

Glen Innes Severn Council Meeting

24 AUGUST 2023

Annexures

ANNEXURES

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
28/05/2020	7.18	Dumaresq Street Industrial Estate	Moved Cr C Price Secoded Cr A Parsons 19.05/20 RESOLUTION That Council: 1. Lodges a Development Application for a five (5) lot subdivision on Lot 1 DP 500396, Dumaresq Street in accordance with the provisions of the Environmental Planning and Assessment Act 1979. 2. On completion of the subdivision, appoints Liston Legal to undertake a contract of sale with Mr DeJong subject to vendor mortgage as outlined in this report. 3. Initially promotes the sale of the three (3) lots for industrial land in Lot 1 DP 500936 on the Glen Innes Highlands website and other suitable mediums, as identified in the body of this report. 4. Offers the three (3) lots for sale at \$50,000 plus GST and that successful applicants be offered a five (5) year interest free vendor finance mortgage. 5. Requests applicants expressing interest to purchase land to demonstrate the following criteria: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The capacity of the future development to create local employment; <input checked="" type="checkbox"/> The quality of the Expression of Interest, supporting their proposed future development (for example, a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial plan/budget); and 	31/12/2023	Hunt, David	<p>19 Jun 2020 3:03pm Price, Graham</p> <p>Item 1 completed and with GM for signing and final lodgement.</p> <p>19 Jun 2020 3:04pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 11 June 2020 to 28 August 2020</p> <p>09 Jul 2020 3:32pm Price, Graham</p> <p>Item 1 completed and DA lodged.</p> <p>14 Jul 2020 9:30am Price, Graham</p> <p>MED requested to promote the land as per Council resolution on the 14/7/2020. Following promotion carried out:, 1. Added to Glen Innes Highlands site - https://gleninneshighlands.com/existing-assets.html, 2. Posted onto Glen Innes Highlands Facebook page, 3. Shared to GISC Facebook page, 4. Shared to 'Glen Innes Business Support' Facebook group.</p> <p>10 Aug 2020 4:15pm Price, Graham</p> <p>Promotion has been carried out through the VIC. Subdivision DA has been lodged and is pending approval.</p> <p>25 Aug 2020 2:35pm Price, Graham</p> <p>Item 2 is the only remaining item to be actioned and this cannot be completed until such time as the DA is approved and a Subdivision Certificate issued allowing registration to occur with the Land Titles Office.</p> <p>25 Aug 2020 2:37pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 28 August 2020 to 30 October 2020 - Item 2 cannot be completed until DA is approved and subdivision is registered.</p> <p>10 Sep 2020 2:51pm Price, Graham</p> <p>The Development consent has been approved which will now allow the pursuing of the Subdivision certificate.</p>

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			<p>☐ The demonstrated ability of the individual, organisation or company to deliver a development on the site in a timely manner.</p> <p>CARRIED</p>			<p>30 Sep 2020 8:35am Price, Graham Surveyor to be engaged to finalise the survey.</p> <p>29 Oct 2020 2:26pm Price, Graham - Target Date Revision Target date changed by Price, Graham from 30 October 2020 to 31 March 2021 - Delays have been experienced with appointing a Surveyor to undertake the preparation of the linen plan.</p> <p>29 Oct 2020 2:26pm Price, Graham Pending a quotation from Surveyor Jim Noad to finalise the linen plan.</p> <p>17 Nov 2020 4:07pm Price, Graham Further consultation with Preferred Energy who are undertaking the electricity design for the subdivision. Negotiations continuing with the Surveyor for the final preparation of the linen plan.</p> <p>02 Dec 2020 11:39am Price, Graham Works including sealing of road and K&G scheduled for March 2021. Negotiations underway with Surveyor to undertake the required land survey. Survey to be completed by 28 February 2021.</p> <p>15 Feb 2021 9:30am Price, Graham Preliminary site work has commenced and road works and kerb & gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb & gutter and placement of survey markers. Survey expected to be completed by the end of April.</p> <p>15 Feb 2021 9:33am Price, Graham - Target Date Revision Target date changed by Price, Graham from 31 March 2021 to 28 May 2021 - Surveyor wants to have survey marks completed in kerb & gutter prior to undertaking survey work. K&G to be completed by the end of March.</p> <p>10 Mar 2021 12:20pm Price, Graham Surveyor appointed to undertake survey work. Roadworks scheduled for completion by 30 June 2021.</p>

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						<p>09 Apr 2021 3:24pm Price, Graham</p> <p>Project on track for completion by 30 June due to wet weather delaying the capital works schedule.</p> <p>13 May 2021 2:48pm Price, Graham</p> <p>Finalisation of the survey is dependant on completion of the kerb and gutter and roadworks. This work is scheduled for completion by 30 June 2021.</p> <p>19 May 2021 1:24pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 28 May 2021 to 30 June 2021 - Pending Infrastructure timetable.</p> <p>07 Jun 2021 3:03pm Price, Graham</p> <p>Work scheduled to be completed by 30 June 2021. Roadworks and kerb and guttering will then allow the completion of the subdivision certificate.</p> <p>07 Jun 2021 3:15pm Price, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 June 2021 to 26 November 2021 - Registration of the subdivision is likely to take some months as it requires Land Title Office approval.</p> <p>07 Jul 2021 10:16am Price, Graham</p> <p>Work commenced on road and kerb and gutter but delayed due to wet weather.</p> <p>10 Aug 2021 5:10pm Price, Graham</p> <p>Wet weather continues to delay works. Survey cannot be completed until such time as the kerb and gutter is completed.</p> <p>07 Sep 2021 2:22pm Price, Graham</p> <p>Road works are continuing and kerb and gutter scheduled for completion by the end of September 2021. On completion of the kerb and guttering the survey and subdivision can be completed. A draft Contract of Sale is being prepared for Catchpower subject to a 50% deposit being paid to cover any lost revenue to Council since May 2020.</p>

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						<p>12 Oct 2021 8:57am Price, Graham</p> <p>Kerb & guttering completed and sealing of the road is pending. Surveyor is now able to pursue the finalisation of the survey to allow the lots to be registered.</p>
						<p>03 Nov 2021 2:34pm Price, Graham</p> <p>This item is completed with the exception of a Council report to authorise the General Manager to finalise the Contract of Sale on the completion of the subdivision.</p>
						<p>04 Nov 2021 2:54pm Price, Graham - Reallocation</p> <p>Action reassigned to James, Sari by Price, Graham - The only remaining action is the preparation of the Contract of Sale which the Property Officer is undertaking. All other items have been completed.</p>
						<p>10 Nov 2021 9:03am James, Sari</p> <p>As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.</p>
						<p>17 Nov 2021 9:16am James, Sari</p> <p>As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.</p>
						<p>17 Nov 2021 9:17am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 26 November 2021 to 16 December 2021</p>
						<p>22 Nov 2021 11:10am James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 16 December 2021 to 25 February 2022</p>
						<p>25 Nov 2021 10:52am James, Sari</p> <p>As the property Officer I am waiting on Council's legal representative to get back to me with further information and understanding of the subdivision. I have left a message with him again this week.</p>

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						<p>08 Dec 2021 9:06am James, Sari</p> <p>I have called Council's legal representative and left a message today with the receptionist.</p> <p>12 Jan 2022 9:07am James, Sari</p> <p>I contacted the Surveyor who has stated he has passed on this information to Council's legal representative.</p> <p>14 Feb 2022 12:50pm James, Sari</p> <p>Surveyor has been contacted and will meet with Council survey team this week to discuss the site.</p> <p>15 Feb 2022 1:15pm James, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 25 February 2022 to 30 July 2022 - This resolution requires surveys, subdivision, drafting of contracts, expressions of interest, and multiple land sales process.</p> <p>24 Feb 2022 2:45pm James, Sari</p> <p>Council survey team to meet with surveyor to survey the site, aiming for next week.</p> <p>09 Mar 2022 8:55am James, Sari</p> <p>Survey team of Council is meeting the Surveyor on Monday the 14th, Council's Survey team will be competing the drainage and the Surveyor will be completing the subdivision after the meeting.</p> <p>15 Mar 2022 4:22pm James, Sari</p> <p>Survey team met with the Surveyor on Monday the 14th of March, Council is now waiting upon the response from the visit.</p> <p>30 Mar 2022 11:07am James, Sari</p> <p>Surveyor has pegged the area and needs to come back for further surveying when he weather has cleared.</p> <p>07 Apr 2022 3:55pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role.</p>

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						<p>27 Apr 2022 8:44am Reid, Adam</p> <p>Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p>
						<p>28 Apr 2022 10:25am Reid, Adam</p> <p>Property Officer contacted Surveyor. Surveyor has not finished survey work due to personal illness. Surveyor to report back within two weeks.</p>
						<p>26 May 2022 10:37am Reid, Adam</p> <p>Due to ongoing illness, contracted surveyor unable to continue job. Surveyor agreed to send his field notes to Property Administration Officer. Property Administration Officer to seek quotes for new surveyor to finalise survey.</p>
						<p>09 Jun 2022 9:32am Reid, Adam</p> <p>PAO has requested quotes from two local surveying groups. Awaiting reply.</p>
						<p>14 Jun 2022 3:03pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 July 2022 to 31 October 2022 - Property Administration Officer awaiting further details on quote from new surveyors.</p>
						<p>15 Jul 2022 10:03am Reid, Adam</p> <p>Surveyors "New England Surveying & Engineering" have been selected to survey the land. On first inspection, surveyor recommended changes as to how to subdivide the area more thoroughly. Changes being reviewed by Director of Infrastructure Services and Senior Design Officer</p>
						<p>08 Aug 2022 2:09pm Reid, Adam</p> <p>Discussions held between New England Surveying and Engineering, Director of Infrastructure Services, and Senior Design Officer about proposed changes to subdivision plan held. Changes have been made to the plan.</p>
						<p>26 Aug 2022 10:20am Reid, Adam</p> <p>New England Surveying and Engineering provided Draft Subdivision Plan.</p>

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						<p>DDPRS to finalise the outstanding Conditions of Consent before submitting for authorisation.</p> <p>06 Oct 2022 3:35pm Reid, Adam</p> <p>Acting Director of Development Planning and Regulatory Services is currently applying for an NMI to allow and electrical plan to be prepared before moving forwards.</p> <p>09 Nov 2022 10:54am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 October 2022 to 30 April 2023 - Works to ensure adherence to the Development Application requirements have not yet been completed.</p> <p>17 Nov 2022 11:59am Reid, Adam</p> <p>An expression of interest has been received for one lot. A separate report will be prepared for Council.</p> <p>16 Feb 2023 10:11am Reid, Adam</p> <p>Discussions have been held between the General Manager, Director of Place and Growth, and Director Infrastructure Services to decide which department will continue to finalise the conditions for subdivision. Due to possible conflicts of interest as Director of the department which approves Subdivision Certificates, it was decided that the Director of Infrastructure continue to complete all works to comply with the subdivision conditions.</p> <p>13 Mar 2023 11:32am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - This project will be overseen by Council's property team moving forward.</p> <p>14 Mar 2023 2:45pm Hunt, David</p> <p>Meeting has taken place between Mike Stone (Senior Design Officer) and Liston Legal with further steps to be taken to be advised to the General Manager and Director of Infrastructure Service. Awaiting official letter advising of next steps from Liston Legal, Estimated Budget for civil and landscaping works including fencing, screen plantings and driveway access has been provided by Mike Stone.</p> <p>16 Mar 2023 11:32am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 30 April 2023 to 31 December</p>

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						<p>2023 - Delays anticipated in completing conditions of consent.</p> <p>17 Apr 2023 4:08pm Hunt, David</p> <p>Senior Design Officer (Mike Stone) continuing to work through quotes for Condition of Consent works to be completed for DA approval. This also includes quotes for electricity to the proposed lots. Additional Budget to be created for these works with Council report due for May Council meeting.</p> <p>10 May 2023 4:07pm Hunt, David</p> <p>MANEX report created to review and discuss budget required for Development Assessment Conditions of Consent. After MANEX review, this will progress to Council for discussion and a Resolution.</p> <p>31 May 2023 8:12am Hunt, David</p> <p>Council passed Resolution 20.05/23 to approve an expenditure budget of \$198,446 for the completion of outstanding works for the proposed Industrial Subdivision at 180 Dumaresq Street. Project Plan to be created to commence works.</p> <p>14 Jun 2023 8:29am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application.</p> <p>11 Jul 2023 11:32am Hunt, David</p> <p>Senior Design Officer progressing with physical works required as per Conditions of Consent on Development Application. Designers have been engaged for electricity and NBN upgrade.</p> <p>14 Aug 2023 4:36pm Hunt, David</p> <p>Old fencing removed, block tidied, fencing contractors being sought by quotation to install required screening/fencing., Electrical and NBN design nearing completion, preliminary applications to utility authorities underway., Agreement of works to be completed on Lot 4 (Mr DeJong future property) determined with DIS., Landscaping/screening design underway., Inter-allotment drainage design completed, construction/set-out plans for drainage works underway.</p>

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25/08/2022	7.27	Boundary Realignment request between Glen Innes Severn Council and Inverell Shire Council	<p>Moved Cr A Parsons Seconded Cr T Alt</p> <p>29.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas by transferring part of Crown Land Road Corridor between Lot 107 DP753292 and Lot 2 DP1187044 having an area of approximately 700m² from the Inverell Shire Council Local Government Area to the Glen Innes Severn Council Local Government Area; 2. Makes an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and Inverell Shire Council; and 3. Obtains a prior commitment from the requesting party that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Glen Innes Severn Council. <p>CARRIED</p>	30/11/2023	Hunt, David	<p>09 Sep 2022 10:47am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 08 September 2022 to 31 December 2022 - Letter to Inverell Shire Council not yet approved.</p> <p>09 Sep 2022 12:16pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 December 2022 to 30 June 2023 - After investigation into past Boundary Realignment, time frame extended.</p> <p>06 Oct 2022 3:39pm Reid, Adam</p> <p>As the Property Administration Officer has been deployed to another department for emergency staffing, no further actions have been taken. A letter to Inverell Shire Council will be prepared on the Property Administration Officers return.</p> <p>17 Nov 2022 12:01pm Reid, Adam</p> <p>Action has not progressed as Property Officer has been diverted to alternate duties</p> <p>21 Dec 2022 1:40pm Reid, Adam</p> <p>Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting.</p> <p>01 Feb 2023 12:02pm Reid, Adam</p> <p>Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting.</p> <p>13 Mar 2023 11:38am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - Reallocated to the Manager of Asset Services as the Property Officer has been tasked elsewhere for a period of time.</p>

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						<p>13 Mar 2023 11:58am Hunt, David</p> <p>Property Administration Officer (PAO) awaiting official notification from Inverell Shire Council on Council resolution from 22.02.23. Inverell Shire Council Minutes of Ordinary Council Meeting notes that Council accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas. PAO will request notification from Inverell Shire Council as a follow-up activity. Submission will be submitted to the Minister for Local Government and Governor for review.</p>
						<p>16 Mar 2023 11:55am Hunt, David</p> <p>Property Administration Officer received confirmation via email of agreement from Inverell Shire Council noting that as the land has historically been un-rateable land, there is no need for negotiations between Councils regarding rates. Property Administration Officer to write application to the Minister for Local Government and Governor.</p>
						<p>18 Apr 2023 8:57am Hunt, David</p> <p>Property Administration Officer is preparing the application to the Minister for Local Government and Governor.</p>
						<p>11 May 2023 10:38am Hunt, David</p> <p>Property Administration Officer is preparing the application to the Minister for Local Government and Governor with the submission to be made in June 2023.</p>
						<p>31 May 2023 8:16am Hunt, David</p> <p>Property Administration Officer is preparing the application to the Minister for Local Government and Governor with the submission to be made in June 2023.</p>
						<p>02 Jun 2023 3:06pm Hunt, David</p> <p>PAO made submission on 02.06.23.</p>
						<p>14 Jun 2023 8:33am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 30 June 2023 to 30 November 2023 - Target date changed to allow submission to be reviewed and approved by the Minister for Local Government and the Governor.</p>

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						<p>30 Jun 2023 3:16pm Hunt, David</p> <p>Currently sitting with NSW Spatial Services who are drawing up the map of boundary alignment for concurrence between GISC and Inverell Shire Council. Expected delivery July 2023.</p> <p>10 Jul 2023 4:34pm Hunt, David</p> <p>Currently sitting with NSW Spatial Services who are drawing up the map of boundary alignment for concurrence between GISC and Inverell Shire Council. Expected delivery July 2023.</p> <p>14 Aug 2023 3:01pm Hunt, David</p> <p>Currently sitting with NSW Spatial Services who are drawing up the map of boundary alignment for concurrence between GISC and Inverell Shire Council. Expected delivery was July 2023 however this has been pushed out.</p>
25/08/2022	7.25	Operation of the Glen Innes Aquatic Centre	<p>Moved Cr T Alt Seconded Cr T Arandale</p> <p>27.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Instructs the General Manager to consider a full-service review of the Glen Innes and Emmaville Aquatic Centres in the 2022-2023 Operational Plan and Budget; 2. Seeks Expressions of Interest to lease the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre commencing in the 2023-2024 Financial Year; and 3. Endorses the continuation of a further one (1) year for the current lease agreement for the Emmaville Aquatic Centre. <p>CARRIED</p>	29/09/2023	Archibald, Graham	<p>29 Aug 2022 2:46pm Archibald, Graham</p> <p>Letter of Offer written and signed off by the Contractor at Emmaville Aquatic Centre to extend the Lease for a further one (1) year after current lease runs out at the end of the current season 2022-2023. This now extends the lease to the end of the 2023-2024 Season. Signed letter has been entered into ECM.</p> <p>29 Aug 2022 2:50pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 08 September 2022 to 31 October 2022 - The date has been extended so as to allow the research for monies and to communicate with the GM to see how Council wants to proceed with the Service review.</p> <p>18 Oct 2022 1:45pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 31 October 2022 to 30 June 2023</p> <p>18 Oct 2022 1:48pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 30 June 2023 to 30 June 2023 - To be able to search for avenues of funding to carry out the Service review of the two Aquatic Centres and to also consult with the new Director of Growth and Place who has experience in these types of reviews.</p>

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						<p>18 Oct 2022 1:48pm Archibald, Graham</p> <p>To be able to search for avenues of funding to carry out the Service review of the two Aquatic Centres and to also consult with the new Director of Growth and Place who has experience in these types of reviews the action date has been changed to the 30 June 2023. EOI's will be prepared for advertising February 2023 for the leasing of the two Centres.</p> <p>11 Nov 2022 11:39am Archibald, Graham</p> <p>EOI's will be prepared for advertising once a service review is conducted and finalised for the operational lease of the Aquatic Centre. Date aimed for 30 June 2023</p> <p>02 Dec 2022 8:14am Archibald, Graham</p> <p>Consultation with the new Director of Place and Growth has occurred, the task of carrying out the aquatic centres service review has commenced.</p> <p>15 Feb 2023 2:03pm Archibald, Graham</p> <p>The review is well under way and has also been sent to finance for their input.</p> <p>18 Apr 2023 10:12am Archibald, Graham</p> <p>Finance have supplied the review information requested to continue with the swim centre reviews.</p> <p>15 May 2023 1:14pm Archibald, Graham</p> <p>Review of Aquatic Centres Continuing with services provided and Opening Hours being investigated.</p> <p>14 Jun 2023 7:39am Archibald, Graham</p> <p>Investigation and review is continuing, research into other Councils Operations and fees for the new 2023-2024 year being sought.</p> <p>14 Jun 2023 7:41am Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 30 June 2023 to 29 September 2023 - Investigation and review is continuing, research into other Councils Operations and fees for the new 2023-2024 year being sought.</p>

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						<p>11 Jul 2023 7:45am Archibald, Graham</p> <p>Review is still underway aiming for a report to the September Council Meeting 2023.</p> <p>17 Aug 2023 8:31am Archibald, Graham</p> <p>Aiming for a report to the December 2023 Meeting of Council, allowing for a full analysis of the Aquatic Centres.</p>
27/10/2022	7.16	Acquisition of Lot 721 DP 753282, Blue Hills Road	<p>Moved Cr A Parsons Seconded Cr J Parry</p> <p>18.10/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Proceeds with the compulsory acquisition of land described as Lot 721 DP 753282 for the purpose of landfill buffer in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. Makes an application to the Minister of Local Government and the Governor of NSW for approval to acquire Lot 721 DP 753282 by compulsory process under section 186(1) of the Local Government Act 1993. Upon acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes, classifies the land as Operational Land. Authorises for the Mayor and the General Manager to sign the necessary documents relating to the acquisition of Lot 721 DP 753282 Blue Hills Road, Glen Innes. <p>CARRIED</p>	30/12/2023	Reid, Adam	<p>31 Oct 2022 9:43am Lamsal, Pramod - Completion</p> <p>Action completed by Lamsal, Pramod - Resolved by Council meeting on 27 Oct 2022.</p> <p>23 Jun 2023 2:24pm Duffell, Debbie - Completion</p> <p>Uncompleted by Duffell, Debbie</p> <p>10 Jul 2023 12:21pm Reid, Adam</p> <p>Property Administration Officer currently in discussions with Crown Land on how to progress the purchase of the land in question. Meeting between Crown Lands, Property Administration Officer, Director Infrastructure Services, and Director Place and Growth to occur 14th July 2023</p> <p>10 Jul 2023 12:24pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 10 November 2022 to 30 December 2023 - Property Administration Officer continuing on work from past employees</p> <p>25 Jul 2023 10:39am Reid, Adam</p> <p>Native Title Consultant to be hired to ensure proper procedure is completed.</p>

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27/10/2022	7.3	Local Economic Development Support Fund Policy Applications	Moved Cr J Parry Seconded Cr T Arandale 5.10/22 RESOLUTION THAT Council: 1. Reimburses Attract Connect Stay – Glen Innes \$21,955 for the Community Workforce Recruiter Connector Feasibility Study with 50% payment to commence the project and 50% payment on completion and presentation to Council of the Feasibility Study. 2. Reimburses the Glen Innes Show Society \$7,000 for the 2023 Annual Glen Innes Show, with 50% reimbursed prior to the event, and 50% reimbursed following the successful holding of the event. 3. Reimburses the Ben Falls Retreat \$7,045 for the expansion of cabin accommodation with 100% paid on approval and provision of the Development Application for the cabins to Council. 4. Reimburses Karinya \$20,000 for the construction of new units with 100% paid on approval and provision of the Complying Development Certificate to Council. 5. Reimburses Spend In Glen \$10,000 for the operation of the 2023 Christmas Promotion with 100% paid on receipt of invoice to Council. 6. Reimburses Glen Industries \$25,000 for the acquisition and commissioning of plastic recycling equipment on receipt of invoice to Council, the inclusion of the supplier invoice as proof of purchase, and confirmation in writing that the equipment will be installed in the Glen Innes premises prior to monies being released.	31/08/2023	Bombell, Rhonda	14 Nov 2022 9:39am Davis, Margot - Target Date Revision Target date changed by Davis, Margot from 10 November 2022 to 30 November 2022 - Margot has been on leave however should be completed by 18 November 2022. 02 Dec 2022 9:27am Burley, Gayleen Spend in Glen and Glen Innes Show Society have been sent their Service Agreements in accordance with the Council resolution. Council is awaiting further details and confirmation of project delivery dates from the remaining three recipients before issuing Service Agreements/funding. 07 Feb 2023 1:02pm Duffell, Debbie - Reallocation Action reassigned to Bombell, Rhonda by Duffell, Debbie - Reallocation requested by the Director of Place and Growth 09 Feb 2023 2:39pm Bombell, Rhonda Grants Officer has forwarded official notification letters to each of the recipients in November and December 2022. Service agreements have been counter signed and executed with Glen Innes Show Society and Spend In Glen. \$10,000 allocation for Spend in Glen has been paid in full as per Council resolution 50% instalment payment to Glen Innes Show Society. In regard to the remaining recipient service agreements the Grants Officer is awaiting further instruction from senior management in regard to activity deadlines. 09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 30 November 2022 to 28 February 2023 - When confirmation from senior management on activity deadlines is received, service agreements will be sent out to remaining recipients for signing and execution. Recipient Glen Industries are required to complete additional requirements as per Council resolution prior to service agreement execution. 09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 28 February 2023 to 28 February 2023

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			Further, that in order to receive the \$25,000, Glen Industries must comply with the conditions of their Lease and supply Council with all requirements regarding their Lease Agreement as previously requested – the Annual Lease Agreement for the Glen Innes Landfill Recycling requires an Annual Report regarding the amount of recycling material processed through the recycling centre.			09 Mar 2023 2:02pm Bombell, Rhonda Upon approval from Director of Place and Growth and acting Economic Development Manager grants officer has customised service agreements to remaining recipients has per Council resolution. Glen Industries counter signed service agreements have now been sent.
			7. Requests the Manager of Economic Development to write to all unsuccessful applicants outlining how future submissions could be improved to meet the criteria and provisions of the Local Economic Development Support Fund Policy.			14 Mar 2023 9:08am Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 28 February 2023 to 28 April 2023 - Decision and direction has been made by Director of Place and Growth in consultation with acting Manager of Economic Development and Grants Officer. The remaining service agreements can be distributed to remaining recipients and has been actioned and awaiting remaining to be signed and executed to complete this action.
			8. Requests the Manager Economic Development to communicate to all successful applicants the outcome of their application including a stipulation of the funding to provide Council with evidence of the project completion and invite Council to official openings, events or otherwise in recognition of Council's contribution to their project.			14 Mar 2023 9:15am Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 28 April 2023 to 28 April 2023
			CARRIED			18 Apr 2023 10:56am Burley, Gayleen - Target Date Revision Target date changed by Burley, Gayleen from 28 April 2023 to 31 July 2023 - Limited staff resourcing at this time. Priority focus for Economic Development staff has been on the delivery of key events Minerama and ACF).
						15 May 2023 2:13pm Bombell, Rhonda - Target Date Revision Target date changed by Bombell, Rhonda from 31 July 2023 to 31 July 2023
						15 May 2023 2:18pm Bombell, Rhonda - Completion Completed by Bombell, Rhonda (action officer) on 15 May 2023 at 2:18:53 PM - Acting MED and Grants Officer will be completing a background analysis to determine if the LEDSF continues in the same nature or if its intent changes. A report will be sent through to MANEX after the completion of the background analysis Monday 22 May.
						16 May 2023 9:42am Duffell, Debbie - Completion Uncompleted by Duffell, Debbie

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						<p>15 Jun 2023 9:58am Bombell, Rhonda</p> <p>A report is currently being completed with required details that are available to be presented to MANEX for discussion and decision.</p> <p>11 Jul 2023 8:58am Bombell, Rhonda</p> <p>A report is currently being completed with required details that are available to be presented to MANEX for discussion and decision.</p> <p>09 Aug 2023 12:50pm Bombell, Rhonda</p> <p>A report is currently being completed with required details that are available to be presented to MANEX for discussion and decision.</p> <p>14 Aug 2023 2:40pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 31 July 2023 to 31 August 2023 - The date is revised as the policy is still awaiting internal feedback.</p>
15/12/2022	7.13	LEP Map Error - 1278 Glen Elgin Road, Glen Elgin	<p>Moved Cr L Gresham Seconded Cr J Parry</p> <p>15.12/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Resolves to forward the Section 3.22 of the Environmental Planning and Assessment Act Submission Report to the Minister for Planning to expedite the Local Environmental Plan map amendment; and Notifies the landowners of the resolution. <p>CARRIED</p>	30/09/2023	Taminiau, Kathleen	<p>08 Feb 2023 8:42am Taminiau, Kathleen</p> <p>Council forwarded the 3.22 submission report to the Department of Planning on 19/12/2022. The Department of Planning rejected the submission due to the submission being unable to comply with s3.22 as a minor correction or error noting; 1. The draft LEP was exhibited as E3 for the land., 2. Council resolved to make the LEP as E3 for the land., 3. The highly vegetated nature of the land., Council notified the landowners of the resolution and outcome of the submission (rejection) to the landowners on 23/01/2023., Council is now undertaking further investigations in relation to this matter including engagement with multiple State Government Departments/Agencies and review of historical records.</p> <p>08 Feb 2023 8:49am Taminiau, Kathleen - Target Date Revision</p> <p>Target date changed by Taminiau, Kathleen from 29 December 2022 to 31 March 2023</p> <p>18 Apr 2023 11:50am Burley, Gayleen - Target Date Revision</p> <p>Target date changed by Burley, Gayleen from 31 March 2023 to 30 June 2023 - Council is engaging with multiple State Government Agencies to assist in resolving this matter.</p>

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						<p>16 Jun 2023 9:03am Taminiau, Kathleen - Target Date Revision</p> <p>Target date changed by Taminiau, Kathleen from 30 June 2023 to 31 August 2023 - The matter is taking longer to resolve with the NSW Department of Planning then first estimated</p> <p>16 Jun 2023 9:06am Taminiau, Kathleen</p> <p>GIPA has been lodged with NSW Department of Planning and Environment requesting any records they have in relation to this matter during the making of the 2012 Glen Innes Severn Local Environment Plan (LEP)</p> <p>13 Jul 2023 2:55pm Taminiau, Kathleen</p> <p>Response received from DPE re GIPA 28/06/2023. Meeting with GM & DP&G to discuss finding held on 12/07/2023. Resolved to schedule a Council workshop in August to discuss next steps with this matter. Date TBA</p> <p>16 Aug 2023 4:54pm Taminiau, Kathleen</p> <p>Presentation was provided to Councillors at Councillor workshop on 10/08/2023. DP&G to arrange discussions with landholder. Date TBA</p> <p>16 Aug 2023 4:57pm Taminiau, Kathleen - Target Date Revision</p> <p>Target date changed by Taminiau, Kathleen from 31 August 2023 to 30 September 2023</p>
15/12/2022	12.1	Expression of Interest - Proposed Industrial Subdivision Dumaresq Street	<p>Moved Cr T Arandale Seconded Cr L Gresham</p> <p>29.12/22 RESOLUTION</p> <p>THAT Council:</p> <p>1. Accepts “in principle” and “without prejudice” the expression of interest submitted by Sandra and Stafania Pallotta from The Organic Tshirt Factory to purchase proposed Lot 3 from the subdivision on Lot 1 DP 500396, 180 Dumaresq Street, Glen Innes industrial land;</p>	31/12/2023	Hunt, David	<p>03 Feb 2023 2:09pm Duffell, Debbie - Reallocation</p> <p>Action reassigned to Appleby, Keith by Duffell, Debbie - This project is now being delivered by Infrastructure Services.</p> <p>07 Feb 2023 12:01pm Duffell, Debbie - Reallocation</p> <p>Action reassigned to Price, Sam by Duffell, Debbie - Keith Appleby on leave.</p> <p>07 Feb 2023 1:59pm Price, Sam - Target Date Revision</p> <p>Target date changed by Price, Sam from 29 December 2022 to 13 March 2023 - New Surveying contractor working thru DA conditions to finalise sub division</p>

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	2.		As per Council resolution 26.11/22, procures a valuation to be undertaken on the remaining four (4) undeveloped lots being lots 1, 2, 3 and 5 and delegates the General Manager or his delegate to negotiate a contract for the sale; and			<p>13 Mar 2023 11:28am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - This matter falls under Council's property services function.</p> <p>16 Mar 2023 10:42am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 13 March 2023 to 04 June 2023 - Conditions of consent to be completed by Council before subdivision plan can be registered and certificate issued by Council. Valuation has been obtained.</p> <p>16 Mar 2023 11:30am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 04 June 2023 to 31 December 2023 - Delays anticipated for completion of conditions of consent.</p> <p>17 Apr 2023 4:13pm Hunt, David</p> <p>Meeting has taken place in April between The Organic T-Shirt Company, DIS and DPG to progress expression of interest. Discussions are ongoing.</p> <p>10 May 2023 4:14pm Hunt, David</p> <p>Discussions are still ongoing between The Organic T-Shirt Company and Glen Innes Severn Council.</p> <p>02 Jun 2023 3:07pm Hunt, David</p> <p>Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.</p> <p>10 Jul 2023 4:34pm Hunt, David</p> <p>Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council.</p> <p>14 Aug 2023 3:03pm Hunt, David</p> <p>Discussions are still ongoing between The Organic T-Shirt Factory and Glen Innes Severn Council. MAS to confirm with Director of Place and Growth that Organic T-Shirt Factory is still proceeding with their intentions.</p>
	3.		Provides landowner consent for lodging applications for the development on the subject lot.			
			CARRIED			

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23/03/2023	7.16	New England Rail Trail - Glen Innes to Ben Lomond	Moved Cr T Arandale Secoded Cr C Sparks 19.03/23 RESOLUTION That Council progresses the lease arrangements and commences the design process for the construction and ongoing operation of the New England Rail Trail between Glen Innes and Ben Lomond. CARRIED	31/12/2023	Appleby, Keith	<p>18 Apr 2023 5:29pm Appleby, Keith</p> <p>A meeting has been held with NSW Public Works Advisory to prepare an application for additional funding as identified in the desktop review. A draft lease area has been forwarded to TfNSW for review.</p> <p>19 Apr 2023 4:52pm Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 06 April 2023 to 31 August 2023 - The lease agreement is expected to take a number of months to progress through the process.</p> <p>15 May 2023 1:20pm Appleby, Keith</p> <p>TfNSW were contacted for an update regarding the lease. The relevant officer advised that the review of Council's draft corridor has not yet been undertaken due to workload and provided an apology. Separately an application has been drafted for additional funding under the BLERF program in accordance with the desktop review completed by Public Works Advisory.</p> <p>02 Jun 2023 2:06pm Appleby, Keith</p> <p>TfNSW have responded with an update regarding the lease process, noting that the following pathway is now understood, • Agreement of boundary between GISC and TfNSW, • Approval from Minister to undertake s99E consultation, • Undertake s99E consultation, • Take outcomes of consultation to Minister along with request to approve drafting of authorising regulations by Parliamentary Counsels Office, • Make Regulation, Council is still waiting for feedback from the draft boundary it has provided. An ETA for a decision on the additional funding has also been requested.</p> <p>10 Jul 2023 3:35pm Appleby, Keith</p> <p>Followed up with TfNSW who advised that the general regulations need to be redrafted for the new minister. TfNSW also apologised for the extended delay in reviewing the proposed lease boundary and advised they will chase up internally once again.</p>

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						<p>15 Aug 2023 9:53am Appleby, Keith</p> <p>Following extended delays a briefing meeting has now been arranged by TfNSW for both Armidale Regional and Glen Innes Severn council to be held on Thursday 24 August.</p> <p>15 Aug 2023 9:57am Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 31 August 2023 to 31 December 2023 - Delays have been encountered during engagement with TfNSW regarding the proposed lease of the rail corridor.</p>
25/05/2023	7.3	Community Satisfaction Survey Report for 2023	<p>Moved Cr A Parsons Seconded Cr L Gresham</p> <p>7.05/23 RESOLUTION</p> <p>THAT:</p> <p>1. Council notes the findings in the 2023 Community Satisfaction Survey Report produced by Taverner Research Group.</p> <p>2. A further report be brought to Council regarding the identified priority areas of low satisfaction.</p> <p>CARRIED</p>	31/08/2023	Sayers, Peter	<p>28 May 2023 11:04am Watt, Anna - Reallocation</p> <p>Action reassigned to Sayers, Peter by Watt, Anna - Shifting to Acting DCCS in my absence to progress this action.</p> <p>15 Jun 2023 1:38pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 08 June 2023 to 12 July 2023 - Date adjusted to meet July Council meeting deadlines. DCCS absent during June and Acting DCCS unable to meet June deadlines due to competing work demands.</p> <p>30 Jun 2023 9:47am Sayers, Peter - Reallocation</p> <p>Action reassigned to Watt, Anna by Sayers, Peter - This task was not completed during period as Acting DCCS and is now being returned to original owner.</p> <p>11 Jul 2023 8:20pm Watt, Anna - Target Date Revision</p> <p>Target date changed by Watt, Anna from 12 July 2023 to 31 August 2023</p> <p>11 Jul 2023 8:22pm Watt, Anna - Reallocation</p> <p>Action reassigned to Sayers, Peter by Watt, Anna - Peter, can you please put a report to Manex and then to Council in August on this matter.</p> <p>08 Aug 2023 3:29pm Sayers, Peter</p> <p>It is expected that the second report for this item will be prepared and presented to Council at the August 2023 Ordinary Meeting.</p>

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						<p>17 Aug 2023 11:08am Sayers, Peter</p> <p>Due to the handover of roles from DCCS to Acting DCCS, there was some confusion as to what this action actually required. This has now been clarified and work is progressing on gathering the relevant information. The report will go to the Sept 2023 Council meeting.</p>
22/06/2023	7.10	Recommendation from the Local Traffic Committee	<p>Moved Cr T Arandale Seconded Cr J Parry</p> <p>12.06/23 RESOLUTION</p> <p>That Council approves recommendation 6.1 from the Glen Innes Local Traffic Committee meeting held on 3 May 2023 to remove five current 45° parking spaces near the Glen Innes Public School in Taylor Street, Glen Innes and replace them with four additional disabled car parking spaces (at 3.2m width) on the school side (of Taylor Street) and for Council to coordinate works for road marking of these designated spaces.</p> <p>CARRIED</p>	21/08/2023	Stone, Michael	<p>23 Jun 2023 3:09pm Wilkins, Kimberley - Reallocation</p> <p>Action reassigned to Stone, Michael by Wilkins, Kimberley - Hi Mike</p> <p>10 Jul 2023 1:41pm Stone, Michael - Target Date Revision</p> <p>Target date changed by Stone, Michael from 06 July 2023 to 21 July 2023 - Required number of thermo-plastic Disability Parking road patches not in store. Ordered, due to arrive 12/7/23. Sign re-location, installation of patches and line-marking proposed for 13/7/23, but may be delayed if materials do not arrive.</p> <p>18 Jul 2023 3:56pm Stone, Michael - Target Date Revision</p> <p>Target date changed by Stone, Michael from 21 July 2023 to 07 August 2023 - Thermoplastic stencils still haven't arrived from supplier. Other projects might also require the sign team to delay this job.</p> <p>08 Aug 2023 3:46pm Stone, Michael - Target Date Revision</p> <p>Target date changed by Stone, Michael from 07 August 2023 to 21 August 2023 - Still awaiting delivery of thermo-plastic Disability Parking Scheme road patches. Will carry out job in one on-site visit when all materials are available</p>
22/06/2023	12.2	Tender T23-03 Engagement of a Panel of Contractors for Wet Hire of Plant	<p>Moved Cr L Gresham Seconded Cr T Arandale</p> <p>21.06/23 RESOLUTION</p> <p>That Council accepts all complying tenders from Tender T23-03 (Engagement of a Panel of Contractors for Wet Hire of Plant) onto an approved Panel of Contractors for a two-year term commencing 1 August 2023 with priority order as follows:</p>	12/09/2023	Price, Sam	<p>10 Jul 2023 11:58am Price, Sam - Target Date Revision</p> <p>Target date changed by Price, Sam from 06 July 2023 to 30 July 2023 - Majority of contractors have been issued. awaiting documentation from the 2 remaining contractors.</p> <p>09 Aug 2023 9:51am Price, Sam - Target Date Revision</p> <p>Target date changed by Price, Sam from 30 July 2023 to 12 September 2023 - Still waiting for some documents from final contractors to be returned. Majority of contractors have been informed.</p>

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			Plant Category		1		
			Grader		Taylors Civil		
			Grader With GPS		Taylors Civil		
			Excavator <10T		Taylors Civil		
			Excavator 10T - 19T		Taylors Civil		
			Excavator >20T		Taylors Civil		
			Backhoe		Taylors Civil		
			Dozer D5		Taylors Civil		
			Dozer D6		Taylors Civil		
			Dozer D8		Taylors Civil		
			Loader		Taylors Civil		
			Skid Steer 75 hp		Taylors Civil		
			Skid Steer 110 hp		Taylors Civil		
			Smooth Drum Roller		Taylors Civil		
			Padfoot Roller		Taylors Civil		
			Multi-tyre Roller		Taylors Civil		
			Grid Roller		BG & L Ostler		
			Water Cart 13,000L		Taylors Civil		
			Water Cart 25,000L		Taylors Civil		
			Rigid Tipper		Taylors Civil		
			Prime Mover		Taylors Civil		
			Truck and Dog 26T		Taylors Civil		
			Truck and Dog 32T		Taylors Civil		
			Truck and Dog 38T		Taylors Civil		
			Other Tippers		Taylors Civil		
			Articulated Dump Truck		Taylors Civil		
			1m Profiler		Avijohn Contracting		
			2m Profiler		Avijohn Contracting		
			Water Jetting		JR Richards		
			CCTV Inspections		JR Richards		
			Cranage		Weir Built		
			Stabilisation		Stabilcorp		
			Crushing		Taylors Civil		
			Miscellaneous		Taylors Civil		
			CARRIED				

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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
27/07/2023	7.4	Revised Complaints Management Policy	Moved Cr T Alt Seconded Cr A Parsons 5.07/23 RESOLUTION 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. CARRIED	08/09/2023	McIntyre, Dennis	08 Aug 2023 5:08pm McIntyre, Dennis - Target Date Revision Target date changed by McIntyre, Dennis from 10 August 2023 to 08 September 2023 - This Policy has been placed on Public Exhibition. Depending on the submissions received, if any, will determine further action/s required.

