

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
27 JULY 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 July 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 - 22 JUNE 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 15 Council Resolutions currently outstanding at Thursday, 20 July 2023.

There were 13 Council Resolutions outstanding in the report that went to the Thursday, 22 June 2023 Ordinary Council Meeting.

A further 8 outstanding actions were added after the 22 June 2023 Ordinary Council Meeting.

Therefore, 6 outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $13 + 8 = 21 - 15 = 6$).

The 15 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	June 2023)
2021	0	(0	June 2023)
2022	7	(7	June 2023)
2023	7	(5	June 2023)
TOTAL	<u>15</u>	(13	June 2023)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	0	(0	June 2023)
Corporate and Community Services	2	(3	June 2023)
Place and Growth	3	(3	June 2023)
Infrastructure Services	10	(7	June 2023)
TOTAL	<u>15</u>	(13	June 2023)

It is important 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 July 2023.

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

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

(c) Legislative/Statutory

The *Local Government Act 1993*

335 Functions of a General Manager

The general manager of a council has the following functions

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

(d) Risk

There is a risk that Council staff may not action Council Resolutions without undue delay, in an accurate and professional manner. This report aims to mitigate this risk by managing accountability and promoting transparency.

(e) Social

An up-to-date Resolution Tracking Report provides confidence to Councillors and the community that Council Resolutions are being followed up in a timely, accurate and professional manner.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Various responsible officers.

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

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

CONCLUSION

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

ATTACHMENTS

Annexure A Outstanding Actions Report - 20.7.23

REPORT TITLE: 7.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2023

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Conferences**

Customer Index: **Local Government NSW**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to consider nominating delegates to attend the 2023 Local Government NSW Annual Conference (LGNSW Annual Conference), which is being held at the Rosehill Gardens Racecourse from Sunday, 12 November 2023 until Tuesday, 14 November 2023, and for Council to consider whether it would like to submit any notices of motions for the conference.

RECOMMENDATION

THAT Council:

- 1. Nominates Councillors and to attend the 2023 Local Government NSW Annual Conference, which is being held at the Rosehill Gardens Racecourse from Sunday, 12 November 2023 until Tuesday, 14 November 2023, in addition to the Mayor and the General Manager.***
- 2. Determines whether it would like to submit any motions in accordance with the requirements listed in Annexure A of this report and that Councillors wishing to propose any motions forward any proposed motions to the General Manager by Friday, 15 September 2023.***

REPORT

(a) Background

In past years it has been common practice for the Mayor, one or two Councillors, and the General Manager to attend this Conference.

(b) Discussion

The conference program will include business sessions, consideration of motions and conference business, and keynote addresses.

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

Members are invited to submit motions by Friday, 15 September 2023.

Please refer to the LGNSW 2023 Annual Conference Motion Submissions Guide, **Annexure A**, for information on:

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

(c) Options

Council may wish to only send one Councillor to the Conference in addition to the Mayor and the General Manager.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The costs for a representative to attend the Conference include the registration fees for the Conference (approximately \$1,500 per person) as well as meals, accommodation and travel expenses (approximately \$1,200 per person).

There is sufficient funding available in the 2023/2024 Operational Plan and Budget for the Mayor, two Councillors and the General Manager to attend this conference.

(b) Governance/Policy

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

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The 2023 Local Government NSW Annual Conference (LGNSW Annual Conference) is being held at the Rosehill Gardens Racecourse from Sunday, 12 November until Tuesday, 14 November 2023.

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

ATTACHMENTS

Annexure A Motion Submission Guide 2023

REPORT TITLE: 7.3 ANNUAL REVIEW OF AGENCY INFORMATION GUIDE

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Agency Information Guide.

REPORT

(a) Background

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

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

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

The Agency Information Guide was last adopted by Council on 23 June 2022. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

Amendments to the Guide are minimal with updates made to the listed legislation, an updated organisational chart, details of when the annual review and last review for Open Access information was conducted, along with a review section.

In conjunction with the review of this Guide, a review of all Open Access information has been completed and additional documents have been placed on Council's website, with requests made for further required registers to be provided for inclusion on Council's website.

In accordance with the *GIPA Act*, a copy of the draft revised Guide has been provided to the Information Commissioner. The Information and Privacy Commission advises that if it is to respond, it will do so within 28 days. As that time has passed, the Guide is now put to Council for adoption.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Governance/Policy

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

(b) Legislative/Statutory

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

20 Agencies must have agency information guide

*(1) An agency (other than a Minister) must have a guide (its **agency information guide**) that—*

- (a) describes the structure and functions of the agency, and*
- (b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and*
- (c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and*
- (d) identifies the various kinds of government information held by the agency, and*

- (e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and*
 - (f) specifies the manner in which the agency makes (or will make) government information publicly available, and*
 - (g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.*
- (2) An agency must make government information publicly available as provided by its agency information guide.*
- (3) The Chief Executive of the Office of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the agency information guide of local authorities. The agency information guide of a local authority must include any such mandatory provision unless the Chief Executive otherwise approves in a particular case.*

21 Adoption and review of agency information guide

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

22 Role of Information Commissioner

- (1) An agency must notify the Information Commissioner before adopting or amending an agency information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed agency information guide or amendment.*
- (2) The Information Commissioner can issue guidelines and model agency information guides for the assistance of agencies in connection with agency information guides.*

CONSULTATION

(a) External

Information Commissioner.

(b) Internal

MANEX.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Agency Information Guide has been revised to include changes that have occurred since the current Guide was adopted in July 2022. Changes are minor and the revised Guide is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Agency Information Guide

REPORT TITLE: 7.4 REVISED COMPLAINTS MANAGEMENT POLICY

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

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 Complaints Management Policy, for exhibition (**Annexure A**).

RECOMMENDATION

THAT Council:

- 1. Approves the public exhibition of the revised Complaints Management Policy for 28 days from Thursday, 3 August 2023, until Wednesday, 30 August 2023.***
- 2. Displays the revised Complaints Management Policy on Council's website and makes it available for viewing at the following locations:***
 - Council's Town Hall Office;***
 - Council's Church Street Office; and***
 - the Post Offices at Deepwater, Emmaville and Glencoe.***
- 3. Requests the Manager Governance, Risk and Corporate Planning to prepare a further report to Council after the exhibition period, in the event of Council receiving any significant submissions regarding the Complaints Management Policy; otherwise, that the Complaints Management Policy be adopted by Council.***

REPORT

(a) Background

The Complaints Management Policy was last adopted by Council on 25 June 2020. The document has recently been reviewed by Council's **Management Executive Team (MANEX)** and is recommended for adoption.

(b) Discussion

It is essential that Council provides quality customer service from the outset. When things go wrong, they can only be put right, with services improved, if Council hears about it.

Complaints are an effective way for Council to hear about issues and they can give insight into the effectiveness of Council's services, help identify areas for improvement, and contribute to a better understanding of customer satisfaction and dissatisfaction. By responding to complaints, Council can improve its service provision and customer relations as well as the wellbeing of its staff.

Having a Complaints Management Policy is beneficial as it provides clear guidance to Council staff, Councillors, and the community on how Council will deal with complaints. It sets Council's commitment to valuing complaints, making it easy for people to complain and utilising complaints as an opportunity to drive improvements.

In June 2015, the **NSW Ombudsman (Ombo)** released its **Complaint Management Framework (the Framework)**, which includes a Model Policy. Previously Council has not adopted the Ombo's Model Policy.

In the current review, two important things were noted from the Ombo's *Effective Complaint Handling Guidelines 3rd Edition, February 2017* and the Framework, which advised the adoption of the Model Policy. These were:

1. The Ombo has 40 years' experience in handling complaints, conducting surveys of complaint handling systems, and working with organisations to improve their complaint handling systems; and
2. The Ombo intends to use the Model Policy as a benchmark when auditing complaint handling policies and procedures of organisations within its jurisdiction.

It stands to reason, therefore, that Council use the Model Policy as the template for its Complaints Management Policy.

The revised Complaints Management Policy is predominantly the Model Policy with some additions to suit Council and provide additional guidance.

This revised policy and associated procedures include a commitment to good complaint handling at all levels of the organisation, including the General Manager and senior management championing effective complaint handling as a means of strengthening Council's administration and improving relations with the public. This, in turn, will assist greatly in achieving the objectives and goals of the Community Strategic Plan.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Complaints Management Policy will become a current policy of Council. Council staff will be required to abide by the Policy and associated procedures when handling complaints.

(c) Legislative/Statutory

Section 343 of the *Local Government Act 1993* provides that the Public Officer may deal with requests from the public concerning Council's affairs. Council's Public Officer is currently the Manager Governance, Risk and Corporate Planning, who coordinates and reports on the complaints handling system at Council.

- *Effective complaint handling guidelines* (3rd Edition / February 2017) Ombudsman NSW;
- *Complaint Management Framework* (June 2015) Ombudsman NSW;
- *Guidelines for complaint management* in organisations (AS10002:2022);
- *Tips for local councils: Building a best practice complaint management system*, Ombudsman NSW;
- *Local Government Act 1993*;
- *Public Interest Disclosures Act 2014* (Until 1 October 2023);
- *Public Interest Disclosures Act 2022* (Commencing 1 October 2023);
- *Independent Commission Against Corruption Act 1988*;
- *Privacy and Personal Information Protection Act 1998*;
- *Health Records and Information Privacy Act 2002*; and
- *Government Information (Public Access) Act 2009*.

