of 3.52%, 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 year return rate for the reporting month is 2.10%.

The following table compares information on investment balances from this year to last year:

Investment Balances	This Year	Last Year
Opening Balance 1 March	18,000,000	17,800,000
Closing Balance 31 March	18,000,000	17,100,000

(b) Governance/Policy

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

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;
- 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 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:

COUNCILS PORTFOLIO COMPLIANCE

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	18,000,000
Yes	AA	66.67%	12,000,000	100%	6,000,000
Yes	A	25.56%	4,600,000	45%	3,500,000
Yes	BBB	7.78%	1,400,000	25%	3,100,000
Yes	Government	0.00%	-	100%	18,000,000
		100.00%	18,000,000		

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	Low	Low	18,000,000	100%
Total			18,000,000	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 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 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.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.11 WORKPLACE INJURY MANAGEMENT REPORT AS AT 31 MARCH 2023**ECM INDEXES:**Subject Index: **WORK HEALTH AND SAFETY: General**Customer Index: **NIL**Property Index: **NIL****AUTHOR: Ann Blunt - WHS Co-ordinator****PURPOSE**

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT**(a) Background**

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

(b) Discussion

The table below covers Workers Compensation figures from 1 July 2019 until 31 March 2023, 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	10
YTD New Claims (Non-Premium Impacting)	6	10	5	4
YTD Total New Claims	10	15	10	14
YTD Time Lost Due to Injury (LTI Days)	79	29	387	508

Item	2019/2020	2020/2021	2021/2022	2022/2023
Open Premium Impacting Claims (From Previous Years)				4
Open Non-Premium Impacting Claims (From Previous Years)				0
Open Premium Impacting Claims (Current Year)				9
Open Non-Premium Impacting Claims (Current Year)				0
Total Open Claims				13
Closed Claims that are still Impacting on Council's Premium				14
Total Cost of All Premium Impacting Claims (to date)	\$30,792.00	\$35,352.00	\$60,800.00	\$51,526.00
Safety & Wellbeing Incentive (Scheme Performance Rebates)	\$24,593.67	\$34,953.89	\$34,265.14	\$33,838.58

Item 7.11

The following information covers movements during the period 1 February 2023 until 31 March 2023:

There were two (2) new workers compensation claims during the reporting period. Both were of a premium impacting nature, involving some lost time. Three premium impacting claims were closed, along with four non-premium impacting claims.

Lost time continues to impact on claims costs, with three workers currently unable to sustain suitable duties and a further two performing suitable duties on reduced 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 excluding 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 reporting period 1 February 2023 until 31 March 2023 saw seven claims closed and two new workers compensation claims, resulting in an increase in lost time. This will impact negatively on Council's premium costs in future years.

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 GLEN INNES SEVERN LIBRARY QUARTERLY REPORT - JANUARY, FEBRUARY, MARCH 2023

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Kerry Byrne - Manager of Library / Learning Centre

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

Library Staff

As new Library staff complete their training and take on their full responsibilities in their roles, the annual program and activities of the Library will expand and have more diversity and variety.

Change of business after COVID

NSW Public Libraries are experiencing similar levels of downturn in business due to COVID and the restriction on numbers of people at events and within the Library after the shutdowns.

The table below contains the yearly borrowing or issue totals which includes *Glen Innes Library, TAFE, and Branch Libraries borrowing figures*, and is compared across three years. There has been a steady decline in borrowing and visitors in 2019/2020 and again in 2020/2021 during the COVID Pandemic years, however, issues were commencing to increase in 2021/2022 with a six percent improvement on the previous year. However, in January 2022, two vacant positions required the cancelling of services and activities to support the remaining staff, and short closures of libraries during this period has stalled the initial progress and recovery.

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

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

An additional 5,253 e-Resources such as e-Books, e-Audio books, e-magazines, and e-newspapers were borrowed in the 2021/2022 year which is an increase of 121% compared to 2020/2021 and are not included in these figures. These figures are not included in the above tables, as these resources were new in 2019/2020.

The Minister for Arts, the Hon Ben Franklin, MLC, recently announced that the NSW State Government funding for NSW libraries will be recurrent and thus locked into the State's Annual Budget with incremental increases for population. In addition, the funding includes other programs such as the annual Infrastructure Grants and NSW.net program (Information Technology projects and free online databases / Indyreads (an e-content platform which provides libraries with free access to eBooks and eAudio)). This announcement has created long term certainty to funding and services supported by the NSW State Government; amounts announced: 2022/2023 \$40.9M, 2023/2024 \$41.3M, 2025/2026 \$41.8M, 2026/2027 \$42.2M.

Future Funding Opportunities

In the lead up to the NSW elections held on 25 March 2023, the **NSW Public Library Association (NSWPLA)** Executive and the representatives from across the NSW Public Library Network undertook a campaign strategy to gain funds for a state-wide early literacy program which would be funded by the State Government and delivered through public libraries across NSW.

January 2023

School Holiday Activities

Tuesday, 10 January	Lego Sensory
Thursday, 12 January	Pot Plantings Sessions (Community and OOSH)
Tuesday, 17 January	Science Project – Mixing Potions
Thursday, 19 January	GLENRAC - Bush First Aid (Free Snake Kit)
Thursday, 19 January	Movie for Deepwater and Emmaville – ‘Minions’
Tuesday, 24 January	Lego Show Challenge – Glen Innes Show Entry

Library Training Workshop

The Library year commenced with two days of preparation, training and workshops:

- Risk assessments of the Library and Learning Centre;
- Manual evacuation training and drill;
- Online Dementia Australia Customer Service training;
- Annual Activities Program; and
- Peer Teaching on Outlook Planner, CloudLibrary, refresher on automated external defibrillator (AED) equipment, Tech Savvy Seniors update.

Dementia Australia Training

Dementia Australia offers online workshops for organisations to help raise dementia awareness and to create dementia friendly service and environments. The Library and Life Choices - Support Services staff teamed up to complete the ‘Supporting your Customers Living with Dementia’ module which covered information on:

- Nature of Dementia, signs and symptoms and current statistics;
- Impact of Dementia on communication;
- Impact of the physical environment; and
- Helpful strategies to enable a positive customer experience.

Library customers living with dementia is a growing concern for customers using Home Library Service and communicating with our customers in the Library.

Centacare

Centacare Support Services will be introducing and facilitating a ‘Better Us’ Peer Support Group within the Library on Mondays in the Children’s Room. This group’s purpose is to help members to strengthen and build on relationships between parents and children and improve the support networks for both.

The Centacare staff are also delivering a Board Game activity for older children during school terms on Mondays from 3.30pm until 4.45pm within the Library.

February 2023

Glen Innes Show Lego Display

The Library’s Lego Club members worked on a special Lego display depicting the Glen Innes Show. The Judges of the Lego Display section awarded them with a First Prize and a special Lego gift for their participation.

Library Lovers Month

With a poster message of ‘Only YOU’ and the decorations of red hearts around the Library, our borrowers couldn’t help but feel the love in the air at the Library during February. Borrowers were tempted to have a Blind Date with a covered book and to share their comments on how their Library touches their hearts and improves their lives.

Sydney ‘WorldPride’ Display - 17 February 2023 until 5 March 2023

Our LGBTQIA+ collection was on display during February / March to celebrate ‘WorldPride’ and to demonstrate our diverse and inclusive Library collection.