<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p> <p>Action Sheets Report</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 17 August 2023 11:17:57 AM</p>
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^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
27/07/2023	7.11	Review of Equal Employment Opportunity Management Plan	Moved Cr T Arandale Seconded Cr T Alt 12.07/23 RESOLUTION That the revised Equal Employment Opportunity Management Plan be presented to a Councillor Workshop for further discussion prior to consideration by Council. CARRIED	14/09/2023	Sayers, Peter	08 Aug 2023 3:29pm Sayers, Peter - Target Date Revision Target date changed by Sayers, Peter from 10 August 2023 to 14 September 2023 - This matter will be taken to the next councillor workshop, scheduled for 14 September 2023.
27/07/2023	7.2	Local Government NSW Annual Conference 2023	Moved Cr J Parry Seconded Cr L Gresham 3.07/23 RESOLUTION THAT Council: 1. Nominates Councillors Alt and Arandale 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. CARRIED	11/09/2023	Duffell, Debbie	03 Aug 2023 2:31pm Duffell, Debbie Registrations completed x 4 on 2.8.23, accommodation booked on 3.8.23. Flights still to be arranged. 03 Aug 2023 2:33pm Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 10 August 2023 to 11 September 2023 - Any motions to be submitted are to be forwarded to the General Manager by 15.9.23 for lodgement.
27/07/2023	7.7	Capital Budget Adjustments as at 30 June 2023	Moved Cr T Alt Seconded Cr J Parry 8.07/23 RESOLUTION That Council adopts the capital project revised budgets as recorded in the minutes. CARRIED	31/08/2023	O'Brien, Fiona	14 Aug 2023 3:15pm O'Brien, Fiona - Target Date Revision Target date changed by O'Brien, Fiona from 10 August 2023 to 31 August 2023 - Acknowledged and figures have been updated in the current Capital Report and will be updated into the system by the 31 August.



Review of the 2022/2023 Operational Plan (Quarter Four)

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

1: Community Services

CS 1: An Attractive Quality of Life - that is enhanced by cultural expression, an active inclusive community, with accessibility to the best possible services and facilities in a high country climate

CS 1.1: Encourage an Inclusive Active Lifestyle

To work in partnership to increase opportunities for all age groups and abilities to utilise sporting venues and active recreational settings and events.

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.

Action: To continue to apply for grant funding to achieve the outcomes as outlined in the Sporting Facilities Master Plan in a priority order.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.1.1	Manager of Recreation and Open Spaces	Completed	100%	Council has received grant funding for the installation of new combined basketball/netball courts at Wilson Park. A contractor has been appointed to begin the works. The new courts are to be built during FY 2023/24. Grants have also been received for a heating upgrade along with the recoating of the pool at the aquatic centre and upgrade works for the Skate Park, with works to be carried out in FY 2023/24.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.1.2: Deliver Healthy Lifestyle Programs through Life Choices-Support Services.

Action: Review Gentle Exercise Programs delivered through Life Choices - Support Services to ensure they meet current demands.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.2.1	Manager of Community Services	Completed	100%	The demand for Gentle Exercise classes has increased during the reporting period. Feedback from attendees is extremely positive and access to the LC-SS building has been provided on Public Holidays so the attendees need not miss a session.

CS 1.1.3 : Provide and maintain adequate exercise and playground equipment in the LGA's parks and recreation areas.

Action: To establish a maintenance and replacement program for exercise and playground equipment throughout the LGA's recreation areas.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.3.1	Manager of Recreation and Open Spaces	Progressing	50%	The maintenance and replacement program will form part of the Strategic Plan for Recreation and Open Spaces next year, 2023-2024. The Staff have now one (1) fully qualified playground inspector with three (3) others trained in daily inspections.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.1.4: Deliver the aquatic centre services and facilities, including ongoing maintenance programs.

Action: Ensure that aquatic services including Learn to Swim and Aqua Aerobics programs are delivered and a maintenance program is implemented.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS1.1.4.1	Manager of Recreation and Open Spaces	Completed	100%	The Aquatic Centres were closed during the period for the winter break. Previously, all services were delivered at both Aquatic facilities with the Learn to swim and Aqua programs well attended for the 2022-2023 season. There were extra 'learn to swim' classes run this season. A Baby's 'learn to swim' class was run with approximately 30 participants.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.1.5: Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to CS 1.1 Encourage an Inclusive Active Lifestyle.

Action: Deliver the Glen Innes Highlands Skywalk Experience integrating with Geotourism and investigate it's potential to drive direct revenue.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.5.2	Tourism and Events Officer	Progressing	95%	The Sky Walk experience is due for completion on 31 August 2023. Integration of GeoTourism has been achieved through signage, augmented reality with 360 degree videos, abiotic, biotic, cultural and historical audio stories with links through a Digi Mapping system and consultation with the GeoTourism Strategy coordinator and working groups. Direct revenue will be investigated by approaching businesses in the Local Government Area to be listed on the map once the Skywalk is officially launched and a Marketing person or resources are available to engage with businesses with this opportunity.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.1.6: Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025 relating to CS 1.1 Encourage an Inclusive Active Lifestyle.

Action: Facilitate the development of new attractions, activities and events that leverage under-utilised assets that are supported by local community interest groups.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.6.1	Tourism and Events Officer	Completed	100%	Council is supporting the Goodness Gravel event scheduled for April 2024 and has been approached to assist with incubation of a motorcycle event in March 2024. The new tourism attraction, Skywalk, is scheduled for completion in August 2023. The Festival of Place 'Revitalize' event will be held at the Glen Innes Railway Station which will engage the community to consider future events at or use purposes for the station.

Action: Develop touring routes, self-guided tours, scenic drives and activity-based trails to benefit both the town and surrounding villages.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.6.2	Tourism and Events Officer	Completed	100%	Brochures have been updated and developed in 2022/2023 and include Country Drives, Fossicking, Bird Watching, Fishing Guide, Updated Glen Innes Town Map Heritage Walk and Old Grafton Road 4 Wheel Driving.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.1.7: Review and Implement the Disability Inclusion Action Plan (DIAP) relating to CS 1.1 Encourage an Inclusive Active Lifestyle .

Action: Complete the actions contained within the Disability Inclusion Action Plan (DIAP) for 2022-2023.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.7.1	Manager of Community Services	Not Progressing	75%	There are some outstanding Actions from the Glen Innes Severn Council Disability Inclusion Action Plan (DIAP) for 2022-2023 and there were no Actions completed during the final reporting period. One of the outstanding actions is the installation of concrete pathways to provide safe all abilities access to the Disability and Nest Swings. This will need to be attended in the next reporting period and prior to the new DIAP commencing 1 July 2025.

Action: Provide support to the Community Access Committee through proactive participation at meetings and promotion of positive outcomes through Council's communication and media modes.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.7.2	Manager of Community Services	Completed	100%	The Glen Innes Community Access Committee is another committee struggling to attract new members. The small but tenacious committee strives hard for its achievements and is integral to the improved access within the LGA.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.1.8: Implement the Pedestrian Access and Mobility Plan.

Action: Complete construction of shared paths identified in the capital works program for 2022/2023.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.1.8.1	Manager of Infrastructure Delivery	Progressing	50%	No progress made in Q4.

CS 1.2: Encourage Community Connectivity and Cohesion

To work in partnership to increase the opportunities for the participation of those from all age groups and abilities to participate in appropriate passive recreational and learning opportunities and events.

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.

Action: Develop welcoming, safe and flexible community spaces, with real and virtual services, open to all members of the community.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.1.1	Manager of Library and Learning Centre	Completed	100%	During this quarter the Library launched uLibrary, a new e-Resource Consortium service with several other NSW Public Libraries which includes an App and bestselling author selections in both e-Audio and e-Books which will improve the online selection for our clients. The Library was also linked to the NSW Public Library - Disability and Dyslexic Resources Google My Maps site which will improve awareness of our resources and services for people with disabilities.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.2.2: Deliver wellbeing and facilitation support to promote access to community-based programs.

Action: Promote community awareness of Wellbeing and Support Facilitation services for community-based programs which are available at Life Choices - Support Services and Children, Youth and Family Services.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.2.1	Manager of Community Services	Completed	100%	The Life Choices - Support Services (LC-SS) Facebook Page provides updates of the activities and available services delivered by LC-SS staff. The LC-SS March Newsletter captured some of the exciting activities and outings delivered during the reporting period while also raising awareness of the services available at LC-SS. The Children and family Services Team have updated their flyers for Playgroups, OOSH and Vacation Care and displayed them at different venues within the community.

Action: Review Council's Aged and Disability Strategy.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.2.2	Manager of Community Services	Not Due To Start	0%	This Action has been carried over to the 2023-2024 Operational Plan.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Maintain support for local community-based programs and initiatives relating to Domestic Violence. Raise awareness of local support groups throughout the LGA having a particular focus on raising this awareness with young people.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.2.3	Manager of Community Services	Progressing	75%	Council has remained supportive of community-based initiatives relating to Domestic Violence; however, there has been limited progress this reporting period with limited Safe In Our Town (SIOT) Meetings held. Council staff have engaged in passive advertising of domestic violence awareness for the community by utilising the SIOT gazebo at activities such as The Family Picnic Day. Information brochures pertaining to domestic violence were also made available to families who attended those events.

Action: Maintain community awareness of the harm associated with drug and alcohol misuse by having a presence on the local Community Drug Action Team (CDAT).

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.2.4	Manager of Community Services	Completed	100%	The local Community Drug Action Team (CDAT) remains short on membership despite some networking for new members. Responsible drinking sessions with demonstrations of Standard Drink Measurements and Mocktails have been delivered at the Youth Booth, International Women's Day and with the Children and Family Services 'Mytime' group, for parents and carers of children with learning difficulties. Additional education using 'beer goggles' is planned with youth during the next month.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.2.3: Deliver the Strategic Plan - Deepwater, Emmaville, Glencoe Library Services 2021-2025.

Action: Continue to maintain high levels of library service in the village libraries; along with cultural and community services programs for families and children.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.3.1	Manager of Library and Learning Centre	Completed	100%	In this quarter, staffing levels and skill improvements have increased the delivery of cultural and community services in Glen Innes and the surrounding villages with regular social gatherings for adults and school holiday activities for children. A monthly 'Golden Oldies' Movie morning, the launch of uLibrary, a new eResource, and Aboriginal Cultural Awareness workshops have all assisted to raise the diversity of the services offered at the Library.

CS 1.2.4: To actively seek grant opportunities to increase opportunities for connectivity and cohesion. (Strategic Marketing Plan - Glen Innes Severn Learning Centre - Action Plan - Sustainability.)

Action: Seek grant opportunities for connectivity, cohesion and sustainability.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.4.1	Manager of Library and Learning Centre	Completed	100%	During this quarter, two (2) successful grants were received. The first grant was for the continuation of the Senior Technology Savvy Computer and Devices classes for 2023 -24. The funding will be used to employ a qualified casual Library Assistant to coordinate and run Monday morning classes for seniors. The second grant was through Friends of the Library Australia which will assist the Library to deliver Aboriginal awareness workshops and NAIDOC activities.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.2.7: Implement the Youth Strategy and Action Plans and review as necessary.

Action: Complete the actions within the GISC Youth Strategy for 2022-2023.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.7.1	Manager of Community Services	Progressing	90%	The Youth Team have been diligent in their efforts to attend to the 2022-2023 Youth Strategy Actions. The Youth Booth is functioning well with increased numbers attending daily and a very positive vibe.

Action: Maintain support for young people from within the LGA by working towards the Action Plans contained within the Youth Strategy 2021-2025.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.7.2	Manager of Community Services	Completed	100%	Council's partnership with Youth Insearch has yielded a Community Based Worker (Qualified Social Worker) in a shared role between the Glen Innes Severn and Armidale LGA's. The Southern Cross School of Distance Education has had their first ever graduate from the Glen Innes Campus (The Youth Booth). Council have successfully conducted a 'Council' careers expo and the Youth Team are actively developing additional partnerships and programs relevant to the Youth Strategy Actions.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.2.8: Deliver outcomes under individual National Disability Insurance Scheme (NDIS) plans.

Action: Maintain Council's registration as an approved National Disability Insurance Scheme (NDIS) Provider and deliver corresponding NDIS services to the community.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.8.1	Manager of Community Services	Progressing	90%	The Life Choices - Support Services staff successfully completed an NDIS registration audit in January 2023. The audit results have been forwarded to the NDIS Quality and Safeguards Commission with the outcome of the Provider Registration still being considered. There were staffing problems experienced which affected the ability to claim for NDIS Services during the second half of the year and this has impacted income received within the financial year.

CS 1.2.9: Deliver Children, Youth and Family Services including Out of School Hours (OOSH) Care, Playgroups, and Parenting programs and initiatives.

Action: Maintain existing services from Council's Children, Youth and Family Services and work collaboratively with other organisations to deliver two (2) parenting programs annually.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.9.1	Manager of Community Services	Completed	100%	Children, Youth and Family Services are maintaining existing services for the LGA. The service has recently been able to attract new casual staff and it is hoped this will facilitate another trial of Before School Care during 2023-2024. Parental Programs have been difficult to facilitate due to staffing; however, sessions have been delivered at Playgroups and the MyTime gathering.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver the annual Family Picnic Day via collaborative partnerships that promote family participation and social interaction for all community members.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.9.2	Manager of Community Services	Completed	100%	The event was successfully delivered as a combined function with funding from the Reconnecting Regional NSW Grant.

CS 1.2.10: Implement the Disability Inclusion Action Plan (DIAP) relating to CS 1.2 Encourage Community Connectivity and Cohesion.

Action: In partnership with the Community Access Committee, maintain Council's Mobility Brochure so that it includes current information related to venue accessibility within the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.2.10.1	Manager of Community Services	Not Progressing	75%	The Mobility Brochure remains in the final stages of production with the Glen Innes Access Committee. The committee will need to return their focus to the completion in the next reporting period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.3: Encourage Opportunities for Cultural Expression

To work in partnership to increase opportunities for the participation of those from all age groups and abilities in appropriate cultural venues, events and commissions which showcase and celebrate the area's artistic talents across all cultural mediums.

CS 1.3.1: Promote Public Art in the LGA and encourage participation by local artists.

Action: Undertake public art projects as budget allows and ensure local artists are encouraged.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.3.1.1	Director Place and Growth	Progressing	40%	Public Art Reference Group will be reformed in 2023/24 with the 2022/23 budget to be carried forward.

CS 1.3.2: To actively seek grant opportunities to increase opportunities for cultural expression. (Strategic Marketing Plan - Glen Innes Severn Learning Centre - Action Plan - Sustainability).

Action: Provide a stimulating cultural program that is creative, inclusive, informative and fun. While also seek grant opportunities for additional cultural projects.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.3.2.1	Manager of Library and Learning Centre	Completed	100%	During this quarter, a grant submission with the Friends of the Library Australia was used to organise Aboriginal awareness and cultural workshops and more progress was made with creative workshops for the Mosman Council Community Grant.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.3.3: Deliver an annual cultural Harmony Day event and celebration.

Action: Plan coordinate and deliver an annual Harmony Day celebration event which celebrates the cultural diversity within the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.3.3.1	Manager of Community Services	Completed	100%	No activity was undertaken during the period. The Life Choices - Support Services staff facilitated another successful Harmony Day celebration on Tuesday 21 March (Q3).

CS 1.3.4: Implement the Cultural Plan and review as necessary.

Action: Complete the actions within the GISC Cultural Plan for 2022-2023.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.3.4.1	Manager of Library and Learning Centre	Completed	100%	In the fourth quarter of this year, progress was made on regular social activities at the village libraries with monthly morning teas which included a game of Scrabble, colouring and craft activities. During School Holidays, movies, workshops and games were organised for the Glen Innes, Deepwater and Emmaville communities. Several creative workshops were held with the local Aboriginal community as part of the Mosman Council Community Grant where participants gained skills in stain glass and work burning artwork.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.4: Increase Community Transport Access to Services

To work in partnership to advocate for accessible community transport options that connect the Hamlets and Villages to the Town and Regional Centres for access to medical, educational, recreational and cultural activities.

CS 1.4.2: Provide information to the Community on available transport options.

Action: Facilitate information to the community on available transport options within the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.4.2.1	Manager of Community Services	Completed	100%	The facilitation of information has been successfully achieved. The availability and choice of transport mechanisms within the LGA has decreased during this reporting period despite the best attempts of the Glen Innes Access Committee and other focus groups.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.5: Support the Voluntary and Not-For-Profit Sector to strengthen its capability

To work in partnership to provide appropriate support to the Voluntary and Not-For-Profit Sector which strengthens its capability to provide services.

CS 1.5.1: Provide assistance in an advisory capacity to community organisations seeking grant funding opportunities such as through identifying and communicating opportunities for Grant Funding by providing a regular community grants newsletter.

Action: Investigate potential grant opportunities for community groups and volunteer organisations to assist with their plans, initiatives and events.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.5.1.1	Grants Officer	Completed	100%	<p>Exceeded a minimum of 10 monthly newsletters target by writing and publishing 11 monthly newsletters during FY 2022/2023.</p> <p>Approved a grant application for Reconnecting Regional NSW Community Events Program - Glen Innes Severn Community Cohesion and Business Assistance Events Program for a total approved grant allocation request of \$301,708 EX GST. Eleven community event programs were included in this funding application. A combination of community organisation partner and Council managed events.</p> <p>Community event projects included:</p> <ul style="list-style-type: none"> • CWA 100th Anniversary Event; • Rotary Markets in the Highlands; • Vegetable Creek MPS (Hospital) 20 year anniversary and Emmaville Village 150 year anniversary celebrations; • GISC Inclusive Family Event; • Walk of Light; • Gemorama; • A Night Out on Us Concert Series; • GISC School Holiday LGA Swimming Pools Activities; • Community Classes and Workshops - Highlands Business and Community Hub; and • GISC Aged & Engaged Community Event. <p>Identified underspend with the Bushfire Community Recovery and Resilience (BCRRF) funded Council-led Community Grants Program. A Council Report was subsequently submitted. Under instruction from Council Resolution, the following community projects were funded: Glen Innes and District Community Centre and Reachout Toy Library Gymini Crickets Toddlers Recreational Activities from applications received from both organisations that met a criteria outcome from the BCRRF fund. Council corresponded with NSW Government funding department and implementation of Funding Service Agreements with the two additional community organisation funding recipients.</p>

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.5.2: Support Volunteer Week and proactively encourage volunteering within the community.

Action: Maintain support for local volunteers and consider new and proactive ways to encourage an increase of volunteering within the community.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.5.2.1	Manager of Community Services	Completed	100%	The revised Glen Innes Severn Council Volunteer Policy has been adopted by Council during the year. Council continues to investigate improvements for attracting, supporting and retaining volunteers across its many service areas.

CS 1.6: Support an Increase of housing options

To advocate for an increase in residential development to enable population growth including affordable housing options.

CS 1.6.1: Deliver the Housing Strategy and associated action plan/s.

(Subject to Council adoption of the Housing Strategy)

Action: Share the Glen Innes Highlands Housing Assessment and the Housing Strategy 2022-2041 to encourage a healthy residential land development and construction sector is also a crucial part of any local economy, directly supporting local jobs and businesses, whilst enabling population growth and improved lifestyle options for residents.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.1	Director Place and Growth	Progressing	85%	Council is working with Regional NSW and Department of Planning to develop a region-wide affordable housing strategy. Gyde Planning has been engaged by NSW State Government to undertake research and guide planning/policy at a regional level.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Expand Housing Supply to Critical Groups to support low-income households, older residents and key workers.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.2	Director Place and Growth	Completed	100%	2022-2023 Quarter 4: April - June 2023 <ul style="list-style-type: none"> Council approvals have been given for 3 x 2 lot subdivisions to allow for additional housing supply in the LGA. An additional three new single dwellings have been granted development consent. The remaining consents for the quarter consisted of alterations/additions to existing dwelling/businesses or erections of sheds.

Action: Increase the Contribution of Housing Industry to the Local Economy - Increase apprenticeship and work opportunities in local building.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.3	Tourism and Events Officer	Completed	100%	The housing assessment and affordable housing strategy continues to be shared through the economic development newsletter and council website.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Improve the Sustainability and Liveability of Local Housing Stock - Support sustainable construction methods in new housing stock

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.4	Director Place and Growth	Completed	100%	All buildings are assessed to comply with the minimum energy and water reduction requirement in NSW with an online tool called BASIX. The BASIX tool is one of Australia's strongest sustainable planning measures to increase thermal comfort of the residential development, providing improved livability in local housing stock. Building additions are also required to install insulation and applicants are encouraged and supported to provide sustainable construction methods.

Action: Improve the Sustainability and Livability of Local Housing Stock - Encourage retrofitting of housing with insulation and renewable energy to increase livability and well being

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.5	Director Place and Growth	Completed	100%	All buildings are assessed to comply with the minimum energy and water reduction requirement in NSW with an online tool called BASIX. The BASIX tool is one of Australia's strongest sustainable planning measures to increase thermal comfort of the residential development. Building additions are also required to install insulation and encouraged to install renewable energy to increase livability and wellbeing.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Increase the Contribution of Housing Industry to the Local Economy - Enable dedicated housing supply to support growth in the local renewable energy and tourism sectors.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.6	Director Place and Growth	Progressing	75%	A development control unit meeting is held weekly on a Thursday afternoon. This is a service provided to the community as demand dictates. It is a meeting to assist the community with the process of lodging approvals with Council and advice given by council employees to potential applicants of applications and owners regarding their proposed development.

Action: Ensure availability of land supply in accordance with the Housing Strategy.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.7	Director Place and Growth	Progressing	20%	The Glen Innes Land Use Strategy is currently being completed to address suitable land zonings for increased housing options. However, due to significant resourcing issues this project has been delayed in progress. Council is working with Regional NSW and Department of Planning to develop a region-wide affordable housing strategy.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Assess subdivision applications to encourage adequate lot creation in line with planning requirements.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.1.8	Director Place and Growth	Completed	100%	All subdivision applications received in the second quarter have been assessed in accordance with planning requirements as per the LEP and DCP.

CS 1.6.2: Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to CS 1.6 Support an Increase of housing options.

Action: Provide a positive and collaborative planning and regulatory environment to assist businesses with development assessment advice at Development Assessment Unit meetings prior to the lodgement of Development Applications

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.2.1	Director Place and Growth	Completed	100%	Daily ongoing assistance is provided to businesses as requested. A weekly Development Assessment Unit meeting is provided to businesses for more complex enquiries that require additional consultation.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.6.3: Leverage the Regional Activators Alliance and Regional Australia Institute programs and campaigns to drive population growth.

Action: Utilise research, tools and policy data to inform the delivery of strategic priorities of the Housing Strategy and to encourage people to move to Glen Innes Highlands.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.6.3.1	Director Place and Growth	Progressing	75%	Council is working with Regional NSW and Department of Planning to develop a region-wide affordable housing strategy. Gyde Planning has been engaged by NSW State Government to undertake research and guide planning/policy at a regional level.

CS 1.7: Support for improved medical services

To advocate for an increase in the provision of medical services to meet the changing health requirements of the community.

CS 1.7.1: Advocate for the provision of improved medical services.

Action: Advocate for the provision of improved medical services.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.7.1.1	General Manager	Progressing	80%	Discussions are ongoing with Hunter New England Health and the Primary Health Network (PHN) regarding options for improved medical services.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

CS 1.7.2: Support and promote initiatives for improved healthcare, workforce and service outcomes.

Action: Support and promote initiatives for improved healthcare, workforce and service outcomes.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.7.2.1	General Manager	Completed	100%	No actions, additional to those outlined in other initiatives, have been undertaken.

CS 1.7.3: Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to CS 1.7 Support for improved medical services.

Action: Lobby State Government for the inclusion and participation in the new Hospital upgrade and the attraction of GP’s and healthcare professionals to regional areas.

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.7.3.1	General Manager	Progressing	50%	No additional actions have been undertaken, noting the project is underway

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Lobby State Government and partner with the NSW Rural Doctors Network to provide incentive packages to attract additional healthcare professionals to the LGA/Regions

Action Code	Responsible Officer Position	Status	Progress	Comments
CS 1.7.3.2	General Manager	Progressing	75%	Activity in this space relates to discussions ongoing with Hunter New England Health and the PHN regarding options for improved medical services.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

2: Economic Development

ED 2: A Prosperous Local Economy - that is encouraged and supported by sustainable investment opportunities, in a diversified business environment with accessibility to a trained and willing labour market.

ED 2.1: Support Agricultural Diversification and Resilience

To work in partnership to support and promote emerging research and technologies which enable the Agricultural sector’s ability to improve productivity, to diversify and to improve resilience to changing markets and environmental conditions.

ED 2.1.1: Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.1 Support Agricultural Diversification and Resilience.

Action: Deliver an Agri-Innovation Action Plan in consultation with GLENRAC and Industry.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.1.1	Director Place and Growth	Progressing	50%	Director or Place and Growth is a committee member of GLENRAC. The Agri-Innovation Plan is being implemented in accordance with GISC and GLENRAC objectives and priorities.

Action: Lobby State and Regional Government Planning Departments to provide more transparency and collaboration in state-managed investment opportunities to better benefit the local community.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.1.2	General Manager	Completed	100%	Council continues to play an active role in the Coalition of Renewable Energy Mayors and working with EnergyCo regarding the New England Renewable Energy Zone

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Provide support to the local Agricultural Industry to encourage on-farm diversification

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.1.3	Director Place and Growth	Completed	100%	Director Place and Growth is a committee member of GLENRAC with this action being delivered in accordance with GISC and GLENRAC objectives and priorities.

Action: Provide an annual report to Council on local economic leakage and leverage the report to drive local growth and supply-chain opportunities in the subsequent financial year.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.1.4	Director Place and Growth	Not Progressing	0%	Not completed.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Leverage the New England Renewable Energy Zone to drive industry growth and economic diversification opportunities that benefit the community.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.1.5	Director Place and Growth	Completed	100%	Council has been working with other Mayors and GMs in the NE REZ to create a collaborative approach to benefiting the community from future development funds. A statement of expectation has been drafted.

ED 2.1.2: Delegate a Councillor and Council employee representative to attend GLENRAC meetings enabling collaboration and partnership opportunities.

Action: Advocate to build reputation as a high-quality food and fibre production region in collaboration with GLENRAC.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.2.1	Director Place and Growth	Progressing	50%	Director of Place & Growth is a committee member of GLENRAC. This action is being implemented in accordance with GISC And GLENRAC objectives and priorities.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Partner with GLENRAC and other organisations to deliver grant-funded projects.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.2.2	Grants Officer	Completed	100%	<p>Council partnered with GLENRAC during FY 2022/2023, through current successful grant stream applications as follows:</p> <ul style="list-style-type: none"> • Australian Government Building Better Regions Fund (BBRF) Round Five - GLENRAC - Creating Capability & Confidence for Community Champions. Grants Officer Richard Quinn was the invited Council representative of the GLENRAC organised Steering Group for this grant stream. • Australian Government Black Summer Bushfire Recovery Rural Address Signage Project. Rural landholder administration project partner. • NSW Government Bushfire Recovery (BCRRF) - Recovery and Resilience Training. <p>Through the following successful grant applications in FY 2021/2022, 2022/2023 and 2022/2023, Council partnered with community organisations during FY 2022/2023 to deliver:</p> <ul style="list-style-type: none"> • Reconnecting Regional NSW Community Events Program - Glen Innes Severn Community Cohesion and Business Assistance Events Program for a total approved grant allocation request of \$301,708 EX GST. Eleven community event programs were included in this funding; • Bushfire Community Recovery & Resilience Fund (BCRRF) Council-led Community Grants Program. Eight community organisation recipients; • Stronger Country Communities Round Four - Emmaville War Memorial Hall 355 Committee managed upgrades; <p>Successful variation for time extension was achieved for Black Summer Bushfire Recovery Pinkett Resilience - 355 Committee Pinkett Recreation Reserve.</p> <p>Council provided quarterly grants progress reports for Australian Government and NSW Government MP's .</p>

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

ED 2.1.3: Participate and support the Community Resilience Network (CRN) subject to full grant funding.

Action: Leverage the Community Resilience Network to identify any local recovery issues or service gaps for local business and economic development.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.1.3.1	Director Place and Growth	Not Progressing	25%	There is no longer a CRN in the GISC LGA.

ED 2.2: Support the Growth of the Visitor Economy

To work in partnership to expand the branding, promotion, attraction and opportunities in support of the growth of the visitor economy.

ED 2.2.1: Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.

Action: Refresh/adapt/amend/update existing marketing and promotional assets & content to incorporate new positioning – “Where adventure meets nature, culture and history”.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.1	Tourism and Events Officer	Progressing	70%	Keo Agency was appointed following a procurement process for the Glen Innes Highlands brand refresh project. The updated brand strategy and visual concept is currently being reviewed.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver a proposal for the lease of the Glen Innes Railway Station to enable the future establishment of a cultural centre as the key bookend to the New England Rail Trail (NERT).

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.2	Director Place and Growth	Not Progressing	15%	A grant application was submitted to the Regional NSW - Business Case and Strategy Development Fund on 24 August 2022. The application was unsuccessful; however, Council has since been successful in obtaining funds to hold a ReVitalise Event at the Railway Station which will occur in November 2023.

Action: Deliver a master plan for the development of Stonehenge Recreational Reserve as a New England Rail Trail (NERT) attraction and activity node.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.3	Director Place and Growth	Progressing	25%	At the March 2023 Council Meeting, Council resolved to progress the lease arrangements and commence the design process for the construction and ongoing operation of the New England Rail Trail between Glen Innes and Ben Lomond. Funding opportunities are still being sought for this project.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver the Tourism Signage Plan to improve the visitor experience giving more reason to stop, explore, stay longer and spend more.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.4	Tourism and Events Officer	Progressing	50%	The Signage audit has been completed, which assisted Council with recognizing potential tourism product and activities that need new or updated signage. Details regarding more interpretive signage was also identified in the audit which gives Council an opportunity to inform the visitor with pictures and copy regarding what experiences and places they can go to which will extend visitor stay. The audit also identified gaps in signage that will drive visitors into the business centre and contribute more to the visitor economy. A report to Council will be completed by the June 2024 Ordinary Council Meeting as part of the 2023/2024 Operational Plan.

Action: Review Caravan, RV and Long-bay locations and recommend improvements to improve customer experience and access to amenities and the local retail precinct.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.5	Tourism and Events Officer	Progressing	50%	This action is part of the delivery of the Signage report which contains recommendations and actions to improve signage and placement of long bay parking. Updates to this report and actions will be delivered as part of the 2023/2024 Operational Plan.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Participate in the New England High Country (NEHC) tourism group to develop product experiences and promotional activity through the NEHC regional destination brand.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.6	Tourism and Events Officer	Completed	100%	The Tourism and Events Officer has been attending scheduled meetings and participates within the working group.

Action: Encourage and support Glen Innes Highlands Visitor Association (GIHVA) to merge with Business In Glen (BIG) to provide whole-of-business approach to establishing a local Chamber of Commerce.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.7	Director Place and Growth	Completed	100%	GIHVA, at its Annual General Meeting on 19 September 2022, resolved to discontinue as a standalone organisation.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Grow the Business Conferences and Events sector leveraging the Highlands Hub and other local assets to package products and services

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.8	Tourism and Events Officer	Completed	100%	Council continues to engage businesses, interagency groups to host workshops, rent office space and hold conferences and utilising the Highlands Hub to increase awareness of Council events.

Action: Seek grant funding to deliver a Geotourism experience on the New England Rail Trail from Glen Innes to Ben Lomond by partnering with innovative experience and mapping technology, industry and educational institutions.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.9	Grants Officer	Not Due To Start	0%	At the March 2023 Council Meeting, Council resolved to progress the lease arrangements and commence the design process for the construction and ongoing operation of the New England Rail Trail between Glen Innes and Ben Lomond. Therefore, seeking grant funding to deliver a Geotourism experience for the Rail Trail has not commenced as the construction of the rail trail project is yet to commence.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Define our GeoRegion in collaboration with the NSW Geological Survey whilst continuing to develop Geotrail and Geotales on new and existing products and experiences.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.10	Tourism and Events Officer	Completed	100%	Glen Innes was a case study in the Austrade Thrive 2023 strategy. Glen Innes received support from the Geological Survey for the Glen Innes Highlands GeoRegion project and development of geotrails, joining Ku-ring-gai and Murchison as pilot projects of the National Geotourism Strategy. In July 2023, the Tourism and Events Officer registered with Geo tourism working group for ongoing development of Geo region in Glen Innes.

Action: Encourage and advocate LGA's in the defined GeoRegion to embrace Geotourism to contribute to the collection of region-wide geotrails and geotales whilst building product and experience to create a case to nominate the defined GeoRegion as an aspiring UNESCO Global Geopark.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.1.11	Director Place and Growth	Progressing	90%	Council has been successful in receiving support from the Geological Survey of NSW for the 'Glen Innes Highlands GeoRegion' project. The Department of Regional NSW stated, Glen Innes is a 'good basis for developing the geological potential of the geotrails'. The Glen Innes Highlands GeoRegion now joins with the Ku-ring-gai (NSW) and Murchison (WA) as pilot projects of the National Geotourism Strategy.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

ED 2.2.2: Deliver the annual Australian Celtic Festival in alignment with the Australian Celtic Festival Strategic Plan 2021-2025.

Action: Execute the Australian Celtic Festival Operational Plan in partnership with the Australian Standing Stones Management Board (ASSMB) and the volunteer ACF Working Groups

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.2.1	Tourism and Events Officer	Completed	100%	The ACF was a wonderful success.

Action: Seek grant funding to enhance the event experience and attract more visitors to the area.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.2.2	Grants Officer	Completed	100%	No Actions were undertaken during the period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver the strategic outcomes across sustainability, visitor experience, marketing and promotion, organisational infrastructure and governance in the ACF Strategic Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.2.3	Tourism and Events Officer	Completed	100%	<p>The Australian Celtic festival was held in May 2023 with the following strategic outcomes met:</p> <p>Sustainability – The Festival this year saw a 20% increase in people attending the event in 2023. Increased revenue streams with Friday night and Saturday night events as well as hiring other venues Thursday to increase visitor engagement. Engaged local real estates and accommodation suppliers throughout the New England High Country areas to assist with accommodation shortages.</p> <p>Visitor Experience – Held Celtic Cultural workshops and engaged international artists from Scotland and performers with Celtic heritage to give visitors an authentic and diverse experience integrating Sport, Scottish food, and Celtic traditions. Engaged volunteer team leaders and utilised the Highlands Hub and the Visitor Information Centre as main contact points for Volunteers, ticketing and more information points in town.</p> <p>Marketing and Promotion – Engaged contractor to assist with updating website and utilising content build from 2022. Engaged photographer to do content build including videography to assist with subsequent marketing in 2024 and assist with highlighting Scotland in 2026. Updated tiles with ACF brand and palette guidelines as well as promoted grant funded components with media releases and newsletters. Followed Marketing plan which focused on boosting posts, engaging with visitors prior to the event, leverage free opportunities to promote including Tamworth ABC, performer and trader socials and targeting south-west Queensland, Grafton, Tamworth, Gold Coast, Inverell, Armidale, Tenterfield for day trippers.</p> <p>Operation, Infrastructure & Governance – Attended meetings with the Australian Standing Stones Management Board and assisted with communications regarding upgrades and improvements ongoing including pathway from Tregurtha Way to new railings at the stairs near top carpark. Installed a new water fountain to assist with single use plastics. Engaged the ACF Working Group, created team leader roles and held regular meetings, giving assistance with scheduled activities following the ACF Operational Plan.</p>

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

ED 2.2.3: Deliver the annual Minerama Fossicking, Gem and Jewellery Show in collaboration with the Minerama Festival Committee.

Action: Provide event support to the Minerama 355 Committee of Council in delivering a successful event and leverage growth opportunities.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.3.1	Tourism and Events Officer	Completed	100%	During the period, the Minerama Committee did not attend the AGM for next year’s event stating that office bearers’ positions had become too hard to manage as volunteers and that they would be happy to support on the weekend of the event but not in the planning and organising of the event.

Action: Deliver a new website for Minerama in consultation with the Minerama 355 Committee of Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.3.2	Tourism and Events Officer	Completed	100%	Council received final branding scope to be implemented throughout the website.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver a proposal including a governance framework that will enable the event to grow and be less reliant on volunteers.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.3.3	Director Place and Growth	Progressing	70%	Given that the Minerama Committee failed to form at the Annual General Meeting, a report to the September 2023 Ordinary Council Meeting will be presented to propose the future direction for this event.

ED 2.2.4: Deliver the annual Christmas in the Highlands event.