(d) Risk

The Complaints Management Policy aims to mitigate risk to Council by obtaining feedback through an effective complaints mechanism and improving services, thus assisting Council meet its strategic objectives.

(e) Social

This Complaints Management Policy provides a framework to enable Council to receive constructive feedback from the community, whilst providing an opportunity to improve services and operations, strengthen public support and achieve excellence in customer service.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Resources have been used from the Ombo, along with information obtained from a workshop attended on Complaints Handling by the Manager, Governance, Risk and Corporate Planning at the recent 13th National Investigations Symposium, a joint initiative of the Ombo, NSW ICAC and the Institute of Public Administration Australia.

(b) Internal

Relevant Council staff and Manex have reviewed this document.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Complaints Management Policy has been revised to include changes that have occurred since the current Policy was adopted in June 2020. Changes are significant and the revised Policy has been reviewed by Manex and is now presented to Council for its review prior to going on public exhibition.

ATTACHMENTS

Annexure A Draft Complaints Management Policy

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)** meeting held on Friday, 9 June 2023 (*Annexure A*).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

The NSW **Office of Local Government (OLG)** has 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.

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)**, which will give 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.

Council must comply with the Guidelines from 1 July 2024.

(b) Discussion

In relation to reporting information quarterly from the ARIC to Council, the Guidelines propose the following:

Content

The nature and content of the ARIC's quarterly updates is to be determined by the governing body and the ARIC.

It could simply be providing a copy of the ARIC's meeting minutes to the governing body if appropriate, or something more formal such as a report for noting by the governing body, or a face-to-face meeting between the ARIC, governing body and General Manager to discuss important issues that have been identified.

Whatever the nature and form the update takes, the governing body and General Manager must be advised, at a minimum, of:

- any formal resolutions of the ARIC;
- the ARIC's assessment of any audits conducted, including any breaches or lack of controls that require an immediate response from the council;
- progress on the implementation of corrective actions;
- opportunities for longer-term improvement; and
- any key opinions or 'take-outs' from the ARIC's meeting.

Should the governing body require additional information, a request for the information may be made to the ARIC Chair by resolution. The Chair may only provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Act.

Individual councillors are not entitled to request or receive information from the ARIC.

The proposed format is to provide a quarterly report to Council for noting, including the minutes of ARIC meetings held during the quarter. The minutes will provide much of the information required by the Guidelines such as the resolutions, key opinions and take outs, and assessments of audits. Other information will be provided, as necessary in this report.

Council has recently hired a new shared internal auditor who has developed an audit plan and is beginning to conduct audits for Council. Updates on these audits will be provided in future reports.

Council has a digital software program to monitor recommendations and workflow corrective actions. This audit module will be implemented in the coming months and will assist both the ARIC and Council to monitor and report on progress of the implementation of corrective actions.

The ARIC recommended that Council undertake a review of lessons learnt from the implementation of the Open Office software (Project Jigsaw) when completed, to assist with any future projects that Council may undertake.

Some key take-aways from the meeting included:

- Flexibility in adjusting the audit plan to best suit the requirements of Council;
- Departmental managers attending the ARIC and discussing their key risks and how they are managing risk; and
- The extensive update on Project Jigsaw.

(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 some 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 quarterly report to Council for noting is provided with the minutes from the 9 June 2023 ARIC Meeting (Annexure A) provided for information.

ATTACHMENTS

Annexure A ARIC Meeting 9 June 2023 Minutes

REPORT TITLE: 7.6 CAPITAL PROJECT REVOTES AS AT 30 JUNE 2023

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Fiona O'Brien - Management Accountant

PURPOSE

The purpose of this report is to recommend to Council the revoting of Capital Projects, which were originally budgeted or approved to be completed in the 2022/2023 Financial Year. If adopted by Council, these revotes will form part of the Operational Plan and Budget for the 2023/2024 Financial Year and will be offset by funds that are currently held in reserves. The projects, which are also listed in the Capital Works Program Progress Report as at 30 June 2023, have not yet commenced and do not have any spend recorded against them.

RECOMMENDATION

That Council endorses the following Capital projects to be revoted from the 2022/2023 Financial Year into the 2023/2024 Financial Year with the required funding adjustments be offset from reserves:

1.	7112C23 - Kerb and Gutter Installation – Railway Street	\$40,000
2.	7113C23 - Kerb and Gutter Installation – Hunter Street	\$30,000
3.	7116C23 - Infrastructure Backlog Projects	\$300,000
4.	7117C23 - Signage Upgrades	\$71,649
5.	7118C23 - Public Art Projects	\$50,000
6.	7127C23 - Airport Runway Renewals	\$1,000,000
7.	7131C23 - Pathway - Indoor Sports Stadium to High School	\$266,466
8.	7166C23 - Stronger Country Communities Anzac Park	\$600,000
9.	7168C23 - Stronger Country Communities Aquatic Centre	\$332,710
10.	NEW - Stronger Country Communities OOSH Sunshade	\$50,000
11.	NEW - Stronger Country Communities Sensory Garden	\$50,000
12.	7143C23 - Unsealed Roads Re-sheeting – Bullock Mtn Road	\$437,360
13.	7144C23 - Unsealed Roads Re-sheeting – Haymarket Road	\$120,000
14.	7054C22 - Quarry Development – Wattle Vale	\$74,225
15.	7004C22 - Unsealed Roads Re-sheeting – Ilparran Road	\$132,992
16.	7005C22 - Unsealed Roads Re-sheeting – Jenkins Road	\$75,154
17.	7006C22 - Unsealed Roads Re-sheeting – Ten Mile Road	\$385,000

TOTAL REVOTES 2023-2024 \$4,015,556

REPORT**(a) Background**

Responsible officers were asked to supply a list of projects which were budgeted for in the 2022/2023 Financial Year, which, for a variety of reasons, did not commence in that year.

The Finance Department has now prepared this report to Council so that approval can be given by Council to revoke projects that are still required to be completed in the 2023/2024 Financial Year.

(b) Discussion

The revotes included in this report have been requested by the relevant responsible officers, with all of the respective funds reserved as at 30 June 2023. They have been reviewed and authorised by Council's **Management Executive Team (MANEX)**.

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

Project	Revised Budget	Funding Type
Kerb & Gutter - Railway Street	\$40,000	General Fund
Kerb & Gutter - Hunter Street	\$30,000	General Fund
Infrastructure Backlog Projects	\$300,000	Borrowings
Signage Upgrades	\$71,649	General Fund
Public Art Projects	\$50,000	General Fund
Airport runway renewal	\$1,000,000	Other Grants & Contributions
Pathway from Indoor Sports Stadium to High School	\$266,466	Other Grants & Contributions
0456 Anzac Park	\$600,000	Other Grants & Contributions
0456 Aquatic Centre	\$332,710	Other Grants & Contributions
OOSH Sunshade	\$50,000	Other Grants & Contributions
Sensory Garden	\$50,000	Other Grants & Contributions
Bullock Mountain Road	\$437,360	Roads to Recovery (RTR)
Haymarket Road	\$120,000	Roads to Recovery (RTR)
Quarry Development - Wattle Vale Establishment	\$74,225	Glen Innes Aggregates Surplus Projects
Illparran Rd	\$132,992	LRCI Phase 3
Jenkins Rd	\$75,154	LRCI Phase 3
Ten Mile Rd	\$385,000	LRCI Phase 3
TOTAL	\$4,015,556	

The unusually wet weather, flood damage and resourcing capabilities impacted on Council's ability to complete capital and operational projects in the 2022/2023 Financial Year.

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

(c) Options

Except for the grant funded projects, Council has the option not to approve these projects as revotes into the 2023/2024 Financial Year, as they have not yet started.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

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

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

(d) Risk

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

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

(e) Social

As the projects were included in the Operational Plan and Budget for the 2022/2023 Financial Year Capital Works Program, there is a community expectation that these projects will be completed.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

This report has been prepared with input from the Director of Infrastructure Services, Director of Place and Growth and the Director of Corporate and Community Services.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

There were 17 projects that for various reasons were not completed in the 2022/2023 Financial Year. Approval is now sought from Council to revote these projects into the Operational Plan and Budget for the 2023/2024 Financial Year.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.7 CAPITAL BUDGET ADJUSTMENTS AS AT 30 JUNE 2023**ECM INDEXES:**

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Fiona O'Brien - Management Accountant

PURPOSE

The purpose of this report is to recommend to Council the adoption of revised Capital Projects Budgets as at 30 June 2023.

As a result of the new Finance system, the rollover of data into the new system, and the delay in Financial Year 2021/22 being finalised in February 2023, there has been data corruption and errors in Capital budgets being reported. Correct budgets will allow the forecasting and reporting of cashflow and financial modelling to be more reliable.