March 2023

International Women’s Day (IWD) - Friday, 10 March 2023

Three inspiring local women were invited to speak at the IWD event, Ellen Mulligan (New England Moveology), Gayleen Burley (Glen Innes Severn Council, Director of Place and Growth) and Karen Munster (Attract Connect Stay). Event participants also enjoyed the ‘Shimmy in the Glen’ dances, the Memorable Local Women in History Display by the Land of Beardies Museum and Eve Chappell, mocktails kindly provided by the Community Drug Action Team (CDAT), along with light refreshments purchased from the Town Hall Coffee Shop.

Golden Oldies Movie Mornings - Thursday, 16 March 2023

The Library’s first Golden Oldies Movie morning featured the 1942 Casa Blanca movie with leading actors Humphrey Bogart, Ingrid Bergman, Paul Henreid, and Claude Rains. Participants included Roseneath Nursing Home clients on a social outing and community members.

Home Schooling Spanish Classes

The local Home-Schooling groups are combining to offer Beginner Spanish Language Classes in the Children’s Room at the Library on Wednesday mornings.

uLibrary Consortium

The uLibrary Consortium is a group of six libraries which are combining with Ulverscroft Australia Pty Ltd, a leading book supplier, to offer a larger range of eResources at a lower cost to Consortium members. The Glen Innes Severn Public Library will be joining to benefit from the combined spending power and to give members access to Ulverscroft’s e-Book and e-Audio resources, and e-Book Clubs.

The Library will receive free setup costs, marketing and promotional resources and staff training as a Consortium member. The uLibrary link can be conveniently added to the Library’s App and website.

GLEN INNES ART GALLERY EXHIBITION

The Art Gallery was closed most of January 2023 with its first Art Exhibition ‘**Summer**’ opening on Saturday, 28 January 2023 and on display until Friday, 24 February 2023.

The Art Gallery’s Exhibition in March was all about rocks in any median depicting rocks, rock formations and actual rocks. The ‘**Art Exhibition: ROCKS**’ included some interesting Folk Art - painted rocks. The artwork was on display from 6 March 2023 until 24 March 2023, with a Gala Opening held on Saturday, 4 March 2023.

LEARNING CENTRE’S CONFERENCE AND MEETING ROOM USAGE

The Learning Centre’s Conference Room bookings are predominantly by Council. Commercial users and usage was 16% lower than the same period in 2022.

	January	February	March	Total
Council	8	13	16	37
Art Gallery	2	1	2	5
TAFE/DET	0	0	0	0
Community/Commercial	2	3	4	9
Total	12	17	22	51

LIBRARY QUARTERLY STATISTICS

The Library's statistics are showing an improvement compared to the 2022 overall quarterly totals in issues, branch library issues, income, memberships, people counter, and internet usage.

Home Library Service (HLS) memberships and issues are lower in 2023 as isolating community members were serviced through HLS deliveries with no contact deliveries in 2022. This practice has been discontinued and only offered if a community member has COVID or is experiencing flu symptoms and requires resources.

Quarterly Library Statistics						
	January	February	March	Quarterly Totals 2023	Quarterly Totals 2022	% + -
ISSUES						
Glen Innes Public	4,689	4,403	5,289	14,381	10,805	33%
Library transfers	948	445	631	2,024	1352	50%
TAFE	212	153	269	634	321	98%
TOTAL	5,849	5,001	6,189	17,039	12,478	37%
Branch Library Issues						
Deepwater	244	321	365	930	636	46%
Emmaville	383	458	310	1,151	986	17%
Glencoe	31	41	37	109	41	166%
TOTAL	658	820	712	2,190	1,663	32%
INCOME						
Internet Printing	\$ 291.60	\$ 236.80	\$ 162.85	\$ 691.25	\$ 553.65	25%
Photocopy/Fax	\$ 46.55	\$ 127.15	77.10	\$ 250.80	\$ 191.75	31%
Coffee Machine	\$ 62.10	\$ 72.00	\$ 112.00	\$ 246.10	\$ 135.90	81%
Conference Room	\$ 405.00	\$ -	\$ 25.00	\$ 430.00	\$ -	
Inter Library Loan	\$ -	\$ -	\$ -	\$ -	\$ 15.00	-100%
Other*	\$ 20.00	\$ -	\$ 153.85	\$ 173.85	\$ 4.20	4,039%
TOTAL	\$ 825.25	\$ 435.95	\$ 530.80	\$1,792.00	\$ 900.50	99%
<i>*Other includes Replacement of Books and Donation</i>						
Members						
GISC	3,906	3,932	4,142	4,142	3,741	11%
Others (outside LGA)	103	104	107	107	98	9%
TAFE	184	190	192	192	179	7%
TOTAL	4,193	4,226	4,441	4,441	4,018	11%
People Counter	2,464	2,367	2,850	7,681	4,460	72%

Quarterly Library Statistics							
ISSUES	January	February	March	Quarterly Totals 2023	Quarterly Totals 2022	% + -	
History Group	0	0	0	0	0	0%	
Internet Usage							
Deepwater	20	20	3	43	18	139%	
Emmaville	25	6	17	48	31	55%	
Public	560	596	748	1,904	704	170%	
WIFI	500	2,249	2,442	5,191	507	924%	
TAFE	24	47	66	137	52	163%	
TOTAL	1,129	2,918	3,276	7,323	1,312	458%	
Home Library Service							
Members				Mar-23	Mar-22		
Glen Innes	28	29	31	31	74	-58%	
Deepwater	0	0	0	0	4	-100%	
Emmaville	7	7	7	7	6	17%	
	35	36	38	38	84	-55%	
Issues							
Glen Innes	239	279	256	774	1,642	-53%	
Deepwater	0	0	0	0	234	-100%	
Emmaville	172	144	155	471	397	19%	
	411	423	411	1,245	2,273	-45%	
Art Gallery Visitors	20	156	185	361	205	76%	
UNE /TNE Study Centre							
UNE Members				Mar-23	Mar-22		
UNE Members	5	5	5	5	8	-38%	
TAFE Members							
TAFE Members	2	3	3	3	2	50%	

(c) Options

Nil.

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

The delivery of Library services together with the facilities of the Learning Centre, including the William Gardner Conference Room, Art Gallery and the University of New England Study Centre are included in the Operational Plan and Budget for the 2022/2023 Financial Year and total \$415,161.

(b) Governance/Policy

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

(c) Legislative/Statutory

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

(d) Risk

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

This report links to Council's Delivery Program 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 quarterly statistics across several reporting areas are improving as the Glen Innes Severn community begins to use public spaces with more confidence after COVID, Library staffing issues stabilise, and the Library’s Annual Activities Program recommences.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.13 HIGHLANDS HUB LEASE AGREEMENT AND REVISED FEES AND CHARGES

ECM INDEXES:

Subject Index: **GRANTS AND SUBSIDIES: Programs – Grants and Subsidies
Economic Development - Projects**

Customer Index: **K. Love & M. Tomlinson**

Property Index: **167 Grey Street, Glen Innes**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to request Council to authorise the take-up of the lease agreement renewal Option 1 (**Annexure A**) between the owners of 167 Grey Street, Glen Innes (Keiran Wayne Love and Michelle Debra Tomlinson) and the Glen Innes Severn Council, for the ongoing operation of the **Highlands Business & Community Hub (the Hub)** for a further two years and adopt the attached revised 2022/23 fees and charges for the Hub in an effort to increase promotion and utilisation of the facility.