Action: Develop and execute the Christmas in the Highlands Annual Event Operational Plan in partnership with community groups and local businesses.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.4.1	Tourism and Events Officer	Completed	100%	No Actions were undertaken during the period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Provide a dedicated Christmas tree, new decorations, refreshed street and highway signage for Grey Street, Glen Innes.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.4.2	Tourism and Events Officer	Completed	100%	No Actions were undertaken during the period.

ED 2.2.5: Provide an event support service to the community.

Action: Act as the key gateway contact to facilitate community event requirements and requests of Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.5.1	Tourism and Events Officer	Completed	100%	Council staff attended meetings with Interagency groups to discuss Councils event support services. Council has engaged with the Australian Tourism Data Warehouse support services and arranged a contact for event organisers to learn more about the importance of ATDW in assisting with getting their event marketed.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Develop priority projects maximising the potential of key attractions, events, and assets via establishing partnerships with event organisers to facilitate new events to the LGA aligned to the brand positioning to strengthen product and experiences across the annual events calendar.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.5.2	Tourism and Events Officer	Completed	100%	Council continues to look for opportunities to support new events and community events. Support is provided by uploading events on ATDW, sharing flyers, GIH newsletters, website and social media channels and marketing plan.

Action: Provide promotional support for community events at the Visitor Information Centre through displaying event collateral and uploading events to the Australian Tourism Data Warehouse (ATDW).

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.5.3	Tourism and Events Officer	Completed	100%	Council supports community events and does this with the assistance of the Visitor Information Centre Tourist Assistants who print, promote and upload into ATDW. All events supported are listed in a monthly update.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Provide marketing support for community events through Glen Innes Highlands channels.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.5.4	Tourism and Events Officer	Completed	100%	Marketing support has been provided by uploading events onto the Australian Tourism Data Warehouse (ATDW) and/or encouraging event organisers to upload, as Glen Innes highlands website is a distributor. Local events continue to be supported through display marketing at the Visitor Information Centre. Information regarding event information was uploaded onto the Glen Innes Highlands website and a dedicated email for all events monitored by the events officer and Visitor Information team established, as well as an online form.

ED 2.2.6: Provide an Australian Visitor Information Centres (AVIC) accredited Visitor Information Centre (VIC).

Action: Provide a well-resourced Tourism and Events section, acknowledging the Visitor Information Centre as the vital hub for tourism.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.6.1	Tourism and Events Officer	Completed	100%	The Visitor Information Centre remains well stocked and up to date, obtaining visitor stats. Council attends monthly quarterly Australian Visitor Information Centres (AVIC) and Destination Country and Outback (DNCO) meetings to ensure local tourism and events information is being generated to databases like Australian Tourism Data Website (ATDW) and DNCO. TEO delivers content for monthly tourism newsletters.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Continue to utilise volunteers to assist with staffing of the Visitor Information Centre.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.6.2	Tourism and Events Officer	Completed	100%	The Visitor Information Centre engaged four new volunteers this quarter but only retained one after the Australian Celtic Festival.

Action: Improve, brand and refresh VIC promotional and informational collateral including the Glen Innes Highlands Visitor Guide ensuring service information is readily accessible.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.6.3	Tourism and Events Officer	Progressing	80%	A rebranding submission from marketing supplier KEO has been reopened and a decision on concepts will be made through consultation. Glen Innes' current Visitor guide will be produced in a small batch run, with updates to version two printed with rebranding concepts once approved.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Leverage digital technology to enhance and optimise the customer experience to 24/7 servicing and improve the ability of visitors to self-serve at the Visitor Information Centre.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.6.4	Director Place and Growth	Progressing	60%	Whilst this action is mostly dependent on the funding and delivery of the Tourism Itinerary and Packages Platform following a report to Council in Q2, Council has leveraged digital technology to enhance and optimise the customer experience.

Action: Provide regular updates on Tourism and Events to the local visitor economy and relevant associations.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.6.5	Tourism and Events Officer	Completed	100%	Council attended monthly GIHVA meetings previously and now attends the Glen Innes Business Chamber meetings and provides a monthly Tourism and Events newsletter. Further, Council attends local community meetings for Rotary, Arts Council, Glen Innes Pottery Club, History House, Lioness Lions, Showgrounds and monthly meet ups with the Glen Innes Community Centre to inform about new tourism products and events.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Maintain accreditation under the NSW Accredited Visitor Information Centre Network scheme and leverage the network for continual improvements of visitor services.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.6.6	Tourism and Events Officer	Completed	100%	Report completed and accreditation certificate received.

ED 2.2.7: Partner with the New England High Country (NEHC) Tourism Group to deliver programs, campaigns and content for the Destination Brand.

Action: Advocate to the New England High Country (NEHC) group of Council's to embrace Geotourism as a socio-economic opportunity for our region.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.7.1	Director Place and Growth	Progressing	95%	Council has been successful in receiving support from the Geological Survey of NSW for the 'Glen Innes Highlands GeoRegion' project. The Department of Regional NSW stated Glen Innes is a 'good basis for developing the geological potential of the geotrails'. The Glen Innes Highlands GeoRegion now joins with the Ku-ring-gai (NSW) and Murchison (WA) as pilot projects of the National Geotourism Strategy.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

ED 2.2.8: Deliver the annual marketing and promotional program for Glen Innes Highlands to encourage visitation.

Action: Deliver an annual marketing campaign program for Glen Innes Highlands to encourage people to Visit and Stay longer leveraging our strengths, opportunities and assets

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.8.1	Tourism and Events Officer	Completed	100%	The Marketing Plan was completed for 2022/2023 though some components had to be rolled over due to changes in Council resources and will be picked up in Q1 2023-2024 for completion, including the GIH rebranding and Visitor Guide. Council is in the process to engage with a marketing project manager Q1 2023/2024.

Action: Utilise available funding and partnerships to create new brand, experience and product content whilst leveraging user-generated content through social media channels.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.2.8.2	Tourism and Events Officer	Completed	100%	The annual marketing plan is rolling over from the previous year until the new Marketing Assistant is appointed to review and further optimise. Paid digital and social media continues as business as usual alongside the newsletters distributed monthly to the relevant databases.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

ED 2.3: Enable an Attractive Industry Investment Environment

To work in partnership to create an environment and policy platform that attracts and encourages partners from across diversified employment sectors to invest with confidence in the LGA.

ED 2.3.1: Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.

Action: Leverage the endorsed 'Investment Attraction Policy' to encourage industry across sectors identified as growth opportunities.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.1	Director Place and Growth	Progressing	25%	Investment attraction will continue in accordance with the Economic Development Strategy. Funding has not been sourced for a specific Investment Attraction Strategy.

Action: Deliver an 'open for business' approach to attracting business through effective support and guidance.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.2	Director Place and Growth	Completed	85%	All team members are working hard to continue to deliver an exceptional service. Ongoing Council support is being provided to the community to assist with lodging development applications.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Lobby Federal Government to address mobile blackspots in the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.3	General Manager	Progressing	50%	No further action during the period; however, NBN have announced additional facilities around Deepwater and Emmaville.

Action: Partner with Telco’s servicing the LGA to improve broadband internet connection, infrastructure and speed prioritising local businesses.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.4	Director Place and Growth	Completed	100%	Emmaville and Deepwater have been announced as locations to receive improved internet services through the construction of new fixed wireless broadband towers. These areas will receive faster, more reliable internet, which means a boost to education and job opportunities, opening more healthcare options and connecting more people, making everyday tasks much easier. NBN Co will commence detailed planning and will provide these communities with more details about the rollout in the coming months. The network of new and co-located NBN fixed wireless towers will be rolled out incrementally and will be completed by the end of 2025.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Leverage the Glen Innes Highlands brand to encourage government, business and industry to 'INVEST' in Glen Innes

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.5	Director Place and Growth	Completed	100%	GIH website INVEST page content is completed. Marketing and promotion are continuing.

Action: Seek State &/or Federal assistance to fund the 'Remote Ready' programs and initiatives and deliver through Highlands Hub.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.6	Grants Officer	Completed	100%	<p>Highlands Hub have current FY 2022/2023 funding under the NSW Government - Australian Government joint initiative Bushfire Local Economic Development Support Fund (BLERF) 0426 approved stream for business and community training programs. Approved grant application had been submitted.</p> <p>In addition, Council secured NSW Government funding for Highlands Hub Community classes and workshops program for a project allocation of \$54,330 EX GST, through the Reconnecting Regional NSW Community Events Program - 015. This funded program completed activity on 31 March 2023. Council had also previously submitted a successful Australian Government Building Better Regions Round Five grant application, with Rural Advisory Service GLENRAC as external project partner. Under this funding stream, Creating Capability & Confidence for Community Champions training courses were conducted at the Highlands Hub during FY 2022/2023. The project delivered an intensive leadership development program across rural areas in New England to enhance participants' leadership capacity and encourage community cohesion. This well-patronised program was attended by participants from several LGA's. Grants Officer Richard Quinn also participated as a Council representative member of the steering committee for this funded project.</p>

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Lobby for State Government to share the burden of asset depreciation costs to enable more infrastructure projects.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.7	General Manager	Completed	100%	Council continues to strongly support the LGNSW position regarding the red fleet.

Action: Attend industry specific trade shows, exhibitions and other events related directly to identified growth opportunities and improving local strategies and outcomes.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.8	Director Place and Growth	Completed	100%	No Actions were undertaken during the period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Commence to facilitate Community Wealth Building Opportunities by partnering and creating opportunities to improve socio-economic wellbeing through place-based initiatives.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.9	Director Place and Growth	Progressing	70%	The Community Wealth Building scan, in partnership with Ethical Fields is being promoted to the community to understand our baseline opportunities. Council is also partnering with Ethical Fields and other participants in the Place Based Capital Program.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Continually seek grant funding and investment to improve ‘things to do’ to improve liveability and attract more families.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.3.1.10	Grants Officer	Completed	100%	<p>Council submitted the following approved grant applications for funding:</p> <ul style="list-style-type: none"> Stronger Country Communities (SCCF) Round Five grant application for a total grant allocation request of \$932,710 EX GST. This grant application was approved for funding by NSW Government Department of Regional NSW. SCCF5 deliverables are Anzac Park Playground Upgrades, Covered Outdoor Learning Area, Sensory Garden; and Glen Innes and Emmaville Aquatic Centre Upgrades. Project components are due to commence from mid-2023. Reconnecting Regional NSW Community Events Program - Glen Innes Severn Community Cohesion and Business Assistance Events Program for a total grant allocation request of \$301,708 EX GST. Eleven community event programs were included in this funding application. A combination of community organisation partner and Council managed events. Project completion date was 31 March 2023. <p>Additional applicable approved grant applications that were written and submitted by Grants Officer Richard Quinn for FY 2022/2023 and FY 2023/2024 activity included:</p> <ul style="list-style-type: none"> Australian Government Black Summer Bushfire Recovery (BSBR) Glen Innes Indoor Sports Centre. Approved allocation: \$413,926. Deliverables include Kitchen and Café Fit-out, Outdoor Playground, Fire rated ceiling, doors and shelving in a required internal storeroom, Stadium curtain, and Internal wall lining. Australian Government Black Summer Bushfire Recovery (BSBR) Youth and Sports Precinct Upgrades and Connectivity. Approved allocation: \$738,523. Deliverables include Skate Park Redevelopment and Shared Pathway linking to Schools from Sports Precinct for footpath traffic and exercise activities. Regional Sports Facility Fund - NSW Government - Glen Innes Indoor Sports Centre. Approved allocation: \$734,763. Deliverables include two x multi-sport additional outside courts , spectator seating, shared concrete pathways, and Roof Solar Panels and installation.

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ED 2.4: Support Skills Development for Existing, Expanding and Emerging Industries

To work in partnership to grow skills development, training and support opportunities for existing, expanding and emerging industries.

ED 2.4.1: Collaborate with TAFE Glen Innes on skill shortages and industry requirements for skills to enable a local skilled workforce to meet industry needs.

Action: Seek partnership with TAFE Glen Innes as a part of the solution to closing the local Professional Trades and Professional Services skills gaps for our future workforce requirements.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.1.1	Director Place and Growth	Progressing	65%	Council collaborates with Glen Innes TAFE to increase workforce skills to meet industry needs.

Action: Advocate for TAFE Glen Innes to leverage the Highlands Hub online platform and co-working operation to create awareness of TAFE courses and connect with the local community whilst supporting various training initiatives at the Highlands Hub through their networks.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.1.2	Tourism and Events Officer	Completed	100%	Council met with TAFE Services Coordinator in June 2023 to discuss the current free course initiative and support through Council channels to engage business and community. Council met with TAFE Services representative on 5 July 2023 to discuss future partnerships and awareness programs at the Interagency monthly meeting at the Glen Innes Community Centre.

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Action: Research the opportunity to build a formal traineeship program to enable staff development and succession planning and to provide opportunities to school-leavers at Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.1.3	Director Place and Growth	Progressing	15%	This is linked to ED 2.4.2.1 and dependent on the development and funding for the Regional learning System Pilot.

ED 2.4.2: Deliver key actions and initiatives from the Glen Innes Severn Council – Future Jobs Growth and local skills Gap Research – Workforce Attraction and Retention Strategy

(Subject to Council adoption of the Workforce Attraction and Retention Strategy)

Action: Pilot a Regional Learning Systems approach in collaboration providing the right environment and support for the needed connections to evolve and address workforce and skills challenges in the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.2.1	Director Place and Growth	Not Progressing	0%	The Regional Learning System project did not receive funding and therefore has not progressed.

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Action: Strengthen the business community, to support its workforce challenges, share information and provide input to the Regional Learning System.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.2.2	Tourism and Events Officer	Completed	100%	Council continues to support the Glen Innes Business Chamber and Glenrac, and participates in the Regional Australia Institute’s initiatives and other government agencies to assist with future jobs growth and local skills gap research.

Action: Establish a mechanism to lead the development and implementation of the pilot Regional Learning System by ensuring regular communication between Council, business community and education providers in order to develop integrated education, training and employment pathways.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.2.3	Director Place and Growth	Not Progressing	5%	Refer to ED 2.4.2.2.

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Action: Strengthen local liveability to improve services and infrastructure to ensure that the LGA is an attractive place to live and work leveraging the RAI Toolkit, Strengthening Liveability which includes: 1. Health services; 2. Education services; 3. Cost of living, including cost of housing 4. Amenity; 5. Connection to community; 6. Lifestyle.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.2.4	Director Place and Growth	Progressing	75%	Council has numerous infrastructure projects in place (planned and completed) to improve liveability including, but not limited to, upgrade of Anzac Park play equipment, upgrades to Glen Innes & Emmaville Aquatic Centres, upgrade of the Glen Innes Skate Park, the opening of the Glen Innes Indoor Sports Stadium and Highlands Hub facilities, and the installation of amenities at Centennial Park.

Action: Build pride, advocacy and positivity within our local community through a collaborative marketing ecosystem driven by one purpose.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.2.5	Tourism and Events Officer	Completed	100%	Council continues to support the skills and development for existing, expanding and emerging industries by advocating through the Glen Innes Highlands Hub channels and sharing the positive impact these industries are making in the community. In May 2023 there were free online workshops on grant writing, facilitated Business workshops, Health and Wellness workshops as well as enquiries from potential partnerships with UNE Smart Incubator Group.

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Action: Showcase the LGA's liveability factors to targeted audiences to ensure they are aware of the opportunities available by marketing, programs and activities to encourage people to MOVE to Glen Innes highlands.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.2.6	Tourism and Events Officer	Completed	100%	The marketing strategy continues to be executed and optimised.

Action: Secure membership in the Regional Activators Alliance in order to partner with Regional Australia Institute on their 'Move to More' campaign and leverage the benefits of the Alliance.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.4.2.7	Tourism and Events Officer	Completed	100%	Membership is secured and leveraged with Council attending one meeting a month, subscription to monthly reports and providing updates when necessary and providing data for the re-launched 'move to more' website and campaign. Assisting the 'It's Your Move' campaign with social media posts and linking people and businesses to RAA to directly highlight residents from Glen Innes.

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ED 2.5: Support Workforce Attraction and Retention

To work in partnership to support the attraction and retention of a workforce with the required skills to support targeted industry requirements.

ED 2.5.1: Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.

Action: Seek grant funding to facilitate the delivery of a range of local education programs, workshops and initiatives at the Highlands Hub co-working space.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.5.1.1	Grants Officer	Completed	100%	Highlands Hub have current FY 2022/2023 funding under the NSW Government - Australian Government joint initiative Bushfire Local Economic Development Support Fund (BLERF) 0426 approved stream for business and community training programs. Approved grant application had been submitted. In addition, Council secured NSW Government funding for Highlands Hub Community classes and workshops program for a project allocation of \$54,330 EX GST, through the Reconnecting Regional NSW Community Events Program - 015. This funded program completed activity on 31 March 2023. Council also previously submitted a successful Australian Government Building Better Regions Round Five grant application, with Rural Advisory Service GLENRAC as external project partner. Under this funding stream, Creating Capability & Confidence for Community Champions training courses were conducted at the Highlands Hub during FY 2022/2023. The project delivered an intensive leadership development program across rural areas in New England to enhance participants' leadership capacity and encourage community cohesion. This well-patronised program was attended by participants from several LGA's. Council also participated as a representative member of the steering committee for this funded project.

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Action: Advocate for a local mentoring program to address the lower levels of high school completion rates and to cultivate their human network and improve their future socio-economic capital.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.5.1.2	Director Place and Growth	Progressing	60%	Through the Highlands Hub we are seeking opportunities for youth innovation programs and educational opportunities to bring to high school students in their later years. Further, Council's Professional staff are engaging in high school projects to bring a 'real world' and career perspective to the student learning program. Council has also recently hosted High School work placements in a variety of Council work areas.

Action: Facilitate a detailed study into the outflow of people moving to the area in order to create incentives to stem the outflow and retain families, investigating the link between occupation types leaving and industry services local demand

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.5.1.3	Director Place and Growth	Not Progressing	5%	There is no Operational Plan Budget Allocation to conduct this study, however Council has reached out to UNE on 28 September 2022 for potential alignment with either student or facility projects that may assist in delivering this action.

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Action: Seek State &/or Federal assistance to fund the ‘Local Jobs Program’/ Regional Learning System.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.5.1.4	Grants Officer	Completed	100%	An appropriate grant funding opportunity has not been identified to date, to apply for funding for this project at the Highlands Hub. NSW Government and Australian Government changes have seen no new applicable funded program opportunities during FY 2022/2023.

Action: Provide opportunity through the Highlands Hub programs and initiatives to provide a pathway for high-school and university leavers to consider remaining in the LGA, starting a business and contributing to local economic prosperity.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.5.1.5	Tourism and Events Officer	Completed	100%	Follow up enquiries have been sent to Glen Innes TAFE, Careers Australia, Glen Innes High School and attended interagency meetings to build on possible partnerships.

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Action: Support local businesses to promote Glen Innes Highlands as a great place to live and work and create a solution to monitor in and out migration.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.5.1.6	Tourism and Events Officer	Completed	100%	The Glen Innes Highlands Hub continues to support local businesses to promote the Glen Innes Highlands as a great place to live and work. Evaluating the "invest" profile of the town and working with the Business Chamber as it acquires and mergers with the Glen Innes Highlands Visitor Association, is creating a source of truth for businesses to attract and retain workers.

Action: Investigate and recommend how the ‘Clean Jobs Plan’ can assist in building our local economy whilst tackling climate change and creating more local job opportunities.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.5.1.7	Director Place and Growth	Progressing	25%	Council is reviewing the Clean Jobs Plan and it's twelve (12) Practical Stimulus Options to provide a report to Council on the opportunities and actions required to convert those opportunities in alignment with Council's CSP, DP and OP.

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ED 2.6: Optimise Returns from Council Trading Enterprises

To operate Council’s trading enterprises with an optimum profit returned to Council after full cost attribution.

ED 2.6.1: Deliver the Glen Innes Saleyards Services to a break-even or profitable level.

Action: Implement measures to ensure the Glen Innes Saleyards breaks-even or creates a profit.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.6.1.1	Saleyards Supervisor	Progressing	75%	Saleyards expression of Interest was presented to the November 2022 Council meeting. Council rejected to proceed with Expression of Interest. Action has been undertaken towards reviewing and identifying the preferred operating model for the Saleyards in the long term.

Action: Monitor the Glen Innes Saleyards to ensure a break-even or profit is achieved; if not achieved determine the ongoing viability of and strategy for the Glen Innes Saleyards.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.6.1.2	Director Place and Growth	Progressing	50%	Consultation commenced with Saleyards Advisory Group to achieve this objective. Further work on determining the preferred operating model of the Saleyards will be undertaken throughout 2023/24.

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ED 2.6.2: If Item ED 2.6.1 is not being delivered, determine the ongoing viability of and strategy for the Glen Innes Saleyards.

Action: If Item ED 2.6.1 is not being delivered, determine the ongoing viability of and strategy for the Glen Innes Saleyards.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.6.2.1	Director Place and Growth	Progressing	65%	At the 24 November 2022 Ordinary Meeting of Council, Council resolved to reject the single Expression of Interest and to explore other opportunities to either lease or sell the Saleyards. Further opportunities will be explored during 2022/23 and 2023/24.

ED 2.6.3: Deliver the program of services at Glen Innes Aggregates to optimise returns including gravel extraction and crushing, material testing, retail and wholesale marketing and customer relations whilst adhering strictly to mine safety management.

Action: Maintain adequate supplies of unsealed road gravel at various locations around the local government area to facilitate gravel road re-sheeting.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.6.3.1	Quarry Manager	Progressing	70%	Some of the current Borrow pits have reached the extraction limits and rehabilitation strategies are in place. New pits have been identified with Part 5 assessments and contracts being processed. Crush and screening will start at Wellington Vale pit this month and will supply road construction gravel for the Ten Mile and Tent Hill roads. Lawson's Pit will then be targeted for stage two 30,000 tonne to supply gravel for the Bald Nob Road shoulder widening project.

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Action: Return a profit of at least \$500,000 from the Glen Innes Aggregates business unit to provide funding for ongoing management of the road network.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.6.3.2	Quarry Manager	Progressing	75%	Stock takes have been completed at all quarries and pits. Council is awaiting reports and assessments of the financial status of such stock takes.

ED 2.6.4: Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.6 Optimise Returns from Council Trading Enterprises.

Action: Operate the Highland Business & Community Hub incorporating programs and initiatives to drive local socio-economic prosperity and support social enterprise.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.6.4.1	Tourism and Events Officer	Completed	100%	There have been many enquiries and bookings from businesses and individuals for permanent office space. There was an increase in longer courses for large groups as well as drop ins for hot desks and the use of the community co-working space. Highlands Hub newsletters and social media posts have been completed for the quarter.

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Action: Secure funding to build and deliver the pilot ‘Tourism Itinerary & Packages Platform’ as an opportunity for Council to create a new business unit that generates additional revenue to Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
ED 2.6.4.2	Director Place and Growth	Progressing	25%	No appropriate funding opportunity has been identified to date, to support this project.

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3: Infrastructure Management

IM 3: Fit for Purpose Public Infrastructure - that is designed, constructed and appropriately maintained, to keep our community and visitors, connected, safe and able to access the amenities and services they require

IM 3.1: Construct or renew capital works projects and programs to quality, time and budget

To design, quality assure, schedule, cash flow and construct, fully accessible capital works projects and programs for each asset class to agreed asset management policies, standards, time and budget.

IM 3.1.1: Implement Capital Roads Infrastructure works according to adopted service levels.

Action: Implement and complete the Capital Works Program for the 2022/2023 financial year.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.1.1	Manager of Infrastructure Delivery	Progressing	80%	In Q4, Stage 2 of the Bald Nob Road upgrade has commenced, the Emmaville Road kerb and gutter project has been completed, and the Gulf Road upgrade project is at 40% completion. Bridge projects on Shannon Vale Road and at Yarrow creek are progressing well and are at approx. 80% completion.

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IM 3.1.2: Implement Capital Bridge infrastructure works according to adopted service levels.

Action: Implement and complete all planned Capital Bridge Infrastructure works for the 2022/2023 financial year.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.2.1	Manager of Infrastructure Delivery	Progressing	80%	FY 21/22 backlogged projects are both at 80% completion (Shannonvale Road Bridge and Yarrow Creek Bridge on the Mount Mitchell Road). The 2022/23 projects (Wentworth Street over Rocky Ponds and Furracabad Road bridge) have been tendered and a contract awarded, to be delivered in 2023/2024.

IM 3.1.3: Maintain an engineering oversight and customer service delivery function.

Action: Oversee the design and construction of the New England Rail Trail – Glen Innes to Ben Lomond stage

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.3.1	Director of Infrastructure Services	Progressing	10%	No further updates have been received from the funding body or TfNSW regarding the lease area during Q4.

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Action: Oversee construction of the grant-funded Glen Innes Highlands Skywalk

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.3.2	Director of Infrastructure Services	Progressing	80%	Construction is well under way with completion expected by 31 August 2023.

IM 3.1.4: Implement the Infrastructure Backlog Management Plan and review as necessary.

Action: Implement the Infrastructure Backlog Management Plan and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.4.1	Manager of Asset Services	Completed	100%	The proposed Capital Works programme for FY24 was provided and approved. Work will continue in refining the Infrastructure Backlog Management Plan moving forward.

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IM 3.1.5: Maintain a Survey and Design and Road Safety customer service delivery function.

Action: Arrange for the newly constructed and newly sealed roads to be design for all required signage and shape correction.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.5.1	Manager of Infrastructure Delivery	Completed	100%	No action was undertaken during the period.

IM 3.1.6: Pursue Grant Funding opportunities where viable, considering lifetime costs.

Action: Pursue Grant Funding opportunities where viable, considering lifetime costs.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.6.1	Director of Infrastructure Services	Completed	100%	Council has applied for approximately \$500,000 for repairs of Yarraford Rd in Q4. The funding has been provided and works completed within the quarter.

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IM 3.1.7: Assess need for Open Spaces and Parks and Gardens assets construction or renewal.

Action: Carry out an audit to access any further requirements of street furniture in the LGA either to renew or to be constructed.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.1.7.1	Manager of Recreation and Open Spaces	Progressing	20%	This was to be part of the infrastructure assets review but was not included by the contractors. Most of the existing street furniture will be picked up in the CBD Revitalisation plan in 2023-2024. It is planned in the 2023-2024 operational plan to carry out an audit to access further requirements of street furniture in the Glen Innes township area, either to renew or to be constructed. The audit in the villages, to access any further requirements of street furniture, will be conducted in the 2024-2025 operational year either to renew or to be constructed.

IM 3.2: Maintain Council’s infrastructure assets to adopted standards, time and budget

To maintain Council’s infrastructure assets for each infrastructure asset class, to agreed asset management policies, design standards, time and budget in accordance with approved, costed, prioritised and time -lined Maintenance Schedules.

IM 3.2.1: Implement Maintenance infrastructure works according to adopted service levels.

Action: Review the performance of maintenance works against the adopted levels of service and identify areas for improvement. Monitor and track progress of maintenance works.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.1.1	Manager of Infrastructure Delivery	Progressing	75%	Both maintenance grading teams are back on schedule. Leaf sweeping in urban areas has been increased during the autumn leaf drop season and the backlog of roadside slashing work has been caught up.

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IM 3.2.2: Provide adequate plant and fleet levels for excellence in service delivery.

Action: Provide adequate plant and fleet levels for excellence in service delivery.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.2.1	Manager of Asset Services	Completed	100%	<p>Purchasing lead times for plant and fleet continue to be extended and are not envisioned to reduce over the next two years. The Manager of Asset Services, in consultation with the Workshop Supervisor, continues to monitor plant and fleet to ensure renewals are planned with ample time to secure new assets. Council's plant and fleet are maintained by a Workshop team of two mechanics and two apprentice mechanics. The ongoing challenge is to ensure a balance between planned servicing and unplanned maintenance downtime, especially considering recent rain events.</p> <p>Items of Plant that have been procured and yet to be delivered include 1 Waterboard truck and 2 SUVs.</p> <p>2 Bogie Tipper Trucks arrived for Quarry Use.</p>

IM 3.2.3: Maintain and/or further develop advanced Asset Management Plans across all asset classes.

Action: Create an Asset Management Plan for all Council buildings.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.3.1	Manager of Asset Services	Completed	100%	An asset management plan has been adopted by Council on the 23 June 2022. Council's Building Maintenance Officer is undertaking a program in accordance with the adopted documentation.

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IM 3.2.4: Implement an advanced Building Asset Maintenance Program.

Action: Implement maintenance tasks in accordance with the maintenance program and allocated budget.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.4.1	Director Place and Growth	Progressing	75%	The Maintenance Register is in place. Emergency maintenance tasks are being undertaken as the need arises.

IM 3.2.5: Deliver Property Management and Geographic Information System (GIS) internal customer service functions.

Action: Deliver Property Management and Geographic Information System (GIS) internal customer service functions.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.5.1	Manager of Asset Services	Completed	100%	The Property Administration Officer has delivered property management services including management of leases and crown land management plan preparation. Council's Geographic Information System (GIS) is utilised to support the asset management, development assessment and property functions.

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IM 3.2.6: Deliver Best Practice Road Management Functions.

Action: Coordinate periodic inspections of Council's road network to identify defects and prioritise repairs using a risk management approach, and for the purpose of monitoring changes in the condition of network assets.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.6.1	Manager of Infrastructure Delivery	Progressing	70%	The Annual Australian Road Research Board (AARB) survey has been booked for August 2023.

IM 3.2.7: Monitor the street lighting maintenance program within Glen Innes and the villages.

Action: Monitor the street lighting program within Glen Innes and the villages.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.7.1	Executive Assistant - Infrastructure Services	Completed	100%	Street Light reports are received from Essential Energy and reviewed quarterly.

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IM 3.2.8: Deliver a Rural Addressing Register Customer Service Function.

Action: Manage the delivery of the grant-funded Rural Address Signage Project

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.8.1	Manager of Asset Services	Progressing	85%	The project has progressed with GLENRAC engaged to consult with residents and receive signage applications for review and referral to the Property Administration Officer and Manager of Asset Services. Signs to be installed by March 2024.

IM 3.2.9: Implement the Asset Management Plan for footpaths and review as necessary.

Action: Implement the Asset Management Plan for footpaths.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.9.1	Manager of Infrastructure Delivery	Completed	100%	Annual inspections are being undertaken and asset data updated in the Metrix system.

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IM 3.2.10: Implement the Bridges Asset Management Plan and review as necessary.

Action: Complete all works identified in the asset management plan for bridges in the 2022/23 financial year.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.10.1	Manager of Infrastructure Delivery	Progressing	80%	FY 21/22 backlogged projects are both at 80% completion (Shannonvale Road Bridge and Yarrow Creek Bridge on the Mount Mitchell Road). The 22/23 projects (Wentworth Street over Rocky Ponds and Furracabad Road bridge) have been tendered and a contract awarded.

IM 3.2.11: Implement the Buildings and Other Structures Asset Management Plan and review as necessary.

Action: Create a buildings and other structures management plan and implement actions as budget permits.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.11.1	Manager of Asset Services	Completed	100%	A Building, Structures, and Land Asset Management Plan was adopted by Council on the 23 June 2022. Council's Building Maintenance Officer is undertaking a program in accordance with the adopted documentation.

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IM 3.2.12: Implement the Plant and Fleet Asset Management Plan and review as necessary.

Action: Implement the Plant and Fleet Asset management Plan and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.12.1	Manager of Asset Services	Completed	100%	The Plant and Fleet Asset Management Plan has been implemented through the purchase of new plant, and the ongoing maintenance of existing plant. Ongoing demand on plant and fleet, driven by an increase in road network works caused by natural disasters has placed additional strain on existing assets. The condition of plant and fleet is continuously being monitored to ensure it is fit for purpose and downtime is minimised.

IM 3.2.13: Implement the Urban Drainage Asset Management Plan and review as necessary.

Action: Implement the Urban Drainage Asset Management Plan and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.13.1	Manager of Asset Services	Not Progressing	0%	No urban drainage renewal works have been able to be progressed due to seasonal conditions. CCTV camera and GIS mapping is scheduled for FY24.

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IM 3.2.14: Implement the Roads Asset Management Plan and review as necessary.

Action: Implement the Roads asset management plan for the 2022/2023 financial year.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.14.1	Manager of Infrastructure Delivery	Progressing	75%	In Q4 there was heavy patching completed on Yarraford Road, Rangers Valley Road and in the Glen Innes Industrial Area to prepare for the FY 23/34 bitumen re-seal program.

IM 3.2.15: Implement the Cemetery Management Plan and review as necessary.

Action: That the Cemetery Management Plan is implemented and the areas are maintained as per the adopted plans.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.15.1	Manager of Recreation and Open Spaces	Completed	100%	Cemeteries have all been tidied up with the use of a casual to cover the shortfall of resources. Procedures for new and reserved grave plot allocation, as well as a Monumental Permission Procedure have been implemented across all cemeteries. Old paper plot maps are all being updated to electronic plot files to ensure safety of records kept by Council and cross referenced against Council's Database.

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IM 3.2.16: Develop and implement a plan for Open Spaces and Parks and Gardens assets maintenance.

Action: Develop and implement a plan for Open Spaces and Parks and Gardens assets maintenance.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.16.1	Manager of Recreation and Open Spaces	Completed	100%	The draft maintenance plan was presented to the Open Spaces Committee for feedback by February 2023. Feedback was received and it is felt that a full Recreation and Open Spaces Strategic Plan be developed, incorporating the maintenance plan. This has now been carried over for the 2023-2024 OP.

IM 3.2.17: Deliver Cleaning Services for Council's assets as required and to adopted service levels.

Action: That cleaners maintain areas of responsibility to the adopted service levels.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.2.17.1	Manager of Recreation and Open Spaces	Completed	100%	Areas are being attended to as per the required service levels. A full requirement of resources including time restraints will be carried out in the 2023-2024 operational year, to deliver better services where required. This review will investigate savings that can be made or the areas that need greater time/resource allocations to maintain at the expected level.

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IM 3.3: Build Resilience and maintain capability to repair Council’s infrastructure assets following extreme weather damage

To work in partnership, to strengthen an appropriate response capability to repair damage caused by extreme weather conditions.

IM 3.3.1: Oversee Emergency Services within the LGA.

Action: Oversee Emergency Services within the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.3.1.1	Manager of Asset Services	Completed	100%	<p>Council has completed its annual obligations to support emergency services:</p> <ol style="list-style-type: none"> 1. Chaired 3 x LEMC meetings. 2. Hosted 2 x LEMO workshops to address EMPLANS and Pre-Event Planning. 3. Provided LEMO and Dep LEMO support. 4. Provided delegates to BFMC and FAFT meetings. 5. Liaised with RFS to complete Hazard Reduction works for the BFRMP. 6. Provided delegates to the RFS SLA meetings. 7. Provided plant and operator support to local fires. 8. Provided admin support for RFS purchasing, budgeting, and finance activity.

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IM 3.3.2: Deliver Flood Management and Storm Water Drainage Services to adopted service levels.

Action: Deliver Flood Management and Storm Water Drainage Services to adopted service levels.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.3.2.1	Manager of Integrated Water Services	Completed	100%	Flood management and drainage works have been delivered to the adopted levels of service.

IM 3.3.3: Implement the Drought Management Plan and review as necessary.

Action: Implement the Drought Management Plan and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.3.3.1	Manager of Integrated Water Services	Completed	100%	The Drought Management Plan has been reviewed and approved by Council.

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IM 3.3.4: Continue the Rural Drainage program.

Action: Continue the Rural Drainage program.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.3.4.1	Manager of Infrastructure Delivery	Completed	100%	In Q4, works have been completed on Glen Elgin, Reedy Creek Rd and West Furracabad Road.

IM 3.4: Design, maintain, manage and improve water and sewerage services

To ensure that water and sewerage services are designed, implemented and maintained in accordance with the adopted Integrated Water Cycle Management Plan to meet the requirements of the town and villages.

IM 3.4.1: Manage water functions according to adopted service levels.

Action: Manage water functions according to adopted service levels.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.4.1.1	Manager of Integrated Water Services	Completed	100%	Council water services have been managed in accordance with regulatory requirements.

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IM 3.4.2: Manage wastewater functions according to adopted service levels.

Action: Manage wastewater functions according to adopted service levels.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.4.2.1	Manager of Integrated Water Services	Completed	100%	Council's wastewater services have been managed in accordance with NSW EPA license conditions.

IM 3.4.3: Implement the Water Asset Management Plan and review as necessary.

Action: Implement the Water Asset Management Plan and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.4.3.1	Manager of Integrated Water Services	Completed	100%	Automated water meters are nearly all installed. They were utilised for both reads in the financial year very successfully. Limited work has been completed in the Mains upgrade program this year.

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IM 3.4.4: Implement the Sewer Asset Management Plan and review as necessary.

Action: Implement the Sewer Asset Management Plan and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.4.4.1	Manager of Integrated Water Services	Completed	100%	Relining and manhole repairs have been completed.

IM 3.4.5: Implement the Integrated Water Cycle Management Plan and review as necessary.

Action: Implement the Integrated Water Cycle Management Plan and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.4.5.1	Manager of Integrated Water Services	Progressing	50%	The issues paper is nearly completed. It has been supplied to Council for comment in its draft stage. Public Works are working on the Options assessment for council to identify what will be taken up. The completion of this project is forecast for 30 June 2024

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IM 3.6: Optimise Underutilised Assets

To work in partnership and across the organisation, to optimise the use of existing public assets (as identified by the Disused Asset Audit) for community and industry purposes.

IM 3.6.1: Continue to investigate options for increased utilisation of the Airport, whilst maintaining current service levels.

Action: Continue to investigate options for increased utilisation of the Airport, whilst maintaining current service levels.

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.6.1.1	Manager of Asset Services	Progressing	90%	<p>Regarding the runway rehabilitation and lighting upgrade:</p> <ul style="list-style-type: none"> • 1 million dollars in funding has been secured from the DRFA grant, • 1 million dollars in funding has been secured from RAPIII grant, and • 1 million dollars in funding has been approved by Council at the March 2023 Ordinary Council Meeting (this amount is not required if IBF grant for same amount is successful). <p>Tender, design and preliminary works to be conducted in FY24. The bulk of rehabilitation works and lighting upgrade to be completed in FY24.</p>

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IM 3.6.2: Implement the Corporate Property Policy

Action: Implement the Corporate Property Policy

Action Code	Responsible Officer Position	Status	Progress	Comments
IM 3.6.2.1	Manager of Asset Services	Completed	100%	The Property Administration Officer and Manager of Asset Services will identify any future fixed assets that have the potential to be sold or leased and identify available land and buildings that could be purchased that will contribute to the Community Strategic Plan.

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4: Environment Heritage

EH 4: An Appealing Sense of Place - that is protected and preserved, so that our authentic natural and built assets are showcased and enhanced for the enjoyment of all and enriched by new developments

EH 4.1: Land use planning instruments and Policies regulate and support the LGA’s Vision and encourage population growth

To revise planning instruments and policies so that population growth, in the LGA is supported with well-planned housing and business investment.