RECOMMENDATION

That Council adopts the following capital project revised budgets:

<u>CAPITAL PROJECT NO./DESCRIPTION</u>	<u>BUDGET</u>
7013C21 Local Bridges - Bridge Renewal Program	\$1,834,939
7001C21 Safer Roads Grant	\$210,570
7029C22 Upgrade Signage	\$8,351
7030C22 Upgrade Electricity Dumaresq Street Industrial Estate	\$283,446
7002C22 Roads of Strategic Importance - Council Contribution	\$58,563
7038C22 Footpath Renewal	\$8,678
7035C22 Heavy Patching Program	\$315,151
7001C22 Safer Roads Grant	\$1,611,020
7045C22 Fixing Local Roads	\$967,829
7003C22 Local Roads and Community Infrastructure Grant Phase 3	\$117,622
7056C22 Indoor Sports Stadium	\$605,000
7080C22 New Plant Program	\$12,666
7084C22 Regional Roads Block Grant	\$776,768
7100C22 Water Mains Renewal	\$301,532
7090CR2 Unsealed Roads Re-sheeting	\$430,990
7011CR2 Fixing Country Bridges	\$-
7010CR2 Fixing Country Bridges	\$-
7106C23 5315 Tent Hill Road, Bark Hut Creek	\$-
7107C23 5320 Tent Hill Road, Bark Hut Creek	\$-
7108C23 5340 Wentworth St over Rocky Ponds Creek	\$858,000
7109C23 5170 Furracabad Rd over Furracabad Creek	\$1,000,000
7110C23 Heavy Patching Program	\$1,006,194
7117C23 Signage Upgrades	\$71,649
7120C23 Replacement of Anzac Park Playground equipment	\$-

7124C23	CAFS Sunshade for playground equipment	\$-
7002C23	Roads of Strategic Importance	\$5,541,437
7126C23	Local Roads and Community Infrastructure Grant	\$531,236
7134C23	Centennial Parklands Skywalk	\$2,000,000
7135C23	Centennial Parklands - Amenities and Outdoor Area construction	\$1,341,616
7136C23	Skate Park redevelopment and new shared pathways	\$344,807
7137C23	BSBR000316 Indoor Sports Stadium Stage 2	\$413,926
New	Stronger Country Communities Round 5 - OOSH Sunshade	\$50,000
New	Stronger Country Communities Round 5 - Sensory Garden	\$50,000
7138C23	Block Grant - Emmaville Road segment 70	\$374,000
7140C23	Block Grant - Wellington Vale Road Heavy Patch and Resealing	\$-
7147C23	Capital Renewal (Matches depreciation plus 30%)	\$421,117
7149C23	New Service	\$25,169
7150C23	Capital Renewal	\$91,854
7153C23	New Service	\$25,208
7154C23	Heavy Plant Replacement Program	\$458,455
7157C23	Heavy Plant Replacement Program	\$303,700
7158C23	Heavy Plant Replacement Program	\$222,600
7159C23	New Plant Program	\$61,639
7160C23	New Plant Program	\$39,082
7161C23	Heavy Plant Replacement Program	\$-
7163C23	Urban Drainage Renewals	\$-
7048C22	Local Roads and Community Infrastructure Grant	\$95,149
7061C22	Heavy Plant Replacement Program	\$30,526
7066C22	Heavy Plant Replacement Program	\$33,883
7068C22	Heavy Plant Replacement Program	\$30,526
7072C22	Heavy Plant Replacement Program	\$44,736
7073C22	Heavy Plant Replacement Program	\$45,441
7075C22	Heavy Plant Replacement Program	\$45,441
7077C22	Heavy Plant Replacement Program	\$73,634
7078C22	Heavy Plant Replacement Program	\$39,768
7079C22	Heavy Plant Replacement Program	\$30,444
7085C22	Regional Roads REPAIR Program	\$30,444

REPORT

(a) Background

Responsible Officers were asked to supply a list of projects with updated budgets after detailed reviews of relevant documents, to ensure the adoption of correct budgets.

The Finance Department has now prepared this report to Council so that approval can be given by Council for the correct budgets.

(b) Discussion

The Adjustments included in this report have been requested by the relevant Responsible Officers and have been reviewed and authorised by Council's **Management Executive Team (MANEX)**. The Table below details capital project budgets that have been adjusted since the Capital Report as at 31 May 2023. (Refer to **Annexures A and B**).

Project	Job No	2022-23 budget as at 31 May 2023	QBR4 - YEAR END BUDGET AMENDMENT	Revised Budget
Local Bridges - Bridge Renewal Program	7013C21	2,300,000	(465,061)	1,834,939
Safer Roads Grant	7001C21	(163,109)	373,679	210,570
Upgrade Signage	7029C22	30,000	(21,649)	8,351
Upgrade Electricity Dumaresq Street Industrial Estate	7030C22	85,000	198,446	283,446
Roads of Strategic Importance - Council Contribution	7002C22	-	58,563	58,563
Footpath Renewal	7038C22	25,000	(16,322)	8,678
Heavy Patching Program	7035C22	-	315,151	315,151
Safer Roads Grant	7001C22	1,797,736	(186,716)	1,611,020
Fixing Local Roads	7045C22	990,000	(22,171)	967,829
Local Roads and Community Infrastructure Grant Phase 3	7003C22	(510,842)	628,464	117,622
Indoor Sports Stadium	7056C22	710,000	(105,000)	605,000
New Plant Program	7080C22	15,000	(2,334)	12,666
Regional Roads Block Grant	7084C22	812,000	(35,232)	776,768
Water Mains Renewal	7100C22	651,532	(350,000)	301,532
Unsealed Roads Re-sheeting	7090CR2	464,063	(33,073)	430,990
Fixing Country Bridges	7011CR2	131,875	(131,875)	-
Fixing Country Bridges	7010CR2	149,142	(149,142)	-
5315 Tent Hill Road, Bark Hut Creek	7106C23	250,000	(250,000)	-
5320 Tent Hill Road, Bark Hut Creek	7107C23	250,000	(250,000)	-
5340 Wentworth St over Rocky Ponds Creek	7108C23	776,225	81,775	858,000
5170 Furracabad Rd over Furracabad Creek	7109C23	800,858	199,142	1,000,000
Heavy Patching Program	7110C23	797,713	208,481	1,006,194
Signage Upgrades	7117C23	50,000	21,649	71,649
Replacement of Anzac Park Playground equipment	7120C23	50,000	(50,000)	-
CAFS Sun Shade for playground equipment	7124C23	50,000	(50,000)	-
Roads of Strategic Importance	7002C23	2,550,000	2,991,437	5,541,437
Local Roads and Community Infrastructure Grant	7126C23	1,463,240	(932,004)	531,236
Centennial Parklands Skywalk	7134C23	2,986,290	(986,290)	2,000,000
Centennial Parklands - Amenities and Outdoor Area construction	7135C23	402,485	939,131	1,341,616
Skate Park redevelopment and new shared pathways	7136C23	221,557	123,250	344,807
BSBR000316 Indoor Sports Stadium Stage Two	7137C23	124,178	289,748	413,926
Stronger Country Communitities Round 5 - OOSH Sun Shade		-	50,000	50,000
Stronger Country Communitities Round 5 - Sensory Garden		-	50,000	50,000
Block Grant - Emmaville Road segment 70	7138C23	114,000	260,000	374,000
Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	7140C23	206,000	(206,000)	-
Capital Renewal (Matches depreciation plus 30%)	7147C23	621,117	(200,000)	421,117
New Service	7149C23	10,000	15,169	25,169
Capital Renewal	7150C23	591,854	(500,000)	91,854
New Service	7153C23	10,000	15,208	25,208
Heavy Plant Replacement Program	7154C23	497,000	(38,545)	458,455
Heavy Plant Replacement Program	7157C23	221,989	81,711	303,700
Heavy Plant Replacement Program	7158C23	170,600	52,000	222,600
New Plant Program	7159C23	21,639	40,000	61,639
New Plant Program	7160C23	40,000	(918)	39,082
Heavy Plant Replacement Program	7161C23	38,000	(38,000)	-
Urban Drainage Renewals	7163C23	146,529	(146,529)	-
Local Roads and Community Infrastructure Grant	7048C22	136,000	(40,851)	95,149
Heavy Plant Replacement Program	7061C22	30,444	82	30,526
Heavy Plant Replacement Program	7066C22	33,866	17	33,883
Heavy Plant Replacement Program	7068C22	30,444	82	30,526
Heavy Plant Replacement Program	7072C22	36,986	7,750	44,736
Heavy Plant Replacement Program	7073C22	36,986	8,455	45,441
Heavy Plant Replacement Program	7075C22	36,986	8,455	45,441
Heavy Plant Replacement Program	7077C22	30,444	43,190	73,634
Heavy Plant Replacement Program	7078C22	37,314	2,454	39,768
Heavy Plant Replacement Program	7079C22	36,815	(6,371)	30,444
Regional Roads REPAIR Program	7085C22	138,000	(107,556)	30,444
TOTAL		21,532,955	1,741,849	23,274,805

(c) Options

Nil.

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

Ensuring correct capital budgets are adopted is crucial in maintaining integrity when reporting Quarterly Budget Reviews, Long Term Financial Planning, Cashflow Forecasts, Depreciation budgets and Restricted Cash positions. The spend phasing of approved budgets will affect Council's cash position and ensure adequate planning is undertaken to meet the demands on cashflow in the short and long terms and to ensure that the funding source is preserved so that the timely delivery of projects are not affected adversely due to cash constraints.

Of the \$1.7M net increase to the capital budget changes, this will be fully covered by grant funding. A change in methodology of assigning a budget to a project based on the forecast spend for a particular year has changed and the full budget is being assigned to projects to provide better visibility in terms of tracking spend vs budget vs funding. The table below highlights the material changes proposed:

Project No.	Description	Increase
7117C23	Signage Upgrades	\$ 21,649
7135C23	Centennial Parklands - Amenities and Outdoor Area construction	\$ 939,131
7136C23	Skate Park redevelopment and new shared pathways	\$ 123,250
7137C23	BSBR000316 Indoor Sports Stadium Stage 2	\$ 289,748
7002C23	Roads of Strategic Importance	\$ 2,991,437
TOTAL		\$ 4,365,215

The net increase of \$1.7M is a result of other projects being decreased or brought back to zero as listed in the annexures.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

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

(d) Risk

Financial modelling will produce unreliable scenarios as Capital works budgets have a high impact on future planning for Councils.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Future planning and the cost of Asset Management will be impacted if budgets are not accurate.