RECOMMENDATION

THAT Council:

- 1. Authorises for the General Manager to sign the lease agreement renewal Option 1 between the owners of 167 Grey Street, Glen Innes (Keiran Wayne Love and Michelle Debra Tomlinson) and Glen Innes Severn Council, for the ongoing operation of the Highlands Business and Community Hub, on behalf of Council, for a further two years from 1 December 2023 until 30 November 2025; and***
- 2. Adopts the revised Highland Business and Community Hub Fees and Charges for the remainder of 2022/23.***

REPORT

(a) Background

The Glen Innes Highlands Hub has been established via support from the Australian and NSW Governments and Council as part of the **Bushfire Local Economic Recovery Fund (BLERF)** in support of the **Local Government Area (LGA)** recovery from being a bushfire affected community. Initially, there were two focus areas in the application for funding. The first was a focus on the Hub supporting diversity of our (council and community) needs by acting as a start-up incubator. The second was to fit out a training facility to run workshops and programs that enable more conferences and business events to be hosted in the LGA.

In order to deliver on the objectives of the grant, at the 25 November 2021 Open Ordinary Council Meeting, Council resolved to execute a lease agreement with the owners of 167 Grey Street, Glen Innes (Keiran Wayne Love and Michelle Debra Tomlinson) and the Glen Innes Severn Council, for the fit-out and utilisation of the Hub for an initial two-year period from 1 December 2021 until 30 November 2023.

Item 12 (Clause 4) of the lease agreement provides that the Option 1 lease renewal (1 December 2023 to 30 November 2025) can be exercised between 31 May and 31 August 2023. Failure to renew the lease agreement within the period may result in termination of the entire lease agreement.

To ensure the ongoing utilisation of 167 Grey Street, Glen Innes as the premises for the Hub, Council is requested to authorise the execution of Option 1 renewal of the lease agreement.

(b) Discussion

The **BLERF Deed (the Deed)** dated 8 November 2021 has a defined “maintenance period” of five years from the date of completion of the Project. The project was completed in October 2022 and therefore the Deed’s “maintenance period” applies until September 2027.

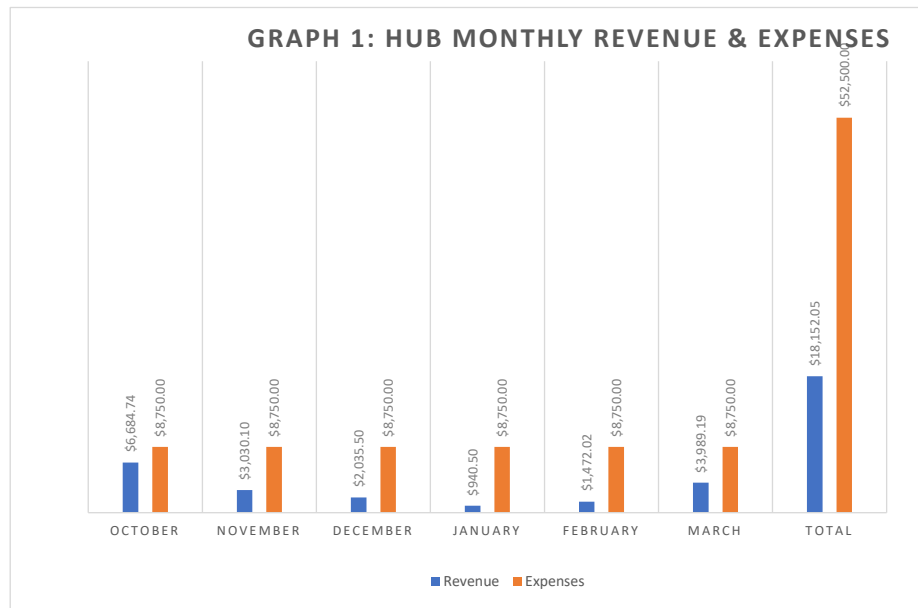
Clause 5 of the Deed specifically states the following:

- *Clause 5.1 - during the Maintenance Period you must maintain, and not demolish, eradicate, remove, dispose or otherwise interfere with the Assets.*
- *Clause 5.2 - The Department provides the Grant to benefit the local community. Conversion or disposal through sale or otherwise of the Assets is not consistent with this purpose. Therefore, if you intend to convert or dispose of Assets during the Maintenance Period, you must notify the Department immediately with details of the intended conversion or disposal;*
- *Clause 5.3 – Where the Department so requests, you must repay to the Department the Grant within 20 Business Days’ of the disposal or conversion of the Asset that is in breach of clause 5.2;*
- *Clause 5.4 – If the Department notifies you that it requires repayment of any amount under clause 5.3 that amount will become a debt due and payable to the Department.*

Therefore, should Council decide not to exercise the lease agreement renewal Option 1, then Council may be liable to repay the whole or part grant funds which would be to the maximum value of **\$616,861**.

Based on six months of operations, the Hub has generated \$18,152.05 in revenue and is forecasted to achieve \$36,304.01 (actual revenue annualised) in its first 12 months. It has been estimated the Hub will expend \$234,000 (\$19,500 per month) in the first year noting that approximately 35% of these costs are grant funded. This equates to a net operational service cost of \$197,695.99

Graph 1 below highlights the Hub’s monthly revenue and expenses for the past six months of operation:

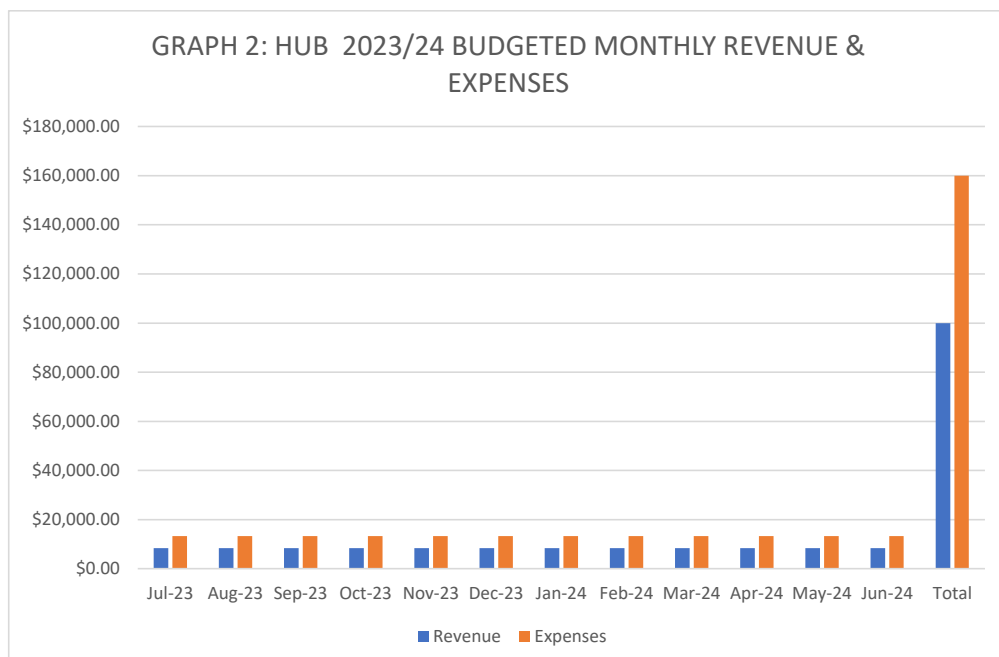


Note: The expenses have been calculated using operational expenditure analysis undertaken by the CFO. For the purposes of this report, the costs were averaged over 12 demonstrate revenue versus expenditure per month.

Council’s aim for this facility is to minimise the operational costs in the short-term and achieve financial sustainability over the longer term.