EH 4.1.1: Review and update Planning Documents including the Development Control Plan and the Land Use Strategy.

Action: Review and update as required the Land Use Strategy, Local Environmental Plan and Development Control Plan as budget permits.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.1.1.1	Director Place and Growth	Progressing	50%	The Land Use Strategy is currently being developed; three chapters have been created. Once completed and further funding is available the Local Environmental Plan and Glen Innes Development Control Plan can be reviewed in line with the proposed changes.

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EH 4.1.2: Provide Industrial Land availability.

Action: Implement strategies and update planning documents to assist with providing industrial land within the Local Government Area. Assist and implement industrial land within Glen Innes.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.1.2.1	Director Place and Growth	Progressing	30%	Glen Innes Severn Council Land Use Strategy is being written that includes consideration for industrial land within the local government area. Council is undertaking a subdivision to create additional industrial land within the Glen Innes area. An electrical upgrade is being undertaken to finalise a five-lot industrial subdivision at Dumaresq Street, Glen Innes. Confidential reports relating to the Dumaresq St Subdivision provided to Council at the November and December 2022 Council Meetings.

EH 4.1.3: Provide Urban and Rural Environmental and Development Planning services to adopted customer service standards.

Action: Provide assistance to customers for lodgement of Development Applications on the online Eplanning website as required.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.1.3.1	Director Place and Growth	Completed	100%	Ongoing Council support is being provided for lodgement of development applications on the Eplanning website. A computer has been made available at the Church Street office for customers to lodge applications as required.

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Action: Provide the opportunity for a weekly Development Assessment Unit meeting to provide developers with the opportunity to discuss proposed developments prior to the lodgement of Development Applications.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.1.3.2	Director Place and Growth	Completed	100%	A time is set aside every Thursday to assist the community with development enquiries as required.

EH 4.1.4: Implement the Community Participation Plan and review as necessary.

Action: Review the Community Participation Plan and update as required.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.1.4.1	Director Place and Growth	Progressing	80%	The Community Participation Plan was updated in 2020 in line with the <i>Environmental Planning and Assessment Act</i> Requirements. A further review is being undertaken to include additional advertising requirements for Council development applications. Council has engaged an external planning consultant to assist with the review and implementation of the Community Participation Plan.

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EH 4.2: Support the protection, conservation, enhancement, accessibility and interpretation of the cultural heritage of habitation sites

To work with partners, to encourage, the protection, conservation, enhancement, interpretation and accessibility of Indigenous (as appropriate), European and Asian cultural sites of habitation, streetscapes and public places of significance, as identified in the updated Aboriginal Heritage Study and State and Local Heritage Registers.

EH 4.2.1: Apply for Heritage grant funding to support the maintenance and upgrade of heritage buildings.

Action: Provide heritage funding for the upgrade and maintenance of heritage listed buildings in the Glen Innes CBD as budgeted. Apply for heritage funding if grants become available.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.2.1.1	Director Place and Growth	Progressing	60%	The Heritage Advisor was paid a total pf \$9,996.26 for the 2022-23 financial year. Revenue for the Heritage Advisor Service from Heritage NSW \$3,500 plus Council allocated \$7,000. 5 Projects totaling \$7,360 were paid from the Heritage Assistance Fund 2022-23. Revenue from Heritage NSW \$7,000. Council allocated \$14,000.

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EH 4.3: Support the protection, conservation, enhancement accessibility and interpretation of World Heritage National Parks

To work with partners, to encourage, appropriate protection, conservation, enhancement, interpretation and accessibility of the local World Heritage National Parks, including the interpretation of flora, fauna, Indigenous (as appropriate) and European cultural heritage.

EH 4.3.1: Advocate for increased signage and other advertising for the World Heritage listed National Parks within the LGA.

Action: Consult with National Parks and Wildlife regarding opportunities to increase signage of the National Parks in the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.3.1.1	Tourism and Events Officer	Completed	100%	Seasonal scheduled meeting was held with National Parks and Wildlife Service (NPWS) on 23 May 2023. Discussions were held regarding unique species, updates on NPWS signage, and changes to their staff (Park Ranger Koen Dijkstra leaving Glen Innes NPWS). His replacement, Marcus Armour will assist Council ongoing.

EH 4.4: Support the protection, conservation, enhancement accessibility and interpretation of Sites of High Conservation Value

To work with partners, to encourage, appropriate protection, conservation, enhancement, interpretation and accessibility of nominated sites of high environmental conservation value including, biodiversity corridors, water tables, waterways and freshwater fish habitats as identified by the NSW Department of Planning Industry and Environment and the NSW Department of Primary Industry and Council.

EH 4.4.1: Deliver an Environmental Management Function and service.

Action: Provide a weeds management reduction service within the Local Government Area as funds allow.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.4.1.1	Director Place and Growth	Completed	100%	Councils noxious weed management function has been outsourced to the New England Weeds Authority.

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Action: Complete Emissions Reduction Plan and consider implementing actions as budget allows.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.4.1.2	Waste and Environmental Management Officer	Completed	100%	No actions undertaken during the period.

EH 4.5: Encourage the community’s use of renewable energy in the LGA and reduce Council’s carbon footprint and energy costs

To work with partners, to promote the use of renewable energy across the LGA and minimise Council's carbon footprint and energy costs.

EH 4.5.1: Implement the Climate Risk Assessment and Adaptation Plan.

Action: Implement actions from the Renewable Energy Action Plan as budget allowed. Undertake Emissions Reduction Plan as detailed in the Renewable Energy Action Plan to mitigate the effects of climate change.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.5.1.1	Director Place and Growth	Progressing	60%	The Emissions Reduction Plan has been completed by 100% Renewables. The Plan have been delivered to Council who requested an additional workshop to be undertaken. The Councillor workshop is being scheduled by the General Manager.

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EH 4.5.2: Implement the Renewable Energy Action Plan.

Action: Finalise the draft Renewable Energy Action Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.5.2.1	Director Place and Growth	Completed	100%	No Action was undertaken during the period.

EH 4.6: Encourage waste minimisation and recycling and regulate waste management practices to protect the environment

To work with partners, to manage waste minimisation and recycling and regulate the communities waste management practices to protect the environment, whilst reducing Council's own waste generation and management practices.

EH 4.6.1: Deliver Waste and Recycling Services to the Community to adopted customer service standards.

Action: Provide a waste and recycling service throughout the Local Government Area.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.6.1.1	Director Place and Growth	Completed	100%	A waste and recycling collection service has been contracted to J R Richards and the recycling processing has been contracted to Glen Industries. Northern Inland Regional Waste Group has been providing an education program to encourage waste minimisation and recycling, sponsored by the Environmental Protection Agency (EPA).

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EH 4.6.2: Investigate the expansion of the existing landfill.

Action: Investigate options to expand the existing landfill.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.6.2.1	Director Place and Growth	Progressing	50%	Engagement with external authorities and agencies is occurring to progress this project.

EH 4.6.3: Review and implement the Landfill Environmental Management Plan

Action: Operate and implement actions at the Glen Innes Landfill in accordance with the Landfill Environmental Management Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.6.3.1	Director Place and Growth	Progressing	70%	The landfills have been operating in accordance with the Landfill Environmental Management Plans.

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EH 4.6.4: Implement initiatives to decrease contamination levels in recycling, increase recycling diversion rates to minimise waste going into the landfill, and to promote a waste education and recycling program.

Action: Monitor contamination in the recycling service monthly to reduce diversion rates into the landfill. Provide an ongoing waste education and recycling program in conjunction with the New England Regional Waste Group.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.6.4.1	Director Place and Growth	Completed	100%	J R Richards provide monthly kerbside collection contamination reports. The Glen Innes Severn Council are continuing to provide an ongoing waste education and recycling program to the community. Council collaborates with Glen Industries (Contractor who operates the local recycling centre), Northern Inland Regional Waste Group to promote recycling and reduce contamination rates.

EH 4.7: Support Weed Management and Control

To work with partners, to support weed management control and regulate the community's weed management practices, in waterways, landscapes, habitats and corridors across the LGA.

EH 4.7.1: Provide a noxious weed management function and service and continue to maintain environmental weed control on "high Conservation Value" roadsides.

Action: Provide a service to control noxious weeds on "High Conservation Value" areas on the roadside corridor within 10km of Glen Innes.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.7.1.1	Director Place and Growth	Completed	100%	Councils noxious weeds management function has been outsourced to the New England Weeds Authority.

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EH 4.8: Strengthen Resilience to the Negative Impacts of Extreme Weather

To work with partners to prepare for and lessen the catastrophic impacts, including hazard and flood mitigation from extreme weather and natural disasters on our built and natural environments.

EH 4.8.1: Convert priority roads from unsealed to sealed surface as funding allows to mitigate storm erosion and maintenance issues during drought.

Action: Convert priority roads from unsealed to sealed surface as funding allows to mitigate storm erosion and maintenance issues during drought.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.8.1.1	Manager of Infrastructure Delivery	Progressing	60%	Re-sheeting of Gulf Road and drainage works on West Furracabad Road have been completed in preparation for graded seals.

EH 4.8.2: Improve drainage to reduce road pavement damage during future storm events.

Action: Improve drainage to reduce road pavement damage during future storm events.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.8.2.1	Manager of Infrastructure Delivery	Completed	100%	In Q4, significant drainage upgrades have been completed on West Furracabad Road in preparation for a graded bitumen seal, as well as open drain maintenance completed on Reedy Creek Rd and Claireville Rd.

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EH 4.9: Regulatory Services are provided to support the health, safety and wellbeing of the community.

To ensure that regulatory services are provided in compliance with and in the spirit of relevant legislation and are aimed at providing a benefit to the wellbeing of the community.

EH 4.9.1: Provide Building Control services to adopted customer service standards.

Action: Issue construction certificates and complying development certificates in accordance with legislative requirements. Maintain accreditation and continued professional development training. Provide accreditation service to the Glen Innes Severn Council Local Government Area in accordance with legislative requirements.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.9.1.1	Director Place and Growth	Progressing	75%	Construction certificates and complying development certificates issued in accordance with legislative requirements. Both GISC and contracted Building Surveyors have current accreditation and complies with the <i>Building and Development Certifiers Act 2018</i> requirements. An accreditation service is being provided to the Glen Innes Severn Council Local Government Area in accordance with legislative requirements.

EH 4.9.2: Provide Food Regulation and Safety services to adopted customer service standards.

Action: Council to continue to provide a food inspection program in accordance with the NSW Food Authorities Food Regulation.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.9.2.1	Director Place and Growth	Completed	100%	Food vendor inspections were undertaken in accordance with the NSW <i>Food Authorities Food Regulation</i> in Q4 2022/23.

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EH 4.9.3: Provide Regulatory and Public Health Safety services to adopted customer service standards.

Action: Provide Regulatory and Public Health service to the community in the Local Government Area in accordance with legislative requirements.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.9.3.1	Director Place and Growth	Completed	100%	Annual Food Safety inspections completed in Q4 2022/23. An ongoing Regulatory and Public Health service is being provided to the community.

EH 4.9.4: Provide Town Planning services to adopted customer service standards.

Action: Provide Town Planning advice to the general public regarding town planning issues. Provide a development assessment service for the Glen Innes Severn Council Local Government area.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.9.4.1	Director Place and Growth	Completed	100%	Qualified Town Planning staff are employed to provide a town planning service to the community which is supplemented with qualified contractors as required. A restricted building surveyor is employed to undertake and approve complying development approvals and inspections within the Glen Innes Severn Council LGA. An Unrestricted Building Surveyor is currently contracted to Council one day per week.

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EH 4.9.5: Provide a companion animals register and Ranger functions to adopted customer service standards.

Action: Update the Companions Animal Register as required and provide a Ranger to administer Companion Animal functions in accordance with Councils Policies and NSW Legislation.

Action Code	Responsible Officer Position	Status	Progress	Comments
EH 4.9.5.1	Director Place and Growth	Completed	100%	A companions animal register is located on the Office of Local Government website. Council update and maintain this website in accordance with legislative requirements. Any enquiries are undertaken in accordance with Council's customer service standards.

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5: Council Sustainability, Transparency and Communication

STC 5: Recognised for Local Leadership - that upholds its values and responsibilities, is focused on the community through the custodianship of its assets and empowerment of its employees, to deliver the best value services and projects in partnership with others and within the means of Council

STC 5.1: Maintain the focus, importance and relevance of the CSP

To regularly communicate and consult with the Community, Councillors, Partners and Staff on the importance and progress of the 2022 - 32 Community Strategic Plan and its Delivery Programs and ensure contributing strategies and plans are current with a clear line of sight to all of Council's functions, projects, budgets and performance assessment methodologies.

STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

Action: Provide a Q1, Q2, Q3, Q4 and Annual report to Council on the Operational Plan 2022/2023 progress measured against the Delivery Program 2022-2025.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.1.1.2	Manager of Governance, Risk and Corporate Planning	Progressing	60%	An incomplete report was provided to Manex in May 2023. This was to be progressed to the May Council meeting, to meet the requirements of the Integrated Planning and Reporting Guidelines which requires the General Manager to report on the progress achieved towards the Delivery Program at least every six months. Manex decided to not provide the report to Council. A meeting was held and Manex have made a renewed commitment to ensure three reports on the progress are provided annually, being an interim report provided to the February Council meeting, a second interim report provided to the May Council Meeting and an Annual Report provided to the November Council meeting.

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Action: Coordinate an Annual Report to Council that is informative and meets legislative compliance requirements.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.1.1.3	Manager of Governance, Risk and Corporate Planning	Completed	100%	This was completed in a previous period. No action was undertaken during this period.

Action: Coordinate the creation of an Annual Operational Plan across Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.1.1.4	Manager of Governance, Risk and Corporate Planning	Completed	100%	The Operational Plan was created and endorsed by Council during the period.

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STC 5.1.2: Develop an integrated framework so that budget management responsibility, project delivery, and operational plan delivery are all combined into Council's Performance Management systems through both objective data and a capability framework that has full line of sight to the Delivery Program and Community Strategic Plan.

Action: Establish a working group to research models of capability frameworks used at other councils. Presenting a report to the Management Executive Team (MANEX) recommending a pathway forward, associated timeline and estimation of implementation costs for Council to achieve Delivery Program STC 5.1.2 prior to June 2025.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.1.2.1	Director of Corporate and Community Services	Not Due To Start	0%	No Action has been undertaken.

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STC 5.2: Councillors and employees demonstrate appropriate Capabilities and Behaviours

To maintain and reinforce, a culture of compliance with the expected behaviours and regulatory requirements for public leaders and officials as articulated in Council’s Code of Conduct, Values and Governance Framework.

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

Action: Complete a full review of the Enterprise Risk Management System.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.1.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	Further action was undertaken during the period in reviewing the system. A review of Risk Categories was undertaken with a draft strategy completed to reduce the number of first level categories, enabling easier use of the system. Sub-categories will be assigned, where needed to the broad categories.

Action: Develop a Legislative Compliance Register.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.1.2	Manager of Governance, Risk and Corporate Planning	Progressing	40%	Actions towards the implementation of Council's register were undertaken regarding consideration to include obligations from Policies and Procedures along with legislative obligations. Implementation of the Compliance system has not commenced. It has been rolled forward into FY 2023-24.

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Action: Implement the Pulse Policies and Delegations Register and maintain compliance.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.1.3	Manager of Governance, Risk and Corporate Planning	Progressing	90%	The Relianys Delegations + module implementation is 90% complete with the Monitor module implementation completed in a prior period.

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

Action: Document a Governance Framework and methodology for assessing governance health across the organisation.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.2.1	Manager of Governance, Risk and Corporate Planning	Progressing	40%	Some progress has been made towards this goal with the basic framework documented. Work will continue in FY 2023-24 to complete the document and have it approved by Manex.

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

Action: Develop a Professional Development Program for all Councillors and implement the program.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.3.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	Other than professional development programs attached to conferences, no specific programs were held during the period.

STC 5.2.4: Implement the Fraud Control Plan.

Action: Create an action plan and budget for implementation of the Fraud Control Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.4.1	Manager of Governance, Risk and Corporate Planning	Progressing	20%	There was no progress on this during the period. Reviewing the Plan will take place in 2023-24 period to bring it into line with the latest Australian Standards.

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STC 5.2.5: Implement the Work Health and Safety Management Plan.

Action: Implement all relevant actions in the Work Health and Safety Management Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.5.1	WHS Coordinator	Progressing	85%	The implementation of the WHS Management Plan and action plan has progressed: The agreed Priority Action Plan, of three (3) actions: Planning, Hazardous Chemicals, and Bullying and Unreasonable Behaviour. are to be reviewed by MANEX prior to being forwarded to StateCover.

STC 5.2.6: Deliver a Public Interest Disclosure (PID) service within Council in line with legislation.

Action: Deliver a Public Interest Disclosure (PID) service within Council in line with legislation.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.6.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	This service was provided, with the Manager Governance, Risk and Corporate Planning (MGRCP) undertaking training in investigations and the new PID Act, to commence 1 October 2023.

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Action: Implement the Internal Reporting Policy - Public Interest Disclosures (and Procedures) and review as necessary.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.6.2	Manager of Governance, Risk and Corporate Planning	Completed	100%	This function has been provided with some areas of improvement identified in recognising and dealing with PIDs.

STC 5.2.8: Provide a Records Management Function in accordance with relevant legislation.

Action: Review Council's Records Management Strategic / Operational Plan to ensure that it is current, meets Council's needs and is compliant with relevant record keeping standards.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.8.1	Records Supervisor	Completed	40%	DRAFT Records Management Operational Plan has been submitted to the Manager, Administration and Human Resources for comment prior to being presented to MANEX.

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Action: Research alternatives to Council's ECM Records management program and develop a proposal to replace or upgrade it.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.8.2	Records Supervisor	Progressing	50%	<p>TechnologyOne has provided the Saas (Software as a Service) Readiness Assessment and Interface Inventory templates in preparation for the requirement to discontinue On-Premise service for ECM in 2025-2026. The Records Supervisor has partially completed the responses for TechnologyOne, however RMT will be required to complete part of the assessment criteria. Updates in the latest version of ECM (2022B) have confirmed there are no major changes to the functionality of ECM and benefits to Council would be minimal. It is suggested that no upgrade to ECM take place prior to Saas being implemented which will include the latest version of the program.</p> <p>Following advice from the Manager Administration and Human Resources (MAHR), the Records Supervisor contacted the Records Manager based at Cardinia Shire Council. This Council implemented M365 Sharepoint Records Management database (from TRIM) over a period of 12 months with the services of AvePoint software company. It was reported that while the implementation was very involved and a difficult process at times, Cardinia Shire Council now believe they are 100% compliant with capturing all Council records.</p> <p>MAHR, Records Supervisor and RMT have participated in a presentation of the M365 records management program with AvePoint's Cloud Records solution with further information being provided from AvePoint. It is recommended that the Records Supervisor meet with one of the Council's now using M365 records management to gain further understanding of the product in action.</p>

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Action: Research the digitisation and long-term storage of State Records and other high value hardcopy records and develop a plan to manage them.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.8.3	Records Supervisor	Completed	100%	No Actions were undertaken during the period. The action was completed prior.

STC 5.2.9: Implement the Privacy Management Plan and review as necessary.

Action: Review the Privacy Management Plan and Framework implementation within Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.9.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	During the period, the Privacy Management Plan and the framework underwent a significant review and was provided to staff, Manex and the Information and Privacy Commissioner for review. The Plan is scheduled to go to Council in August 2023.

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STC 5.2.10: Implement the Enterprise Risk Management Framework and Plan.

Action: Report Half Yearly to the Audit Risk and Improvement Committee on the implementation of the Enterprise Risk Management system.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.10.1	Manager of Governance, Risk and Corporate Planning	Progressing	70%	A report was provided during the period to the ARIC Chair.

Action: Report Quarterly to MANEX on the implementation and management of the Enterprise Risk Management System (ERM).

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.2.10.2	Manager of Governance, Risk and Corporate Planning	Progressing	50%	A Risk Management Report has been provided to Manex during the period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.3: Councillors and staff uphold budget and financial accountability

To maintain budgeting and financial management disciplines required to establish and adjust the longer term and annual budget forecasts so that managers of functional cost centres and projects are held accountable for their delivery.

STC 5.3.1: Provide financial and budget compliance reporting to Council and the community.

Action: Deliver financial and budget compliance reporting to Council and the community.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.1.1	Chief Financial Officer	Progressing	60%	A suite of new management reports are currently being developed to ensure sufficient reporting to Manex. It has been identified by the CFO that current reports are not providing enough value for Manex to ensure that the financial position of Council is easily identified and the day to day operations and tasks of financial reporting is to the required standard.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Implement Project Jigsaw and create new operating procedures to ensure financial and budget compliance.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.1.2	Chief Financial Officer	Progressing	60%	<p>The inventory ledger needs to be reconciled to the control account in the Balance Sheet. Quarry inventory usage needs to be consumed monthly to allow P&L reporting for the Quarry. The VIC inventory management needs to be setup as currently there are no inventory management processes. The VIC needs to account for inventory on a more regular basis and bring its inventory into the general ledger under the inventory sub-ledger.</p> <p>The new suite of reports will provide insight in terms of the cash position (restricted and unrestricted), capital reporting against budget and grants, position on contract assets and liabilities, business unit reporting for the Quarry, Life Choices, Waste Management and the Visitor Centre. P&L reports will measure actual vs budget performance. The Quarterly Budget reviews will ensure further accuracy by ensuring all Balance Sheet reconciliations are completed and reviewed monthly.</p>

STC 5.3.2: Ensure Council meets its Tax compliance requirements.

Action: Implement Project Jigsaw and create new operating procedures for tax compliance.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.2.1	Financial Accountant	Completed	100%	Project Jigsaw has been implemented. The new operating procedures for tax compliance are currently being followed.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Ensure Council meets its tax compliance requirements.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.2.2	Financial Accountant	Completed	100%	Council's tax compliance requirements are up to date and Council are about to lodge the GST compliance certificate.

STC 5.3.3: Deliver Rates notification and collection services to adopted customer service standards.

Action: Implement Project Jigsaw and create new operating procedures for Rates.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.3.1	Financial Accountant	Progressing	60%	Project Jigsaw has been implemented. The new operating procedures for rates have been started but due to new staff filling this position, it will be an ongoing process for the coming quarters. There are issues with the reports being pulled from the rates module and a lot of work that will need to be done once we have a balanced differential rates report. Reminder notices have been sent out to the community. The Acting Rates Officer is currently reconciling the Valuer General files and is working with Open Office (OO) to resolve some issues that have arisen due to this. The Acting Rates Officer (RO) is also working with OO to get ready to levy the new rates notices.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver Rates notification and collection services to adopted customer service standards.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.3.2	Financial Accountant	Progressing	80%	Reminder notices have been sent out to the community. The Acting Rates Officer is currently reconciling the Valuer General files and is working with OO to resolve some issues that have arisen due to this. The Acting RO is also working with OO to get ready to levy the new rates notices.

STC 5.3.4: Deliver an Accounts Payable service to adopted customer service levels.

Action: Implement Project Jigsaw and create new operating procedures for Accounts Payable.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.4.1	Chief Financial Officer	Progressing	90%	The Accounts Payable module has been functioning as required. Further process and system improvements are required and there are system changes required to further enhance the Accounts Payable module to comply further with audit and internal policies.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver an Accounts Payable service to adopted customer service levels.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.4.2	Management Accountant	Progressing	85%	The Accounts Payable function is working well. Vendor enquiries and concerns are dealt with in a timely manner achieving sound outcomes for all parties. Issues arising are outlined with Management and dealt with in accordance with Council's Policies and Procedures to minimize future occurrences.

STC 5.3.5: Deliver an Accounts Receivable service to adopted customer service levels.

Action: Implement Project Jigsaw and create new operating procedures for Accounts Receivable.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.5.1	Chief Financial Officer	Progressing	60%	The Accounts Receivable module has been functioning as required. The process of invoicing for grants and statutory reporting needs to be reviewed as this process has been found to have data leakage. The sub-ledger needs to be reconciled with the Balance Sheet control accounts monthly to ensure data integrity. Regular reviews of overdue accounts need to be completed regularly. The Rates control accounts need to be reconciled with the integrated rates module regularly. There are several hundred entries from the module that have not flowed through to the general ledger, there is a great amount of work required to resolve these error items and to put a process in place to ensure that all entries generated in the Rates system are pushed through to the general ledger.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Deliver an Accounts Receivable service to adopted customer service levels

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.5.2	Financial Accountant	Progressing	75%	Accounts receivable functions are working well. Due to the Debtors officer concentrating on the issues within Water bill issuing, there has not been any debt collection action taken yet for the 2022-2023 financial year.

STC 5.3.6: Implement the Long Term Financial Plan.

Action: Review and implement the Long Term Financial Plan (LTFP) using the newly purchased LG Solutions LTFP software template. Map the Open Office chart of accounts to the LTFP software.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.6.1	Chief Financial Officer	Progressing	15%	<p>To ensure the integrity of the LTFP, the capital grants, operational grants, Life Choices funding reconciliations, balance sheet reconciliation and the capital works in progress need to be updated monthly. Until all these tasks have been completed, the LTFP will not be based on data that can be relied upon. All these factors are crucial in ensuring that the LTFP reflects the funding position of Council and ensures that the cashflow can be relied upon to make decisions on adopting capital projects, operational projects and the need for borrowings and special rate variances.</p> <p>Work has begun to catch up on the above mentioned reconciliations for financial year 2022/23 as at June 2023, as the opening balances were brought into the new financial system in April 2023, the backlog of work is immense to bring all work up to date and then to also bring it up to date for financial year 2023/24.</p>

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

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.

Action: Continue to provide an Audit, Risk and Improvement Committee (ARIC) with a minimum of four (4) meetings annually and ensure secretarial support is provided to the committee.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.7.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	The ARIC met in June 2023. Minutes were recorded and will be provided to the July 2023 Council meeting for noting.

STC 5.3.8: Provide an Independent Internal Audit Function in line with the Office of Local Government Risk Management Framework and Internal Audit Guidelines.

Action: Continue to provide an Independent Internal Audit Function.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.3.8.1	Director of Corporate and Community Services	Completed	100%	The new shared internal auditor has completed a long-term strategy and an annual work plan. The first audit of this new arrangement has begun.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.4: Responsible custodianship of the community’s assets

To ensure appropriate policies and standards for the management of Council’s assets which optimises their use, leverages optimal resources from partners and commercial activities and maintains their upkeep, whilst balancing competing priorities in keeping with Community aspirations, known risks and Council’s financial means.

STC 5.4.1: Provide a Corporate Property Management service to oversee Council property assets.

Action: Provide a Corporate Property Management service to oversee Council property assets.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.1.1	Manager of Asset Services	Completed	100%	A Property Administration Officer Role has been in place to oversee Council property assets. The Property Administration Officer is responsible for providing an internal service to Council employees and an external service to Glen Innes Severn residents.

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.

Action: Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community’s assets.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.2.1	Financial Accountant	Completed	100%	Council's Investment and Borrowings Policies and practices are meeting the requirements of STC 5.4, Responsible custodianship of the community's assets. Investments are being redeemed/rolled or new ones made every month.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.4.3: Provide a centralised, standardised and regulated Procurement service across Council to adopted customer service levels, with procurement policies and guidelines in compliance with the Fraud Control Plan.

Action: Provide a centralised, standardised and regulated Procurement service across Council; that meets adopted customer service levels, is within the Procurement Policies and Guidelines in complies with the Fraud Control Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.3.1	Management Accountant	Progressing	75%	A centralised and continuously improving Procurement service is delivered across Council.

Action: Implement Project Jigsaw and create new operating procedures for procurement and inventory, and train staff in the revised system procurement procedures.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.3.2	Chief Financial Officer	Progressing	65%	The inventory ledger needs to be reconciled to the control account in the Balance Sheet. Quarry inventory usage needs to be consumed monthly to allow P&L reporting for the Quarry. The VIC inventory management needs to be setup as currently there are no inventory management processes, the VIC needs to account for inventory on a more regular basis and bring its inventory into the general ledger under the inventory sub-ledger.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Implement ArcBlue and create new operating procedures for procurement and train staff in the revised system procurement procedures.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.3.3	Management Accountant	Progressing	60%	Staff involved with Procurement within council have started their induction training and have engaged in the use of the products within the ArcBlue System.

STC 5.4.4: Provide a Stores service that provides efficiencies to Council Operations.

Action: Provide a stores service that provides efficiencies to Council operations.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.4.1	Management Accountant	Progressing	75%	A Stores service is delivered across Council.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.4.5: Seek funding opportunities to assist in offsetting annual operational plan expenditure, whilst considering the whole of life costs of any new asset acquisition or development.

Action: Provide a part time Grants Officer position to administrate the application of grants for Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.5.1	Director Place and Growth	Completed	100%	Completed.

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

Action: Coordinate the Statewide Mutual Continuous Improvement Pathway (CIP) across Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.6.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	This initiative was completed in a prior period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Coordinate the annual Insurance renewal questionnaires, organise budgets and ensure Council is adequately insured.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.6.2	Manager of Governance, Risk and Corporate Planning	Completed	100%	During the period, all Insurance Renewal Questionnaires were completed and insurances in all relevant areas procured. Council also increased its cover for property assets from around \$96M to \$133M without increasing the premium cost. This was achieved through adjusting the deductibles with a larger deductible for assets considered to be low risk. Insurance premiums increased again year on year by greater than 10%. The insurance market has been in a 'hard market' cycle since 2019 with greater than 10% pa increases in premiums for most schemes, year on year.

Action: Review the Business Continuity Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.6.3	Manager of Governance, Risk and Corporate Planning	Completed	100%	The review was carried out earlier in the year. Actions to procure a consultant to carry out training and awareness on Council's Business Continuity Plan (BCP) took place in the period with training scheduled in August 2023.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.4.7: Provide a viable plan to co-locate the Church Street and Town Hall offices.

Action: Create a viable plan to consolidate Council's administrative offices into a single building.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.4.7.1	General Manager	Progressing	25%	Limited progress was achieved, however discussions with TfNSW as NSW property have taken place regarding their Glen Innes building and have a tentatively scheduled meeting with the Minister in August. A further informal review of other sites has also been undertaken.

STC 5.5: Enhance an ethos of customer service

To enhance a customer service ethos across all of Council's internal and external service functions, by establishing a range of customer satisfaction measures, to be used for service improvement and performance assessment methodology.

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

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

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.1.1	Financial Accountant	Progressing	85%	Town Hall Customer Service functions are delivered with minimal complaints. All complaints are verbal and are directed at the recent issues with distributing water bills which is being resolved with Open Office and Forms Express to have them issued as soon as possible.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.5.2: Deliver (Church Street) Customer Service functions to adopted customer service levels.

Action: Deliver (Church Street) Customer Service functions to adopted customer service levels.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.2.1	Director Place and Growth	Completed	100%	Customer services office employed at Church Street office provides a customer service function in accordance with Councils customer service policy.

STC 5.5.3: Deliver a Complaints Management Service to adopted customer service standards.

Action: Continue to provide oversight and advice on complaints management (including Code of Conduct and Unreasonable Complainant Conduct management) throughout Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.3.1	Manager of Governance, Risk and Corporate Planning	Completed	100%	The complaints management process has seen improvements during the quarter. The Manager Governance, Risk and Corporate Planning (MGRCP) attended the 13th National Investigations Symposium in Sydney and attended two half-day workshops the day prior, including a workshop on complaints handling and one on investigative report writing. Further, a review of the Complaints Management Policy and Complaints Management Procedures were completed.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Review the Complaints Management Policy and Procedures, and the Code of Conducts and Procedures.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.3.2	Manager of Governance, Risk and Corporate Planning	Progressing	50%	The Complaints Management Policy and Procedures underwent a review during the period and will be presented to Manex and Council in July 2023 for review and adoption.

STC 5.5.4: Implement the Continuous Improvement Plan.

Action: Document an action plan for promoting the Continuous Improvement Plan and raising awareness of continuous improvement opportunities and initiatives throughout the organisation.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.4.1	Manager of Governance, Risk and Corporate Planning	Progressing	35%	No action was undertaken during the period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.5.5: Implement the Communication Strategy and Action Plans.

Action: Provide regular, timely media releases on topical issues as they arise to ensure the community is well informed.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.5.1	Media and Communications Officer	Progressing	80%	Not achieved due to position being vacant since late April.

Action: Develop the new Council website to go live as an integrated central digital hub with linkages to all areas of Council.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.5.2	Media and Communications Officer	Progressing	95%	The action is substantially completed, however further work is required around the community engagement function.

Action: Focus on using Council's Facebook site as a communication tool to update the community.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.5.3	Media and Communications Officer	Completed	100%	FB continues to work exceptionally well for Council by any social media metrics. Using it for quick good news grabs may affect even more improvement for how the community perceives Council if used intelligently. Ensuring key core business information is posted onto FB requires all areas of Council to improve their communication tasks.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Provide at least four (4) quarterly resident newsletters during the year.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.5.4	Media and Communications Officer	Progressing	75%	The final newsletter was not produced due to lack of staffing resources

Action: Provide better access, utility and value to Council’s communication to the community by using a diverse media mix.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.5.5	Media and Communications Officer	Completed	100%	Social media is the main conduit currently and is highly effective. Radio and TV play a minor role with OurCouncil in the Examiner being important.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

Action: Research and develop new communication products including digital and non-digital to diversify and value-add to Council’s communication opportunities.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.5.5.6	Media and Communications Officer	Progressing	70%	No further progress has been made.

STC 5.6: Deliver best value services

To develop a methodology and train and empower staff to undertake a rolling program of best value service reviews across Council’s services, designed to improve customer service and efficiencies, using staff involvement, customer service data, process analysis, cost data, and innovation.

STC 5.6.1: Develop and deliver a program of service reviews.

Action: Undertake education in the new requirements under the IP&R Guidelines for Service Reviews and report to MANEX on what is expected and how these service reviews can be structured, including estimation of cost so that a plan of service reviews may be created.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.6.1.1	Manager of Governance, Risk and Corporate Planning	Progressing	60%	No further action was completed during the period.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.7: Recruit, empower, assess and develop employees whilst maintaining accountability

To develop a consistently applied capability framework and training program, for all people managers and their staff, which supports recruitment, performance management, staff development and an empowered culture of accountability.

STC 5.7.1: Implement the Workforce Strategy and Plan

Action: Implement all relevant actions in the Workforce Management Strategy and Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.7.1.1	Manager of Administration and Human Resources	Progressing	70%	Actions completed in Quarter Four 2022/2023 for the Workforce Management Strategy included: focusing on recruitment processes to significantly reduce the time taken to fill vacancies and achieve Council's six week target (completed), completing annual staff performance appraisals within the approved review cycle (mostly achieved), reviewing Council's leave management practices to keep annual leave and long service leave within targeted limits (completed), conducting an employee engagement survey (completed), reviewing positions descriptions to ensure their suitability (ongoing), linking skills and performance to total rewards (completed), reviewing and implementing a WHS action plan (completed in draft form), and conducting departmental structure reviews (completed for Place and Growth).

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.7.2: Staff training and development is integrated into the performance management framework and is visibly connected to a "line of sight" in delivering the Community Strategic Plan.

Action: Develop a Corporate Training Plan and training resources that have "line of sight" in delivering the Community Strategic Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.7.2.1	Human Resources Officer (Payroll)	Completed	100%	The Corporate Training Plan has been developed for 2023/2024 and included in the operational plan.

Action: Become a Child Safe Council by implementing the NSW Child Safe Standards and demonstrating leadership in Child Safe Strategies across the LGA.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.7.2.2	Manager of Community Services	Progressing	75%	Council endorsed The Glen Innes Severn Council Child safe Policy at the May 2023 ordinary Council Meeting. The Policy is now a Policy of Council and provides a framework for the additional work required for GISC to become a Child Safe Organisation.

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.7.3: Deliver a Human Resources function to adopted customer service standards.

Action: Maintain a Human Resources function in accordance with adopted customer service standards.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.7.3.1	Manager of Administration and Human Resources	Completed	100%	There are no specific service level agreements in place for HR functions at present; however, the HR function is constantly being tweaked to make it more responsive to customer needs. Online systems have been introduced for recruitment, onboarding, performance management, employee exits and other HR functions, to streamline processes and make them more responsive, and complaints or perceived shortcomings are addressed as they arise.

STC 5.8: Information Technology Systems are integrated, resilient and support customer service and efficiency

To ensure Council's Information technology architecture and systems are fit for operational requirements (including remote staff access), interoperable, reliable, recoverable in the event of a disaster and support customer service, performance reporting and service improvement.

STC 5.8.1: Deliver the Information Communications Technology (ICT) Strategic Plan and review as necessary.

Action: Implement all relevant actions in the Information Communications Technology (ICT) Strategic Plan.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.8.1.1	Manager of Administration and Human Resources	Completed	100%	Actions commenced or completed in quarter four include: progressing towards Maturity Level Two in the Essential Eight cyber security framework (on track), implementing Open Office (progressing), implementing mobile device management (completed), completing pen testing / auditing (underway), upgrading the mobile fleet and mobile plans (completed), reviewing privileged access management arrangements (underway), investigating the synchronisation of local drives with the Azure cloud (underway), and implementing encryption for all storage devices (underway).

QUARTER 4 REVIEW – 2022/2023 OPERATIONAL PLAN

STC 5.9: Collaborate with partners to deliver the Community Strategic Plan’s Goals and Priorities

To engage with local representatives, government ministers and agencies, private and not for profit sector partners, who are critical to the successful implementation of the Community Strategic Plan; to understand their views and seek their commitment to its implementation.

STC 5.9.1: Engage with local representatives, government ministers and agencies, private and not for profit sector partners, who are critical to the successful implementation of the Community Strategic Plan; to understand their views and seek their commitment to its implementation.

Action: Provide support connection and access through Highlands Business & Community Hub to improve leadership, growth and employment outcomes as well as reduce local economic leakage and promote local partnerships and collaborations.

Action Code	Responsible Officer Position	Status	Progress	Comments
STC 5.9.1.1	Director Place and Growth	Completed	100%	A variety of Community and Business programs were undertaken in Q4 at the Highlands Hub.



GLEN INNES SEVERN COUNCIL Secondary Employment Policy

RESOLUTION NUMBER:	13.06/20	MEETING:	25 June 2020
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Glen Innes Severn Council is a customer service organisation. Meeting the needs of our community is Council's top priority. In order to deliver excellent customer service, Council employees must behave in an objective, ethical and committed manner.

AIMS

In accordance with Clause 5.19 of the *Glen Innes Severn Council Code of Conduct for Council Staff*, the aims of the Secondary Employment Policy are to ensure that, should staff engage in any outside employment, work or business activity, such activities will not:

- conflict with their official duties;
- involve the use of confidential information or resources obtained through their work with Council, including where private use is permitted;
- require them to work while on Council duty;
- discredit or disadvantage the Council; or
- create, due to fatigue or other factors, a risk to the staff member's health or safety, or to the health and safety of their co-workers.