CONSULTATION

(a) External

Nil.

(b) Internal

This report has been prepared with input from the Director of Infrastructure Services, Director of Place and Growth and the Director of Corporate and Community Services.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

There were 57 Capital projects budgets that for various reasons were not recorded correctly in previous capital reports for the 2022-2023 Financial Year. Approval is now sought from Council to approve the budget adjustments for these projects.

ATTACHMENTS

Annexure A Revised Capital Budget Final Summary
Annexure B Revised Capital Budget Final Detail

**REPORT TITLE: 7.8 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 30 JUNE 2023**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Fiona O'Brien - Management 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 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 first of the water bills were generated on 21 June 2023 and distributed by email and mail during week commencing 3 July 2023. The second water bill is currently being worked on and it is anticipated that it will be generated by the end of July 2023.

The issue of Rates notices is another priority that needs to be completed by 31 July 2023.

The opening balances for the Financial Year 2023 have been rolled over into the new system and the work of Balance Sheet reconciliations has begun including Grants and Capital Works in Progress (CAPWIP) reconciliations.

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

Construction of Centennial Parklands amenities facilities and outdoor area

Council has engaged Public Works Advisory to project manage the delivery of this project. Council has been provided with the draft agreement for construction consultancy services to review and provide comment on before releasing to market.

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.

Yarraford Road Heavy Patch Essential Public Asset Restoration (EPAR)

Heavy patching work has been completed on Yarraford Road under EPAR funding, with 13,500m² of heavy patch stabilisation being undertaken. A 10mm Primer seal has been applied over the patches. Full sealing of the patches will be undertaken when temperatures are warm, at which time the entire first segment of Yarraford Road from the New England Highway to the Rail corridor will also be resealed.

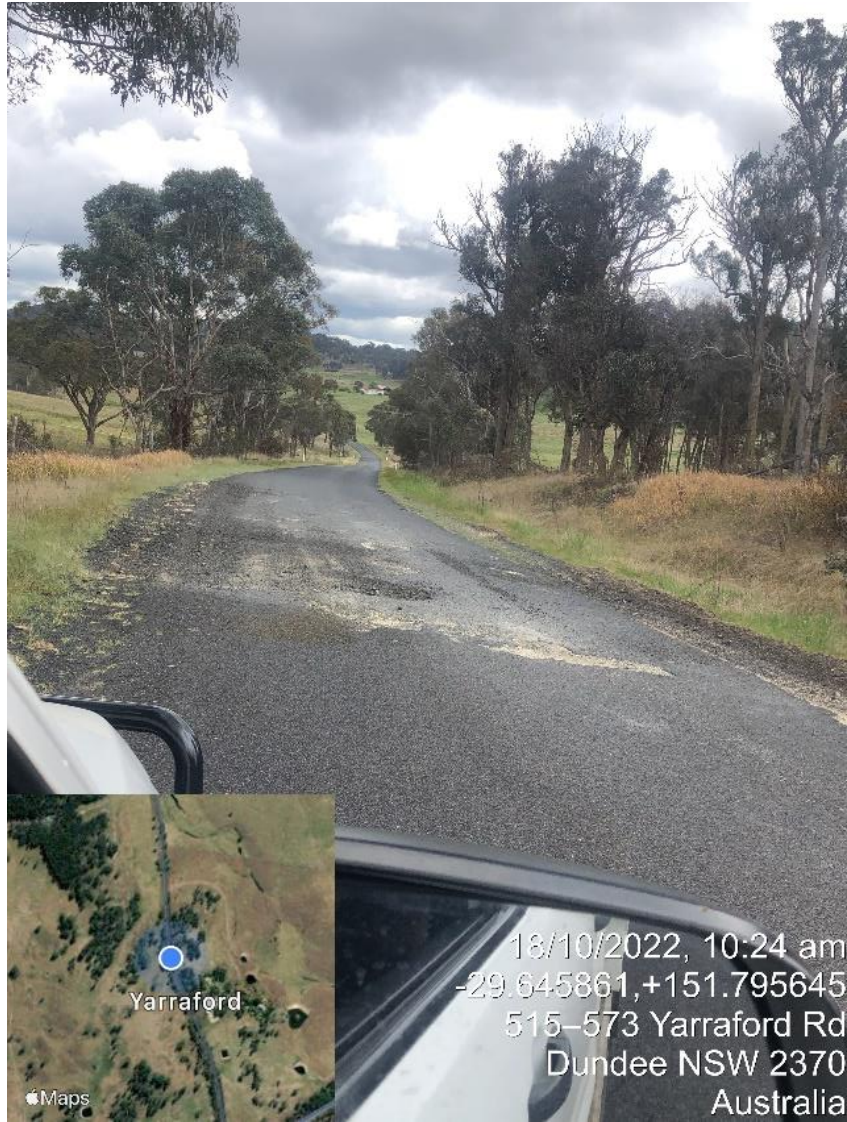


Image 1: Damage on Yarraford Rd

Hilltops Subdivision

Council has completed private works on the extension of Ritchie Avenue for the Hilltops subdivision. Council's construction crew worked to construct bulk earthworks, drainage, subbase pavements and base pavements. Council's concrete crew completed the driveways, and an external contractor placed the bitumen seal. These works were fully funded by the developer under the terms of Council's Private Works Policy and procedures and have enabled the development of a seven-lot subdivision. The road will be dedicated as a public road on registration of the plan of subdivision.



Image 2: Development funded works -Ritchie Avenue extension

(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:

	REVISED BUDGET	Project Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$ 6,454,763	\$ 6,007,629	93%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 3,729,574	\$ 3,079,891	83%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 14,680,820	\$ 10,703,787	73%
CAPITAL WORKS PROGRAM REVOTES-2022	\$ 2,004,536	\$ 1,658,105	83%
CAPITAL WORKS PROGRAM 2022/2023	\$ 24,230,972	\$ 5,170,324	21%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 1,389,214	\$ 688,465	50%
TOTALS	\$ 52,489,879	\$ 27,308,201	52%

(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 staff who have ownership of the various projects to ensure that the 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

Item 7.8

- Annexure D Capital Works Program Revotes for the 2021-2022 Financial Year
- 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 INVESTMENT REPORT JUNE 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 \$18.7M 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 June 2023	\$6,900,686.44
June Movements	\$2,592,015.27
Closing Balance 30 June 2023	\$9,492,701.71
Less unidentified payment	
Total:	\$9,492,701.71
Balance as per Statement	
	\$9,492,701.71
Less Unpresented Cheques	
Plus Unpresented Debits	
Less Unpresented Deposits	
Total:	\$9,492,701.71
	
Responsible Accounting Officer	
10 July 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 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 \$
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-	24/10/2023	4.36%	Westpac Banking Corporation (1)	Yes	1,000,000	25,562.74
A1+/AA-	25/10/2023	4.57%	CBA (8)	Yes	1,000,000	46,200.82
A1+/AA-	6/11/2023	4.35%	NAB (18)	Yes	1,000,000	25,504.11
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	8/11/2023	4.85%	My State Bank	Yes	700,000	17,114.52
A1/A+	23/05/2024	4.92%	ING (3)	Yes	1,000,000	49,334.79
A2/BBB	21/02/2024	4.80%	AMP (10)	Yes	700,000	31,022.47
A1/A+	5/04/2024	4.55%	Macquarie (16)	Yes	900,000	40,950.00
A1+/AA-	24/06/2024	4.38%	Macquarie (16)	Yes	1,000,000	87,720.00
A1+/AA-	24/06/2023	5.50%	NAB (18)	Yes	1,000,000	54,849.32
Expected Average Return 22/23		4.40%	Total Investments		18,700,000.00	808,680.39
Actual Average Return Received YTD		1.27%	Cash on Hand		9,492,701.71	
Total Cash and Investments					28,192,701.71	