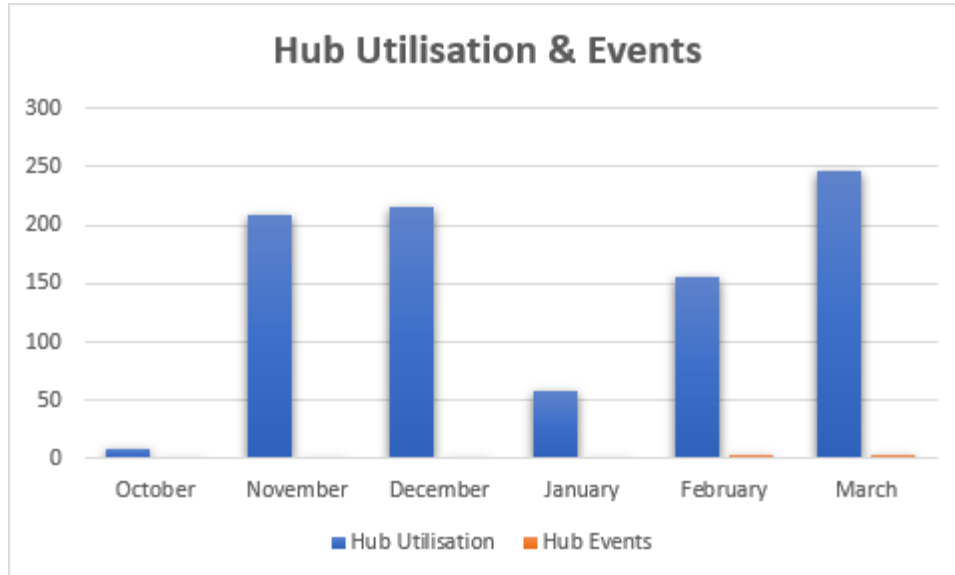
Following further analysis of the Hub expenditure to date, the 2023/24 expenditure budget has been revised to \$160,000 whilst simultaneously aiming to achieve an increased revenue base of \$100,000 in 2023/24. This would equate to a net operational service expenditure in 2023/24 of \$60,000.

Graph 2 below highlights the Hub’s monthly budgeted 2023/24 revenue and expenses:



Over the past six months, the Hub hosted 892 attendees and 11 events. There are an additional eight events scheduled to occur in the coming months of this financial year.

The Hub's utilisation and events data over the past six months of operation is depicted in Graph 3 as follows:



Programs that have been held or are scheduled to be held over 2022/23 and 2023/24 at the Hub are outlined as follows:

- Masterclass: How to find new customers;
- Masterclass: Building an Online Business (Virtual);
- Masterclass: Digital and Social Marketing (Virtual);
- Helping to Grow: Mentor Networking;
- Scaling a Business;
- Glen Innes Business Chamber Networking Event;
- Masterclass: Understanding your Customer (Virtual);
- Business Mindset - Upskilling You;
- How to Get Started with Writing Melodies;
- Songwriter Circle - In the Round with I Heart Songwriting Club;
- Art Therapy for Relaxation and Inner Well-Being;
- Write Regardless - Resuscitate Your Manuscript;
- Grant Writing;
- Self-Care Workshop;
- Write Regardless: Empowered Self Publishing;
- Events 101 - Vision, Themes and Values;
- How to Craft Lyrics to Tell Your Personal Story;
- Putting Chords to Your Songs;

- Attraction & Retention – Volunteering;
- Masterclass: Financial Literacy for Early Stage Founders (Virtual);
- Introduction to Social Media Marketing;
- Masterclass: Building a Sustainable Sales Pipeline (Virtual);
- Masterclass: Investor Readiness (Virtual);
- Masterclass: Engaging with Journalists (Virtual);
- Women in Business (2-day Workshop);
- Glen Innes Business Chamber Member Meet Up;
- Glen Innes Business Chamber Networking Event;
- Workforce Attraction and Retention;
- Masterclass: Engaging with Buyers (Virtual);
- Starting a Business (2-day workshop); and
- Activate You Workshop.

Feedback received from users of the Hub to date have been very positive and complimentary of the facility. However, benchmarking of ‘like’ facilities in other regions, and feedback from potential customers who have chosen not to utilise/book the Hub, indicates that the current fees and charges may be a constraint to attracting higher utilisation.

In an effort to promote the facility and increase utilisation, it is proposed to decrease the Hub hire/usage fees and charges as listed in **Annexure B**. It is envisaged that with lower pricing but higher utilisation, the Hub revenue generation may increase, but more importantly, the community will have affordable access to a high-quality facility that enables local businesses and the community groups to grow and prosper.

(c) Options

Option 1

That Council:

1. Authorises for the General Manager to sign the lease agreement renewal Option 1 between the owners of 167 Grey Street, Glen Innes (Keiran Wayne Love and Michelle Debra Tomlinson) and Glen Innes Severn Council, for the ongoing operation of the Highlands Business and Community Hub, on behalf of Council, for a further two years from 1 December 2023 until 30 November 2025; and/or
2. Adopts the revised Highland Business and Community Hub Fees and Charges for the remainder of 2022/23.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council does not:

1. Authorise for the General Manager to sign the lease agreement renewal Option 1 between the owners of 167 Grey Street, Glen Innes (Keiran Wayne Love and Michelle Debra Tomlinson) and Glen Innes Severn Council, for the ongoing operation of the Highlands Business and Community Hub, on behalf of Council, for a further two years from 1 December 2023 to 30 November 2025.

*Should Council proceed with Option 2.1 then Council may be liable to repay the whole or part grant funds which would be to the maximum value of **\$616,861**.*

2. Adopt the attached revised Highland Business and Community Hub Fees and Charges for the remainder of 2022/23.

Should Council proceed with Option 2.2 then the current published Highland Business and Community Hub Fees and Charges will be charged for the remainder of 2022/23.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As mentioned above, it is estimated that the Hub will have a net operational service cost in the order of approximately \$200k. Council is currently exploring options to increase revenue and has critically analysed expenditure and has set a significantly revised draft budget in 2023/24 with the intent to decrease the net operational service costs in the short-term and achieve financial sustainability over the longer term.

Although noting the Hub's financial operating costs, at least in the short-term, the discontinuation of the lease agreement under Clause 5 of the BLERF Deed Agreement could result in repayment of the grant funds which would be financially more significant (approximately \$616,861).

(b) Governance/Policy

Council's Execution of Documents Matrix sets out that Leases/Licenses less than five years and under \$2,000 can be authorised by the General Manager.

This lease had an initial period of two years which is due to expire on 30 November 2023.

However, there are two further options, the first for an additional two years (1 December 2023 until 30 November 2025) and the second option for a further five years (1 December 2025 until 30 November 2030). This essentially makes the lease for a period of nine years.

Leases/Licenses from five years to 21 years and/or for a lease amount (rental) above \$50,000 must go before Council for endorsement. If Council takes up the first renewal period of two years, the lease amount (rental) will be above the \$50,000 threshold.

(c) Legislative/Statutory

The lease agreement has been prepared by APJ Law.

The continued ongoing operation of the Hub is further subject to the Deed.

(d) Risk

In relation to the registration of the Lease, Council instructed APJ Law to register Council's interest on the title. This was a protective measure for Council to ensure that if the property is sold or transferred, that Council's interests are known.

As a result of significant weather events, some internal damage to the premises fit out has occurred. There is the risk that ongoing repairs to internal fitting and fixtures may occur during significant weather events.

(e) Social

Similar spaces in regional NSW provide an essential sense of community, belonging and support to those who do not have a formal workplace. In this current climate, the social and emotional support that co-working provides cannot be understated.

(f) Environmental

Nil.