RELATED DOCUMENTS AND LEGISLATION

- *Glen Innes Severn Council Code of Conduct for Council Staff*
- *Local Government Act 1993: S353 - 'Other Work'*

DEFINITIONS

Secondary Employment: Remunerated activity undertaken by a Council employee outside the services of Council, including having a second job or conducting a private business.

Conflict of Interest: A conflict of interest relating to secondary employment exists where the paid outside work may hinder, or has the potential to hinder, the performance of the employee's functions, duties and responsibilities.

This includes any activities that may benefit from the improper use of the employee's knowledge of or access to Council's records or other resources, which may compromise the employee's or Council's decision-making processes or business activities or lead to a situation where a reasonable and informed person might believe that decision making processes or business activities are compromised.

Reference Number:	Version Number: 1.0 Date: 25 June 2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: Human Resources Policy Statement Register, Code of Conduct for Council Staff			

GUIDELINES

As a guide, the engagement in private work by Council staff is to be generally limited to work with organisations or individuals who:

- do not undertake work or provide business services for the Council;
- do not submit applications to the Council for approval or for any regulatory inspections;
- do not or are unlikely to undertake work in the Council area which would require Council approval, inspections, or enforcement of regulations; or
- do not act in a professional capacity in the alteration or development of land or property; or in relation to any matter requiring Council approval in the Glen Innes Severn Council area.

PROCEDURES

Any employee of Council who is considering, or already involved in, outside employment or contract work that either relates to the business of the council or that might conflict with their Council duties or work hours must seek the approval of the General Manager in writing.

An application for approval of secondary employment, where applicable, must be completed on commencement of employment and then annually if the employee continues to engage in secondary employment.

Council may prohibit an employee from engaging in paid outside work where:

- the hours of work, work arrangements or nature of duties jeopardise the health, safety and / or efficiency of the employee, co-workers or members of the public; or
- the secondary employment directly or indirectly conflicts or potentially conflicts with the business of Council or with the functions, duties or responsibilities of the employee's position with Council.

The termination of paid outside work may be a condition of commencement or continuation of employment with Council.

An employee who engages in or continues to engage in paid outside work after being prohibited from doing so by the General Manager may be subject to disciplinary action.

Council's human resources section will maintain a register of all secondary employment applications and their outcomes. Copies of all processed secondary employment applications will be maintained on the employee's personnel file.

Reference Number:	Version Number: 1.0 Date: 25 June 2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: Human Resources Policy Statement Register, Code of Conduct for Council Staff			

APPLICABILITY

This policy applies to all staff and may be of particular relevance to those involved in building applications, development applications, subdivision applications, health enforcement, inspections, regulation enforcement and supervision of contractors.

IMPLEMENTATION AND COMMUNICATION

It will be the responsibility of the Manager of Governance Risk and Corporate Planning to induct all staff in this Policy.

Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Manager of Governance Risk and Corporate Planning.

VARIATION AND REVIEW

This Secondary Employment Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council.

The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

.....
General Manager

.....
Date

Reference Number:	Version Number: 1.0 Date: 25 June 2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: Human Resources Policy Statement Register, Code of Conduct for Council Staff			



Code of Conduct for Council Staff

Based on the Model Code of Conduct
for Local Councils in NSW

2020 2023

CODE OF CONDUCT FOR COUNCIL STAFF

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DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		September 2025			
PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	TBA	TBA	Amendments include procedural notes and minor amendments to capitalisation and acronyms.	MGRCP	Council
2	24/09/2020	13.09/20	Included updates from the OLG revised Model Code.	MGRCP	Council
1	28/02/2019	09.02/19	This was the first Model Code created by the OLG.	Manager of Administration and Human Resources	Council

.....
General Manager

.....
Date

CODE OF CONDUCT FOR COUNCIL STAFF

PART 1 INTRODUCTION

This Code of Conduct applies to members of Council staff, including the General Managers. It is based on the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) which is made under section 440 of the *Local Government Act 1993* (“LGA” the Act) and the *Local Government (General) Regulation 2005 2021* (the Regulation).

Section 440 of the *Local Government Act 1993* (“LGA”) requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. ~~A Council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (e.g., volunteers, contractors and members of wholly advisory committees).~~

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- Understand and comply with the standards of conduct that are expected of them,
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439), and
- Act in a way that enhances public confidence in local government.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a Council’s adopted Code of Conduct applies to, must comply with the applicable provisions of their Council’s Code of Conduct. It is the personal responsibility of Council officials to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a member of staff to comply with a Council’s Code of Conduct for Council Staff may give rise to disciplinary action.

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PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of Council appointed under the LGA Act other than an administrator appointed under section 66
ARIC	Audit, Risk and Improvement Committee
committee	see the definition of “Council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
Council	includes county councils and joint organisations Glen Innes Severn Council
Council committee	a committee established by a Council comprising of councillors, staff or other persons that Council has delegated functions to and Council's ARIC Audit, Risk and Improvement Committee
Council committee member	a person other than a councillor or member of staff of a Council who is a member of a Council committee other than a wholly advisory committee, and a person other than a councillor who is a member of Council's ARIC audit, risk and improvement committee
Council official	includes councillors, members of staff of Council, administrators, Council committee members, delegates of Council and, for the purposes of clause 4.16, Council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of Council	a person (other than a councillor or member of staff of a Council) or body, and the individual members of that body, to whom a function of Council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
General Manager	includes the executive officer of a joint organisation

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joint organisation	a joint organisation established under section 400O of the LGA Act
LGA the Act	the <i>Local Government Act 1993</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a Council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government (OLG)
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the <i>Regulation</i> and incorporated into Council's Procedures for the Administration of the Code of Conduct
the <i>Regulation</i>	the <i>Local Government (General) Regulation 2005-2021</i>
wholly advisory committee	a Council committee that Council has not delegated any functions to

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PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring Council or other Council officials into disrepute,
 - b) is contrary to statutory requirements or Council's administrative requirements or policies,
 - c) is improper or unethical,
 - d) is an abuse of power,
 - e) causes, comprises or involves intimidation or verbal abuse,
 - f) involves the misuse of your position to obtain a private benefit, or
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the **LGA Act** or any other Act. (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the **particular** merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person,
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

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Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:
- a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- aggressive, threatening or intimidating conduct,
 - belittling or humiliating comments,
 - spreading malicious rumours,
 - teasing, practical jokes or ‘initiation ceremonies’,
 - exclusion from work-related events,
 - unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level,
 - displaying offensive material, **or**
 - pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this Code. Examples of reasonable management action may include, but are not limited to:
- performance management processes,
 - disciplinary action for misconduct,
 - informing a worker about unsatisfactory work performance or inappropriate work behaviour,
 - directing a worker to perform duties in keeping with their job,
 - maintaining reasonable workplace goals and standards,
 - legitimately exercising a regulatory function, **or**
 - legitimately implementing a Council policy or administrative processes.

Work health and safety

- 3.12 All Council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011 (WHS Act)*. You must comply with your duties under the *WHS Act* and your responsibilities under any policies or procedures adopted by Council to ensure workplace health and safety. Specifically, you must:
- take reasonable care for your own health and safety,
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
 - comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the *WHS Act* and any policies or procedures adopted by Council to ensure workplace health and safety,
 - cooperate with any reasonable policy or procedure of Council relating to workplace health or safety that has been notified to Council staff,
 - report accidents, incidents, near misses, to the General Manager or such other staff member nominated by the General Manager, and take part in any incident investigations, **and**

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- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the *WHS Act* in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Obligations in relation to meetings

- 3.15 You must comply with rulings by the chair at Council and committee meetings or other proceedings of Council unless a motion dissenting from the ruling is passed.
- 3.16 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other Council officials or any members of the public present during Council or committee meetings or other proceedings of Council (such as, but not limited to, workshops and briefing sessions).
- 3.17 You must not engage in conduct that disrupts Council or committee meetings or other proceedings of Council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

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PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector,
 - (b) your interest as a ratepayer or person liable to pay a charge,

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- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code,
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this Code,
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,
- (g) an interest you have arising from the proposed making by Council of an agreement between Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership,
- (h) an interest you have arising from the making by Council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by Council in respect of similar matters with other residents of the area:
 - i) the performance by Council at the expense of your relative of any work or service in connection with roads or sanitation,
 - ii) security for damage to footpaths or roads,
 - iii) any other service to be rendered, or act to be done, by Council by or under any Act conferring functions on Council, or by or under any contract,
- (i) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person, **or**
- (j) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Council committee member

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

- 4.8 Designated persons include:
- (a) the General Manager,
 - (b) other senior staff of Council for the purposes of section 332 of the **LGA-the Act**,

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- (c) a person (other than a member of the senior staff of Council) who is a member of staff of Council or a delegate of Council and who holds a position identified by Council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest, **and**
- (d) a person (other than a member of the senior staff of Council) who is a member of a committee of Council identified by Council as a committee whose members are designated persons because the functions of the committee involve the exercise of Council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

- 4.9 A designated person:
- (a) must prepare and submit written returns of interests in accordance with clause 4.18, and
 - (b) must disclose pecuniary interests in accordance with clause 4.10.
- 4.10 A designated person must disclose in writing to the General Manager (or if the person is the General Manager, to Council) the nature of any pecuniary interest the person has in any Council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of Council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The General Manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the General Manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of Council and Council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by Council staff other than designated persons?

- 4.14 A member of staff of Council, other than a designated person, must disclose in writing to their manager or the General Manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the General Manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

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What disclosures must be made by a Council committee member?

- 4.16 A Council committee member must disclose pecuniary interests in accordance with clause 4.25 and comply with clause 4.26.
- 4.17 For the purposes of clause 4.16, a “Council committee member” includes a member of staff of Council who is a member of the committee.

Disclosure of interests in written returns

- 4.18 A designated person must make and lodge with the General Manager a return in the form set out in schedule 2 to this code, disclosing the designated person’s interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a designated person, and
 - (b) 30 June of each year, and
 - (c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Procedural Note: Annually, Council will determine what positions are deemed ‘designated persons’ and will provide a memo including a disclosure return form to all designated persons in July, reminding them of their obligations to submit their annual return prior to 30 September. The General Manager will also ensure that primary returns are completed within three months of someone commencing a position that is deemed to be a ‘designated person’.

- 4.19 A person need not make and lodge a return under clause 4.18, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a designated person in the preceding 3 months.
- 4.20 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.21 The General Manager must keep a register of returns required to be made and lodged with the General Manager.
- 4.22 Returns required to be lodged with the General Manager under clause 4.18(a) and (b) must be tabled at the first meeting of Council after the last day the return is required to be lodged.
- 4.23 Returns required to be lodged with the General Manager under clause 4.18(c) must be tabled at the next Council meeting after the return is lodged.
- 4.24 Information contained in returns made and lodged under clause 4.18 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public*

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Access) *Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.25 A Council committee member who has a pecuniary interest in any matter with which Council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.26 A Council committee member must not be present at, or in sight of, the meeting of the committee:
- (a) at any time during which the matter is being considered or discussed by the committee, or
 - (b) at any time during which the committee is voting on any question in relation to the matter.
- 4.27 A disclosure made at a meeting of a Council committee must be recorded in the minutes of the meeting.
- 4.28 A general notice may be given to the General Manager in writing by a Council committee member to the effect that Council committee member, or Council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of Council in which it is given (whichever is the sooner), sufficient disclosure of Council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by Council committee after the date of the notice.
- 4.29 A Council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because Council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.30 A person does not breach clauses 4.25 or 4.26 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.31 The Minister for Local Government may, conditionally or unconditionally, allow a Council committee member who has a pecuniary interest in a matter with which Council is concerned to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.

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4.32 A Council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.31, must still disclose the interest they have in the matter in accordance with clause 4.25.

Note: For the purpose of clauses 4.25 to 4.32, a “Council committee member” includes a member of staff of Council who is a member of a Council committee.

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PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a Council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of Council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether ~~or not~~ you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of Council staff other than the General Manager, such a disclosure is to be made to the staff member's manager. In the case of the General Manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

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- 5.9 As a **general** rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a) a relationship between a Council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from Council official's extended family that Council official has a close personal relationship with, or another person living in the same household,
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship,
 - c) an affiliation between Council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation,
 - d) membership, as Council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of Council and the organisation are potentially in conflict in relation to the **particular** matter,
 - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1, **or**
 - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.25 and 4.26.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further **management** action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further **management** action in the circumstances.

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- 5.12 If you are a member of staff of Council other than the General Manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the General Manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

Loss of quorum ~~as a result~~ because of compliance with this Part

- 5.13 The Minister for Local Government may, conditionally or unconditionally, allow a Council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 5.14 Where the Minister exempts a committee member from complying with a requirement under this Part under clause 5.13, the committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Note: For the purpose of clauses 5.13 and 5.14, a “Council committee member” includes a member of staff of Council who is a member of a Council committee.

Other business or employment

(s 353 of the Act.)

- 5.15 The General Manager must not engage, for remuneration, in private employment, contract work or other business outside the service of Council without the approval of Council.
- 5.16 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of Council that relates to the business of Council or that might conflict with the staff member’s Council duties unless they have notified the General Manager in writing of the employment, work or business and the General Manager has given their written approval for the staff member to engage in the employment, work or business.

Procedural Note: The approved *Secondary Employment Application Form* must be completed, signed by the applicant and the applicant’s supervisor before being provided to the Manager Governance, Risk and Corporate Planning for review. Applications will be assessed based on the provisions of the *Act* and this Code.

If it is assessed that a conflict of interest exists or may exist, the application will be referred to the General Manager for assessment and a decision on whether a management strategy may be applied as conditions to the secondary employment or if the application for secondary employment will be denied.

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Applicants, whose applications are denied will be provided a written response as to the reasons. Any conditions imposed on an approved application will also be provided in writing and any breach of such conditions will be treated as a breach of this Code and dealt with under the Procedures for the Administration of the Code of Conduct.

- 5.17 The General Manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of Council that relates to the business of Council, or that might conflict with the staff member's Council duties.
- 5.18 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of Council if prohibited from doing so.
- 5.19 Members of staff must ensure that any outside employment, work or business they engage in will not:
- conflict with their official duties,
 - involve using confidential information or Council resources obtained through their work with Council including where private use is permitted,
 - require them to work while on Council duty,
 - discredit or disadvantage Council, or
 - pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with Council

- 5.20 You may have reason to deal with your Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a development consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.21 You must undertake any personal dealings you have with Council in a manner that is consistent with the way other members of the community deal with Council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

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PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a Council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less,
 - b) a political donation for the purposes of the *Electoral Funding Act 2018*,
 - c) a gift provided to Council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual Council official or someone personally associated with them,
 - d) a benefit or facility provided by Council to an employee,
 - e) attendance by a Council official at a work-related event or function for the purposes of performing their official duties, or
 - f) free or subsidised meals, beverages or refreshments provided to Council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business,
 - ii) work-related events such as Council-sponsored or community events, training, education sessions or workshops,
 - iii) conferences,
 - iv) Council functions or events, **or**
 - v) social functions organised by groups, such as Council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement,
 - b) seek gifts or benefits of any kind,
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty,
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9,

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- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount,
 - f) participate in competitions for prizes where eligibility is based on Council being in or entering ~~into~~ a customer–supplier relationship with the competition organiser, **or**
 - g) personally benefit from reward points programs when purchasing on behalf of Council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the General Manager in writing. The recipient, manager, or General Manager must ensure that, at a minimum, the following details are recorded in Council's gift register:
- a) the nature of the gift or benefit,
 - b) the estimated monetary value of the gift or benefit,
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.

Procedural Note: All employees must declare any gift or benefit they receive (other than those defined in clause 6.2) by completing the *Gift and Benefits Form* located under **Important Forms** on Council's Intranet home page. If this form is being printed before completing, then it must be emailed to the Manager Governance, Risk and Corporate Planning upon completion.

- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to Council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100,
 - b) gifts of alcohol that do not exceed a value of \$100,
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like, **or**
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or

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services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other Council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with Council, or of functions you perform for Council, ~~in order~~ to obtain a private benefit for yourself or for any other person or body.

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PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS**Obligations of councillors and administrators**

- 7.1 Each Council is a body politic. Councillors or administrator/s are the governing body of Council. Under section 223 of the ~~LGA-Act~~, the role of the governing body of Council includes the development and endorsement of the strategic plans, programs, strategies and policies of Council, including those relating to workforce policy, and to keep the performance of Council under review.
- 7.2 Councillors or administrators must not:
- a) direct Council staff other than by giving appropriate direction to the General Manager by way of Council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the ~~LGA-Act~~,
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of Council in the exercise of the functions of the staff member, or
 - c) contact a member of the staff of Council on Council-related business unless in accordance with the ~~Councillor Access to Council Staff, Information and Premises Policy policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager.~~

Obligations of staff

- 7.3 Under section 335 of the ~~LGA-Act~~, the role of the General Manager includes conducting the day-to-day management of Council in accordance with the strategic plans, programs, strategies and policies of Council, implementing without undue delay, lawful decisions of Council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.4 Members of staff of Council must:
- a) give their attention to the business of Council while on duty,
 - b) ensure that their work is carried out ethically, efficiently, economically and effectively,
 - c) carry out reasonable and lawful directions given by any person having authority to give such directions,
 - d) give effect to the lawful decisions, policies and procedures of Council, whether or not the staff member agrees with or approves of them, **and**
 - e) ensure that any participation in political activities outside the service of Council does not interfere with the performance of their official duties.

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Inappropriate interactions

- 7.5 You must not engage in any of the following inappropriate interactions:
- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters,
 - b) Council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters,
 - c) subject to clause 8.6, Council staff refusing to give information that is available to other councillors to a particular councillor,
 - d) councillors and administrators who have lodged an application with Council, discussing the matter with Council staff in staff-only areas of Council,
 - e) councillors and administrators being overbearing or threatening to Council staff,
 - f) Council staff being overbearing or threatening to councillors or administrators,
 - g) councillors and administrators making personal attacks on Council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media,
 - h) councillors and administrators directing or pressuring Council staff in the performance of their work, or recommendations they should make,
 - i) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community, or
 - j) Council staff meeting with applicants or objectors alone and outside office hours to discuss planning applications or proposals.

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PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES**Councillor and administrator access to information**

- 8.1 The General Manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The General Manager and public officer are also responsible for ensuring that members of the public can access publicly available Council information under the *Government Information (Public Access) Act 2009* (the *GIPA Act*).
- 8.2 The General Manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of Council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with Council procedures.
- 8.4 Members of staff of Council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with Council procedures.
- 8.5 Councillors and administrators who have a private interest only in Council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to Council information in relation to the matter unless the information is otherwise available to members of the public, or Council has determined to make the information available under the *GIPA Act*.

Refusal of access to information

- 8.7 Where the General Manager or Public Officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must ~~consider take into account~~ whether ~~or not~~ the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The General Manager or Public Officer must state the reasons for the decision if access is refused.

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Use of certain Council information

- 8.8 Regarding information obtained in your capacity as a Council official, you must:
- subject to clause 8.13, only access Council information needed for Council business,
 - not use that Council information for private purposes,
 - not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your position with Council, **and**
 - only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 8.9 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.10 In addition to your general obligations relating to the use of Council information, you must:
- only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions,
 - protect confidential information,
 - only release confidential information if you have authority to do so,
 - only use confidential information for the purpose for which it is intended to be used,
 - not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person,
 - not use confidential information with the intention to cause harm or detriment to Council or any other person or body, **and**
 - not disclose any confidential information discussed during a confidential session of a Council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

- 8.11 When dealing with personal information you must comply with:
- the *Privacy and Personal Information Protection Act 1998*,
 - the *Health Records and Information Privacy Act 2002*,
 - the Information Protection Principles and Health Privacy Principles,
 - the eCouncil's** Privacy Management Plan, **and**
 - the Privacy Code of Practice for Local Government.

Use of Council resources

- 8.12 You must use Council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private

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business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

- 8.13 Union delegates and consultative committee members may have reasonable access to Council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters,
 - b) the representation of employees with respect to grievances and disputes, **and**
 - c) functions associated with the role of the local consultative committee.
- 8.14 You must be scrupulous in your use of Council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.15 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.16 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.17 You must not use Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.18 You must not convert any property of Council to your own use unless properly authorised.

Internet access

- 8.19 You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage Council's reputation.

Council record keeping

- 8.20 You must comply with the requirements of the *State Records Act 1998* and Council's Records Management Policy.

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- 8.21 All information created, sent and received in your official capacity is a Council record and must be managed in accordance with the requirements of the *State Records Act 1998* and Council's ~~approved~~ Records Management ~~Policyies~~ and ~~associated procedures practices~~.
- 8.22 All information stored in either soft or hard copy on Council supplied resources (including technology devices and email accounts) is deemed to be related to the business of Council and will be treated as Council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.23 You must not destroy, alter, or dispose of Council information or records, unless authorised to do so. If you need to alter or dispose of Council information or records, you must do so in consultation with Council's Records ~~Supervisor manager~~ and comply with the requirements of the *State Records Act 1998*.

Councillor access to Council buildings

- 8.24 Councillors and administrators must not enter staff-only areas of Council buildings without the approval of the General Manager (or their delegate) or as provided for in the ~~Councillor Access to Council Staff, Information and Premises Policy. procedures governing the interaction of councillors and Council staff.~~
- 8.25 Councillors and administrators must ensure that when they are within a staff only area, they refrain from conduct that could be perceived to improperly influence Council staff decisions.

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PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another Council official,
 - b) to damage another Council official's reputation,
 - c) to obtain a political advantage,
 - d) to influence a Council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions,
 - e) to influence Council in the exercise of its functions or to prevent or disrupt the exercise of those functions,
 - f) to avoid disciplinary action under the Procedures,
 - g) to take reprisal action against a person for making a complaint alleging a breach of this Code,
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures, **or**
 - i) to prevent or disrupt the effective administration of this Code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss,
 - b) intimidation or harassment,
 - c) discrimination, disadvantage or adverse treatment in relation to employment,
 - d) dismissal from, or prejudice in, employment, **or**
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

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9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

9.9 All allegations of breaches of this Code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this Code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this Code at Council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this Code or any other matter being considered under the Procedures except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 2022* ~~1994~~.

Complaints alleging a breach of this Part

9.14 Complaints alleging a breach of this Part by the General Manager are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to Council for consideration in accordance with the Procedures.

9.15 Complaints alleging a breach of this Part by other Council officials are to be managed by the General Manager in accordance with the Procedures.

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SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.18

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this Code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company,
- b) the creation of a trust in respect of property,
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property,
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property,
- e) the exercise by a person of a general power of appointment over property in favour of another person, or
- f) a transaction entered ~~into~~ by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

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interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.18(a), the date on which a person became a ~~councillor or~~ designated person,
- b) in the case of a return made under clause 4.18(b), 30 June of the year in which the return is made, ~~or~~
- c) in the case of a return made under clause 4.18(c), the date on which the ~~councillor or~~ designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner,
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child,
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child, ~~and~~
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.

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3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a ~~councillor or~~ designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.18 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a ~~councillor or~~ designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.18 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.18 of this code must disclose:

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- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.18 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and

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c) prohibited from paying any dividend to its members.

17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a ~~councillor or~~ designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.18 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.18 of the code must disclose:

- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
- c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a ~~councillor or~~ designated person.

Dispositions of real property

23. A person making a return under clause 4.18 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

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24. A person making a return under clause 4.18 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

Sources of income

26. A person making a return under clause 4.18 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered ~~into~~ a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500 ~~as the case may be~~.
29. The source of any income received by the person that they ceased to receive prior to becoming a designated person need not be disclosed.

Debts

30. A person making a return under clause 4.18 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.

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31. A liability to pay a debt must be disclosed by a person in a return made under clause 4.18 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
32. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a designated person.

Discretionary disclosures

33. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this schedule.

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**SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS
SUBMITTED UNDER CLAUSE 4.18**

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the General Manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the General Manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a designated person (whichever is the later date) to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the General Manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.18 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.20 of the Code of Conduct).

Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by Council, the

CODE OF CONDUCT FOR COUNCIL STAFF

Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.18 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of designated person]

as at [return date]

in respect of the period from [date] to [date]

[designated person's signature]

[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

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2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
---	---------------------------

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest (if interest or held a position at the return date/at any time since 30 June)	Nature of (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	--------------------	----------------------------------	---

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

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H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures



Code of Conduct for Councillors

Based on the Model Code of Conduct
for Local Councils in NSW

2020 2023

CODE OF CONDUCT FOR COUNCILLORS

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DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		September 2025			
PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	TBA	TBA	Amendments are minor to include procedural notes and minor amendments to capitalisation and acronyms.	MGRCP	Council
2	24/09/2020	13.09/20	Included updates from the OLG revised Model Code.	MGRCP	Council
1	28/02/2019	09.02/19	This was the first Model Code created by the OLG.	Manager of Administration and Human Resources	Council

.....
General Manager

.....
Date

CODE OF CONDUCT FOR COUNCILLORS

PART 1 INTRODUCTION

This Code of Conduct applies to councillors. It is based on the *Model Code of Conduct for Local Councils in NSW* (the Model Code ~~of Conduct~~) which is made under section 440 of the *Local Government Act 1993* (~~LGA the Act~~) and the *Local Government (General) Regulation 2005 2021* (the *Regulation*).

Section 440 of the ~~Local Government Act 1993~~ (“LGA”) requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code ~~of Conduct~~. ~~A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).~~

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them,
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439), ~~and~~
- act in a way that enhances public confidence in local government.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person ~~a~~ Council’s adopted Code of Conduct applies to, must comply with the applicable provisions of ~~their~~ Council’s code of conduct. It is the personal responsibility of Council officials to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this Code constitutes misconduct for the purposes of the ~~LGA Act~~. The ~~LGA Act~~ provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

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PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of Council appointed under the LGA Act other than an administrator appointed under section 66
ARIC	Audit, Risk and Improvement Committee
committee	see the definition of “Council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
Council	Glen Innes Severn Council. Also includes county councils and joint organisations, where applicable
Council committee	a committee established by a Council comprising of councillors, staff or other persons that Council has delegated functions to and the Council’s ARIC audit, risk and improvement committee
Council committee member	a person other than a councillor or member of staff of a Council who is a member of a Council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the Council’s ARIC audit, risk and improvement committee
Council official	includes councillors, members of staff of a Council, administrators, Council committee members, delegates of Council and Council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of Council	a person (other than a councillor or member of staff of a Council) or body, and the individual members of that body, to whom a function of Council is delegated
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>

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General Manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA Act .
LGA the Act.	the <i>Local Government Act 1993</i>
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a Council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government (OLG)
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2005 2021</i>
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a Council committee that Council has not delegated any functions to

CODE OF CONDUCT FOR COUNCILLORS

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- is likely to bring Council or other Council officials into disrepute,
 - is contrary to statutory requirements or Council's administrative requirements or policies,
 - is improper or unethical,
 - is an abuse of power,
 - causes, comprises or involves intimidation or verbal abuse,
 - involves the misuse of your position to obtain a private benefit, **or**
 - constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the **LGA Act** or any other Act (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the **particular** merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- is not wanted by the person,
 - offends, humiliates or intimidates the person, and
 - creates a hostile environment.

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Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct,
 - b) belittling or humiliating comments,
 - c) spreading malicious rumours,
 - d) teasing, practical jokes or ‘initiation ceremonies’,
 - e) exclusion from work-related events,
 - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level,
 - g) displaying offensive material, **or**
 - h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this Code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes,
 - b) disciplinary action for misconduct,
 - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour,
 - d) directing a worker to perform duties in keeping with their job,
 - e) maintaining reasonable workplace goals and standards,
 - f) legitimately exercising a regulatory function, **or**
 - g) legitimately implementing a Council policy or administrative processes.

Work health and safety

- 3.12 All Council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011 (WHS Act)*. You must comply with your duties under the *WHS Act* and your responsibilities under any policies or procedures adopted by Council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety,
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the *WHS Act* and any policies or procedures adopted by Council to ensure workplace health and safety,
 - d) cooperate with any reasonable policy or procedure of Council relating to workplace health or safety that has been notified to Council staff,
 - e) report accidents, incidents, near misses, to the General Manager or such other staff member nominated by the General Manager, and take part in any incident investigations, **and**

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- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the *WHS Act* in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a Council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before Council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before Council or committee.
- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before Council or committee prior to considering the matter in question at a Council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a Council committee or a representative of Council on an external body.

Obligations in relation to meetings

- 3.19 You must comply with rulings by the chair at Council and committee meetings or other proceedings of Council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other Council officials or any members of the public present during Council or committee meetings or other proceedings of Council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts Council or committee meetings or other proceedings of Council (such as, but not limited to, workshops and briefing

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sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of Council, or of a committee of Council. Without limiting this clause, you must not:
- a) leave a meeting of Council or a committee for the purposes of depriving the meeting of a quorum, or
 - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
 - c) deliberately seek to impede the consideration of business at a meeting.

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PART 4 PECUNIARY INTERESTS**What is a pecuniary interest?**

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a Council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector,
 - (b) your interest as a ratepayer or person liable to pay a charge,

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- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Code,
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Code,
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,
- (g) an interest you have arising from the proposed making by Council of an agreement between Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership,
- (h) an interest you have arising from the making by Council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by Council in respect of similar matters with other residents of the area:
 - i) the performance by Council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads,
 - iii) any other service to be rendered, or act to be done, by Council by or under any Act conferring functions on Council, or by or under any contract,
- (i) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor),
- (j) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the *Act LGA*,
- (k) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor,
- (l) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person,
- (m) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor, *or*

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- (n) an interest arising from the appointment of a councillor to a body as a representative or delegate of Council, whether ~~or not~~ a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a councillor?

- 4.8 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 4.9, and
 - (b) must disclose pecuniary interests in accordance with clause 4.16 and comply with clause 4.17 where it is applicable.

Disclosure of interests in written returns

- 4.9 A councillor must make and lodge with the General Manager a return in the form set out in schedule 2 to this code, disclosing the councillor’s interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor, and
 - (b) 30 June of each year, and
 - (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Procedural Note: Annually, Council will provide a memo including a disclosure return form to all councillors in July, reminding them of their obligations to submit their annual return prior to 30 September. The General Manager will also ensure that primary returns are completed within three months of someone becoming a new councillor.

- 4.10 A person need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor in the preceding 3 months.
- 4.11 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.12 The General Manager must keep a register of returns required to be made and lodged with the General Manager.
- 4.13 Returns required to be lodged with the General Manager under clause 4.9(a) and (b) must be tabled at the first meeting of Council after the last day the return is required to be lodged.

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- 4.14 Returns required to be lodged with the General Manager under clause 4.9(c) must be tabled at the next Council meeting after the return is lodged.
- 4.15 Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.16 A councillor who has a pecuniary interest in any matter with which Council is concerned, and who is present at a meeting of Council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.17 The councillor must not be present at, or in sight of, the meeting of Council or committee:
- (a) at any time during which the matter is being considered or discussed by Council or committee, or
 - (b) at any time during which Council or committee is voting on any question in relation to the matter.
- 4.18 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.16 and 4.17 where they participate in the meeting by telephone or other electronic means.
- 4.19 A disclosure made at a meeting of a Council or Council committee must be recorded in the minutes of the meeting.
- 4.20 A general notice may be given to the General Manager in writing by a councillor to the effect that the councillor or the councillor's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of Council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's interest in a matter relating to the specified company, body or person that may be the subject of consideration by Council or Council committee after the date of the notice.

- 4.21 A councillor is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor has an interest in the matter of a kind referred to in clause 4.6.

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- 4.22 A person does not breach clauses 4.16 or 4.17 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.23 Despite clause 4.17, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.24 Clause 4.17 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of Council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of Council's area, and
 - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
 - (c) the councillor made a special disclosure under clause 4.25 in relation to the interest before the commencement of the meeting.
- 4.25 A special disclosure of a pecuniary interest made for the purposes of clause 4.24(c) must:
- (a) be in the form set out in schedule 3 of this Code and contain the information required by that form, and
 - (b) be laid on the table at a meeting of Council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- Procedural Note:** Such forms as referred to may be obtained from the Executive Assistant (to the Mayor and General Manager) either prior to a Council or Council committee meeting or at a Council meeting.
- 4.26 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who has a pecuniary interest in a matter with which Council is concerned to be present at a meeting of Council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - (b) that it is in the interests of the electors for the area to do so.
- 4.27 A councillor with a pecuniary interest in a matter who is permitted to be present at a meeting of Council or committee, to take part in the consideration or

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discussion of the matter and to vote on the matter under clause 4.26, must still disclose the interest they have in the matter in accordance with clause 4.16.

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PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a Council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of Council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether ~~or not~~ you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others, **who are reasonably informed**, would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a Council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a **general** rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

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- a) a relationship between a Council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from Council official's extended family that Council official has a close personal relationship with, or another person living in the same household,
- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship,
- c) an affiliation between Council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as Council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of Council and the organisation are potentially in conflict in relation to the particular matter,
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1, **or**
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a Council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further **management** action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further **management** action in the circumstances.

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5.12 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

Political donations

5.13 Councillors should be aware that matters before Council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.14 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) the major political donor has a matter before Council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.15 For the purposes of this Part:

- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*, and
- b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.

5.16 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether ~~or not~~ such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.17 Despite clause 5.14, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum ~~because as a result~~ of compliance with this Part

5.18 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

- a) the matter is a proposal relating to:
 - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of Council’s area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of Council’s area, and

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- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.19 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of Council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.20 Where the Minister exempts a councillor from complying with a requirement under this Part under clause 5.19, the councillor must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with Council

5.21 You may have reason to deal with your Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a development consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.22 You must undertake any personal dealings you have with Council in a manner that is consistent with the way other members of the community deal with Council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

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PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a Council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less,
 - b) a political donation for the purposes of the *Electoral Funding Act 2018*,
 - c) a gift provided to Council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual Council official or someone personally associated with them,
 - d) a benefit or facility provided by Council to a councillor,
 - e) attendance by a Council official at a work-related event or function for the purposes of performing their official duties, or
 - f) free or subsidised meals, beverages or refreshments provided to Council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business,
 - ii) work-related events such as Council-sponsored or community events, training, education sessions or workshops,
 - iii) conferences,
 - iv) Council functions or events, **or**
 - v) social functions organised by groups, such as Council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement,
 - b) seek gifts or benefits of any kind,
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty,
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9,

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- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount,
- f) participate in competitions for prizes where eligibility is based on Council being in or entering ~~into~~ a customer–supplier relationship with the competition organiser, **or**
- g) personally benefit from reward points programs when purchasing on behalf of Council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the General Manager in writing. The recipient or General Manager must ensure that, at a minimum, the following details are recorded in Council's gift register:
- a) the nature of the gift or benefit,
 - b) the estimated monetary value of the gift or benefit,
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.

Procedural Note: All Councillors must declare any gift or benefit they receive (other than those defined in clause 6.2) by completing the *Gift and Benefits Form*. A link to this form can be accessed [here](#) or obtained from the Executive Assistant (to the Mayor and General Manager). If this form is being printed before completing, then it must be emailed to the Executive Assistant (to the Mayor and General Manager) upon completion.

- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to Council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100,
 - b) gifts of alcohol that do not exceed a value of \$100,
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers, or the like, **or**
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a

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corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other Council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the *Act LGA*.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with Council, or of functions you perform for Council, ~~in order~~ to obtain a private benefit for yourself or for any other person or body.

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PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS**Obligations of councillors and administrators**

- 7.1 ~~Each~~ Council is a body politic. The councillors or administrator/s are the governing body of Council. Under section 223 of the ~~Act LGA~~, the role of the governing body of Council includes the development and endorsement of the strategic plans, programs, strategies and policies of Council, including those relating to workforce policy, and to keep the performance of Council under review.
- 7.2 Councillors or administrators must not:
- a) direct Council staff other than by giving appropriate direction to the General Manager by way of Council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the ~~Act LGA~~;
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of Council or a delegate of Council in the exercise of the functions of the staff member or delegate,
 - c) contact a member of the staff of Council on Council-related business unless in accordance with the policy and procedures governing the interaction of councillors and Council staff that have been authorised by Council and the General Manager, ~~or~~
 - d) contact or issue instructions to any of Council's contractors, including Council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the ~~Act LGA~~.
- 7.3 Despite clause 7.2, councillors may contact Council's external auditor or the chair of Council's ~~ARIC audit risk and improvement committee~~ to provide information reasonably necessary for the external auditor or the ~~ARIC audit, risk and improvement committee~~ to effectively perform their functions.

Obligations of staff

- 7.4 Under section 335 of the ~~Act LGA~~, the role of the General Manager includes conducting the day-to-day management of Council in accordance with the strategic plans, programs, strategies and policies of Council, implementing without undue delay, lawful decisions of Council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of Council must:
- a) give their attention to the business of Council while on duty,
 - b) ensure that their work is carried out ethically, efficiently, economically and effectively,
 - c) carry out reasonable and lawful directions given by any person having authority to give such directions,
 - d) give effect to the lawful decisions, policies and procedures of Council, whether or not the staff member agrees with or approves of them, ~~and~~

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- e) ensure that any participation in political activities outside the service of Council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters,
- b) Council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters,
- c) subject to clause 8.6, Council staff refusing to give information that is available to other councillors to a particular councillor,
- d) councillors and administrators who have lodged an application with Council, discussing the matter with Council staff in staff-only areas of Council,
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting,
- f) councillors and administrators being overbearing or threatening to Council staff,
- g) Council staff being overbearing or threatening to councillors or administrators,
- h) councillors and administrators making personal attacks on Council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media,
- i) councillors and administrators directing or pressuring Council staff in the performance of their work, or recommendations they should make,
- j) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community, **or**
- k) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by Council associated with current or proposed legal proceedings unless permitted to do so by Council's General Manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the **Act LGA**.

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PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The General Manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The General Manager and Public Officer are also responsible for ensuring that members of the public can access publicly available Council information under the *Government Information (Public Access) Act 2009* (the *GIPA Act*).
- 8.2 The General Manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of Council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with Council procedures.
- 8.4 Members of staff of Council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with Council procedures.
- 8.5 Councillors and administrators who have a private interest only in Council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to Council information in relation to the matter unless the information is otherwise available to members of the public, or Council has determined to make the information available under the *GIPA Act*.

Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the *Act LGA* to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to ~~make a decision~~ **decide** on.

Refusal of access to information

- 8.8 Where the General Manager or Public Officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The General

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Manager or Public Officer must state the reasons for the decision if access is refused.

Use of certain Council information

- 8.9 ~~In regard to~~ **Regarding** information obtained in your capacity as a **councillor Council official**, you must:
- only access Council information needed for Council business,
 - not use that Council information for private purposes,
 - not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office with Council, **and**
 - only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of Council information, you must:
- only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions,
 - protect confidential information,
 - only release confidential information if you have authority to do so,
 - only use confidential information for the purpose for which it is intended to be used,
 - not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person,
 - not use confidential information with the intention to cause harm or detriment to Council or any other person or body, **and**
 - not disclose any confidential information discussed during a confidential session of a Council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

- 8.12 When dealing with personal information you must comply with:
- the *Privacy and Personal Information Protection Act 1998*,
 - the *Health Records and Information Privacy Act 2002*,
 - the Information Protection Principles and Health Privacy Principles
 - Council's Privacy Management Plan, **and**
 - the Privacy Code of Practice for Local Government

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Use of Council resources

- 8.13 You must use Council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 You must be scrupulous in your use of Council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.15 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.16 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.17 You must not use Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.18 You must not convert any property of Council to your own use unless properly authorised.