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

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

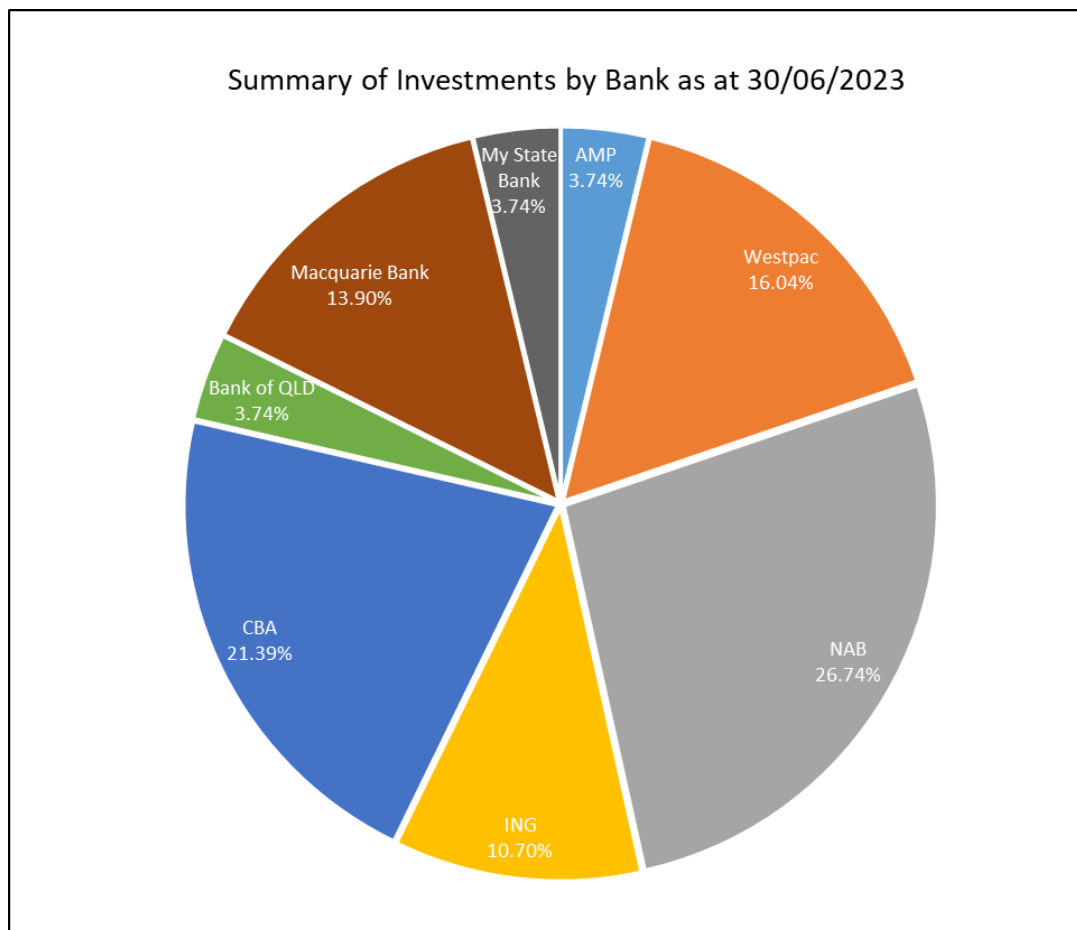
Interest received for year to 30 June 2023	\$336,900.95
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 June 2023	18,700,000
Less:	
Maturities (1)	1,000,000
Subtotal	17,700,000
Plus	
Rollovers (1)	1,000,000
New Investments (0)	-
Current Balance as at 30 June 2023	18,700,000

During the reporting month, there were no redeemed or new investments. There was one maturity with ING Bank that was rolled over.

The graph below shows the summary of Investments by Bank:



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

Certification

I, 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 0.65%. The current actual average return for the 2022/2023 Financial Year is 4.40%. This is an increase on the actual average return of 3.75%, 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 2.89%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 June	18,700,000	18,000,000
Closing Balance 30 June	18,700,000	18,000,000

(b) Governance/Policy

Monthly financial reporting ensures transparency, 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 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 the Policy:

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	18,700,000
Yes	AA	0.00%	12,000,000	100%	6,700,000
Yes	A	0.00%	4,600,000	45%	3,815,000
Yes	BBB	0.00%	2,100,000	25%	2,575,000
Yes	Government	0.00%	-	100%	18,700,000
		0.00%	18,700,000		

COUNCIL'S PORTFOLIO COMPLIANCE

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	18,700,000	100%
Total			18,700,000	100%

The Policy defines the principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par with 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 the Policy.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.10 BORROWINGS REPORT AS AT 30 JUNE 2023

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Loans**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Amy Watson

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 monthly of the reconciliation of borrowings. The summary of borrowings set out below details each of Council's borrowings. The balances reported in this report 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	\$ 1,486,340.37
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 556,500.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 96,501.51
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$ 1,607,468.18
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	\$ -
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 203,564.02
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 814,256.06
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$ 1,043,853.26
Total General Fund Liability					\$ 5,808,483.40

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

Water Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
11-02	Land Acquisition: Future Storage	7.69%	28/07/2011	28/07/2036	\$ 1,489,300.00
Total Water Supply Fund Liability					\$ 1,489,300.00

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	\$ 661,661.96
Total Sewer Fund Liability					\$ 661,661.96

TOTAL LOANS LIABILITY					\$ 7,959,445.36
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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 \$7,959,445.36 as at the end of the reporting month.

(b) Governance/Policy

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

(c) Legislative/Statutory

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

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

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

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

Section 622 – What form may a Council borrowing take?

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

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

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

Other legislation and guidelines relevant to Council borrowing:

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

(d) Risk

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

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

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

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.11 REVIEW OF EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy
PERSONNEL: Equal Employment Opportunity**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Peter Sayers - Manager of Administration and Human Resources

PURPOSE

The purpose of this report is to present Council with the revised Equal Employment Opportunity Management Plan (***Annexure A***) for its review and adoption.

RECOMMENDATION

That Council adopts the revised Equal Employment Opportunity Management Plan.

REPORT

(a) Background

The **Equal Employment Opportunity Management Plan (EEO MP)** was last adopted by Council on 25 July 2019 and is due for review every three years. Review of the EEO Plan was delayed last year due to other work priorities.

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

(b) Discussion

Under Section 345 of the **Local Government Act 1993 (the Act)**, Council is required to prepare and implement an EEO MP, which must include, as a minimum, reference to:

- EEO policies and programs;
- Communication of such policies and programs to Council's staff;
- Collection and recording of appropriate information;
- Review of personnel practices to ensure removal of discriminatory practices;

- Goals and targets to achieve EEO objectives;
- Evaluation of EEO policies / programs;
- EEO Plan revisions and amendments; and
- Appointment of persons to implement EEO provisions.

In line with the requirements of the Act, Council's EEO MP has recently been reviewed and updated. Changes include:

- Reformatting the EEO MP to bring it into line with the current document format;
- Adding a contents table to improve document navigation, especially in digital versions;
- Replacing outdated gender equity statistics with more current information;
- Adding two actions from the rescinded **Aboriginal Employment Strategy (AES)**, in accordance with Council's resolution on 28 April 2022;
- Removing the action to implement the AES, as it not longer applies; and
- Updating target dates and terminology where required.

In respect of the AES, councillors may recall that it was rescinded in April 2022, due primarily to the fact that Aboriginal employment within Council's workforce was meeting or exceeding required targets and had done so for several years at that point. As a safeguard, employment figures will be reviewed annually, and the AES may be revived if numbers drop below target levels for two consecutive years.

The revised EEO MP was presented to the SCC at its meeting on 4 May 2023, in its dual capacity as EEO Committee. SCC members who were present were happy with the revised document; however, due to the short notice and small numbers of elected employee representatives who were present, it was agreed to circulate the revised EEO MP to the entire SCC and allow two weeks for comment before presenting the document to Council for adoption. No comments were received.

The revised document went to MANEX on 9 May 2023 and was approved for progression to Council with some amendments and subject to no further issues being highlighted by the SCC.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Ongoing costs associated with the implementation of the EEO MP include recruitment costs and staff training / communication. Provision for these costs is made in Council's Operational Plans in the annual Corporate Training Plan and budget.

(b) Governance/Policy

Once adopted by Council, the revised EEO MP will effectively become policy of Council.

(c) Legislative/Statutory

It is a requirement under the Act for Council to have a current EEO MP. Council must also comply with the provisions of the NSW *Anti-Discrimination Act 1977* and other relevant anti-discrimination legislation.

(d) Risk

If a strong commitment to the principles and practices of Equal Employment Opportunity is not made by Council, there is a risk that positions within Council will not be filled by the best candidates, impacting negatively on overall organisational performance.

(e) Social

The implementation of Equal Employment Opportunity principles by Council has a significant social benefit, especially for those groups who have been traditionally disadvantaged in employment.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

SCC (EEO Committee) and MANEX.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.7.1: Implement the Workforce Strategy and Plan.

CONCLUSION

Council’s EEO MP has been revised to include changes that have occurred since the current EEO MP was adopted in July 2019. Changes are relatively minor, and the revised document is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A DRAFT Equal Employment Opportunity Management Plan

REPORT TITLE: 7.12 WORKPLACE INJURY MANAGEMENT REPORT AS AT 30 JUNE 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 30 June 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	11
YTD New Claims (Non-Premium Impacting)	6	10	5	6
YTD Total New Claims	10	15	10	17
YTD Time Lost Due to Injury (LTI Days)	79	29	387	638

Item	2019/2020	2020/2021	2021/2022	2022/2023
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				0
Open Premium Impacting Claims (Current Year)				10
Open Non-Premium Impacting Claims (Current Year)				0
Total Open Claims				10
Closed Claims that are still Impacting on Council's Premium				15
Total Cost of All Premium Impacting Claims (to date)	\$30,792.00	\$35,352.00	\$60,800.00	\$108,607.00
Safety & Wellbeing Incentive (Scheme Performance Rebates)	\$24,593.67	\$34,953.89	\$34,265.14	\$33,838.58

The following information covers movements during the period 1 April 2023 to 30 June 2023:

There were three new workers compensation claims during the reporting period. One was of a premium impacting nature, involving some lost time, and two were non premium impacting. Three non-premium impacting claims were closed, along with one premium impacting claim from a previous reporting year.

Lost time continues to significantly impact claims costs, with two workers currently unable to sustain suitable duties and a further two performing suitable duties on reduced hours.

The 2022/2023 premium amount will remain as an estimate until the wages declaration for that year is forwarded to StateCover.

(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 April 2023 until 30 June 2023 saw four claims closed and three 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: 7.13 GLEN INNES SEVERN LIBRARY QUARTERLY REPORT - APRIL, MAY, JUNE 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.