(g) Economic

The project is aligned to Council's adopted Economic Development Strategy.

The project aim is to:

- attract businesses to our LGA through the provision of a remote-ready facility which is also a key outcome of the Economic Development Strategy;
- Deliver a whole-of community return on investment; and
- Drive growth of the economy through an increase in confidence, capability and capacity of existing and new business owners, from creative sole traders to global entrepreneurs. The collaborative nature of shared workplaces fosters **small and medium enterprises (SME)** growth and success by encouraging greater collaboration between regional businesses within the local economy.

(h) Asset Management

As the property is not a Council asset, no depreciation costs are applicable. The “lease and Council operate” was identified as the best model for the Hub according to the TEV Business Report.

CONSULTATION

(a) External

Council engaged APJ Law to develop the lease agreement.

During consultation for the development of Council's Economic Development Strategy the following needs were identified:

1. More support and incentives for new ideas, start-ups and small business development, co working space and increase employment ratios in small business.
2. More nurturing and championing for the next generation of leaders and creating local job opportunities.
3. Improved Council and community positive action in encouraging industry and employment.
4. Utilisation of under-utilised or disused assets.
5. Attracting more families and retaining youth.
6. Greater digital connectivity and remote working access.
7. Promoting Glen Innes as a remote work hub, have a business or hot desk.

The Hub was identified as a facility to foster collaboration for the community or business enabling growth, prosperity and wellbeing for a community that has suffered through drought, bushfires and COVID-19.

TEV conducted a survey to collect data from Glen Innes businesses during the month of June 2021, which has informed the business case for the Highlands Business Hub. The survey data collected shows there is significant local demand for the space and a willingness to pay.

(b) Internal

At the time the lease was initially entered into, the Acting Property Officer and the Director of Infrastructure Services reviewed the draft lease agreement.

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

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.5.1: Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.

CONCLUSION

Since October 2022, Council has delivered the Hub as a place for business and community to have access to a co-working space that provides socio-economic prosperity to the community and region.

The current lease will expire on 30 November 2023 unless Council takes-up Option 1 lease renewal which must be exercised between 31 May and 31 August 2023.

The Deed stipulates a five year ‘maintenance period’. Should Council not endorse the recommendation to exercise Option 1 lease renewal, then Council may be liable to repay the whole or part of the BLERF grant being a maximum value of \$616,861.

ATTACHMENTS

- Annexure A Highlands Hub, 167 Grey Street, Glen Innes - Executed Lease Agreement
- Annexure B Highland Hub - Proposed Revised Fees and Charges 2022/23

REPORT TITLE: 7.14 BUSHFIRE COMMUNITY RECOVERY AND RESILIENCE FUND - REALLOCATION OF UNSPENT COMMUNITY PROJECT FUNDS

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to re-allocate \$19,084 of **Bushfire Community recovery and Resilience Fund (BCRRF)** unspent grant funds from the undelivered Wyaliba Chamba Na Nmunga Healing Centre project to one or more local community group project/s that meet the BCRRF guidelines.

RECOMMENDATION

THAT Council:

- 1. Approaches the Glen Innes & District Community Centre to offer \$19,084 to fund the recommencement of an outreach program and ‘Safe in our Town’ program in Wyaliba, Deepwater and Emmaville with the aim to develop a more coordinated community response to the issue of family and domestic violence; and***
- 2. Authorises the General Manager, or his delegate, to identify and disperse any unspent of Bushfire Community recovery and Resilience Fund (BCRRF) funds to one or more local community group project/s that meet the BCRRF guidelines, should the Glen Innes & District Community Centre decline to accept the \$19,084 for the delivery of the abovementioned project.***

REPORT

(a) Background

Council’s application for funding through the BCRRF Phase Two Stream One was successful. This grant stream is a Resilience NSW initiative, and the total funding value is \$250K excluding GST. A minimum of 25% of this amount is required to be allocated to a Council-led Community Grants Program. Council allocated a total of \$78,013 excluding GST for this program, representing 31% of the total program funding.

Expressions of Interest (EOI) from community members of the **Local Government Area (LGA)** were invited for the Council-led Community Grants Program component. The EOI closing date was 28 February 2021. Council received six initial EOI's by the deadline, leaving the allocation undersubscribed by \$20,783.

Council sought a further two EOI's through consultation with Council's Community Recovery Officer and by direct invitation and discussion with the Glen Innes & District Community Centre. Council's Manager of Economic Development also attended the Community Centre's Interagency Meeting and identified a gap in funding for the 'Safe in our Town' program which met the criteria of the EOI.

At the 27 May 2021 Ordinary Council Meeting, Council considered the EOI from community organisations for project funding through the BCRRF Phase Two Stream One Council-led Community Grants Program. The Council resolved to allocate the BCRRF funds as follows:

24.05/21 RESOLUTION

THAT Council approves the following Council-led Community Grant applications, subject to the execution of a funding agreement between Glen Innes Severn Council and the proponent for the grant funding:

- The Deepwater School of Arts Hall Committee (\$15,000 excluding GST) for the Community and Memorial Garden subject to Council being provided with a demonstrated risk management strategy associated with the project and clarification on the playground equipment inclusion;
- The Emmaville Central School (\$12,300 excluding GST) for the provision of Emmaville and Glen Innes Swimming Pool 2021/2022 Season Passes for events/activities/information sessions described in the application that meet disaster recovery outcomes;
- The Emmaville Vegetable Creek Hospital Auxiliary (\$5,400 excluding GST) to conduct (10) social interaction bus outings for hospital residents and attending hospital staff subject to Council being provided with a demonstrated risk management strategy associated with the project;
- The Emmaville War Memorial Hall Committee (\$15,000 excluding GST) for hall upgrades subject to Council being provided with a demonstrated risk management strategy associated with the project and a project timetable;
- The Glen Innes Arts Council (\$4,720 excluding GST) for a regional social event consisting of four (4) classic Australian movie marathon weekends and a radio play;
- The Glen Elgin Federation Sports Committee (\$4,809 excluding GST) to purchase equipment to combat future bushfires and provide appropriate training for participants subject to Council being provided with a demonstrated risk management strategy associated with the project and a project timetable; and
- The Wyaliba Chamba Na Nmunga Healing Centre and Workshop (\$20,784 excluding GST)

(b) Discussion

Seven of the eight EOI applications were awarded funding through the BCRRF program with the Glen Innes & District Community Centre project being declined (**Annexure A**).

Six of the seven funded community projects have either substantially commenced or completed the abovementioned projects which have a deadline for completion by 30 June 2023 (after receiving a project deadline extension from 30 June 2022). However, on 27 January 2023 Council was advised by the Chairman of the Wyaliba Chamba Na Nmunga Healing Centre that their project would not be delivered.

The Wyaliba Chamba Na Nmunga Healing Centre was allocated \$20,784 excluding GST and has spent \$1,700 to date on building plans and the submission of a development application for the project. Balance of unspent funds is \$19,084 excluding GST.

It is therefore deemed appropriate, that the Glen Innes & District Community Centre, in the first instance, be offered the unspent BCRRF funds given that they had submitted a complying EOI application which unfortunately was declined.

The Glen Innes & District Community Centre is an essential local service providing some of the most vulnerable people with access to services and support. The Glen Innes & District Community Centre original EOI for the BCRRF funding is outlined as follows:

- a) To recommence an outreach program in Wyaliba, Deepwater and Emmaville. The program will bring information, support, and advocacy to the most vulnerable groups in these localities; and
- b) Identified a funding need for the 'Safe in Our Town' Committee which is sponsored by the Community Centre.