Internet access

- 8.19 You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage Council's reputation.

Council record keeping

- 8.20 You must comply with the requirements of the *State Records Act 1998* and Council's Records Management Policy.
- 8.21 All information created, sent and received in your official capacity is a Council record and must be managed in accordance with the requirements of the *State*

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Records Act 1998 and Council's ~~approved~~ Records Management Policy~~ies~~ and ~~associated procedures~~ ~~practices~~.

- 8.22 All information stored in either soft or hard copy on Council supplied resources (including technology devices and email accounts) is deemed to be related to the business of Council and will be treated as Council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.23 You must not destroy, alter, or dispose of Council information or records, unless authorised to do so. If you need to alter or dispose of Council information or records, you must do so in consultation with ~~the General Manager~~ and Council's Records ~~Supervisor~~ ~~manager~~ and comply with the requirements of the *State Records Act 1998*.

Councillor access to Council buildings

- 8.24 Councillors and administrators are entitled to have access to the Council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of Council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the General Manager.
- 8.25 Councillors and administrators must not enter staff-only areas of Council buildings without the approval of the General Manager (or their delegate) or as provided for in the ~~Councillor Access to Council Staff, Information and Premises Policy. procedures governing the interaction of councillors and Council staff.~~
- 8.26 Councillors and administrators must ensure that when they are within a staff only area, they refrain from conduct that could be perceived to improperly influence Council staff decisions.

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PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another Council official,
 - b) to damage another Council official's reputation,
 - c) to obtain a political advantage,
 - d) to influence a Council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions,
 - e) to influence Council in the exercise of its functions or to prevent or disrupt the exercise of those functions,
 - f) to avoid disciplinary action under the Procedures,
 - g) to take reprisal action against a person for making a complaint alleging a breach of this Code,
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures, **or**
 - i) to prevent or disrupt the effective administration of this Code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss,
 - b) intimidation or harassment,
 - c) discrimination, disadvantage or adverse treatment in relation to employment,
 - d) dismissal from, or prejudice in, employment, **or**
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

CODE OF CONDUCT FOR COUNCILLORS

- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

- 9.9 All allegations of breaches of this Code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this Code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this Code at Council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this Code or any other matter being considered under the Procedures except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 2022 1994*.

Complaints alleging a breach of this Part

- 9.14 Complaints alleging a breach of this Part by a councillor or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to Council for consideration in accordance with the Procedures.

CODE OF CONDUCT FOR COUNCILLORS

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.9

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this Code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company,
- b) the creation of a trust in respect of property,
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property,
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property,
- e) the exercise by a person of a general power of appointment over property in favour of another person, or
- f) a transaction entered ~~into~~ by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

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interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.9(a), the date on which a person became a councillor,
- b) in the case of a return made under clause 4.9(b), 30 June of the year in which the return is made, **or**
- c) in the case of a return made under clause 4.9(c), the date on which the councillor became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner,
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child,
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child, **and**
- d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor has an interest includes a

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reference to any real property situated in Australia in which the councillor has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.9 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.9 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.9 of this code must disclose:
 - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and

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- b) the dates on which the travel was undertaken, and
- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.

13. A financial or other contribution to any travel need not be disclosed under this clause if it:

- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
- b) was made by a relative of the traveller, or
- c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
- d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
- e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a councillor.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.9 of this code must disclose:

- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
- b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
- c) the nature of the interest, or the position held, in each of the corporations, and
- d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.

16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:

- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
- b) required to apply its profits or other income in promoting its objects, and
- c) prohibited from paying any dividend to its members.

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17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.9 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.9 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor.

Dispositions of real property

23. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not

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made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor.

Sources of income

26. A person making a return under clause 4.9 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered ~~into~~ a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, ~~as the case may be.~~
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the ~~Act~~ LGA need not be disclosed.

Debts

31. A person making a return under clause 4.9 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.9 whether or not the amount, or any part of the amount, to

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be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.

33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this schedule.

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**SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS
SUBMITTED UNDER CLAUSE 4.9**

‘Disclosures by councillors’ return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the General Manager after becoming a councillor, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor.
3. If you have previously lodged a return with the General Manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the General Manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word “NIL” is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.9 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct).

Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by Council, the

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Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor]

as at [return date]

in respect of the period from [date] to [date]

[councillor's signature]
[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

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2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
---	---------------------------

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest (if interest or held a position at the return date/at any time since 30 June	Nature of any	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
--	---------------	----------------------------------	---

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

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H. Debts

Name and address of each person to whom I was liable to pay any debt
at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the
street address of the affected property) at any time since 30 June as a
result of which I retained, either wholly or in part, the use and benefit of
the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other
person under arrangements made by me (including the street address of
the affected property), being dispositions made at any time since 30 June,
as a result of which I obtained, either wholly or in part, the use and benefit
of the property

J. Discretionary disclosures

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SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.25

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.24(c) of the Code of Conduct for Councillors (the Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of Council or Council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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Special disclosure of pecuniary interests by [*full name of councillor*]

in the matter of [*insert name of environmental planning instrument*]

which is to be considered at a meeting of the [*name of council or council committee (as the case requires)*]

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor [<i>Tick or cross one box.</i>]	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² [<i>Tick or cross one box</i>]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [<i>Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land</i>]	

¹ Clause 4.1 of this Code of Conduct for Councillors (Code of Conduct) provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Code of Conduct has a proprietary interest.

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Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by Council's General Manager and included in full in the minutes of the meeting]



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

**Based on the Model Code of Conduct
for Local Councils in NSW**

~~2020~~ 2023

CODE OF CONDUCT FOR COUNCIL COMMITTEE MEMBERS, DELEGATES AND ADVISERS

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CODE OF CONDUCT FOR COUNCIL COMMITTEE MEMBERS, DELEGATES AND ADVISERS

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		September 2025			
PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	TBA	TBA	Amendments include procedural notes and minor amendments to capitalisation and acronyms.	MGRCP	Council
2	24/09/2020	13.09/20	Included updates from the OLG revised Model Code.	MGRCP	Council
1	28/02/2019	09.02/19	This was the first Model Code created by the OLG.	Manager of Administration and Human Resources	Council

.....
General Manager

.....
Date

CODE OF CONDUCT FOR COUNCIL COMMITTEE MEMBERS, DELEGATES AND ADVISERS

PART 1 INTRODUCTION

This Code of Conduct applies to council committee members and delegates of council who are not councillors or staff of Council. It also applies to advisers of council for the purposes of clause 4.12. It is based on the *Model Code of Conduct for Local Councils in NSW* (the Model Code ~~of Conduct~~), which is made under section 440 of the *Local Government Act 1993* (the Act “LGA”) and the *Local Government (General) Regulation 2021 2005* (the Regulation).

Section 440 of the ~~Local Government Act 1993~~ (“LGA”) requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code ~~of Conduct~~. ~~A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (e.g. volunteers, contractors and members of wholly advisory committees).~~

The Model Code ~~of Conduct~~ sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them,
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439), ~~and~~
- act in a way that enhances public confidence in local government.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person ~~a~~ Council’s ~~adopted~~ Code of Conduct applies to, must comply with the applicable provisions of ~~their~~ Council’s Code of Conduct. It is the personal responsibility of Council officials to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a Council committee member, ~~delegate~~ or ~~adviser~~ ~~delegate of Council~~ to comply with a Council’s Code of Conduct may give rise to disciplinary action.

CODE OF CONDUCT FOR COUNCIL COMMITTEE MEMBERS, DELEGATES AND ADVISERS

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

ARIC	Audit, Risk and Improvement Committee
committee	see the definition of “Council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
Council	Glen Innes Severn Council includes county Councils and joint organisations
Council committee	a committee established by a Council comprising of Councillors, staff or other persons that Council has delegated functions to and Council’s ARIC audit, risk and improvement committee
Council committee member	a person other than a councillor or member of staff of a Council who is a member of a Council committee other than a wholly advisory committee, and a person other than a councillor who is a member of Council’s ARIC audit, risk and improvement committee
Council official	includes councillors, members of staff of a Council, administrators, Council committee members, delegates of Council and, for the purposes of clause 4.12, Council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of Council	a person (other than a councillor or member of staff of a Council) or body, and the individual members of that body, to whom a function of Council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes Council, state and federal election campaigns
General Manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA Act

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LGA the Act	the <i>Local Government Act 1993</i>
members of staff of a Council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government (OLG)
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the <i>Regulation</i>
the Regulation	the <i>Local Government (General) Regulation 2005-2021</i>
wholly advisory committee	a Council committee that Council has not delegated any functions to

Procedural Note:

Council committees that have delegated functions:

- Australia Day Committee;
- Australian Standing Stones Management Board;
- Emmaville Mining Museum Committee;
- Glen Elgin Federation Sports Committee;
- Glencoe Hall Committee;
- Minerama Committee;
- Pinkett Recreation Reserve Management Committee;
- Stonehenge Reserve Trust; and
- Any other committee that Council delegates functions to.

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PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring Council or other Council officials into disrepute,
 - b) is contrary to statutory requirements or Council's administrative requirements or policies,
 - c) is improper or unethical,
 - d) is an abuse of power,
 - e) causes, comprises or involves intimidation or verbal abuse,
 - f) involves the misuse of your position to obtain a private benefit, **or**
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the **LGA Act** or any other Act. (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the **particular** merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person,
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

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Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct,
 - b) belittling or humiliating comments,
 - c) spreading malicious rumours,
 - d) teasing, practical jokes or ‘initiation ceremonies’,
 - e) exclusion from work-related events,
 - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level,
 - g) displaying offensive material, **or**
 - h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this Code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes,
 - b) disciplinary action for misconduct,
 - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour,
 - d) directing a worker to perform duties in keeping with their job,
 - e) maintaining reasonable workplace goals and standards,
 - f) legitimately exercising a regulatory function, **or**
 - g) legitimately implementing a Council policy or administrative processes.

Work health and safety

- 3.12 All Council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by Council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety,
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the *WHS Act* and any policies or procedures adopted by Council to ensure workplace health and safety,
 - d) cooperate with any reasonable policy or procedure of Council relating to workplace health or safety that has been notified to Council staff,
 - e) report accidents, incidents, near misses, to the General Manager or such other staff member nominated by the General Manager, and take part in any incident investigations, **and**

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- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the *WHS Act* in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Obligations in relation to meetings

- 3.15 You must comply with rulings by the chair at Council and committee meetings or other proceedings of Council unless a motion dissenting from the ruling is passed.
- 3.16 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other Council officials or any members of the public present during Council or committee meetings or other proceedings of Council (such as, but not limited to, workshops and briefing sessions).
- 3.17 You must not engage in conduct that disrupts Council or committee meetings or other proceedings of Council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

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PART 4 PECUNIARY INTERESTS**What is a pecuniary interest?**

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child,
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child,
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a Council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector,
 - (b) your interest as a ratepayer or person liable to pay a charge,

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- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Code,
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Code,
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) if you are a Council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on Council committee,
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,
- (h) an interest you have arising from the proposed making by Council of an agreement between Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership,
- (i) an interest you have arising from the making by Council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by Council in respect of similar matters with other residents of the area:
 - i) the performance by Council at the expense of your relative of any work or service in connection with roads or sanitation,
 - ii) security for damage to footpaths or roads,
 - iii) any other service to be rendered, or act to be done, by Council by or under any Act conferring functions on Council, or by or under any contract,
- (j) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person, **or**
- (k) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Council committee member

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4 but includes your spouse or de facto partner.

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What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) a person who is a delegate of Council and who holds a position identified by Council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a delegate and the person's private interest, and
- (b) a person (other than a member of the senior staff of Council) who is a member of a committee of Council identified by Council as a committee whose members are designated persons because the functions of the committee involve the exercise of Council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clause 4.15, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the General Manager the nature of any pecuniary interest the person has in any Council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 The General Manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by Council advisers?

4.12 A person who, at the request or with the consent of Council or a Council committee, gives advice on any matter at any meeting of Council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.13 A person does not breach clause 4.12 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a Council committee member?

4.14 A Council committee member must disclose pecuniary interests in accordance with clause 4.22 and comply with clause 4.23.

Note: A Council committee member identified by Council as a "designated person" for the purposes of clause 4.8(b) must also prepare and submit written returns of interests in accordance with clause 4.15.

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Disclosure of interests in written returns

- 4.15 A designated person must make and lodge with the General Manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a designated person, and
 - (b) 30 June of each year, and
 - (c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Procedural Note: Annually, Council will determine what Council committee members are deemed 'designated persons' and will provide a memo including a disclosure return form to all designated persons in July, reminding them of their obligations to submit their annual return prior to 30 September. The General Manager will also ensure that primary returns are completed within three months of someone commencing a position that is deemed to be a 'designated person'.

- 4.16 A person need not make and lodge a return under clause 4.15, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a designated person in the preceding 3 months.
- 4.17 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.18 The General Manager must keep a register of returns required to be made and lodged with the General Manager.
- 4.19 Returns required to be lodged with the General Manager under clause 4.15(a) and (b) must be tabled at the first meeting of Council after the last day the return is required to be lodged.
- 4.20 Returns required to be lodged with the General Manager under clause 4.15(c) must be tabled at the next Council meeting after the return is lodged.
- 4.21 Information contained in returns made and lodged under clause 4.15 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.22 A Council committee member who has a pecuniary interest in any matter with which Council is concerned, and who is present at a meeting of the committee

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at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

- 4.23 A Council committee member must not be present at, or in sight of, the meeting of the committee:
- (a) at any time during which the matter is being considered or discussed by the committee, or
 - (b) at any time during which the committee is voting on any question in relation to the matter.
- 4.24 A disclosure made at a meeting of a Council committee must be recorded in the minutes of the meeting.
- 4.25 A general notice may be given to the General Manager in writing by a Council committee member to the effect that Council committee member, or Council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of Council in which it is given (whichever is the sooner), sufficient disclosure of Council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by Council committee after the date of the notice.
- 4.26 A Council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because Council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.27 A person does not breach clauses 4.22 or 4.23 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.28 The Minister for Local Government may, conditionally or unconditionally, allow a Council committee member who has a pecuniary interest in a matter with which Council is concerned to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 4.29 A Council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.28, must still disclose the interest they have in the matter in accordance with clause 4.22.

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PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a Council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of Council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether ~~or not~~ you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a ~~general~~ rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

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- a) a relationship between a Council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from Council official's extended family that Council official has a close personal relationship with, or another person living in the same household,
- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship,
- c) an affiliation between Council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation,
- d) membership, as Council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of Council and the organisation are potentially in conflict in relation to the particular matter,
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1, or
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.22 and 4.23.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further management action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further management action in the circumstances.

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- 5.12 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on a Council committee.
- 5.13 The Minister for Local Government may, conditionally or unconditionally, allow a Council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 5.14 Where the Minister exempts a committee member from complying with a requirement under this Part under clause 5.13, the committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with Council

- 5.15 You may have reason to deal with your Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a development consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.16 You must undertake any personal dealings you have with Council in a manner that is consistent with the way other members of the community deal with Council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

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PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a Council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less,
 - b) a political donation for the purposes of the *Electoral Funding Act 2018*,
 - c) a gift provided to Council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual Council official or someone personally associated with them,
 - d) attendance by a Council official at a work-related event or function for the purposes of performing their official duties, or
 - e) free or subsidised meals, beverages or refreshments provided to Council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business,
 - ii) work-related events such as Council-sponsored or community events, training, education sessions or workshops,
 - iii) conferences,
 - iv) Council functions or events, **or**
 - v) social functions organised by groups, such as Council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement,
 - b) seek gifts or benefits of any kind,
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty,
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9,

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- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount,
- f) participate in competitions for prizes where eligibility is based on Council being in or entering ~~into~~ a customer–supplier relationship with the competition organiser, ~~or~~
- g) personally benefit from reward points programs when purchasing on behalf of Council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the General Manager in writing. The General Manager must ensure that, at a minimum, the following details are recorded in Council's gift register:
- a) the nature of the gift or benefit,
 - b) the estimated monetary value of the gift or benefit,
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.

Procedural Note: All Council committee members or delegates must declare any gift or benefit they receive (other than those defined in clause 6.2) by completing the *Gift and Benefits Form*. This form may be obtained by emailing a request to communitycommittees@gisc.nsw.gov.au.

- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to Council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100,
 - b) gifts of alcohol that do not exceed a value of \$100,
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like, ~~or~~
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general

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public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other Council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with Council, or of functions you perform for Council, ~~in order~~ to obtain a private benefit for yourself or for any other person or body.

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PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Use of certain Council information

- 7.1 ~~In regard to~~ Regarding information obtained in your capacity as a Council official, you must:
- only access Council information needed for Council business,
 - not use that Council information for private purposes,
 - not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your position with Council, and
 - only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 7.2 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 7.3 In addition to your general obligations relating to the use of Council information, you must:
- only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions,
 - protect confidential information,
 - only release confidential information if you have authority to do so,
 - only use confidential information for the purpose for which it is intended to be used,
 - not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person,
 - not use confidential information with the intention to cause harm or detriment to Council or any other person or body, and
 - not disclose any confidential information discussed during a confidential session of a Council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

- 7.4 When dealing with personal information you must comply with:
- the *Privacy and Personal Information Protection Act 1998*,
 - the *Health Records and Information Privacy Act 2002*,
 - the Information Protection Principles and Health Privacy Principles,
 - Council's Privacy Management Plan, and
 - the Privacy Code of Practice for Local Government.

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Use of Council resources

- 7.5 You must use Council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.
- 7.6 You must be scrupulous in your use of Council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 7.7 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 7.8 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.9 You must not use Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material:
 - a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.10 You must not convert any property of Council to your own use unless properly authorised.

Internet access

- 7.11 You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage Council's reputation.

Council record keeping

- 7.12 You must comply with the requirements of the *State Records Act 1998* and Council's records management policy.
- 7.13 All information created, sent and received in your official capacity is a Council record and must be managed in accordance with the requirements of the *State*

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Records Act 1998 and ~~Council's approved~~ Records Management ~~Policyies~~ and ~~associated procedures practices~~.

- 7.14 All information stored in either soft or hard copy on Council supplied resources (including technology devices and email accounts) is deemed to be related to the business of Council and will be treated as Council records, regardless of whether the original intention was to create the information for personal purposes.
- 7.15 You must not destroy, alter, or dispose of Council information or records, unless authorised to do so. If you need to alter or dispose of Council information or records, you must do so in consultation with Council's Records ~~Supervisor manager~~ and comply with the requirements of the *State Records Act 1998*.

CODE OF CONDUCT FOR COUNCIL COMMITTEE MEMBERS, DELEGATES AND ADVISERS

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 8.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 8.2 For the purposes of clause 8.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another Council official,
 - b) to damage another Council official's reputation,
 - c) to obtain a political advantage,
 - d) to influence a Council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions,
 - e) to influence Council in the exercise of its functions or to prevent or disrupt the exercise of those functions,
 - f) to avoid disciplinary action under the Procedures,
 - g) to take reprisal action against a person for making a complaint alleging a breach of this Code,
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures, **or**
 - i) to prevent or disrupt the effective administration of this Code under the Procedures.

Detrimental action

- 8.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 8.5 For the purposes of clauses 8.3 and 8.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss,
 - b) intimidation or harassment,
 - c) discrimination, disadvantage or adverse treatment in relation to employment,
 - d) dismissal from, or prejudice in, employment, **or**
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 8.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

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- 8.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 8.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

- 8.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 8.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 8.11 You must not make allegations about, or disclose information about, suspected breaches of this code at Council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 8.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 8.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 2022 1994*.

Complaints alleging a breach of this Part

- 8.14 Complaints alleging a breach of this Part by a Council committee member or delegate of Council are to be managed by the General Manager in accordance with the Procedures.

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SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.15

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to Councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company,
- b) the creation of a trust in respect of property,
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property,
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property,
- e) the exercise by a person of a general power of appointment over property in favour of another person, or
- f) a transaction entered ~~into~~ by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

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interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.15(a), the date on which a person became a ~~councillor or~~ designated person
- b) in the case of a return made under clause 4.15(b), 30 June of the year in which the return is made, ~~or~~
- c) in the case of a return made under clause 4.15(c), the date on which ~~Councillor or the~~ designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner,
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child,
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child, ~~and~~
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.

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3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a ~~councillor or~~ designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.15 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.15 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.15 of this code must disclose:

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- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.15 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and

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c) prohibited from paying any dividend to its members.

17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a ~~councillor or~~ designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.15 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.15 of the code must disclose:

- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
- c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a ~~councillor or~~ designated person.

Dispositions of real property

23. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

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24. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

Sources of income

26. A person making a return under clause 4.15 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered ~~into~~ a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, ~~as the case may be.~~
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.

Debts

30. A person making a return under clause 4.15 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.

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31. A liability to pay a debt must be disclosed by a person in a return made under clause 4.15 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
32. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a designated person.

Discretionary disclosures

33. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this schedule.

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**SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS
SUBMITTED UNDER CLAUSE 4.15**

‘Disclosures by designated persons’ return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the General Manager after becoming a designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a designated person.
3. If you have previously lodged a return with the General Manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a designated person (whichever is the later date) to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the General Manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word “NIL” is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.15 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.18 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by Council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.15 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of designated person]

as at [return date]

in respect of the period from [date] to [date]

[designated person's signature]

[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

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2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
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3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
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D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest (if interest or held a position at the return date/at any time since 30 June)	Nature of any	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
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H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures



**Procedures for the
Administration of the ~~Model~~
Code of Conduct
~~for Local Councils in NSW~~**

~~2020-2023~~

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

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PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		September 2025			
PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	TBA	TBA	The Procedures have been amended to use wording specific to Council and delete references to County Councils or Joint Organisations not relevant to Council.	MGRCP	Council
2	24/09/2020	13.09/20	Included updates from the OLG revised Procedures for the Model Code.	MGRCP	Council
1	28/02/2019	09.02/19	This was the first Procedures for the Model Code created by the OLG.	Manager of Administration and Human Resources	Council

.....
General Manager

.....
Date

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

PART 1 INTRODUCTION

These procedures incorporate the provisions of the *Procedures for the Administration of the Model Code of Conduct in Local Government NSW* (the Model Code Procedures) and are prescribed for the administration of Council's Code of Conduct for Council Staff, Code of Conduct for Councillors, and the Code of Conduct for Council Committee Members, Delegates and Advisors (collectively, 'Council's Codes'). Council's Codes incorporate the provisions from the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* (the Act "the LGA") and the *Local Government (General) Regulation 2021 2005* (the Regulation). Section 440 of the Act LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the Act LGA and the Regulation. Section 440AA of the Act LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, Council and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

~~Note: References in these procedures to councils are also to be taken as references to county councils and joint organisations.~~

~~Note: In adopting the Model Code Procedures, joint organisations should adapt them to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "General Manager".~~

~~Note: In adopting the Model Code Procedures, county councils should adapt them to substitute the term "chairperson" for "mayor" and "member" for "councillor".~~

Note: Parts 6, 7, 8 and 11 of these Procedures apply only to the management of Code of Conduct complaints about councillors (including the Mayor) or the General Manager.

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

PART 2 DEFINITIONS

In these procedures the following terms have the following meanings:

LGA <i>the Act</i>	the <i>Local Government Act 1993</i>
administrator	an administrator of a council appointed under the Act LGA other than an administrator appointed under section 66
ARIC	Audit, Risk and Improvement Committee
code of conduct	a code of conduct adopted under section 440 of the Act LGA .— This includes Council's Code of Conduct for Council Staff, Code of Conduct for Councillors, and Code of Conduct for Council Committee Members, Delegates and Advisers.
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the General Manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the General Manager
Council	Glen Innes Severn Council includes county councils and joint organisations
Council committee	a committee established by Council comprising of councillors, staff or other persons that Council has delegated functions to and Council's ARIC audit, risk and improvement committee

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Council committee member	a person other than a councillor or member of staff of a Council who is a member of a Council committee other than a wholly advisory committee, and a person other than a councillor who is a member of Council's ARIC audit, risk and improvement committee
councillor	any person elected or appointed to civic office, including the Mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
Council official	any councillor, member of staff of Council, administrator, Council committee member, delegate of Council and, for the purposes of clause 4.16 of the Code of Conduct for Council Committee members, Delegates and Advisers Model Code of Conduct , Council adviser
delegate of Council	a person (other than a councillor or member of staff of a Council) or body, and the individual members of that body, to whom a function of Council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
General Manager	includes the executive officer of a joint organisation
ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 4000 of the Act LGA
Mayor	includes the chairperson of a county council or a joint organisation
members of staff of a Council	includes permanent, part-time, contracted and casual employees members of staff of county councils and joint organisations
the Office	the Office of Local Government (OLG)

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investigator	a conduct reviewer
the <i>Regulation</i>	the <i>Local Government (General) Regulation 2005-2021</i>
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a Council committee that Council has not delegated any functions to

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

PART 3 ADMINISTRATIVE FRAMEWORK

The establishment of a panel of conduct reviewers

- 3.1 Council must establish a panel of conduct reviewers.
- 3.2 Council may enter ~~into~~ an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with Council.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of Council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
 - a) an understanding of local government, and
 - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act ~~1994~~ 2022*, and
 - c) knowledge and experience of one or more of the following:
 - i) investigations,
 - ii) law,
 - iii) public administration,
 - iv) public sector ethics,
 - v) alternative dispute resolution, and
 - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
 - a) a councillor, or
 - b) a nominee for election as a councillor, or
 - c) an administrator, or
 - d) an employee of a council, or
 - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of Council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.

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- 3.8 An incorporated or other entity may be appointed to a Council’s panel of conduct reviewers where Council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.10 Council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.
- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, Council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by Council may be a member of subsequent panels of conduct reviewers established by Council if they continue to meet the selection and eligibility criteria for membership of the panel.

The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a Council’s panel of conduct reviewers with the Office’s consent.
- 3.14 To be appointed to a Council’s panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a Council’s panel of conduct reviewers may also exercise the functions of Council’s complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council’s complaints coordinator and has been appointed to Council’s panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a Council’s panel of conduct reviewers.

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The appointment of complaints coordinators

3.17 The General Manager must appoint a member of staff of Council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with Council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of Council, the complaints coordinator should be a senior and suitably qualified member of staff.

Procedural Note: Currently the Manager of Governance, Risk and Corporate Planning is delegated the position of Complaints Coordinator and the Disclosures Coordinator in accordance with clause 3.20.

3.18 The General Manager may appoint other members of staff of Council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with Council), to act as alternates to the complaints coordinator.

3.19 The General Manager must not undertake the role of complaints coordinator.

3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 2022* ~~1994~~.

3.21 The role of the complaints coordinator is to:

- a) coordinate the management of complaints made under Council's code of conduct,
- b) liaise with and provide administrative support to a conduct reviewer,
- c) liaise with the Office, and
- d) arrange the annual reporting of code of conduct complaints statistics.

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PART 4 HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?

What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a Council official in connection with their role as a Council official or the exercise of their functions as a Council official that would constitute a breach of the standards of conduct prescribed under Council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
- a) complaints about the standard or level of service provided by Council or a Council official,
 - b) complaints that relate solely to the merits of a decision made by Council or a Council official or the exercise of a discretion by Council or a Council official,
 - c) complaints about the policies or procedures of Council, and
 - d) complaints about the conduct of a Council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under Council's code of conduct.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under Council's **Complaints Management Policy and Procedures**. ~~routine complaints management processes.~~

When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within 3 months of the alleged conduct occurring or within 3 months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the General Manager or their delegate, or, in the case of a complaint about the General Manager, the Mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

How may a code of conduct complaint about a Council official other than the General Manager be made?

- 4.6 All code of conduct complaints other than those relating to the General Manager are to be made to the General Manager in writing. This clause

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does not operate to prevent a person from making a complaint to an external agency.

- 4.7 Where a code of conduct complaint about a Council official other than the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a Council official other than the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The General Manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the General Manager becomes aware of a possible breach of Council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

How may a code of conduct complaint about the General Manager be made?

- 4.11 Code of conduct complaints about the General Manager are to be made to the Mayor in writing. This clause does not operate to prevent a person from making a complaint about the General Manager to an external agency.
- 4.12 Where a code of conduct complaint about the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The Mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the Mayor becomes aware of a possible breach of Council's code of conduct by the General Manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

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PART 5 HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?

Delegation by the General Managers and Mayor of their functions under this Part

5.1 The General Manager or Mayor may delegate their functions under this Part to a member of staff of Council or to a person or persons external to Council other than an external agency. References in this Part to the General Manager or Mayor are also to be taken to be references to their delegates.

Consideration of complaints by the General Manager and Mayor

5.2 In exercising their functions under this Part, the General Manager and Mayor may consider the complaint assessment criteria prescribed under clause 6.31.

What complaints may be declined at the outset?

5.3 Without limiting any other provision in these procedures, the General Manager or, in the case of a complaint about the General Manager, the Mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:

- a) is not a code of conduct complaint, or
- b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
- c) is trivial, frivolous, vexatious or not made in good faith, or
- d) relates to a matter the substance of which has previously been considered and addressed by Council and does not warrant further action, or
- e) is not made in a way that would allow the alleged conduct and any alleged breaches of Council's code of conduct to be readily identified.

How are code of conduct complaints about staff (other than the General Manager) to be dealt with?

5.4 The General Manager is responsible for the management of code of conduct complaints about members of staff of Council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.

5.5 The General Manager must refer code of conduct complaints about members of staff of Council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.

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- 5.6 The General Manager may decide to take no action in relation to a code of conduct complaint about a member of staff of Council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the General Manager decides to take no action in relation to a code of conduct complaint about a member of staff of Council, the General Manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.8 Code of conduct complaints about members of staff of Council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

How are code of conduct complaints about delegates of Council, Council advisers and Council committee members to be dealt with?

- 5.10 The General Manager is responsible for the management of code of conduct complaints about delegates of Council and Council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The General Manager must refer code of conduct complaints about Council advisers, delegates of Council and Council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The General Manager may decide to take no action in relation to a code of conduct complaint about a delegate of Council or a Council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.
- 5.13 Where the General Manager decides to take no action in relation to a code of conduct complaint about a delegate of Council or a Council committee member, the General Manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

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- 5.14 Where the General Manager considers it to be practicable and appropriate to do so, the General Manager may seek to resolve code of conduct complaints about delegates of Council or Council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of Council's code of conduct.
- 5.15 Where the General Manager resolves a code of conduct complaint under clause 5.14 to the General Manager's satisfaction, the General Manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of Council and/or Council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
- a) Censure,
 - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the General Manager,
 - c) prosecution for any breach of the law,
 - d) removing or restricting the person's delegation, **and/or**
 - e) removing the person from membership of the relevant Council committee.
- 5.17 Prior to imposing a sanction against a delegate of Council or a Council committee member under clause 5.16, the General Manager or any person making enquiries on behalf of the General Manager must comply with the requirements of procedural fairness. In particular:
- a) the substance of the allegation (including the relevant provision/s of Council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
 - b) the person must be given an opportunity to respond to the allegation, and
 - c) the General Manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

How are code of conduct complaints about administrators to be dealt with?

- 5.18 The General Manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The General Manager must notify the complainant of the referral of their complaint in writing.

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How are code of conduct complaints about councillors to be dealt with?

- 5.20 The General Manager must refer the following code of conduct complaints about councillors to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct,
 - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the *Act LGA*),
 - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct, **and**
 - d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the General Manager refers a complaint to the Office under clause 5.20, the General Manager must notify the complainant of the referral in writing.
- 5.22 The General Manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.
- 5.23 Where the General Manager decides to take no action in relation to a code of conduct complaint about a councillor, the General Manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the General Manager considers it to be practicable and appropriate to do so, the General Manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of Council's code of conduct.
- 5.25 Where the General Manager resolves a code of conduct complaint under clause 5.24 to the General Manager's satisfaction, the General Manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

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5.26 The General Manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

How are code of conduct complaints about the General Manager to be dealt with?

5.27 The Mayor must refer the following code of conduct complaints about the General Manager to the Office:

- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct,
- b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct, and
- c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.

5.28 Where the Mayor refers a complaint to the Office under clause 5.27, the Mayor must notify the complainant of the referral in writing.

5.29 The Mayor may decide to take no action in relation to a code of conduct complaint about the General Manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.

5.30 Where the Mayor decides to take no action in relation to a code of conduct complaint about the General Manager, the Mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.31 Where the Mayor considers it to be practicable and appropriate to do so, the Mayor may seek to resolve code of conduct complaints about the General Manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of Council's code of conduct.

5.32 Where the Mayor resolves a code of conduct complaint under clause 5.31 to the Mayor's satisfaction, the Mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

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5.33 The Mayor must refer all code of conduct complaints about the General Manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

How are complaints about both the General Manager and the Mayor to be dealt with?

5.34 Where the General Manager or Mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the General Manager and the Mayor, the General Manager or Mayor must either:

- a) delegate their functions under this part with respect to the complaint to a member of staff of Council other than the General Manager where the allegation is not serious, or to a person external to Council, or
- b) refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

Referral of code of conduct complaints to external agencies

5.35 The General Manager, Mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.

5.36 The General Manager, Mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds, concerns or may concern corrupt conduct.

5.37 Where the General Manager, Mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.

5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless Council is subsequently advised otherwise by the referral agency.

Disclosure of the identity of complainants

5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:

- a) the complainant consents in writing to the disclosure, or
- b) it is generally known that the complainant has made the complaint ~~as a result of~~ because the complainant having voluntarily identified themselves as the person who made the complaint, or
- c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
- d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or

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e) it is otherwise in the public interest to do so.

- 5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the General Manager.
- 5.41 Where a councillor makes a code of conduct complaint about another councillor or the General Manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.
- 5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.43 The General Manager or Mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.
- 5.44 Where a complainant councillor makes a request under clause 5.41, the General Manager or Mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

- 5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 2022 1994*. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, Council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.
- 5.46 Where a councillor makes a code of conduct complaint about another councillor or the General Manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.
- 5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the General Manager or the Mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 57 of the *Public Interest Disclosures Act 2022 1994*.

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Special complaints management arrangements

- 5.48 The General Manager may request in writing that the Office enter ~~into~~ a special complaints management arrangement with Council in relation to code of conduct complaints made by or about a person or persons.
- 5.49 Where the Office receives a request under clause 5.48, it may agree to enter ~~into~~ a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
- a) imposed an undue and disproportionate cost burden on Council's administration of its code of conduct, or
 - b) impeded or disrupted the effective administration by Council of its code of conduct, or
 - c) impeded or disrupted the effective functioning of Council.
- 5.50 A special complaints management arrangement must be in writing and must specify the following:
- a) the code of conduct complaints the arrangement relates to, and
 - b) the period that the arrangement will be in force.
- 5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.
- 5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.
- 5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the General Manager, review the arrangement to determine whether it should be renewed or amended.
- 5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

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PART 6 PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS

Referral of code of conduct complaints about councillors or the General Manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the General Manager that have not been referred to an external agency or declined or resolved by the General Manager, Mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the General Manager or the Mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
 - a) a panel of conduct reviewers established by Council, or
 - b) a panel of conduct reviewers established by an organisation approved by the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
 - a) they have a conflict of interest in relation to the matter referred to them, or
 - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
 - c) they or their employer ~~has~~ have entered into one or more contracts with Council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
 - d) at the time of the referral, they or their employer are Council's legal service provider or are a member of a panel of legal service providers appointed by Council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).

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- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by Council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
- a) comply with these procedures in their consideration of the matter, or
 - b) comply with a lawful and reasonable request by the complaints coordinator, or
 - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

Preliminary assessment of code of conduct complaints about councillors or the General Manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
- a) to take no action,
 - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour,

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- c) to refer the matter back to the General Manager or, in the case of a complaint about the General Manager, the Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour,
 - d) to refer the matter to an external agency, **or**
 - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.
- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of Council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:

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- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
- b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the *Act LGA* or disciplinary action against the General Manager under their contract of employment if it were to be proven, and
- c) that the matter is one that could not or should not be resolved by alternative means.

6.23 In determining whether a matter is sufficiently serious to warrant the formal censure of a councillor under section 440G of the *Act LGA* or disciplinary action against the General Manager under their contract of employment if it were to be proven, the conduct reviewer is to consider the following:

- a) the harm or cost that the alleged conduct has caused to any affected individuals and/or Council,
- b) the likely impact of the alleged conduct on the reputation of Council and public confidence in it,
- c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence, **and**
- d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.

6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.

6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the General Manager or Mayor for resolution

6.26 Where the conduct reviewer determines to refer a matter back to the General Manager or to the Mayor to be resolved by alternative and appropriate means, they must write to the General Manager or, in the case of a complaint about the General Manager, to the Mayor, recommending ~~the means by which~~ **how** the complaint may be resolved.

6.27 The conduct reviewer must consult with the General Manager or Mayor prior to referring a matter back to them under clause 6.13(c).

6.28 The General Manager or Mayor may decline to accept the conduct reviewer’s recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.

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- 6.29 Where the conduct reviewer refers a matter back to the General Manager or Mayor under clause 6.13(c), the General Manager or, in the case of a complaint about the General Manager, the Mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.30 Where the conduct reviewer refers a matter back to the General Manager or Mayor under clause 6.13(c), the General Manager, or, in the case of a complaint about the General Manager, the Mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
- a) whether the complaint is a code of conduct complaint for the purpose of these procedures,
 - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under Council's code of conduct,
 - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith,
 - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct,
 - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency,
 - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of,
 - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour,
 - h) whether the issue/s giving rise to the complaint have previously been addressed or resolved,
 - i) any previous proven breaches of Council's code of conduct,
 - j) whether the conduct complained of forms part of an ongoing pattern of behaviour,
 - k) whether there were mitigating circumstances giving rise to the conduct complained of,
 - l) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23),
 - m) the significance of the conduct or the impact of the conduct for Council ,
 - n) how much time has passed since the alleged conduct occurred, **and**
 - o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

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PART 7 INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER

What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or do not arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the General Manager, or, in the case of alleged conduct on the part of the General Manager, to the Mayor.
- 7.3 The General Manager or the Mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
 - a) disclose the substance of the allegations against the respondent, and
 - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
 - c) advise of the process to be followed in investigating the matter, and
 - d) advise the respondent of the requirement to maintain confidentiality, and
 - e) invite the respondent to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice, and
 - f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.

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- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the General Manager, or in the case of a complaint about the General Manager, to the complainant, the complaints coordinator and the Mayor. The notice must:
- a) advise them of the matter the investigator is investigating, and
 - b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
 - c) invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.
- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

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How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:
 - a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
 - b) refer the matter to the General Manager, or, in the case of a complaint about the General Manager, to the Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
 - c) refer the matter to an external agency.
- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of Council's code of conduct.