(a) Discussion

As new staff gain confidence in their roles, the Library Annual Program and services are expanding and getting back on track with delivery and consistency of service. During this Quarterly Report period the highlights were the two Australian Celtic Festival performances, the launch of uLIBRARY, and the growing diversity of activities for the April School Holiday Program in Glen Innes and at the village libraries.

April 2023

Easter Storytelling and Easter Bunny Egg Hunt

The Easter Storytelling was held on Wednesday, 5 April, with the Easter Bunny visiting the library. It is a favourite storytelling day for our local children and is enjoyed by the library team. Many happy children were seen scrambling through and under shelving to find the Easter eggs.

NSW Public Libraries – Disability and Dyslexic Resources

The Glen Innes Severn Public and TAFE Library has been placed on a Google map with over 111 other NSW Libraries, displaying resources for people with Dyslexia and other disabilities. There are currently only four listed libraries across this region: Glen Innes, Armidale, Inverell, and Guyra. The site and map have been well received by social media followers with over 18,000 views. The link to the site is [NSW Public Libraries - Dyslexic Resources - Google My Maps](#)

April School Holiday Program

The school holiday program included an 'Art Skool' Workshop with Jo Duck, four movie events in Glen Innes and the villages, and two UNE Discovery Astronomy events for the community and OOSH children.

The village libraries also offered Lego, colouring, and playdough activities over the school break.

ANZAC DAY Display

An ANZAC Day display of the Library's RSL Collection acknowledged the efforts and history of the World Wars and included some rare historical editions such as 'Australian Chivalry – Official War Paintings', and 'Jane's Fighting Ships 1973-74' edited by Captain John E Moore (RN, FRGS).

Golden Oldies Classic Movie

One of the best-known classic movies is 'Casablanca' with Humphrey Bogart and Ingrid Bergman which was screened on Thursday, 20 April with 15 attendees, including residents from the Roseneath Nursing Home.

May 2023

Friends of the Library (FOL) Annual Book Sale ran from Wednesday, 3 May, until Saturday, 6 May. The FOLs raised \$2,607.75 for new resources in the Library through the sale.

2023 National Backyard Cricket Grants – Australian FOL Association

The Australian FOL Association coordinates grants and fundraising for NSW Public Libraries. A recent successful submission for funding for \$1,500 to deliver Aboriginal Cultural Painting and Bush Tucker Workshops will be used to bring more diversity to the July School Holiday program and to celebrate NAIDOC Week by bringing more external presenters into the activities.

Celtic Festival Performances

Two free events were organised at the Glen Innes Severn Library and Learning Centre. Lorna and Dave gave a harp and guitar performance on Wednesday, 3 May, which was followed by the 'Clan Celtica' beating drums and playing bagpipes to over 150 people at the entrance to the Library on Thursday, 4 May.

June 2023

Launched uLIBRARY – Ulverscroft Consortium eResources

The Glen Innes Severn Library has joined the Consortium to help increase easy access to eResources for members who can download 'uLIBRARY' through the Apple App Store and Google Play Store.

uLIBRARY has a great selection of bestselling authors including Lee Child, Ann Cleeves and James Patterson, and members can download and listen to professionally recorded audiobooks, brought to life by some of the world's best performers.

Alternatively, users can also download titles via their web browser and can access our 'uLIBRARY' service at <https://gleninnes.ulverscroftulibrary.com/>

Glen Innes High School Students Work Experience

Two Glen Innes High School work experience students joined the library staff from 19 until 23 June and were inducted and mentored by staff with administrative tasks, customer service and promotional skills.

GLEN INNES ART GALLERY EXHIBITION

The Art Gallery's Exhibition in April was 'Journey on the Border' and involved a group of regional artists who received a grant to organise a travelling exhibition in Stanthorpe, Tenterfield, Glen Innes, and Inverell. The exhibition artwork contained mixed media, weaving, lithographic and Japanese paintings. The exhibition was on display from 3 April until 21 April, with a Gala Opening held on Saturday, 1 April 2023.

The May Exhibition was called 'Scotland' and was organised as the Art Gallery's contribution to the Australian Celtic Festival events. The exhibition was open to any media and included Scottish highland cows in paintings and crafted toys and beadwork paintings. The exhibition was on display from 1 May until 26 May, with a Gala Opening held on Saturday, 29 April 2023.

LEARNING CENTRE’S CONFERENCE AND MEETING ROOM USAGE

The Learning Centre’s Conference Room bookings continue to be predominantly made by Council. Usage of the Conference Room has decreased as users begin to use the Highlands Hub and the Glen Innes Indoor Sport Centre’s meeting rooms:

	April	May	June	Total
Council	14	12	10	36
Art Gallery	3	3	1	7
TAFE/DET	1	0	0	1
Community/Commercial	2	1	3	6
Total	20	16	14	50

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 isolated 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-like symptoms and requires resources:

Quarterly Library Statistics						
	April	May	June	Quarterly Totals 2023	Quarterly Totals 2022	% + -
ISSUES						
Glen Innes Public	4,203	3,683	3,055	10,941	10,867	1%
Library transfers	399	593	654	1,646	1,963	-16%
TAFE	248	234	157	639	308	107%
TOTAL	4,850	4,510	3,866	13,226	13,138	1%
Branch Library Issues						
Deepwater	172	277	194	643	662	-3%
Emmaville	222	243	343	808	1,056	-23%
Glencoe	29	42	36	107	57	88%
TOTAL	423	562	573	1,558	1,775	-12%
INCOME						
Internet Printing	\$144.15	\$ 418.09	\$373.00	\$ 935.24	\$ 604.70	55%
Photocopy/Fax	\$ 55.75	\$ 71.34	\$181.00	\$ 308.09	\$ 173.75	77%
Coffee Machine	\$100.00	\$ 168.00	\$ 92.00	\$ 360.00	\$ 391.70	-8%
Conference Room	\$ -	\$ 720.00	\$ -	\$ 720.00	\$ 20.00	3500%
Inter Library Loan	\$ -	\$ 7.50	\$ -	\$ 7.50	\$ -	
Other*	\$ -	\$ 49.00	\$ 20.00	\$ 69.00	\$ 41.50	66%
TOTAL	\$299.90	\$ 1,433.93	\$666.00	\$2,399.83	\$ 1,231.65	95%

*Other includes Replacement of Books and Donation

Quarterly Library Statistics						
Members				Jun-23	Jun-22	
GISC	3,995	3,995	4,200	4,200	3,768	11%
Others (outside LGA)	107	107	107	107	101	6%
TAFE	193	193	194	194	177	10%
TOTAL	4,295	4,295	4,501	4,501	4,046	11%
People Counter				7,386	8,527	-13%
History Group				0	0	
Internet Usage						
Deepwater	17	7	11	35	24	46%
Emmaville	23	32	11	66	28	136%
Public	616	898	648	2,162	1,102	96%
WIFI	2,892	2,850	1,573	7,315	0	
TAFE	24	64	6	94	21	348%
TOTAL	3,572	3,851	2,249	9,672	1,175	723%
Home Library Service						
Members				Jun-23	Jun-22	
Glen Innes	32	32	31	31	73	-58%
Deepwater	0	0	0	0	4	
Emmaville	7	7	7	7	7	0%
	39	39	38	38	84	-55%
Issues						
Glen Innes	237	286	172	695	1,643	-58%
Deepwater	0	0	0	0	234	
Emmaville	98	95	85	278	397	-30%
	335	381	257	973	2,274	-57%
Art Gallery Visitors				700	171	309%
UNE /TNE Study Centre				Jun-23	Jun-22	
UNE Members	6	6	6	6	15	-60%
TAFE Members	6	6	6	6	6	0%

(b) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The delivery of Library services together with the facilities of the Learning Centre, including the William Gardner Conference Room, Art Gallery and the University of New England Study Centre, were included in the Operational Plan and Budget for the 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 Library and Learning Centre statistics across several reporting areas are continuing to improve overall, as the Glen Innes Severn community begins to use public spaces with more confidence and as the library's Annual Activities Program gains more diversity and consistency. This report is presented to Council to show relevant activities and statistics for the last quarter.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.14 GLEN INNES INDOOR STADIUM - PROPOSED DISCOUNT ON 2023/24 AND 2024/25 FEES AND CHARGES

ECM INDEXES:

Subject Index: **Glen Innes Indoor Stadium**

Customer Index: Glen Innes Netball Association
Glen Innes Futsal Club
Glen Innes Basketball Association

Property Index: **Glen Innes Indoor Stadium, West Avenue, Glen Innes.**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to seek Council’s endorsement to continue to offer a discount to the fees relating to *Hire of Court per Hour (Competition)* and *Hire of Court per Hour (Training)* relating to the Glen Innes Indoor Stadium in order to allow local sports associations to build capacity over a staged period of time to enable full fees to be charged by 2025/26 as follows:

- 2023/24 discount of 40%; and
- 2024/25 discount of 20%.

RECOMMENDATION

That Council continues to offer discounted fees relating to Hire of Court per Hour (Competition) and Hire of Court per Hour (Training) at the Glen Innes Indoor Stadium for local sports association over the next two years:

- ***2023/24 discount of 40%; and***
- ***2024/25 discount of 20%.***

REPORT

(a) Background

The new Glen Innes Indoor Stadium officially opened its doors for use in August 2022 after receiving both NSW and Federal Government funding for the construction of the facility.