Safe in Our Town is a committee of community members whose aim is to develop a more coordinated community response to the issue of family and domestic violence in Glen Innes. This means that they are working together to raise awareness about this issue.

Violence increases against women and their children in the aftermath of a disaster. Recent research* published online by Cambridge University found significant differences in reports of violence amongst women in high, medium and low bushfire affected regions in Victoria three years after the Black Saturday bushfires. There was an overrepresentation of women experiencing violence in high bushfire affected areas.

*Molyneaux, R., Gibbs, L., Bryant, R., Humphreys, C., Hegarty, K., Kellett, C., . . . Forbes, D. (2020). Interpersonal violence and mental health outcomes following disaster. *BJPsych Open*, 6(1), E1. doi:10.1192/bjo.2019.82

(c) Options

Option 1

THAT Council:

1. Approaches the Glen Innes & District Community Centre to offer \$19,084 to fund the recommencement of an outreach program and 'Safe in our Town' program in Wyaliba, Deepwater and Emmaville with the aim to develop a more coordinated community response to the issue of family and domestic violence in Glen Innes; and
2. Authorises the General Manager, or his delegate, to identify and disperse any unspent BCCRF funds to a local community group project that meets the BCRRF guidelines should the Glen Innes & District Community Centre decline to accept the \$19,084 for the delivery of the abovementioned project.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council returns the unspent \$19,084 back to the BCRRF funding body.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Chamba Na Nmunga Wyaliba Healing Centre and Workshop project has an expenditure of \$1,700 to date. Council is yet to engage with the BCRRF grant body to determine whether the funding body will accept this expenditure or if it is now deemed to be ineligible expenditure given that the project in its entirety has not been delivered. Council staff will engage with the funding body through the grant acquittal process on this matter.

Should Council decide not to endorse Option 1 as recommended, then Council will need to return the unspent funds of \$19,084 to the BCRRF funding body (NSW Government).

(b) Governance/Policy

The EOI information document outlined the grant funding Disaster Recovery Outcomes and submission requirements from local community groups.

As one project has failed to be delivered, it is recommended to Council that the one submission that failed to be accepted for funding, being the submission made by the Glen Innes & District Community Centre, should be offered the unspent funds in the first instance.

Should the Glen Innes & District Community Centre decline the offer of funding, then Council is requested to authorise the General Manager, or his delegate, the authority to identify and disperse any unspent BCCRF funds to a local community group project that meets the BCRRF guidelines. Given that any community project that receives funding will need to deliver the approved project by 30 June 2023, a further EOI process is no longer feasible.

Service Agreements between the project component and Council will be required to be agreed on to ensure the proponents meet the project as outlined in this report.

(c) Legislative/Statutory

All activities from the grant funding are subject to the terms of a signed Funding Deed of Agreement between the State of New South Wales acting through the Resilience NSW and Glen Innes Severn Council.

(d) Risk

There is a risk that the proponents for the Council-led Community Grant funding do not comply with the requirements of the grant funding. This will be mitigated by the proponents entering into a funding agreement between Glen Innes Severn Council and the applicant.

(e) Social

Positive social implications from this report are that the LGA community will benefit in regard to bushfire recovery, resilience and future disaster preparedness from projects that will be adopted by each of the community organisations that are recommended for funding approval by Council in this report. There are no known negative implications.

(f) Environmental

Nil.

(g) Economic

The BCRRF Council-led Community Grants Program will provide funding for the recommended community organisations to complete their community projects.

There is direct benefit to the local economy using local suppliers.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Consultation with the Glen Innes & District Community Centre has commenced with more information to be ascertained as to its desire to accept or decline the grant funding by the time this report is presented at the 27 April 2023 Ordinary Council Meeting.

(b) Internal

The Acting Manager of Economic Development and the Grants Officer have been consulted on the details and recommendation of this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's \$250K funding application through the BCRRF Phase Two Stream One was approved. A requirement of this funding is that a minimum of 25% of the amount be contributed to a Council-led Community Grants Program. Council has met this requirement by allocating \$78,013 towards the Council-led Community Grants Program component, or approximately 31% of the allocated funding.

The Chamba Na Nmunga Wyaliba Healing Centre and Workshop funded project (\$20,7084) will not be delivered by 30 June 2023. The Chamba Na Nmunga Wyaliba Healing Centre and Workshop project has an expenditure of \$1,700 to date leaving a total of \$19,084 of BCRRF unspent funds to be reallocated to an alternate local community group for the delivery of a community project that complies with the BCRRF guidelines.

ATTACHMENTS

Annexure A Glen Innes & District Community Centre - BCRRF EOI Application

REPORT TITLE: 7.15 REPEAL OF THE AQUATICS RESPONSIBILITY CODE

ECM INDEXES:

Subject Index: **POLICY REGISTER – Glen Innes Severn Council**

Customer Index: **Nil**

Property Index: **Nil**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to obtain Council approval to repeal the Aquatics Responsibility Code (***Annexure A***).

RECOMMENDATION

That Council repeals the Aquatics Responsibility Code.

REPORT

(a) Background

The **Aquatics Responsibility Code (ARC)** was last adopted by Council on 26 March 2020 and is due for review every three years.

Upon review of the ARC, Council's **Management Executive (MANEX)** has determined that the document is an Operational/Management Policy rather than a Policy of Council.

(b) Discussion

The ARC is very operational in content and should be treated as a Management Policy.

It is proposed that the ARC be repealed as a Policy of Council and adopted as a Glen Innes Severn Council Management Policy.

In making this change, Council has the ability to quickly and efficiently change the ARC content to meet legislative and operational requirements as well as industry best practice standards/guidelines.

(c) Options

Option 1

That Council repeals the Aquatics Responsibility Code.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council does not repeal the Aquatics Responsibility Code and a revised Code is presented to the next Council meeting for endorsement.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Council and Management policies may be deleted from the Policy Register when they are considered no longer appropriate after the following:

- A report shall be submitted to Council (for Council Policies) or MANEX (for Management Policies) documenting reasoning for the deletion of the policy; and
- Upon Council or MANEX resolving to delete a policy, that policy will be removed from the Policy Register.

Once repealed by Council, a revised Aquatics Responsibility Code will be endorsed by MANEX as a Management Policy.

(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

MANEX, the Manager of Governance, Risk and Corporate Planning, and the Manager of Recreation and Open Spaces have been consulted regarding this Code.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Aquatic Responsibility Code is operational and should be a Management Policy of Council. It is therefore recommended that Council repeal the Aquatic Responsibility Code as a Policy of Council.

ATTACHMENTS

Annexure A 2020 Aquatics Responsibility Code

REPORT TITLE: 7.16 DEVELOPMENT ASSESSMENT REPORT: JULY 2022 - MARCH 2023

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Reporting**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Nicole Wilson - Technical Support Officer

PURPOSE

The purpose of this report is to provide information on the Development Assessments and Building Certification activities assessed by Council from 1 July 2022 to 31 March 2023.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report provides a summary on the Development Assessments and Building Certification activities assessed by Council from 1 July 2022 to 31 March 2023. This includes data on the year-to-date number of **Development Applications (DA)** determined, number of **Complying Development Certificate (CDC)** determined, number of **Construction Certificates (CC)** determined, DA, CDC and CC lodged, average days taken to approve these applications, comparison to the previous financial year total and previous quarter total, together with commentary on building and development trends for the information of Council.

(b) Discussion

A report of statistical data and updates relating to DA, CDC and CC will be presented to Council each quarter for comparison purposes, showing the quarterly totals, previous year's quarterly totals, and the year-to-date figures for the current year. This report includes information from 1 July 2022 to 31 March 2023.