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- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the General Manager, or in the case of a complaint about the General Manager, to the respondent, the complainant, the complaints coordinator and the Mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, ~~because as a result~~ of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.

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7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.

7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.

7.35 The investigator's final report must:

- a) make findings of fact in relation to the matter investigated, and,
- b) ~~make a determination~~ determine that the conduct investigated either,
 - i. constitutes a breach of the code of conduct, or
 - ii. does not constitute a breach of the code of conduct, and
- c) provide reasons for the determination.

7.36 At a minimum, the investigator's final report must contain the following information:

- a) a description of the allegations against the respondent,
- b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated,
- c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23),
- d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means,
- e) a description of any attempts made to resolve the matter by use of alternative means,
- f) the steps taken to investigate the matter,
- g) the facts of the matter,
- h) the investigator's findings in relation to the facts of the matter and the reasons for those findings,
- i) the investigator's determination and the reasons for that determination, **and**
- j) any recommendations.

7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:

- a) in the case of a breach by the General Manager, that disciplinary action be taken under the General Manager's contract of employment for the breach, or

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- b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the *Act LGA*, or
 - c) in the case of a breach by a councillor, that Council resolves as follows:
 - i. that the councillor be formally censured for the breach under section 440G of the *Act LGA*, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the *Act LGA*.
- 7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.
- 7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that Council revise any of its policies, practices or procedures.
- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
 - a) that Council revise any of its policies, practices or procedures, *and/or*
 - b) that a person or persons undertake any training or other education.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
 - a) the investigator's findings in relation to the facts of the matter and the reasons for those findings,
 - b) the investigator's determination and the reasons for that determination,
 - c) any recommendations, and
 - d) such other additional information that the investigator considers may be relevant.
- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the General Manager or, where the report relates to the General Manager's conduct, to the Mayor, and this will finalise consideration of the matter under these procedures.

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- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary Council meeting for Council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary Council meeting following the election.
- 7.45 Where it is apparent to the complaints coordinator that Council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to Council under clause 7.44.

Consideration of the final investigation report by Council

- 7.46 The role of Council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.
- 7.47 Council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the *Act LGA*.
- 7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.49 Prior to imposing a sanction, Council must provide the respondent with an opportunity to make a submission to Council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.
- 7.50 Once the respondent has made their submission, they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 7.51 Council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.52 Prior to imposing a sanction, Council may by resolution:
- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
 - b) seek an opinion from the Office in relation to the report.

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- 7.53 Council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to Council and the respondent.
- 7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.57 Council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.
- 7.58 A Council may by resolution impose one or more of the following sanctions on a respondent:
- a) in the case of a breach by the General Manager, that disciplinary action be taken under the General Manager’s contract of employment for the breach, or
 - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the *Act LGA*, or
 - c) in the case of a breach by a councillor:
 - i. that the councillor be formally censured for the breach under section 440G of the *Act LGA*, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the *Act LGA*.
- 7.59 Where Council censures a councillor under section 440G of the *Act LGA*, Council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator’s findings and determination and/or such other grounds that Council considers may be relevant or appropriate.
- 7.60 Council is not obliged to adopt the investigator’s recommendation. Where Council proposes not to adopt the investigator’s recommendation, Council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.
- 7.61 Where Council resolves not to adopt the investigator’s recommendation, the complaints coordinator must notify the Office of Council’s decision and the reasons for it.

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PART 8 OVERSIGHT AND RIGHTS OF REVIEW

The Office’s powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a Council’s code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.
- 8.2 The Office may direct any person, including Council, to defer taking further action in relation to a matter under consideration under Council’s code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

Complaints about conduct reviewers

- 8.4 The General Manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The General Manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The General Manager must implement any recommendation made by the Office ~~because as a result~~ of its consideration of a complaint about a conduct reviewer.

Practice rulings

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

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Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
- a) that the investigator has failed to comply with a requirement under these procedures, or
 - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
 - c) that in imposing its sanction, Council has failed to comply with a requirement under these procedures.
- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or Council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct Council to defer any action to implement a sanction. Council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 8.19 Where the Office considers that the investigator or Council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose a sanction be reviewed:
- a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary Council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary Council meeting following the election, and

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- b) Council must:
 - i. review its decision to impose the sanction, and
 - ii. consider the Office’s recommendation in doing so, and
 - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.

8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), Council resolves to reaffirm its previous decision, Council must state in its resolution its reasons for doing so.

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PART 9 PROCEDURAL IRREGULARITIES

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
 - a) the non-compliance is isolated and/or minor in nature, or
 - b) reasonable steps are taken to correct the non-compliance, or
 - c) reasonable steps are taken to address the consequences of the non-compliance.

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

PART 10 PRACTICE DIRECTIONS

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

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

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to Council within 3 months of the end of September of each year:
- a) the total number of code of conduct complaints made about councillors and the General Manager under the code of conduct in the year to September (the reporting period),
 - b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period,
 - c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints,
 - d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period,
 - e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period,
 - f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
 - g) the total cost of dealing with code of conduct complaints made about councillors and the General Manager during the reporting period, including staff costs.
- 11.2 Council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

PART 12 CONFIDENTIALITY

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the General Manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.
- 12.3 Prior to seeking the Office's consent under clause 12.2, the General Manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the General Manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the General Manager or their delegate.
- 12.5 The General Manager or their delegate must give written notice of a determination made under clause 12.2 to:
- a) the complainant,
 - b) the complaints coordinator,
 - c) the Office, and
 - d) any other person the General Manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the General Manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to Council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 2022 1994* in relation to a complaint they have made.



Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND COPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		August 2025			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
15	24/08/2023	TBA	Amendments have been made to the provision of a motor vehicle for use by the Mayor and the provision of meeting space at the Highlands Hub for Councillors.	MGRCP	Council
14	22/06/2023	7.06/23	Amendments made to: - Part 6, travel expenses including meals and accommodation for Councillors; - Seminar and Conference expenses for Councillors	MGRCP	Council
13	26/05/2022	6.05/22	Amendments made to: - Part 6, travel expenses including meals and accommodation for Councillors; - Seminar and Conference expenses for Councillors; and - ICT expenses. - Policy Summary, Annual reporting requirements; - Part 9, clarifying staff support; and - Related Councils and Policies.	MGRCP	Council

Note: Document Control continued at Appendix A

.....
General Manager

.....
Date

Annexure A Item 7.7

Payment of Expenses and Return of Facilities to the Mayor and Councillors

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ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in Table 1. All monetary amounts are exclusive of GST.

Additional costs incurred by a Councillor, more than these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three (3) months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be published in full in Council's Annual Report, which is placed on Council's website. This report will include expenditure summarised by individual Councillor and as a total for all Councillors.

Table 1: Summary of Expenses and Facilities

Expense or facility	Maximum amount	Frequency
1. General travel expenses for attending Conferences, Meetings and Training (includes accommodation and meals)	\$16,000 for all Councillors collectively. \$8,000 for the Mayor	Per year
(a) Meals and refreshments	As per the Australian Taxation Office limits for public servants	Per meal
(b) Accommodation (Capital Cities)	\$350 (or a standard room at the same venue as the conference being attended)	Per night
(c) Accommodation (other than Capital Cities)	\$250 (or a standard room at the same venue as the conference being attended)	Per night
Professional development (Including Councillor Inductions)	\$10,000 for all Councillors	This is decided upon and set annually in the Operational Plan and Budget
Conferences and seminars (Registration costs)	\$8,000 total for all Councillors \$5,500 for the Mayor	Per year
ICT expenses (Telephone and Internet)	\$2,500 collectively for all Councillors	Per year
Council vehicle and fuel card	Provided to the Mayor with conditional use for Council business only	As Required
Reserved parking space at Council offices	Provided to the Mayor	As Required
Furnished office	Provided to the Mayor	As Required
Number of exclusive staff supporting Mayor	One (1) staff member shared between the Mayor and the General Manager	As Required
Meeting Room/Office Space	Highlands Hub – use of the Hub under normal booking procedures to a maximum value of \$5,000 per annum, collectively.	Reviewed annually, but usage to be monitored for the first six months after adoption of this Policy, version 15.

PART A – INTRODUCTION

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Glen Innes Severn Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council adopts its annual fees within this set range.

2. Policy Objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
 - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
 - ensure facilities and expenses provided to Councillors meet community expectations;
 - support a diversity of representation; and
 - fulfil the Council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions;
 - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor;
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor;
 - **Equity:** there must be equitable access to expenses and facilities for all Councillors;

Payment of Expenses and Provision of Facilities to the Mayor and Councillors

- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations; and
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or Political Benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.
- 4.5. Campaigns for re-election are a political benefit. The following are examples of what is a political interest during a re-election campaign:
 - production of election material;
 - use of Council resources and equipment for campaigning;
 - use of official Council letterhead, publications, websites or services for political benefit; and
 - fundraising activities of political parties or individuals, including political fundraising events.

PART B – EXPENSES

5. General Expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. A collective budget for all Councillors (excluding the Mayor) may be reimbursed up to a total of \$16,000 per year and the Mayor may be reimbursed up to a total of \$8,000 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares;
 - for the use of a private vehicle or hire car;
 - for parking costs for Council and other meetings;
 - for tolls;
 - for meals and accommodation;
 - by Cabcharge card or equivalent; and
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

- 6.5. Given Council's location near an interstate border, travel to southern Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.6. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Council should avoid interstate (noting 6.5 as an exception), and overseas trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.

Payment of Expenses and Reimbursement of Expenses to the Mayor and Councillors

- 6.7. Total interstate (noting 6.5 as an exception) and overseas travel expenses for all Councillors have not been allocated in the budget specifically and there is only a general travel expense (6.2).
- 6.8. Councillors seeking approval for any interstate travel (noting 6.5 as an exception) must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to and obtain the approval of a full Council meeting prior to travel.
- 6.10. The case should include:
 - objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
 - who is to take part in the travel;
 - duration and itinerary of travel; and
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For all journeys by air the class of air travel is to be economy class.
- 6.12. Bookings for approved air travel are to be made through the General Manager's office.
- 6.13. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.14. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.15. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 100 kilometres from the meeting location.
- 6.16. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the local government area.
- 6.17. Council will reimburse employees' accommodation, meals and drinks to the maximum as stipulated in **Table 1: Summary of Expenses and Facilities**.
- 6.18. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.
- 6.19. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

- 6.20. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.21. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.22. Council will decide annually and set aside an amount not greater than \$20,000 for all Councillors in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.23. In the first year of a new council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding and the combined cost of Councillor Inductions and the facilitation of Professional Development for Councillors will not exceed \$30,000 in the year of a general election.
- 6.24. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.25. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development;
 - relevance to Council priorities and business; and
 - relevance to the exercise of the Councillor's civic duties.
- 6.26. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 6.27. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.28. Council will set aside a total amount of \$8,000 annually in its budget for registration costs to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors except the Mayor who will receive a total amount of \$5,500 annually. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably between the Councillors, other than the Mayor.

- 6.29. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.30. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

Information and communications technology (ICT) expenses

- 6.31. Council will provide or reimburse Councillors for expenses associated with appropriate Internet and Telephone services up to a limit of \$2,500 per annum collectively for all Councillors. Further Council will provide a digital device, such as an iPad for each Councillor so that all meeting documents may be viewed electronically.
- 6.32. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers;
 - relevant phone calls and correspondence; and
 - diary and appointment management.
- 6.33. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

Special requirement and carer expenses

- 6.34. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.
- 6.35. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.36. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses to allow a Councillor with a disability to perform their civic duties.
- 6.37. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum amount per annum and included in this policy if the need arises within 12 months after the next local election, for attendance at official business, plus reasonable travel from the principal place of residence.

- 6.38. Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.39. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

7. Insurances

- 7.1. In accordance with Section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims.
- 7.2. Council takes out Councillors and Officers Liability insurance.
- 7.3. Council takes out Personal Accident Insurance and the Mayor and Councillors are listed in the covered persons category. This policy, among other things, covers Councillors travelling on approved travel and any interstate and overseas travel on Council business.
- 7.4. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.5. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

8. Legal Assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a Councillor defending an action arising from the performance in good faith of a function under the *Act* provided that the outcome of the legal proceedings is favourable to the Councillor;
 - A Councillor defending an action in defamation, provided the statements complained of were made in good faith while exercising a function under the *Act* and the outcome of the legal proceedings is favourable to the Councillor; and
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the *Act* and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances;
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

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PART C – FACILITIES

9. General Facilities for all Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
 - laptop or equivalent and an email address;
 - pigeonholes;
 - access to shared car parking spaces while attending Council offices on official business;
 - personal protective equipment for use during site visits; and
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost, such as the Committee Room at Town Hall or the William Gardner Room at the Library and Learning Centre. Rooms may be booked through the Executive Assistant (Mayor and General Manager).
- 9.3. Councillors will be provided use of the Highlands Hub for official business only, through normal booking procedures, to a maximum value of \$5,000 per annum, collectively. The provision of this facility will be reviewed annually, but usage will be monitored for the first six months after adoption of this Policy, version 15.
- 9.4. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Administrative support

- 9.5. Administrative support may be provided by the Executive Assistant (Mayor and General Manager) or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional Facilities for the Mayor including a Mayoral vehicle

- 10.1. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.2. In performing his or her civic duties, the Mayor will be assisted by a small number of Council staff providing administrative and secretarial support, as determined by the General Manager.

- 10.3. The number of exclusive staff provided to support the Mayor and Councillors will not exceed 0.5 full time equivalents.
- 10.4. As per Section 4, any staff assisting in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.
- 10.5. Council will provide to the Mayor a maintained motor vehicle, to a maximum value of \$75,000 [excluding GST] adjusted annually to CPI increases, with a fuel card. The vehicle will be supplied for use in attending official business including professional development, attendance at the Mayor's office and for limited private use.
- 10.6. The Mayor must keep a logbook setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The logbook must be submitted to Council monthly.
- 10.7. The Mayoral Allowance will be reduced to cover the cost of any private use recorded in the logbook that is not within the defined 'limited private use' category, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.

PART D – PROCESSES

11. Approval, Payment and Reimbursement Arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business;
 - carer costs; and
 - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Reimbursement

- 11.5. All claims for reimbursement of expenses incurred must be made on the prescribed Combined Funds Voucher form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager for approval.

Notification

- 11.6. If a claim is approved, Council will reimburse the Councillor through accounts payable.

- 11.7. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 11.8. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- Council will invoice the Councillor for the expense; and
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 11.9. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

- 11.10. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three (3) months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. Return or Retention of Facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

14.1. This policy will be published on Council's website.

15. Reporting

15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

16. Auditing

16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least once every term of Council.

17. Breaches

17.1. Suspected breaches of this policy are to be reported to the General Manager.

17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct for Councillors, as detailed in the Code and in the Procedures for the Administration of the Code.

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DEFINITIONS

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
<i>Act</i>	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct for Councillors adopted by Council.
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
limited private use	<p>Means private use that is ancillary to official business. I.e., the Mayor, in attending his/her office at Town Hall, may also utilise the vehicle to run errands etc. prior to returning home.</p> <p>A trip from the Mayor's residence that does not involve any Council business and is wholly for private use is considered 'private use' whether within or outside the LGA.</p>
long distance intrastate travel	Means travel to other parts of NSW of more than three (3) hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	<p>Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes:</p> <ul style="list-style-type: none"> meetings of Council and committees of the whole; meetings of committees facilitated by Council; civic receptions hosted or sponsored by Council; and meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW)
year	Means the financial year, that is the 12-month period commencing on 1 July each year

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant legislation and guidance:

- *Local Government Act 1993*, Sections 252 and 253;
- *Local Government (General) Regulation 2021*, sections 217 and 403;
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009;
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities; and
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct for Councillors;
- Code of Meeting Practice;
- Councillor Induction and Professional Development Policy; and
- Councillor Access to Council Staff, Information and Premises Policy.

VARIATION AND REVIEW

The Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy will be reviewed within the first 12 months of each term of Council, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

DRAFT

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
11	22/09/2016	10.09/16	Section 1:8 – denotes a change to the review date in line with meeting new requirements under Sections 252 and 253 of the <i>Local Government Act 1993</i> .	DCCS	Council
10	24/09/2015	8.09/15	<ul style="list-style-type: none"> - Section 2:1 - Removal of the reference that all claims must be provided within two (2) months of receipt; -Section 2:7 - Clarification that confirming documents must be attached to claims; - Section 2:8 - Removal of the sentence stating that reimbursement for care arrangements will be at the current market rate; - Section 3:1 - Removal of the reference of provision of a leather briefcase; -Section 3:2 – Removal of reference that a mobile phone may be provided; - Section 3:3 – Change of wording from 'is provided with' to 'has access to'. 	DCCS	Council
09	25/09/2014	10.09/14	<p>Reflecting the name change of the 'Division of Local Government' to 'Office of Local Government';</p> <ul style="list-style-type: none"> - Added clause 1:10 Implementation/Communication, paragraph inserted; - Australian Taxation Office (ATO) private vehicle reimbursement rates have been updated; - Clause 3.1 (c) has been removed 'Councillors will be provided with a necktie or scarf'; - Clause 3.3 (e) has been removed 'Dedicated parking'. 	DCCS	Council

Payment of Expenses and Reimbursement of Expenses to the Mayor and Councillors

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
12	26/08/2021	5.08/21	A new model template from the Office of Local Government has been used for this version.	MGRCP	Council
08	26/09/2013	14.09/13	<ul style="list-style-type: none"> - Reflecting the name change of the 'Local Government and Shires Association' to 'Local Government New South Wales'; - Position title change from the 'General Manager's Personal Assistant', to the 'Executive Assistant'; - Accommodation in capital cities has been amended to include the cost of a standard room at the same venue as the conference being attended; - The following clause has been removed "Council will reimburse all Councillors up to \$30.00 per month for the use of home phone expenses upon the provision of details of usage on the specified form for reimbursement of expenses"; - The clause regarding reimbursement of mobile phones has been amended. 	DCCS	Council
07	20/12/2012	6.12/12		DCCS	Council
06	24/11/2011	5.11/11		DCCS	Council
05	25/11/2010	6.11/10		DCCS	Council
04	26/11/2009	5.11/09		DCCS	Council
03	25/09/2008	3.09/08		DCCS	Council
02	27/09/2007	9.09/07		DCCS	Council
01	26/04/2007	0.04.07		DCCS	Council

Item 7.8

Annexure A



Privacy Management Plan

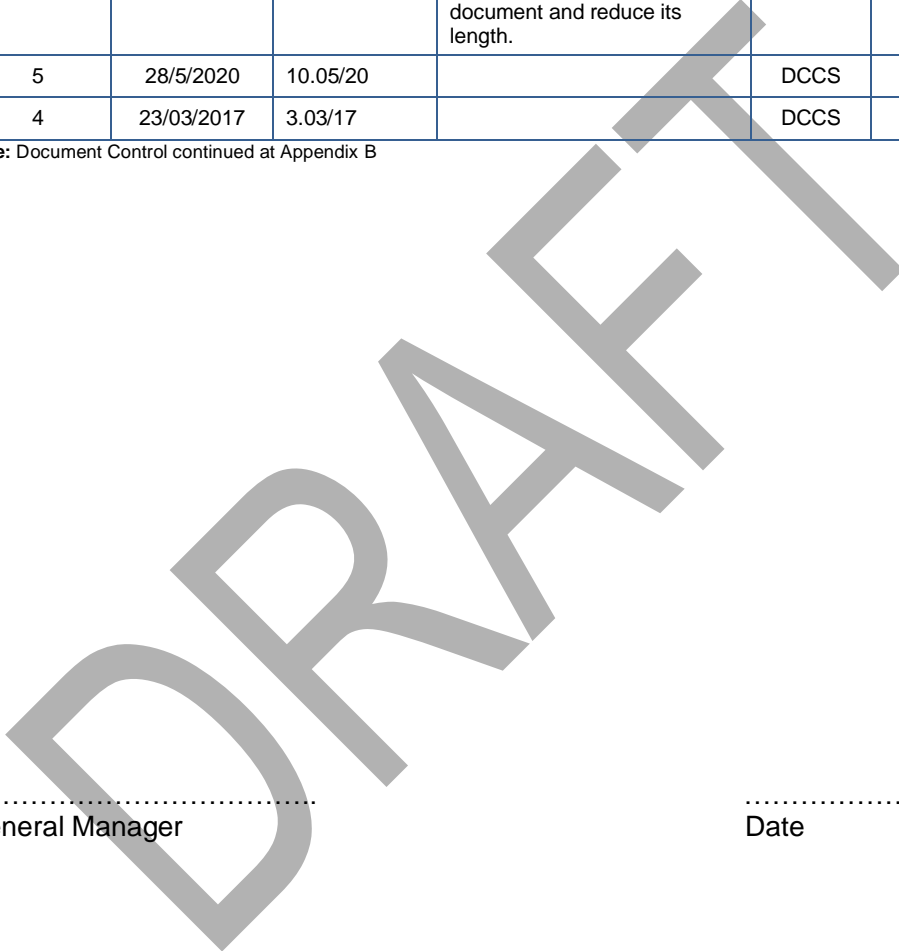
Document Authorisation

RESPONSIBLE OFFICER:		MANAGER GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		August 2026			
VERSION NUMBER:		6			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
6	24/08/2023	nn.nn/nn	Major revision to simplify the document and reduce its length.	MGRCP	Council
5	28/5/2020	10.05/20		DCCS	Council
4	23/03/2017	3.03/17		DCCS	Council

Note: Document Control continued at Appendix B

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General Manager

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Date



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Acknowledgement of Country

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

1. Purpose

The purpose of this Privacy Management Plan (PMP) is to explain how Glen Innes Severn Council (Council) manages personal and health information in accordance with NSW Privacy Laws.

2. Applicability

This policy applies to:

- The maintenance of all Council records that contain private or personal information.
- Persons and organisations who interact with Council and provide personal and/or health information.

3. Definitions

Term	Meaning
Council	Glen Innes Severn Council
DA	Development Application
DBP	Data Breach Policy
<i>GIPA Act</i>	<i>Government Information (Public Access) Act 2009 (NSW)</i>
HPP	Health Privacy Principle
<i>HRIP Act</i>	<i>Health Records and Information Privacy Act 2002 (NSW)</i>
IPC	Information and Privacy Commission
IPP	Information Protection Principle
<i>LG Act</i>	<i>Local Government Act 1993 (NSW)</i>
MNDB	Mandatory Notification of Data Breach Scheme
NCAT	New South Wales Civil and Administrative Tribunal
PMP or this Plan	Privacy Management Plan
<i>PPIP Act</i>	<i>Privacy and Personal Information Protection Act 1998 (NSW)</i>
<i>Regulation</i>	<i>Privacy and Personal Information Protection Regulation 2019 (NSW)</i>
s	Section, when used before a number in reference to a section of an Act.
Privacy Code	Privacy Code of Practice for Local Government

4. Outcomes

Council is committed to embedding privacy best practice into all business practices and decision making. Council recognises that considering the impact on privacy of any new service, initiative or information system prior to design and implementation is key to this commitment.

Further, Council acknowledges and respects the right of every individual whose personal or private information is collected or held by Council, to have such information

used only for the purpose that it is provided for, and to be managed in a manner that ensures confidentiality and privacy.

Whilst the main objective of this Plan is to enshrine best practice, the Plan also aims to ensure Council's compliance with:

- The *Privacy and Personal Information Protection Act 1998 (NSW) (PIIP Act)*; and
- The *Health Records and Information Privacy Act 2002 (NSW) (HRIP Act)*;

Council is required to have a PMP under section (s) 33 of the *PIIP Act* which must include:

- Information about how Council develops policies and practices in line with the state's information and privacy legislation;
- How Council disseminates these policies and practices within the organisation and trains its staff in their use;
- Council's internal review procedures; and
- Anything else Council considers relevant to the Plan in relation to privacy and the personal and health information it holds.

This Plan also explains who you should contact if you have any questions about the information collected and retained by the Council, how to access and amend your stored information and what to do if Council may have breached the *PIIP Act* or *HRIP Act*.

5. Roles and Responsibilities

Privacy Contact Officer

Council's Privacy Contact officer is the Manager of Governance, Risk and Corporate Planning who may be contacted via:

Email: council@gisc.nsw.gov.au

Telephone: 02 6730 2300

The role of the Privacy Contact Officer is:

- To receive advice and updated information from the Information and Privacy Commission (IPC) about the implementation of the *PIIP Act* and the *HRIP Act*;
- To act as a first point of contact/liason with the IPC for all matters related to privacy and personal information;
- To act as a focal point within Council for all matters related to privacy and personal information including providing advice to staff who are unsure about privacy matters; and
- To act as a first point of contact for members of the public for all matters related to privacy and personal information.

The Privacy Contact Officer will be involved in the following tasks:

- Disseminating information on privacy issues within Council;

- Co-ordinating the steps to be taken by Council to implement the *PIIP Act* and the *HRIP Act*, including:
 - Privacy Management Plans;
 - Privacy Notifications (s 10); and
 - Privacy training for staff.
- Assessing complaints lodged within Council and making recommendations about whether it is about personal information under the *PIIP Act* and/or health information under the *HRIP Act*,
- Ensuring that all complaints about privacy breaches and/or internal reviews are dealt with in the proper manner; and
- Reviewing the Plan.

General Manager

The General Manager has the responsibility for appointing an appropriate officer as Council's Privacy Contact Officer to manage the day-to-day activities in relation to the appropriate collections, use and storage of personal and private information of customers and ratepayers.

Managers

Managers are responsible for ensuring their division adheres to the requirements of this Plan and providing guidance in respect of the importance of protecting the privacy and the personal information of customers and ratepayers collected and held by Council.

Managers should ensure that the privacy impacts of any new project or system development/implementation are thoroughly considered prior to implementation to allow issues of concern or risk to be addressed early in the process. Managers are to ensure that any adopted Privacy Impact Assessment process or procedure is followed whenever personal or health information will be collected, stored, used or disclosed in a project.

Staff

Staff shall adhere to the requirements of this Plan and be cognisant of the significant impact that can occur to individuals if their privacy is breached in any way or their personal information is not handled in accordance with this Plan and relevant legislation.

Staff should only access the personal information of a customer or ratepayer if it is a direct requirement of their role and should never release personal or private information to another person without prior approval by their supervisor. If any doubt exists in relation to any privacy issue, including appropriateness of collecting, using or sharing personal and private information then staff should contact the Privacy Contact Officer immediately for direction.

6. Policy Statement

Glen Innes Severn Council acknowledges and respects the right of every individual whose personal or private information is collected or held by Council, to have such information used only for the purpose that it is provided for, and to be managed in a manner that ensures confidentiality and privacy.

The *PPIP Act* provides for the protection of personal information by means of twelve Information Protection Principles (IPPs). Those principles are listed below:

- Principle 1 - Collection of personal information for lawful purposes;
- Principle 2 - Collection of personal information directly from individual;
- Principle 3 - Requirements when collecting personal information;
- Principle 4 - Other requirements relating to collection of personal information;
- Principle 5 - Retention and security of personal information;
- Principle 6 - Information about personal information held by agencies;
- Principle 7 - Access to personal information held by agencies;
- Principle 8 - Alteration of personal information;
- Principle 9 - Agency must check accuracy of personal information before use;
- Principle 10 - Limits on use of personal information;
- Principle 11 - Limits on disclosure of personal information; and
- Principle 12 - Special restrictions on disclosure of personal information.

Those principles are *modified* by the Privacy Code of Practice for Local Government (the Privacy Code) made by the Attorney General.

The Privacy Code has been developed to enable Local Government to fulfil its statutory duties and functions under the *Local Government Act 1993* (NSW) (the *LG Act*) in a manner that seeks to comply with the *PPIP Act*.

This Plan outlines how Glen Innes Severn Council will incorporate the twelve IPPs into its everyday functions. This Plan should be read in conjunction with the Privacy Code.

Nothing in this Plan is to:

- Affect any matter of interpretation of the Codes or the IPPs and the Health Privacy Principles as they apply to Council;
- Affect any obligation at law cast upon Council by way of representation or holding out in any manner whatsoever; or
- Create, extend or lessen any obligation at law which Council may have.

This Plan is designed to introduce policies and procedures to maximise compliance with the *PPIP Act* and the *HRIP Act*.

Where Council has the benefit of an exemption, it will nevertheless describe procedures for compliance in this Plan. By doing so, it is not to be bound in a manner other than that prescribed by the Codes.

Council collects, stores and uses a broad range of information. A significant part of that information is personal information. This Plan applies to that part of Council's information that is personal information.

It may mean, in practice that any information that is not personal information will receive treatment of a higher standard; namely treatment accorded to personal information where the information cannot be meaningfully or practicably separated.

6.1 What is Personal and Health Information?

Personal information

Personal information is defined in s 4 of the *PPIP Act* as information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form.

What is not personal information under the PPIP Act?

There are some kinds of information that are not personal information, these include:

- Information about someone who has been dead for more than 30 years;
- Information about someone that is contained in a publicly available publication; and
- Information or an opinion about a person's suitability for employment as a public sector official.

The *Privacy and Personal Information Protection Regulation 2019* (the *Regulation*) also lists other information that is not personal information, such as information about someone that is contained in:

- A document in a library, art gallery or museum;
- State records under the control of the NSW State Archives and Records; and
- Public archives (within the meaning of the *Copyright Act 1968* (Cth)).

Health Information

Health information is a more specific type of personal information and is defined in s 6 of the *HRIP Act*. Health information can include information or an opinion about a person's physical or mental health or disability, or a person's express wishes about the future provision of his or her health services or a health service provided to a person.

Health information can include, for example, a psychological report, blood test or an x-ray, results from drug and alcohol tests, and information about a person's medical appointments. It can also include some personal information that is collected to provide a health service, such as a name and telephone number.

6.2 Why does Council Collect Personal and Health Information?

Council collects personal information in a variety of ways to efficiently perform its services and functions. Council assesses the level of personal information that is

appropriate to be collected in relation to each function undertaken with a view to minimise the amount of such information it collects and manages.

Personal and health information may be collected from:

- Members of the public;
- NSW and Commonwealth public sector agencies;
- Businesses;
- Non-government organisations;
- Employees; and
- Medical professionals.

Contractors acting on Council's behalf may also collect personal information. Council includes clauses in its contracts that require contractors to comply with relevant privacy obligations.

Council has a range of functions involving the collection of personal / health information, including:

- Levying and collecting rates;
- Providing services, for example, child-care, libraries and waste collection;
- Consultation with the community, businesses and other stakeholders;
- Assessing development and major project applications;
- Recording, investigating and managing complaints and allegations;
- Site inspections and audits;
- Incident management;
- Enforcing regulations and legislation;
- Issuing approvals, consents, licences and permits;
- Providing grant funding;
- Maintaining the non-residential register of electoral information; and
- Employment practices, including assessing fitness for work.

6.3 How does Council collect Personal and Health Information?

Council collects personal information in a variety of ways including:

- Incident reports;
- Medical assessment reports;
- Submissions;
- Application forms;
- CCTV footage;
- Financial transaction records;
- Contracts;
- Customer enquiries and correspondence;

- Telematics;
- Web services and smart devices (the Internet of Things); and
- Contact tracing under NSW Public Health Orders.

Unsolicited information

Unsolicited information is personal, or health information provided to Council in circumstances where Council has not asked for or required the information to be provided. Such information is not deemed to have been collected by Council but the access, storage, use and disclosure IPPs in this Plan will apply to any such information, whilst Council continues to hold this information.

Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and may be made available for release to the public.

Personal or health information disclosed publicly and recorded for the purposes of webcasting at Council Meetings is not deemed to have been collected by Council. Retention and Use Principles of this information will apply to such information in Council's possession; however, Disclosure Principles will not apply as the information was voluntarily disclosed with the prior knowledge that it would be recorded, broadcast via the internet to the public and made available by Council for public viewing.

Privacy Protection Notice

Under s 10 of the *PIIP Act*, when Council collects personal information from an individual, such as their name, address, telephone number or email address, Council must take such steps as are reasonable in the circumstances to ensure that, before the information is collected or as soon as practicable after collection, the individual is made aware of:

- The purposes for which the information is being collected;
- The intended recipients of the information;
- Whether the supply of the information is required by law or is voluntary;
- Any consequences for the individual if the information (or any part of it) is not provided; and
- The ways in which the individual can access and correct the information.

Where possible, individuals providing personal information will be given the opportunity to consent to the terms of the provision of the information via a Privacy Protection Notice. Council staff are encouraged to consult with the Privacy Contact Officer to ensure that each collection of personal information, and any accompanying Privacy Protection Notice is appropriate and complies with Council's privacy requirements.

6.4 Personal or Health Information held by Council

Glen Innes Severn Council holds personal information concerning Councillors, such as:

- Personal contact information;
- Complaints and disciplinary matters;
- Pecuniary interest returns; and
- Entitlements to fees, expenses and facilities.

Glen Innes Severn Council holds personal information concerning its customers, ratepayers and residents, such as:

- Rates records; and
- Development Applications (DA's) and objections; and
- Various types of health information.

Glen Innes Severn Council holds personal information concerning its employees, volunteers and contractors, such as:

- Recruitment material;
- Leave and payroll data;
- Personal contact information;
- Performance management plans;
- Disciplinary matters;
- Pecuniary interest returns;
- Wage and salary entitlements; and
- Health information (such as medical certificates and workers compensation claims).

Applications for suppression in relation to general information (not public registers)

Under s 739 of the *LG Act* a person can make an application to suppress certain material that is available for public inspection in circumstances where the material discloses or would disclose the person's place of living if the person considers that the disclosure would place the personal safety of the person or their family at risk.

Section 739 of the *LG Act* relates to publicly available material other than public registers. As such, it limits disclosure in those circumstances where an application for suppression is successful. An application for suppression must be verified by statutory declaration and otherwise meet the requirements of s 739. When in doubt, Council will err in favour of suppression.

6.5 How Council manages Personal and Health Information

As outlined elsewhere in this Plan, Council collects and manages information from a multitude of sources and will always do so in accordance with the *PPIP Act*. Council also endeavours to make as much information available, to individuals whose information it collects/holds, at the time of collection. Additional information is detailed below for services / functions that frequently collect personal information or manage significant amounts of personal information or data.

Requests for Service, Enquiries and Correspondence

Council receives a significant number of requests for service, as well as general enquiries and correspondence, and a certain amount of personal information is required to be collected to allow Council to perform these functions.

These requests for service and enquiries are made:

- Over the phone (Council does not record telephone conversations; however, it does have a voicemail service);
- In writing (e-mail, letter, online or printed form); or
- In person (at Council's Customer Service Centre or other facilities).

Council determines the appropriate level of personal information to be collected for each type of service request and enquiry to allow sufficient information to be an accurate record of the issue and assistance given, but it will not collect unnecessary personal and/or health information.

If Council receives written correspondence, a full copy of whatever is sent is generally kept in Council's electronic document management system. The provision of any personal information is entirely voluntary, and in that respect personal information may be provided that is unsolicited.

Telephone conversations are not electronically recorded. If someone has an enquiry that cannot be answered straight away, the Council staff member will offer to take the person's name and telephone number or email address, so that another officer of Council can respond.

Complaints and Regulatory Functions

Council receives complaints from members of the public to investigate potential non-compliances with legislation, development consents, operating approvals etc. Most of these investigations are handled in accordance with the relevant legislation governing Council's activities in particular functions.

Council recognises that some people may wish to remain anonymous when making complaint, however, clear information regarding the consequences of remaining anonymous must be provided. For example, Council may not be able to properly investigate or consider a complaint or review a matter if sufficient information about the matter is not received. To appropriately investigate most matters, Council officers may be required to collect personal information from those parties involved, including names and addresses, but may also involve detailed correspondence or witness statements for complicated matters.

Council endeavours to maintain the confidentiality of complainants wherever possible, however, at times Council may be required to provide personal information of complainants to other parties due to legislative or court requirements.

Development Assessment and Land Use Planning

Anyone with an interest in a DA is welcome to make a submission or give feedback about a proposed development, but this must be done in writing. Any submissions made are public documents, and other people can view them on request.

Staff and Recruitment

Council collects personal and/or health information from staff members as part of its recruitment process. Council will never ask for more personal information than is required for that purpose.

Staff

During the recruitment process and throughout employment, information (including personal and/or health information) is collected from staff members for various reasons, such as leave management, workplace health and safety and to help Council to operate with transparency and integrity. Information collected by Council is retained, to the extent necessary and managed securely. In the exercise of its functions, Council collects and manages personal information about its staff including but not limited to:

- Medical conditions and illnesses;
- Next of kin contact details;
- Educational achievements;
- Performance and development information;
- Family and care arrangements;
- Secondary employment;
- Conflicts of interest and pecuniary interest disclosures;
- Banking details for payroll purposes;
- Employment history; and
- Details and copies of licences essential to the performance of an officer's role.

Recruitment

When someone applies for employment with Council, they send Council personal information, including their name, contact details and work history. Council provides this information to the interview panel for that position in electronic or hard copy files. The personal information is only used for the purposes of the recruitment process.

After recruitment is successful, applicants are required to fill out various forms to commence employment at Council. These forms require further personal and health information, such as the applicant's bank account details, tax file number, police clearance checks, emergency contacts and any disabilities that may impact their work. These forms are sent to the Human Resources unit to be used for employment purposes, such as payroll and setting up personnel files and the information is retained in secure storage systems.

Visitors and members of the public

When consultants, contractors and members of the public visit a Council facility they may be required to sign into the premises. The record of entry may be recorded in a physical sign-in register or via a digital QR Code check-in process.

During periods of health emergencies, Council may be required to provide check-in data for a facility to NSW Health, or any other relevant government agency. Council may be required to restrict entry or refuse provision of a service if the check-in process is not observed. Any check-in data collected by Council will be held securely and destroyed on a regular basis in accordance with provisions under the *State Records Act 1998*. Check-in data collected by the Service NSW QR Code Check-In system will not be held by Council and will be held and stored by Service NSW.

Communications and stakeholder engagement

Subscriber, mailing and contact lists

Council offers residents and interested stakeholders the opportunity to stay up to date on the activities of Council via electing to subscribe to various e-newsletters produced by Council. These services are on an opt-in basis and personal contact information is supplied to Council voluntarily by subscribers. No personal information is collected without consent and those who provide their information are advised as to how Council will manage it. The information generally collected includes names and email addresses and in some cases areas of interest.

Community engagement and public consultation

Council regularly undertakes public consultation to help guide its decision-making and the provision of services. Council may collect information from you when you complete a survey or register for an event seeking public consultation.

Council Website and Service Providers

Council engages several service providers who provide software, website, internet services and computer systems through which Council may collect, store or process your personal information. On occasion our providers may have access to your personal information to facilitate services on behalf of Council. Council ensures that our providers adhere to the same legislative requirements in relation to Privacy as well as meet the requirements of this Plan.