At the Ordinary Council Meeting held on 28 April 2022, in preparation of the opening of the Glen Innes Indoor Stadium, Council resolved to discount the proposed *Hire of Court per Hour (Competition)* and *Hire of Court per Hour (Training)* fees by 50% for a 12-month period as follows:

12.04/22 Resolution

14. That a new line be added to the fees relating to Hire of a Court per Hour (Competition) and the fees relating to Hire of a Court per Hour (Training) relating to the Warwick Twigg Facility for local sports associations and that the fees for these associations be reduced by 50% to that of the listed price for a period of 12 months.

Moved Cr J Parry, Seconded Cr C Sparks

The abovementioned resolution clearly indicates that the discounted period was for 2022/23 only, with the intent that 2023/24 fees would be charged at the full rate.

At the April 2023 Ordinary Council Meeting, Council resolved to place the Draft 2023/24 Schedule of Fees and Charges on public exhibition. The Glen Innes Indoor Stadium fees and charges were incorporated within this document and detailed the proposed 2023/24 Schedule of Fees and Charges. No submissions were received regarding the Glen Innes Indoor Stadium's proposed 2023/24 fees during the public exhibition period. As a result, the Glen Innes Indoor Stadium Fees and Charges for 2023/24 were adopted by Council at the June 2023 Ordinary Council Meeting.

(b) Discussion

On 12 July 2023, Council received a combined proposal from the Glen Innes Netball Association, the Glen Innes Futsal Association and the Glen Innes Basketball Association (**Annexure A**).

The points raised in the proposal have been considered and it is recommended that a continuation of discounted fees in 2023/24 and 2024/25 be applied, enabling a three year discounted period for local sports associations to build capacity as follows:

- 2022/23 discount of 50% applied;
- 2023/24 discount of 40% proposed;
- 2024/25 discount of 20% proposed.

It is intended that full fees will be charged by 2025/26.

(c) Options

Option 1

That Council continues to offer discounted fees relating to Hire of Court per Hour (Competition) and Hire of Court per Hour (Training) at the Glen Innes Indoor Stadium for local sports association over the next two years:

- 2023/24 discount of 40%; and
- 2024/25 discount of 20%.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council retains the current Glen Innes Indoor Stadium Fees and Charges as published within the 2023/24 Schedule of Fees and Charges.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Anticipated 2023/24 revenue from *Hire of Court per Hour (Competition)* and *Hire of Court per Hour (Training)* at the Glen Innes Indoor Stadium for local sports association usage over the next two years will be decreased by 40% in 2023/24 and 20% in 2024/25.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Local Government Act 1993, Section 608 Council fees for services

- (1) A council may charge and recover an approved fee for any service it provides, other than a service provided, or proposed to be provided, on an annual basis for which it is authorised or required to make an annual charge under section 496 or 501.

(d) Risk

The potential risk of not applying a discount to the published 2023/24 and 2024/25 Glen Innes Indoor Stadium Fees and Charges is for decreased participation and utilisation of the facility by local sporting associations.

(e) Social

As stated in the combined proposal provided by the Glen Innes Netball Association, the Glen Innes Futsal Association and the Glen Innes Basketball Association, there is anticipated improved social benefits through increased community participation in sport as a result of discounted Glen Innes Indoor Stadium fees in 2023/24 and 2024/25.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Combined proposal received from the Glen Innes Netball Association, Glen Innes Futsal Club and Glen Innes Basketball Association (Annexure A).

(b) Internal

The General Manager and Manager Recreation and Open Spaces have been consulted on this matter.

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 has considered the points raised in the combined proposal received from the Glen Innes Netball Association, Glen Innes Futsal Club and Glen Innes Basketball Association (Annexure A) and recommends that a continuation of discounted fees in 2023/24 and 2024/25 be applied enabling three year discounted period for local sports associations to build capacity as follows:

- 2022/23 discount of 50% applied;
- 2023/24 discount of 40% proposed; and
- 2024/25 discount of 20% proposed.

It is intended that full fees will be charged by 2025/26.

ATTACHMENTS

Annexure A Combined Proposal by Glen Innes Netball Association, Glen Innes
Futsal Association and Glen Innes Basketball Association

REPORT TITLE: 7.15 AMENDED COMPANION ANIMAL REGISTRATION FEES 2023/2024

ECM INDEXES:

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

Customer Index: **Internal Dept – Ranger**

Property Index: **NIL**

AUTHOR: Vanessa Holloway - Technical Support Officer

PURPOSE

The purpose of this report is to inform Council of legislative changes to the Companion Animal Registration fees for the 2023/2024 Financial Year.

RECOMMENDATION

That Council notes the updated pricing for the Companion Animal Registration fees as issued by the Office of Local Government and makes the necessary adjustments to the Glen Innes Severn Council Operational Plan and Budget 2023/2024.

REPORT

(a) Background

The **Office of Local Government (OLG)** released its updated fee structure for the 2023/2024 Financial Year Companion Animal Registration fees after Council had adopted its Operational Plan and Budget 2023/2024 at the June 2023 Ordinary Council Meeting. Thus, the fees presented in that document are now outdated.

(b) Discussion

The OLG had a late release of its 2023/2024 Companion Animal Registration fees, therefore the updated fees were not included in the 2023/24 Operational Plan and Budget that was presented to Council for adoption at the June 2023 meeting.

The two fee structures are presented in **Annexure A**, and there are notable differences in the pricing between what was adopted in comparison to the newly released fees set by the OLG. As these updated fees are legislated by the NSW State Government, Council is required to administer these prescribed fees to residents to ensure parity between **New South Wales (NSW) Local Governments Areas (LGA)**.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There will be a minor increase in Council's revenue as a result of adopting the 2023/24 NSW State Government legislated Companion Animal fees and charges.

(b) Governance/Policy

Council's Operational Plan and Budget 2023/2024 will need to be updated to reflect the new pricing structure for Companion Animal Registration fees.

(c) Legislative/Statutory

Council is required to adopt these changes in accordance with the *Companion Animals Act 1998* and the accompanying Statutory Instrument, *Companion Animals Regulation 2018*.

(d) Risk

Council would be in breach of the *Companion Animals Act 1998* and the accompanying Statutory Instrument, *Companion Animals Regulation 2018* if the revised fees were not adopted.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Council was advised of the updated fee structure by the OLG.

(b) Internal

The Council Ranger and the Director of Place and Growth were consulted to ensure that Council is adhering to the legislative requirements.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Due to the OLG’s late release of its Companion Animal Registration fee structure, Council had adopted its Operational Plan and Budget 2023/2024, and this now needs to be updated. Council is required to amend the Companion Animal Registration fees presented in the Operational Plan and Budget 2023/2024 to adhere with the legislative requirements.

ATTACHMENTS

Annexure A Updated Companion Animal Registration fee structure

REPORT TITLE: 7.16 DEVELOPMENT ASSESSMENT REPORT: APRIL 2023 - JUNE 2023

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Reporting**

Customer Index: **INTERNAL DEPT: Place and Growth**

Property Index: **NIL**

AUTHOR: Vanessa Holloway - 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 April 2023 to 30 June 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 April 2023 to 30 June 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 April 2023 to 30 June 2023.

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

Applications Received and Determined	April 2023	May 2023	June 2023	Total for April - June Quarter 2023	Monthly Average for April - June Quarter 2023	Total for April - June Quarter 2022	Monthly Average for April - June Quarter 2022
DA Received	2	8	8	18	6	13	4.3
DA Determined	6	7	9	22	7.3	15	5
Average days for Determination	33	60.4	22.6		38.6		58.4
CDC Received	0	0	0	0	0	1	.3
CDC Determined	1	0	0	1	.3	1	.3
Average days for Determination	8	0	0		2.6		6
CC Received	3	4	5	12	4	9	3
CC Determined	6	3	2	11	3.6	9	3

Table 1

CDCs require the applicant to adhere to rigorous compliance requirements and thus result in a shorter processing period but fewer applications.

The number of DAs received by Council this quarter has increased when compared to the corresponding quarter last year, with DA determinations in this quarter also increasing. For DAs, monthly gross average processing times for the quarter was 38.6 days, significantly less than the April 2022 to June 2022 quarter.

Applications for CCs received by Council this quarter have also increased in comparison to the respective quarter last year, with the number of CC's determined in this quarter also increasing.

Table 2 below provides a summary of the number of DAs determined, the value of the work, type of development and the average determination, compared to 2021-2022 Financial Year.

Processing times can be impacted as a result of delays in receiving necessary paperwork from applicants, ongoing assistance applicants are requiring with using the NSW Planning portal, and external referrals to other state agencies which has further added to the time and administration effort required to process applications.

The Planning and Regulatory Services department has continued to operate below normal resourcing levels in the 2022-2023 Financial Year with staff vacancies in several key roles. This has affected the determination timeframes of DAs being assessed.

	2022-2023	2021-2022
Total Number of DAs Determined	92	80
Average Determination Time (days)	40	25
Value of DAs	\$14,512,505	\$14,729,273
Number of Single Dwellings	16	28
Number of Subdivisions	12	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	2021-2022
Total Number of CDCs Determined	8	7
Value of CDCs	\$239,035	\$612,900
Number of Single Dwellings	1 – Village	1 - Village
Withdrawn	3	-

Table 3

Table 4 below lists the DAs and CDCs determined during the period of 1 April 2023 to 30 June 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 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 April 2023 to 30 June 2023 to be publicly notified.