Table 1 below provides data on the volume of applications received and determined over the January 2023 – March 2023 quarter relative to the previous year:

Applications Received and Determined	Jan 2023	Feb 2023	Mar 2023	Total for Jan-Mar Quarter 2023	Monthly Average for Jan-Mar Quarter 2023	Total for Jan-Mar Quarter 2022	Monthly Average for Jan-Mar Quarter 2022
DA Received	8	11	9	28	9	30	10
DA Determined	0	8	2	10	3	28	9
Average days for Determination	0	74	25		49		49
CDC Received	1	2	2	5	2	3	1
CDC Determined	0	2	1	3	1	2	1
Average days for Determination	0	6	8		7		16
CC Received	2	5	5	12	4	16	5
CC Determined	1	0	5	6	2	10	3

Table 1

CDCs require the applicant to adhere to rigorous compliance requirements and thus result in a shorter processing period but fewer applications. CDC applications have decreased slightly from last year.

The number of DAs presented for determination has remained at a similar number to last year; however, the number of DAs determined in this quarter has dropped significantly. The Planning and Regulatory Services department is currently operating below normal resourcing levels with staff vacancies in several key roles. This has affected the volume of DAs that are being determined. For DAs, monthly gross average processing times for the quarter was 49 days, the same as the 2022 Jan-March quarter.

Additional factors in processing times are attributed the delays in receiving necessary paperwork from applicants and the ongoing assistance applicants are requiring with using the NSW Planning portal, which has further added to the time and administration effort required to process applications. The processing times provided do not take into account the number of applications that have been on ‘stop the clock’ while officers are waiting for necessary information to be provided by the applicants.

Applications for CCs have also dropped. Rising building costs, the scarcity of building materials and a shortage of tradespeople may be a contributing factor in this trend as may the decline of the number of DAs received.

Table 2 below provides a summary of the number of DAs determined, the value of the work, type of development and the average determination time **year to date (YTD)**, compared to 2021-2022 Financial Year:

	2022-2023 YTD	2021-2022
Total Number of DAs Determined	67	80
Average Determination Time (days)	44	25
Value of DAs	\$12,444,209	\$14,729,273
Number of Single Dwellings	13	28
Number of Subdivisions	9	5
Number of Multi Unit Dwellings	3	2
Number of Commercial Developments	3	8
Number of Industrial Developments	2	3
Withdrawn	2	2

Table 2

Table 3 below provides statistical information regarding the number of CDCs 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 Determined	7	7
Value of CDCs	\$193,180	\$612,900
Number of Single Dwellings	0	1 - Village

Table 2

Table 4 below lists the DAs and CDCs determined during the period of December 2022 to March 2023.

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 determinations issued determined from 1 December 2022 to 31 March 2023 to be publicly notified.

DA/CDC Number	Description	Location
DA4/22-23 Modification	Commercial Shed	130 Grafton Street, Glen Innes
DA39/22-23	Alterations and Additions to Existing Dwelling	6 Wilson Road, Glen Innes
DA18/22-23 Modification	Farm Building	1259 Rangers Valley Road, Rangers Valley
CDC3/22-23	Erect Shed	228 West Avenue, Glen Innes
DA40/22-23	Change of Use – Existing Retail Premises to Food and Drink Premises	191 Grey Street, Glen Innes
#DA15/22-23	Three Lot Subdivision	20-27 Carlisle Close, Glen Innes
DA37/22-23	Alterations to Existing Dwelling	1192 Bullock Mountain Road, Yarrowford
#DA38/22-23	Erect Shed	109 Bourke Street, Glen Innes
DA41/22-23	Alterations and Additions to Existing Dwelling – Indoor Swimming Pool and Deck	1413 Red Range Road, Glen Innes
DA44/22-23	Construct Dwelling	80 Fawcett Road, Glen Innes
DA47/22-23	Construct Dwelling	17 McInnes Street, Glencoe
CDC7/22-23	Demolish Existing Shed and Construct New Shed	34 Thomas Street, Glen Innes
CDC21/16-17 Modification	Modification of Dwelling	10 Bourke Street, Deepwater
DA83/21-22	Farm Stay Accommodation	9780 New England Highway, Glen Innes
#DA42/22-23	Erection of a shed as part of stage 1 of a concept Development Application Stage 2 will include a Dwelling House	5 Ward Street, Deepwater
#DA43/22-23	Erect Shed	86 Macquarie Street, Glen Innes
DA37/21-22 Modification	Install Dwelling and Ancillary Solar shed	10857 Old Grafton Road, Diehard
#DA46/22-23	Two Lot Subdivision	7 Salisbury Place, Glen Innes
DA17/2007 Modification	Construction of Dwelling, Use Part of Dwelling for Bed and Breakfast and Construct Shed	45 Blacks Road, Glen Innes

DA/CDC Number	Description	Location
DA5/21-22 Modification	Use of Retaining Wall Extension	393 Furracabad Road, Glen Innes
DA51/22-23	Construct Shed	1 Railway Street, Glen Innes
DA52/22-23	Construct Shed	142 West Avenue, Glen Innes
DA53/22-23	Alterations and Additions to Existing Commercial Shed	122 Grafton Street, Glen Innes
DA9/22-23 Modification	Alteration and Additions to approved deck and veranda and internal floor plan.	32 Margaret Street, Glen Innes
DA54/22-23	Install Manufactured Home	79 Severn Street, Deepwater
CDC8/22-23	Construct Shed	59 Church Street, Glen Innes

Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest.

The development satisfies the relevant aims, objectives and provisions of both the *Glen Innes Severn LEP 2012* and *Glen Innes Severn DCP 2014*.

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

This report does not have direct financial or economic implications. However, monitoring the performance of the development assessment system is an important undertaking given the role of development regulation in the broader economy and the need to minimise costs to business and the community in managing development.

(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 staff including the Executive Assistant (DPG), Town Planner, Building and Environmental Health Officer and Technical Services Officer.

Statistics such as the ones contained in this report are discussed internally as the key indicator of system performance.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.9.4: Provide Town Planning services to adopted customer service standards.

CONCLUSION

It is noted in the above information that the Planning and Regulatory Team is processing applications at a similar rate to last year; this is a notable achievement given the staff shortages currently experienced in that team. The backlog of DAs will continue to build as Council receives more applications than it has the ability to process each month.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.17 REPEAL OF UNSEALED ROADS ROCK REMOVAL POLICY

ECM INDEXES:

Subject Index: **ROADS: Maintenance
CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Anthony Kamphorst - Manager of Infrastructure Delivery

PURPOSE

The purpose of this report is to obtain Council approval to repeal the Unsealed Roads Rock Removal Policy (**Annexure A**), which was last adopted by Council on 25 July 2019.

RECOMMENDATION

That Council repeals the Unsealed Roads Rock Removal Policy.

REPORT

(a) Background

The Unsealed Roads Rock Removal Policy was developed by Council to minimise the potential for reworks to occur during the maintenance grading of our unsealed road network by Council Staff. The policy was established to primarily act as guidance for the maintenance of unsealed roads.

(b) Discussion

Council has identified that rock removal is a case-by-case work procedure. While policies set parameters and explain why procedures are needed, the actual application of the practice is more suited for a procedure which provides instructions for routine tasks such as the removal of rocks on unsealed roads.

Council will continue to ensure necessary rock removals by the implementation of an Unsealed Roads Rock Removal Procedure, in line with practices set out in the **Australian Roads Research Board (ARRB) Unsealed Local Roads Manual**.