DA/CDC Number	Description	Location
#DA 56/22-23	Demolish Existing Shed and Carport and Erect Shed and Attached Carport	250 Meade Street, Glen Innes
DA 59/22-23	Erect Shed	160 Rodgers Road, Glen Innes
#DA 60/22-23	Secondary Dwelling	7 Salisbury Place, Glen Innes
#DA 55/22-23	Detached Garage	76 Forbes Street, Deepwater
#DA 17/21-22/A	Inclusion of bathroom in Shed	78 Lang Street, Glen Innes
DA 45/22-23	Alterations and Additions (Residential)	180 Bald Nob Road, Dundee
CDC 9/22-23	Erect Shed	145 Oliver Street, Glen Innes
#DA 61/22-23	Erect Garage	77 Lambeth Street, Glen Innes
DA 62/22-23	Erect Shed	9904 New England Highway, Glen Innes
DA 58/22-23	Alterations and Additions to Place of Public Worship	20 Church Street, Glen Innes
#DA 48/22-23	Two Lot Subdivision	108 Grey Street, Glen Innes
DA 64/22-23	Install Deck	81 Tenterfield Street, Deepwater
#DA 49/22-23	Two Lot Subdivision	203 Bourke Street, Glen Innes
DA 63/22-23	Install Manufactured Dwelling	529 Old Kookra Road, Lambs Valley
DA 69/22-23	Shed and Rainwater Tank	209 Grafton Street, Glen Innes
#DA 70/22-23	Shed and Shipping Container	12 Cameron Lane, Glen Innes

DA/CDC Number	Description	Location
DA 56/22-23/A	Demolish Shed and Carport and Erect New Shed and Attached Carport	250 Meade Street, Glen Innes
DA 66/22-23	Two Lot Subdivision	166 Macquarie Street, Glen Innes
DA 106/20-21/A	Part Demolition of Existing Garage and Storage Shed, Construct New Wall to Storage Shed, Alts to Proposed Laundry, Construct Attached Deck, Enclose Awning and Use of Enclosed Structure as Laundry	160 Church Street, Glen Innes
DA 72/22-23	Shed	5 Glencoe Street, Glencoe
DA 65/22-23	Dwelling and Temporary Use of Shipping Container	214 West Avenue, Glen Innes
DA 75/22-23	Boundary Adjustment	8015 New England Highway, Glencoe
DA 13/22-23/A	Residential Alterations and Additions (to existing dwelling)	3259 Mount Mitchell Road, Glencoe

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.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The information contained in this report has been collected in consultation with input from staff including the Town Planner, Building and Environmental Health Officer, Executive Assistant (DPG) and the 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 4.9.1: Provide Building Control services to adopted customer service standards and EH 4.9.4: Provide Town Planning services to adopted customer service standards.

CONCLUSION

Based on the information contained in this report, it clearly shows that the number of incoming DAs is steadily on the rise in comparison to the end of the financial year figures from 2021-2022. This in turn, is increasing the number of determination days to accommodate the increase in workload for the Planning and Regulatory Team. DA determination timeframes will continue to remain high whilst Council receives more applications than it has the ability to process each month.

ATTACHMENTS

There are no annexures to this report.

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

- Australian Local Government Association – newsletter;
- Inside Local Government – newsletters;
- Local Government NSW – newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports;
- Moree Plains Shire Council – new General Manager;
- National Australia Day Council – Call for 2024 nominations;
- Office of Local Government – Council circulars and newsletter;
- Rural Women’s Network – 30th Anniversary gathering; and
- Weekly Councillor updates from the General Manager.

Press Releases

- Arts North West;
- Local Government Professionals NSW; and
- Member for Northern Tablelands, The Hon. Adam Marshall.

Publications

- LG Focus – June 2023.

All the above documents and press releases were sent by email to each Councillor for their information as they were received.

REPORT TITLE: 9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Australian Standing Stones Management Board - 21/06/23
Annexure B Glen Innes Severn Cemetery Committee - 18/05/23
Annexure C Glencoe Hall Committee - 3/06/23
Annexure D Open Spaces Committee - 19/04/23
Annexure E Roads Consultative Committee - 18/05/23

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

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

Glen Innes and District Community Centre Management Committee	22/05/23
Local Traffic Committee	3/05/23

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

There are no annexures to this report.

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

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

Customer Index: **INTERNAL DEPT – Councillors**

Property Index: **NIL**

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

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 June 2023:

Name of Committee	Councillor Delegate(s)	Date
Aboriginal Consultative Committee	Cr Banham, Cr Sparks	26.6.23
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	21.6.23
Emmaville Mining Museum Committee	Cr Banham	15.6.23
Glencoe Hall Committee	Cr Parry, Cr Parsons	03.6.23
Glen Innes Severn Library Committee	Cr Banham	16.6.23
Minerama Committee	Cr Sparks, Cr Parsons	28.6.23
Open Spaces Committee	Cr Banham, Cr Arandale, Cr Sparks	28.6.23

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Emmaville Local Health Committee Meeting	1.6.23
	Deepwater Small Halls Event	2.6.23
	Visit businesses in the Local Government Area (LGA)	2.6.23
	Visit businesses in the LGA	5.6.23
	Visit businesses in the LGA	6.6.23
	Visit businesses in the LGA	7.6.23
	Hunter New England Health General Manager visit with Deputy Mayor and the General Manager	7.6.23
	Business Chamber Visit	7.6.23
	Councillor Workshop	7.6.23
	Visit businesses in the LGA	8.6.23
	Visit businesses in the LGA	9.6.23
	Visit Dr Swamadas to thank her for what she has done for the community	9.6.23
	Myall Creek Memorial	11.6.23
	Travel to Canberra for Australian Local Government Association National General Assembly 2023	12.6.23
	Australian Local Government Association National General Assembly 2023	13.6.23 until 16.6.23
	Coalition of Renewal Energy Mayors (CoREM) Exec Meeting	14.6.23
	Dinner at Parliament House	15.6.23
	Australian Standing Stones Management Board Meeting	21.6.23
	Pre-Meeting Briefing Session	22.6.23
	Ordinary Council Meeting	22.6.23
	GLENRAC Management Committee Meeting	23.6.23
	CoREM – DPE Energy Policy Meeting	23.6.23
	Creating Capability and Confidence for Community Champions Program Dinner	26.6.23
Police Kids Boot Camp at King George Oval	27.6.23	
GLENRAC Blue Sky Thinking Meeting	27.6.23	
Open Spaces Committee Meeting	28.6.23	

Councillor	Name of Meeting / Function	Date attended
	Lions Club of Glen Innes Changeover Dinner	28.6.23
	Emmaville Rural Fire Service Presentation of Advanced Firefighter (AF) Certificates	29.6.23
	Meeting with Community Member	30.6.23
	Zoom Meeting with Community Power Agency	30.6.23
	Retirement Afternoon Tea for Lyn Starkey, Principal, West Glen Infants School	30.6.23
Cr T Arandale (Deputy Mayor)	Local Health Advisory Committee (LHAC) Meeting	5.6.23
	Hunter New England Health General Manager visit with Mayor and the General Manager	7.6.23
	Councillor Workshop	7.6.23
	Pre-Meeting Briefing Session	22.6.23
	Ordinary Council Meeting	22.6.23
	Q & A session at the HUB	27.6.23
	Open Spaces Committee Meeting	28.6.23
Cr T Alt	Councillor Workshop	7.6.23
	<i>On leave during the month</i>	
Cr L Gresham	Councillor Workshop	7.6.23
	Attract Connect Stay AGM	15.6.23
	Women's Health Day at Deepwater School of Arts	16.6.23
	Australian Standing Stones Management Board Meeting	21.6.23
	Pre-Meeting Briefing Session	22.6.23
	Ordinary Council Meeting	22.6.23
Cr J Parry	Glencoe Hall Committee Meeting	3.6.23
	Councillor Workshop	7.6.23
	Travel to Canberra for Australian Local Government Association National General Assembly 2023	12.6.23
	Australian Local Government Association National General Assembly 2023	13.6.23 until 16.6.23
	Pre-Meeting Briefing Session	22.6.23
	Ordinary Council Meeting	22.6.23
	Water Management Conference at Parkes	26.6.23 until 28.6.23

Councillor	Name of Meeting / Function	Date attended
Cr A Parsons	Councillor Workshop	7.6.23
	Ordinary Council Meeting	22.6.23
	Glen Innes and District Community Centre Committee Meeting	26.6.23
Cr C Sparks	Councillor Workshop (via Teams)	7.6.23
	Glen Innes Family Youth and Support Services Meeting	13.6.23
	Attract Connect Stay AGM	15.6.23
	Trivia Night Fundraiser for Attract Connect Stay	17.6.23
	Glen Innes Art Gallery Committee Meeting	19.6.23
	Glen Innes and District Community Centre Committee (Assessment of new Coordinator)	21.6.23
	Pre-Meeting Briefing Session	22.6.23
	Ordinary Council Meeting	22.6.23
	Aboriginal Consultative Committee Meeting (cancelled)	26.6.23
	Glen Innes and District Community Centre Committee Meeting	26.6.23
	Meeting with Director of Corporate and Community Services	27.6.23
	Minerama Committee Meeting (no quorum)	28.6.23
	Attract Connect and Stay Meeting	29.6.23

(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

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATION

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

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Project Jigsaw Implementation Update</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>
<i>12.2</i>	<i>Sale of 23 Bourke Street, Deepwater</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>

The following two (2) recommendations will also be put to the Closed Council:

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

RECOMMENDATION

That the Confidential Closed Council Resolutions be recommended for adoption to the Ordinary Meeting of Council.