After a review of Glen Innes Severn Council's Infrastructure Services' policies, it was decided that the Unsealed Roads Rock Removal Policy should have been originally implemented as a procedure and should not be a policy document.

(c) Options

Option 1

That Council repeals the Unsealed Roads Rock Removal Policy.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may choose to retain the Unsealed Roads Rock Removal Policy as a policy of Council.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once repealed by Council the Unsealed Roads Rock Removal Policy will cease to be a policy of Council.

(c) Legislative/Statutory

Council is responsible for its unsealed road assets under the *Roads Act 1993*, and it is required to maintain these assets to a safe condition.

(d) Risk

There is an inherent risk in all works involving heavy plant associated with achieving the work outlined in this policy. Council has identified safe work practices in accordance with *NSW Work Health and Safety Act 2011*, safe work method statements, Plant Assessor checks, Plant Inductions and toolbox talks.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The aim of implementing this as a procedure is to reduce the amount of undue damage on Council's maintenance grading plant, thus minimising the need for additional funds for part replacement and extra maintenance scheduling.

CONSULTATION

(a) External

Nil.

(b) Internal

Consultation with Council's Manager of Governance, Risk and Corporate Planning confirmed that this policy is better held as a management procedure.

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

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

CONCLUSION

A procedure for the practice of rock removal on unsealed roads is more appropriate than a policy. The repeal of this policy complies with the need to maintain and update the Policy Register.

ATTACHMENTS

Annexure A Unsealed Roads Rock Removal Policy

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletters;
- Australian Local Government Women’s Association – 2023 NSW conference;
- Department of Infrastructure, Transport, Regional Development, Communication and the Arts – 2023 National Awards for Local Government;
- Inside Local Government – newsletters;
- Local Government NSW – newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports, opinions and media alerts;
- NSW Indigenous Chamber of Commerce – newsletter;
- Office of the Official Secretary to the Governor-General – newsletters; and
- Weekly Councillor updates from the General Manager.

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 – March 2023.

All of 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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Australia Day Committee - 1/3/23
Annexure B Community Access Committee - 6/02/23
Annexure C Emmaville Mining Museum Committee - 16/02/23
Annexure D Library Committee - 17/02/23
Annexure E Roads Consultative Committee - 16/02/23

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)**

PURPOSE

The purpose of this report is to list recent meetings held by the Section 355 Community Committees of Council and to list 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 March 2023:

Name of Committee	Councillor Delegate(s)	Date
Australia Day Committee - AGM	Cr Parry, Cr Parsons	1/3/23
Minerama Committee	Cr Parsons, Cr Sparks	6/3/23
Glen Elgin Federation Sports Committee	Cr Gresham	8/3/23
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	15/3/23
Emmaville War Memorial Hall Committee - AGM	Cr Banham	21/3/23

The following is a list of meetings and functions attended by Councillors during March 2023:

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	New England Landcare Network Workshop	8/3/23
	Audit Risk Improvement Committee (ARIC) Meeting	10/3/23
	International Women's Day Celebration	10/3/23
	Minerama Official Opening	11/3/23
	Opening of Red Range Public Hall Improvements	11/3/23
	Meeting with Rosemary Curtis OAM	14/3/23
	Councillor Workshop	14/3/23
	Australian Standing Stones Management Board (ASSMB) Meeting	15/3/23
	Local Government NSW and NBN Regional Upgrade Program Webinar	16/3/23
	Launch of the Glen Innes Business Chamber	16/3/23
	Glen Innes Severn Learning Centre Management Committee Meeting	17/3/23
	Meeting regarding the Hunter Street Development	17/3/23
	Emmaville War Memorial Hall Committee AGM	21/3/23
	New England Landcare Network Workshop	22/3/23
	Open Afternoon Sausage Sizzle at Glen Innes West Infants School	22/3/23
	Pre-meeting Briefing Session	23/3/23
	Ordinary Council Meeting	23/3/23
	Meeting with the General Manager and Director of Place and Growth regarding expectations around Open Spaces maintenance	23/3/23
	ABC Interview regarding the Rail Trail	24/3/23
	Meeting with the Deputy Mayor and Mark Ogston, Leading Roles	24/3/23
100-year Birthday Morning Tea for Roy Wells with The Hon. Adam Marshall, MP	24/3/23	
Code of Conduct Refresher Workshop	29/3/23	
Preview of Deepwater Art Show	30/3/23	
Opening of Deepwater Art Show	31/3/23	

Item 10.1

Councillor	Name of Meeting / Function	Date attended
Cr T Arandale (Deputy Mayor)	Meeting with the General Manager	1/3/23
	World Day of Prayer	3/3/23
	Boyd Portraits Exhibition at the History House	4/3/23
	White Rock Wind Farm Community Fund Meeting	8/3/23
	Travel to Country Mayors Meeting and Dinner	8/3/23
	Country Mayors Meeting (Newcastle)	9/3/23
	Launch of the Glen Innes Business Chamber	10/3/23
	Councillor Workshop	14/3/23
	Pre-meeting Briefing Session	23/3/23
	Ordinary Council Meeting	23/3/23
	Meeting with the General Manager and Director of Place and Growth regarding expectations around Open Spaces maintenance	23/3/23
	Meeting with the Mayor and Mark Ogston, Leading Roles	24/3/23
	Code of Conduct Refresher Workshop	29/3/23
Cr T Alt	Glen Innes Saleyards Advisory Committee (AGM – no quorum)	22/2/23
	Launch of the Glen Innes Business Chamber	10/3/23
	Councillor Workshop	14/3/23
	Pre-meeting Briefing Session	23/3/23
	Ordinary Council Meeting	23/3/23
	Code of Conduct Refresher Workshop	29/3/23
Cr L Gresham	Boyd Portraits Exhibition at the History House	4/3/23
	New England County Council Meeting	7.3.23
	Glen Elgin Federation Sports Committee Meeting	8/3/23
	Glen Innes Highlands Visitor Association Meeting	13/3/23
	Councillor Workshop	14/3/23
	Australian Standing Stones Management Board Meeting	15/3/23
	Pre-meeting Briefing Session	23/3/23
	Ordinary Council Meeting	23/3/23
	Code of Conduct Refresher Workshop	29/3/23

Councillor	Name of Meeting / Function	Date attended
Cr J Parry	Australia Day Committee Meeting	2/3/23
	Official Opening of Minerama	11/3/23
	Councillor Workshop	14/3/23
	Launch of the Glen Innes Business Chamber	16/3/23
	Pre-meeting Briefing Session	23/3/23
	Ordinary Council Meeting	23/3/23
	Code of Conduct Refresher Workshop via Teams	29/3/23
Cr A Parsons	Minerama Committee Meeting	6/3/23
	Councillor Workshop	14/3/23
	Ordinary Council Meeting	23/3/23
	Glen Innes and District Community Centre Meeting	27/3/23
	Code of Conduct Refresher Workshop	29/3/23
Cr C Sparks	Minerama – Judging of children’s art entries and volunteering to help exhibit	9/3/23
	Minerama volunteer and Attract Connect and Stay stall	10/3/23
	Official Opening of Minerama and volunteering at the Attract Connect Stay stall	11/3/23
	Minerama and volunteering at the Attract Connect Stay stall	12/3/23
	Pre-meeting Briefing Session	23/3/23
	Ordinary Council Meeting	23/3/23
	Glen Innes and District Community Centre Meeting	27/3/23
	Attract Connect and Stay Meeting via Zoom	30/3/23

*This attendance was not reported in the March 2022 Business Paper.

(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 Executive 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