Cookies

Council may use 'cookie' technology to collect additional website usage data and to improve its services. A cookie is a small piece of text sent to your browser by Council's website. This helps your website to remember your preferences and it makes your next visit easier and the site more useful to you. Council may use cookies for the following purposes:

- To better understand how you interact with Council services;
- To monitor aggregate usage by users and web traffic routing on Council services; and
- To improve Council services.

Most internet browsers automatically accept cookies. You can restrict that by editing your browser's options to stop accepting cookies or to prompt you before accepting a cookie from the websites you visit.

Personal Contact Details

Council may engage service providers who assist Council in the distribution and communication of a variety of Council communication requirements. These may include printing and distribution of Council rate notices and Council newsletters etc. To facilitate this, Council service providers may be required to have access to personal information of residents and ratepayers to facilitate distribution of these materials on behalf of Council. Council ensures that its providers adhere to the same legislative requirements in relation to Privacy as well as meet the requirements of this Plan.

6.6 Public Registers

Under the *PPIP Act* a public register is a register of personal information that is required by law to be made, or is made, publicly available or open to public inspection.

Part 6 of the *PPIP Act* prevents Council employees from disclosing personal information held on public registers, unless the information is to be used for a purpose relating to the purpose of the register.

Council's public registers include:

Register	Primary Purpose of the register is to:
<i>Contracts Register</i>	Identify all contracts over the value of \$150,00 entered by Council
<i>Graffiti Removal Register</i>	Records the work carried out by Council under s 13 of the <i>Graffiti Control Act 2008</i>
<i>Investments Register</i>	Details of all investments currently held by Council
<i>Land Register</i>	Identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council.
<i>Public Notification Register</i>	Register of any notifications made under s 59N(2) of the <i>PPIP Act</i> . (To come into effect 28 November 2023).
<i>Public Register of licenses</i>	Identify all licences granted under s 308 the <i>Protection of the Environment Operations Act 1997</i> .
<i>Record of building certificates</i>	Identify all building certificates.
<i>Records of approvals</i>	Identify all approvals granted under the <i>LG Act</i> .
<i>Record of impounding</i>	Identify any impounding action by Council.
<i>Register of disclosures of interests</i>	Identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates

Members of the public may enquire only in accordance with the primary purpose of any of these registers. Many of these registers are made available on Council's website, www.gisc.nsw.gov.au. If a register cannot be located on the website a request to see that register may be made to the Privacy Contact Officer via council@gisc.nsw.gov.au or in person at Council's Town Hall Office, 265 Grey Street Glen Innes.

Secondary purpose of all public registers

Due to the general emphasis on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore, disclosure of specific records from public registers would normally be allowable under s 57 of *PIIP Act*.

However, requests for access, copying, or the sale of the whole or a substantial part of a Public Register held by Council will not necessarily fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed about any request and may seek a statutory declaration to satisfy itself as to the intended use of the information. Any request or application for government information will be assessed under the *Government Information (Public Access) Act 2009*.

Suppression of personal information

Any person whose personal information is recorded in a public register has the right to request that their personal details be suppressed. Council will comply with the request if it is satisfied the person's safety or wellbeing would be affected by not suppressing the information. Applications to suppress personal details from a public register should be made in writing to the Public Officer.

6.7 How to access and amend personal information

Council ensures that people can access information it holds about them. People have a right to amend their own personal or health information.

How do I access my own personal or health information?

Individuals wanting to access Council's records to confirm or amend their own personal or health information, such as updating contact details can do so by contacting Council either in person or in writing. Council will take steps to verify the identity of the person requesting access to information.

How do I amend my own personal or health information?

Individuals wanting to amend their own personal or health information must put the request to Council in writing. This application must contain the following information:

- The full name, date of birth and contact details of the person making the request;
- State whether the application is under the *PIIP Act* or *HRIP Act*;
- Explain what personal or health information the person wants to amend; and
- Confirmation of the applicant's identity.

Accessing or amending other people's personal or health information

Council is restricted from giving individuals access to someone else's personal and health information unless that person provides Council with written consent. An "authorised" person must confirm their identification to act on behalf of someone else. There may be other reasons Council is authorised to disclose personal and health

information, such as in the event of a serious and imminent threat to the life, health and safety of the individual, to find a missing person or for compassionate reasons.

6.8 Data Breaches

A data breach occurs when there is a failure that has caused or has the potential to cause unauthorised access to Council's physical or electronic information or data, such as:

- Accidental loss or theft of information or equipment on which such information is stored;
- Unauthorised use, access to or modification of data or information systems to gain unauthorised access or make unauthorised changes to data or information;
- Accidental or unauthorised disclosure of personal information (e.g., email containing personal information sent to incorrect recipient);
- Personal information published or posted on Council's website without consent;
- Access to data by an authorised user for unauthorised reasons (e.g., an employee looking up information in a system for personal reasons in breach of the Code of Conduct);
- Accidental disclosure of user login details through phishing;
- Malware infection; or
- Disruption to or denial of IT services.

A data breach, most commonly, but not exclusively, results in unauthorised access to, or the unauthorised collection, use, or disclosure of personal information.

How Council will manage a data breach

The Chief Information Officer will be promptly informed of any data breach and will assist in the assessment and management of the breach, including any reporting under NSW's voluntary data breach reporting scheme, in accordance with the IPC's Voluntary Data Breach Notification guidelines.

Mandatory Notification of Data Breach (MNDB) Scheme

Amendments to the *PPIP Act* will come into effect on 28 November 2023. The amendments impact the responsibilities of Council under the *PPIP Act* and require Council to provide notifications to affected individuals in the event of an eligible data breach of their personal or health information.

Under the MNDB Scheme Council will have an obligation to:

- Immediately make all reasonable efforts to contain a data breach;
- Undertake an assessment within 30 days where there are reasonable grounds to suspect there may have been an eligible data breach;
- During the assessment period, make all reasonable attempts to mitigate the harm done by the suspected breach;
- Decide whether a breach is an eligible data breach or there are reasonable grounds to believe the breach is an eligible data breach;

- Notify the Privacy Commissioner and affected individuals of the eligible data breach; and
- Comply with other data management requirements.

Prior to 28 November 2023, Council will adopt a Data Breach Policy and follow procedures under that Policy to ensure compliance with the obligations and responsibilities set out in Part 6A for the mandatory notification of data breach scheme.

The Data Breach Policy (DBP) will be published on Council's website. The Policy will outline Council's overall strategy for managing data breaches from start to finish, and will enable Council to:

- Prepare for, evaluate, respond to and report on data breaches at the appropriate level and in a timely fashion;
- Mitigate potential harm to affected individuals and the Council; and
- Meet compliance obligations under the *PIIP Act*.

Council will include, at least the following in its DBP:

1. How Council has prepared for a data breach.
2. A clear description of what constitutes a breach.
3. Strategy for containing, assessing, and managing eligible data breaches.
4. Roles and responsibilities of staff members.
5. Record keeping requirements.
6. Post-breach review and evaluation.

6.9 Review rights and the complaint process

Council encourages individuals to try to resolve privacy issues informally before going through the formal review process to allow speedier resolution of concerns. Any person who may have a privacy concern can contact Council for advice or for referral to the Privacy Contact Officer.

Internal Review

Individuals have the right to seek an internal review under Part 5 of the *PIIP Act* if they believe that Council has breached the *PIIP Act* or *HRIP Act* relating to their own personal and health information. Individuals cannot seek an internal review for a breach of someone else's privacy unless they are an authorised representative.

An application for internal review must be made to Council in writing within 6 months of when the affected person first became aware of the conduct or decision that is the subject of the application.

How does the process of Internal Review operate?

The Privacy Contact Officer or their delegate will conduct the internal review. If the internal review is about the conduct of the Privacy Contact Officer, the General Manager will appoint another person to conduct the internal review. The reviewing

officer will refer to the Privacy Commissioner's guidance materials when carrying out an internal review.

Council will acknowledge receipt of an internal review within 5 working days and complete an internal review within 40 calendar days. Once the review is completed, Council may take no further action, or it may do one or more of the following:

- Make a formal apology;
- Take remedial action;
- Recommend alternative dispute resolution methods such as mediation or conciliation;
- Provide undertakings that the conduct will not occur again; and/or
- Implement administrative measures to reduce the likelihood of the conduct occurring again.

Within 10 working days of completing an internal review, Council will notify the applicant of the following:

- The findings of the review;
- The action proposed to be taken by Council and the reasons for taking that action (if any); and
- The right of the applicant to have those findings, and Council's proposed action, administratively reviewed by the NSW Civil and Administrative Tribunal.

The role of the Privacy Commissioner in the review process

The Privacy Commissioner has an oversight role in how privacy complaints are handled and is entitled to make submissions to Council regarding internal reviews. If Council receives an internal review application, it will:

- Notify the Privacy Commissioner of the application as soon as practicable;
- Keep the Privacy Commissioner informed of the progress of the internal review; and
- Inform the Privacy Commissioner of the findings of the review and the action proposed to be taken by Council in relation to the matter.

An individual can also make a complaint directly to the [Privacy Commissioner](#) about an alleged breach of their privacy.

External review by the NSW Civil and Administrative Tribunal (NCAT)

If the applicant disagrees with the outcome of an internal review or is not notified of an outcome within 40 calendar days (time allotted for a review) plus 10 working days (time allotted to notify the applicant of the review findings), they have the right to seek an external review and may make application to the NCAT for a review of Councils conduct. An application for external review can only be made after an internal review has been completed and must be made within 28 days from the date of the internal review decision.

6.10 Promoting Privacy

Compliance strategy

During induction, and on a regular basis, all employees will be made aware of this Plan and it will be made available on Council's Intranet and Council's website.

Council officials will be regularly acquainted with the general provisions of the *PIIP Act*, *HRIP Act*, this Plan, the IPPs, the Public Register provisions, the Privacy Code, and any other applicable Code of Practice.

Council utilises various collaborative tools for inductions, training and awareness programs such as virtual meetings and MS Teams Channels. The Privacy Contact Officer utilises these avenues, as well as face to face, to continually promote awareness and educate staff.

Council will utilise the Legislative Compliance Policy and the framework within to ensure compliance with the *PIIP Act* and *HRIP Act*.

Communication Strategy

Council will promote awareness of this plan and rights under *PIIP Act*, *HRIP Act* and this Plan to Council officials by:

- Providing an overview at inductions;
- Publishing the Plan on Council's internal and external websites;
- Offering training sessions as required;
- Providing specialised and on-the-job training to key groups; and
- Promoting the Plan regularly through newsletters, all staff emails, and initiatives such as Privacy Awareness Week.

Promoting the Plan to the Community

Council promotes public awareness of this Plan to the community by:

- Making it publicly available and publishing it on its website at www.gisc.nsw.gov.au;
- Writing the Plan in plain English;
- Telling people about the Plan when they enquire about personal and health information;
- Providing a link to the Information & Privacy Commission website [www.ipc.nsw.gov.au] and distributing copies of literature available on that site; and
- Including privacy statements on application forms and invitations for community engagement.

6.11 Privacy Impact Assessments

Council will endeavour to take a 'privacy by design' approach to ensure compliance with privacy laws. Council will ensure that the privacy impacts of any new project or

system development/implementation are thoroughly considered prior to implementation to allow issues of concern or risk to be addressed early in the process. Council will develop and implement an appropriate process for the assessment of privacy impacts of any new project or system development/implementation. The process will be guided by the NSW Privacy Commissioner's "[Guide to Privacy Impact Assessments](#)". A Privacy Impact Assessment shall be conducted whenever personal or health information will be collected, stored, used or disclosed in any project.

7. Legislation and Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

This Plan addresses the requirements of the *PPIP Act* and the *HRIP Act*. Please refer to "Appendix A" for more information about NSW's privacy laws, the IPPs and how these directly relate to the activities of Council.

Relevant Council Policies and Procedures include:

The following policies are relevant to this Plan:

- Legislative Compliance Policy;
- Code of Conducts;
- Records Management Policy;
- Data Breach Policy; and
- Risk Management Policy.

8. External Contact Details

The Information and Privacy Commission NSW is the regulatory body overseeing the *GIPA Act*, the *PPIP Act* and the *HRIP Act*. Its website is located at www.ipc.nsw.gov.au and can be contacted for General enquires at:

Email: ipcinfo@ipc.nsw.gov.au

Phone: 1800 472 679

Address: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000

Postal: GPO Box 7011, Sydney NSW 2001

Disputes in relation to the *GIPA Act*, the *PPIP Act* and the *HRIP Act* are dealt with through the NSW Civil and Administrative Tribunal (NCAT). The NCAT website is located at www.ncat.nsw.gov.au. Contact details are provided on the website for the various registries. The closest registry to Glen Innes is located at:

Tamworth Registry

3-5 Kable Korner Complex, Cnr Kable Ave and Darling St, Tamworth

Post: PO Box 1033, Tamworth NSW 2340 | DX 6111 Tamworth

Email: ccd tamworth@ncat.nsw.gov.au

To call the NCAT:

Telephone: 1300 006 228

9. Variation and Review

The Privacy Management Plan will be reviewed every three years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Plan does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

10. Reporting

Section 54 of the *PPIP Act* requires Council, as soon as practicable after receiving an application for an internal privacy review, to notify the NSW Privacy Commissioner of the application, keep the Commissioner informed of the progress of the internal review and inform the findings of the review and of the action proposed to be taken by the Council in relation to the matter.

The responsibility for providing such notifications to the NSW Privacy Commissioner lies with Council's Privacy Contact Officer.

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Appendix A

ABOUT NSW'S PRIVACY LAWS

This section contains a general summary of how Council must manage personal and health information under the *PPIP Act*, the *HRIP Act* and other relevant laws. For more information, please refer directly to the relevant legislation or contact the Council.

The PPIP Act and personal information

The *PPIP Act* sets out how the Council must manage personal information.

About personal information

Personal information is defined in s 4 of the *PPIP Act* and is essentially any information or opinions about a person where that person's identity is apparent or can be reasonably ascertained. Personal information can include a person's name and address, details about their family life, their sexual preferences, financial information, fingerprints and photos.

There are some kinds of information that are not personal information, such as information about someone who has been dead for more than 30 years, information about someone that is contained in a publicly available publication, or information or an opinion about a person's suitability for employment as a public sector official. Health information is generally excluded here as it is covered by the *HRIP Act*.

Information Protection and Health Privacy Principles

This section contains a general summary of how Council must manage personal and health information under the *PPIP Act* and *HRIP Act* and other relevant laws. *PPIP Act* provides for the protection of personal information by means of 12 IPPs and *HRIP Act* provides for the protection of health information by means of 15 Health Privacy Principles (HPPs).

Council complies with the IPPs prescribed under the *PPIP Act* and HPPs prescribed under *HRIP Act* as follows:

IPP 1 & HPP 1 Lawful Collection

Council will only collect personal and/or health information for a lawful purpose as part of its proper functions. Council will not collect any more information than is reasonably necessary to fulfil its proper functions. Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

Anyone engaged by Council as a private contractor or consultant that involves the collection of personal and health information must agree to be bound not to collect personal information by any unlawful means. Any forms, notices or requests by which personal and health information is collected by Council will be referred to the Privacy Contact Officer prior to adoption or use.

IPP 2 & HPP 2 Direct Collection

Personal information will be collected directly from the individual unless that person consents otherwise. Parents or guardians may give consent for minors. Health information will be collected directly from the person concerned unless it is unreasonable or impracticable to do so. Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person. The Code makes provision for Council to depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

Council may collect personal information from other public sector agencies in respect of specific statutory obligations where it is authorised by law to do so. The *PIPP Act* permits non-compliance with this principle if Council is exercising complaint handling, investigative functions or is authorised or required not to comply with the principle under any Act or law.

IPP 3 & HPP 3 Requirements when collecting

Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information.

A Privacy Statement is published on Council's website, intranet, included on forms where personal or health information is collected and available as a handout to the public.

Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

IPP 4 & HPP 4 Relevance of collection

Council will seek to ensure that personal and health information collected is directly relevant to its functions, is accurate, and is up-to-date and complete. The collection will not be excessive or intrude into the personal affairs of individuals. Council will, under normal circumstances rely on the individual to supply accurate, complete information; although, in special circumstances some verification processes may be necessary.

IPP 5 & HPP 5 Secure storage

Council will store personal and health information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by State Records Authority of NSW. It will then be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g., consultants and contractors), everything reasonably within the power of the Council is done to prevent unauthorised use or disclosure of the information.

IPP 6 & HPP 6 *Transparent access*

Council will provide reasonable detail about what personal and/or health information is stored on an individual. Council stores information for the purpose of carrying out its services and functions and to comply with relevant record keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g., electronically with open or restricted access to staff, in hard copy in a locked cabinet etc.).

Where Council receives an application or request by a person as to whether Council holds information about them, Council will undertake a search of its records to answer the enquiry. Council may ask the applicant to describe what dealings the applicant has had with Council to assist Council in conducting the search. Council will ordinarily provide a response to applications of this kind within 28 days of the application being made.

Council will issue a statement to be included on its website and in its Annual Report concerning the nature of personal information it regularly collects, the purpose for which the personal information is used and an individual's right to access their own personal information.

IPP 7 & HPP 7 *Access to own information*

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense. Compliance with this principle does not allow disclosure of information about other people. If access to information that relates to someone else is sought, the application must be made under the *GIPA Act*.

Where a person makes an application for access under the *PIIP Act* and it is involved or complex, it may be referred, with the written consent of the applicant, as an application under the *GIPA Act*.

IPP 8 & HPP 8 *Right to request to alter own information*

Council will, at the request of a person, allow them to make appropriate amendments (i.e., corrections, deletions or additions) to their own personal and health information to ensure the information is accurate, relevant to the purpose for which it was collected, up to date and not misleading. Changes of name, address and other minor amendments require appropriate supporting documentation. Where substantive amendments are involved, an application form will be required, and appropriate evidence must be provided as to why the amendment is needed. If Council is unable to amend or delete the personal information a statement can be attached in such a manner as to be read with the information.

IPP 9 & HPP 9 Accurate use of information collected

Council will take all reasonable steps necessary to ensure personal and health information is accurate, relevant and up to date before using it. Council will consider the age of the information, its significance, the likelihood of change and the function for which the information was collected.

IPP 10 & HPP 10 Limits to use of information collected

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent. It may also be used without consent to deal with a serious and imminent threat to any person's life, health or safety, for the management of a health service, for training, research or to find a missing person.

Additionally, Council may use personal information to exercise complaint handling or investigative functions. The Code makes provision that Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- Where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s; and
- Where personal information is to be used for the purpose of conferring upon a person, an award, prize, benefit or similar form of personal recognition.

IPP 11 & HPP 11 Restricted and Limited disclosure of personal and health information

Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers that the individual would not object. Personal and health information may also be used without the individual's consent to deal with a serious and imminent threat to any person's life, health, safety, for the management of a health service, for training, research or to find a missing person.

The *PIIP Act* permits non-compliance of this principle if the disclosure is in relation to a complaint that is made to or referred from an investigative agency. The *PIIP Act* permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g., the Office of Local Government) if the disclosure is for the purposes of informing that Minister about any matter within that administration, or by a public sector agency under the administration of the Premier if the disclosure is for the purpose of informing the Premier about any matter.

Special limits on disclosure

Council will not disclose sensitive personal information without consent unless it is necessary to prevent a serious and imminent threat to the life or health of an individual, in relation to the following:

- Ethnic or racial origin;

- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership; and/or
- Health or sexual activities.

Council will not disclose this information to any person or body who is in a jurisdiction outside New South Wales unless:

- A relevant privacy law that applies to the personal information concerned is in force in that jurisdiction;
- The disclosure is permitted under a Privacy Code of Practice; and/or
- Council is requested by a potential employer outside NSW, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Specific Health Information Privacy Principles

Health information includes information or an opinion about the physical or mental health or a disability of an individual and includes personal information about:

- A health service provided, or to be provided, to an individual;
- An individual's express wishes about the future provision of health services;
- Information collected in connection with the donation of human tissue; and/or
- Genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

Health information is given a higher level of protection regarding use and disclosure than is other personal information. In addition to the principles, above, the following four additional principles apply specifically to health information:

HPP 12 Unique Identifiers

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

HPP 13 Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering transactions with or receiving any health service(s) from Council.

HPP 14 Transborder data flow

Council will not transfer health information out of NSW without the individual's consent unless:

- Council is unable to obtain consent; it is of benefit to the individual and that they would likely give it;
- It is necessary for a contract with a third party;
- To help prevent a serious and imminent threat to life, health or safety of individuals;
- It is permitted by an Act or other law; or
- The recipient is subject to protection laws like the *HRIP Act*.

HPP 15 Cross-organisational linkages

Council does not participate in a system to link health records across more than one organisation currently. If Council decided to use a system like this in the future, Council would make sure that the individual to whom the health information relates expressly consents to the link.

How the Privacy Code of Practice for Local Government affects the Information Protection Principles

About IPPs 2, 3, 10 and 11, the Code makes provision for Council to depart from these principles where the collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

About IPP 10, in addition to the above, the Code makes provision that Council may use personal information for a purpose other than the purpose for which it was collected where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.

About IPP 11, in addition to the above, the Code makes provision for Council to depart from this principle in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:
 - i) The agency has approached Council in writing;
 - ii) Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency; and
 - iii) Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.
2. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Offences

Offences can be found in Part 8 of the *HRIP Act*.

It is an offence for Council to:

- Intentionally disclose or use any health information about an individual to which the official has or had access to in the exercise of his or her official functions;
- Offer to supply health information that has been disclosed unlawfully;
- Attempt to persuade an individual to refrain from making or to withdraw an application pursuing a request for access to health information or a complaint to the Privacy Commissioner or Tribunal; or
- By threat, intimidation, or false representation require another person to give consent or to do, without consent, an act for which consent is required.

Government Information (Public Access) Act 2009 (GIPA Act) and Government Information (Public Access) Regulation 2009

The *GIPA Act* provides a mechanism to access your personal information or other information. An application can be made to Council to access information that Council holds. Sometimes, this information may include personal and/or health information.

If a person has applied for access to someone else's information, Council will take steps to consult with people who might have concerns regarding disclosure of their personal information. Council will provide notice of the decision to ensure that people who might want to object to the release of information have time to apply for a review of the decision to release information.

State Records Act 1998 and State Records Regulation 2015

This law sets out when Council can destroy its records. It also authorises the State Records Authority to establish policies, standards and codes to ensure that NSW public sector agencies, including Councils, manage their records appropriately.

Appendix B

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	28/03/2013	6.3/13		DCCS	Council
2	23/09/2010	10.09/10		DCCS	Council
1	22/02/2007	13.02/07		DCCS	Council

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GLEN INNES SEVERN COUNCIL Privacy Policy

RESOLUTION NUMBER:	10.05/20	MEETING:	28 May 2020
	3.03/17		23 March 2017
	6.3/13		28 March 2013
	10.09/10		23 September 2010
	13.02/07		22 February 2007

INTRODUCTION

Glen Innes Severn Council acknowledges and respects the right of every individual whose personal or private information is collected or held by Council, to have such information used only for the purpose that it is provided for, and to be managed in a manner that ensures confidentiality and privacy.

AIMS

The aims of the Privacy Policy are to ensure that:

- Council complies with the requirements of the NSW **Privacy and Personal Information Protection Act 1998 (PPIPA)**, and the NSW **Health Records and Information Privacy Act 2002 (HRIPA)**;
- All staff, stakeholders and customers are aware of their rights and responsibilities in regard to personal or health information provided to Council;
- All Councillors and staff of Council understand and comply with Council's Privacy Policy and Privacy Management Plan.

MANAGEMENT OF PRIVATE AND PERSONAL INFORMATION

In accordance with the PPIPA and the HRIPA, Council has developed and implemented a Privacy Management Plan applying the 12 Information Protection Principles and the 15 Health Privacy Principles. The Plan regulates how Council deals with Personal Information and Health Information it collects to ensure that it complies with the PPIPA and the HRIPA.

The Privacy Management Plan covers:

1. Policies and practices to ensure that Council complies with the requirements of the PPIPA and the HRIPA;
2. How these policies and practices will be communicated to all staff, stakeholders and customers;
3. The internal review procedures.

Reference Number:	Version Number: 5 Date of Effect: 28/5/2020	Review Date: May 2023	Responsible Officer: MGRCP
Related Documents: Privacy Management Plan			

APPLICABILITY

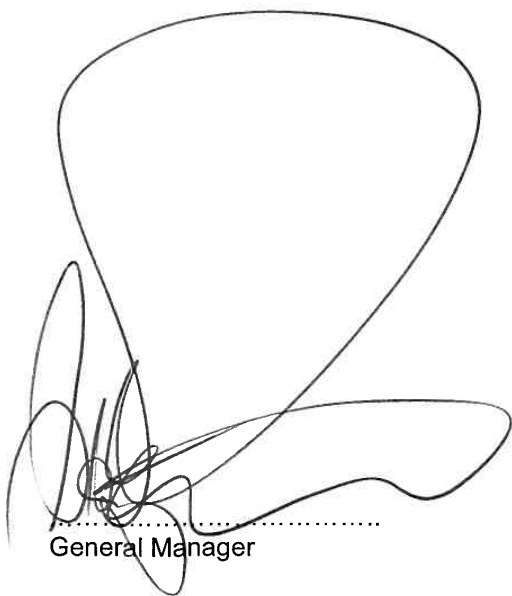
The policy applies to Councillors, Council employees, volunteers, contractors and agents of Council in the course of any engagement undertaken on Council’s behalf. The policy is applicable to all privacy information and records collected or held by Council.

IMPLEMENTATION / COMMUNICATION

This Policy and associated Privacy Management Plan will be communicated to all new staff as part of their induction. Revised versions of the Policy and Plan that contain significant changes will be communicated to all relevant staff by the Director of Corporate and Community Services. New versions that contain only minor or inconsequential changes will be distributed by the Manager of Governance, Risk and Corporate Planning to Managers for highlighting at team meetings.

VARIATION AND REVIEW

This Privacy Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



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General Manager

11/6/20
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Date

Reference Number:	Version Number: 5 Date of Effect: 28/5/2020	Review Date: May 2023	Responsible Officer: MGRCP
Related Documents: Privacy Management Plan			



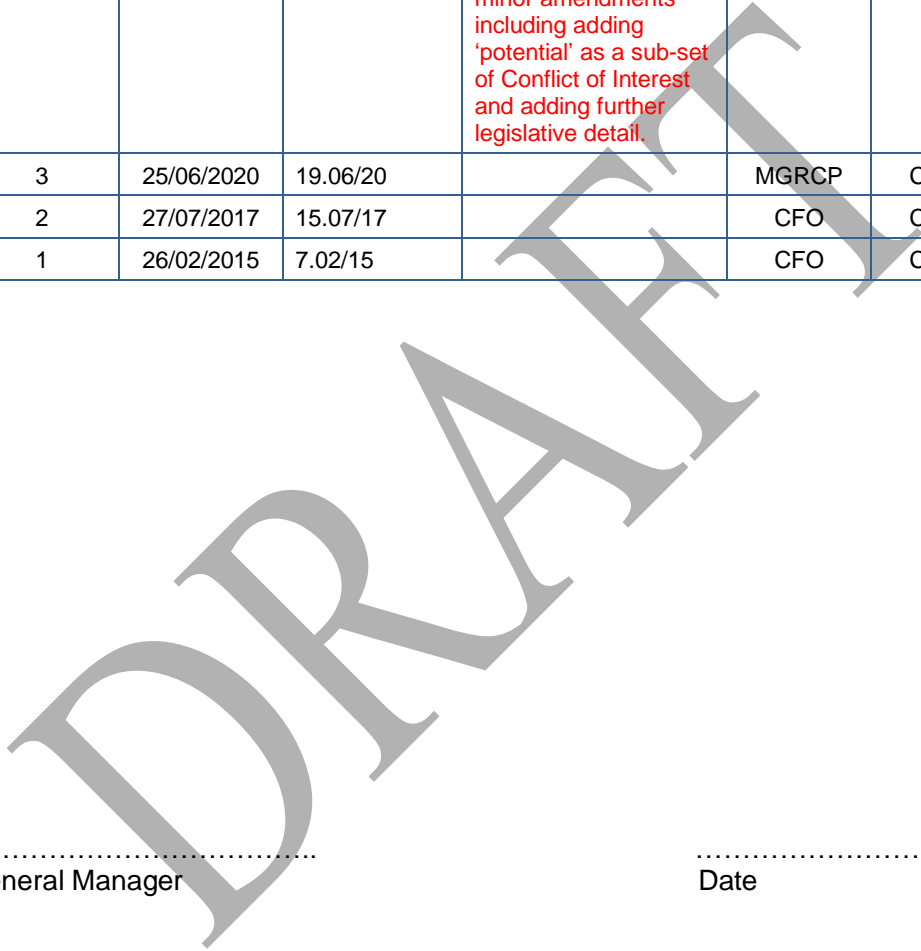
Statement of Business Ethics

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex)			
REVIEW DUE DATE:		September 2026			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
4	dd/mm/yyyy	nn.nn/nn	Added to the new Policy Template with minor amendments including adding 'potential' as a sub-set of Conflict of Interest and adding further legislative detail.	MGRCP	Council
3	25/06/2020	19.06/20		MGRCP	Council
2	27/07/2017	15.07/17		CFO	Council
1	26/02/2015	7.02/15		CFO	Council

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General Manager

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Date



ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

This Statement provides guidance for the private sector when conducting business with Glen Innes Severn Council (Council).

The Statement outlines Council's ethical standards and its expectation that goods and service providers and contractors will comply with these standards in all their dealings with Council. The Statement also outlines what goods and service providers and contractors can expect from Council.

APPLICABILITY

This policy applies to:

- The private sector when doing business with Council; and
- Council staff who engage the private sector in business with Council.

ROLES AND RESPONSIBILITIES

Position	Responsibility
Manager Governance, Risk and Corporate Planning	Incorporate the Statement into the Governance Induction Program.
Managers/Supervisors	Induct contractors regarding this Statement and make it available in the document information pack when requesting for quote, tendering or seeking expressions of interest.
Contractors	Induct your staff and any sub-contractors regarding the Statement.

DEFINITIONS

Term	Meaning
Actual Conflict of Interest	An actual conflict of interest occurs when there is a direct conflict between current official duties and responsibilities with Council and existing personal interests.
Perceived Conflict of Interest	A perceived conflict of interest occurs when there is a potential for a personal interest to reasonably be perceived as conflicting with official duties and responsibilities of Council. This perception can occur irrespective of whether the conflict is real or not.
Potential Conflict of Interest	A potential conflict of interest occurs when it is reasonable to believe a conflict may arise in the future between official duties and responsibilities with Council and personal interests.

POLICY STATEMENT

Our Key Business Principles

The principle of best value for money is at the core of all Council's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest initial purchase price. Rather, Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability and timeliness in determining true value for money.

The process of obtaining best value for money includes ensuring that all of Council's business relationships are honest, ethical, fair and consistent.

Council's business dealings will be transparent and open to public scrutiny wherever possible.

Council is committed to the purchase of all goods, equipment and services through established contract systems such as Local Government Procurement (LGP), New South Wales (NSW) Government Procurement (ProcurePoint), or Procurement Australia ~~or the England Joint Organisation (NEJO)~~, wherever possible and reasonably practical. In other instances, Council may follow a quotation or tender process, acknowledging that it is a time consuming and resource hungry process which adds cost to Council's operations.

What the Private Sector can Expect from Council

Council will ensure that its policies, procedures and practices related to tendering, contracting and the purchase of goods or services are consistent with **legislation**, best practice and the highest standards of ethical conduct.

Council's staff members are trained in Council's Code of Conduct for Council Staff. When conducting business with the private sector, Council staff members are accountable for their actions and are expected to:

- Use public resources effectively and efficiently;
- Deal fairly, honestly and ethically with all individuals and organisations; and
- Avoid **or manage appropriately** any conflicts of interest (whether real, **potential** or perceived).

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness, and given equal access to information and opportunities to submit bids;
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts;
- Energy-efficient equipment, products containing recycled materials, and environmentally friendly products will be purchased wherever reasonably possible;
- Tenders will not be called unless Council has a firm intention to proceed to contract; **and**
- Council will not disclose confidential or proprietary information.

What Council Expects From The Private Sector

Council requires all private sector providers of goods and services to observe the following principles when conducting business with Council:

- Compliance with Council procurement policies and procedures;
- Provision of accurate and reliable advice and information when required;
- Declaration of actual, **potential** or perceived conflicts of interest as soon as possible;
- To act ethically, fairly and honestly in all dealings with Council;
- To take all reasonable measures to prevent the disclosure of confidential Council information;
- To refrain from engaging in any form of collusive practice, including offering Council employees inducements or incentives designed to improperly influence the conduct of their duties;
- To refrain from discussing Council business or information in the media; and
- To assist Council to prevent unethical practices in Councils business relationships.

Why is Compliance Important from the Public Sector?

By complying with Council's Statement of Business Ethics, suppliers will be able to advance their business objectives and interests in a fair and ethical manner. As all Council suppliers of goods and services are required to comply with this Statement, compliance will not disadvantage suppliers in any way.

Complying with Council's principles will also prepare suppliers' business for dealing with the ethical requirements of other public sector agencies should they choose to do business with them.

Suppliers should also be aware of the consequences of not complying with Council's ethical requirement when conducting business with Council. Demonstrated corrupt or unethical conduct could lead to the:

- Termination of contracts;
- Loss of future work;
- Loss of reputation; and
- Matters being referred for criminal investigation.

Confidentiality

Council information should be treated as confidential unless otherwise indicated.

Communication Between Parties

Communication should be clear, direct and accountable to minimise the risk of **the** perception of inappropriate influence being brought to bear on the business relationship.

Use of Council Equipment, Resources and Information

Council equipment, resources and information should only be used for its proper official purpose.

Contract Employees

Contracted and sub-contracted employees are expected to comply with Council's Statement of Business Ethics. If suppliers employ sub-contractors in **your** ~~their~~ work for Council they must ensure that such sub-contractors are aware of this Statement.

Intellectual Property Rights

In business relationships with Council, parties will respect each other's intellectual property rights and will formally negotiate any access, license or use of intellectual property.

Incentives, Gifts and Benefits

Council expects its staff to decline gifts, benefits, travel or hospitality offered during **the** ~~course of~~ their work.

Suppliers should refrain from offering any such ‘incentives’ to Council staff. Council’s Code of Conduct for Council Staff requires that all such offers ~~will~~ must be formally reported.

Conflicts of Interest

Council staff members are required, under the Code of Conduct for Council Staff, to disclose any potential, perceived or actual conflicts of interest. Council extends this requirement to all business partners, contractors and suppliers.

Such interest may be pecuniary or non-pecuniary and may relate directly to the individual or in relation to spouse, children or relatives, or private or personal interests relating to family, friends, and involvement in sporting, social, religious or other cultural groups or associations.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- **Local Government Act 1993**
 - s 8A (1)(b) *Councils should carry out functions in a way that provides the best possible value for residents and ratepayers;*
 - s 8A (1)(f) *Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way;*
 - s 8A (1)(h) *Councils should act fairly, ethically and without bias in the interests of the local community;*
 - **s 8B Principles of sound financial management**
The following principles of sound financial management apply to councils—
 - (a) *Council spending should be responsible and sustainable, aligning general revenue and expenses.*
 - (b) *Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.*
 - (c) *Councils should have effective financial and asset management, including sound policies and processes for the following—*
 - (i) *performance management and reporting,*
 - (ii) *asset maintenance and enhancement,*
 - (iii) *funding decisions,*
 - (iv) *risk management practices.*
 - (d) *Councils should have regard to achieving intergenerational equity, including ensuring the following—*
 - (i) *policy decisions are made after considering their financial effects on future generations,*
 - (ii) *the current generation funds the cost of its services.*
- **Local Government (General) Regulation 2021**

Relevant Council Policies and Procedures include:

- Code of Conduct
 - For Council Staff;
 - For Councillors; and
 - For Council Committee Members, Delegates of Council and Council Advisers;
- Fraud and Corruption Prevention Policy;
- Fraud Control Plan; and
- Procurement Policy and Procedures.

This Statement is a part of Council's Ethical Framework and a part of Council's Fraud and Corruption Prevention Responsibility Structure.

VARIATION AND REVIEW

The Statement of Business Ethics will be reviewed every three years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

DRAFT

Minutes of Open Spaces Committee Meeting
28 June 2023

PRESENT: Mayor Rob Banham, Councillor Troy Arandale, Councillor Carol Sparks, Director Place & Growth Gayleen Burley, Manager Open Spaces & Recreation Graham Archibald, Dr Mari Koch, Peter Croft, Richard Moon, Raelene Watson, Hayley Cowan (minutes secretary)

IN ATTENDANCE:

1. OPEN AND WELCOME:

Cr Troy Arandale (Chair) opened the meeting at 4.02PM.

2. APOLOGIES:

No apologies were given as all Members were in attendance.

3. MINUTES OF THE PREVIOUS MEETING: ordinary meeting - 23 april 2023

Moved: Desmond Fitzgerald

Seconded: Mari Koch

4. BUSINESS ARISING:

No business arising.

5. CORRESPONDENCE:

Incoming.

13/04/2023 – Dr Mari Koch multiple emails regarding her retirement from the committee and the nomination of a new GLENRAC representative.

Outgoing

27/05/2023- Minutes of the previous meeting sent out by Hayley Cowan

6. GENERAL BUSINESS:

6.1 Dr Mari Koch's resignation

After many years serving on the Open Spaces Committee, Dr Mari Koch is resigning her position as the GLENRAC representative. The Committee thanked Dr Koch for her service to the community. Dr Koch presented Christine Davis as GLENRAC new representative and the committee voted on her membership

Action:

The committee voted to accept Christine Davis's membership for the Open Spaces Committee.

Moved: Carol Sparks

Seconded: Rob Banham

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Chairman

.....
Date

Page 1

Minutes of Open Spaces Committee Meeting
28 June 2023

6.2 Tree Planting Schedule

The tree planting schedule for 2023-2024 was given to committee members. The trees in around the new ambulance station were discussed. Could the badly pruned trees around the hospital be removed and replaced with trees sympathetic to the planting plan for the new ambulance station? Landscaping plans are being considered for around the indoor sports stadium, this will help blend it into the landscape.

New planting swill be investigated for the area around the water treatment plant after the recent removal of several older trees.

Action:

Gayleen to investigate the reason for the tree removal at the water treatment plant.

6.3 Median Strip Maintenance

The median strip along the Church Street section of the New England highway is in need of pruning. Rob Kiehne at Cool Climate Gardens previously tended to this area. As the parks team are low on staff, could Mr Kiehne possibly be approached to care for it again?

Action:

Gayleen Burley and Graham Archibald to discuss options for the median strip.

6.4 Weed Spraying

The vehicle spraying weeds between Dundee and Deepwater has sprayed several native plants. It has also sprayed passing cars.

Action:

Troy Arandale volunteered to investigate this issue.

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Chairman Date

Minutes of Open Spaces Committee Meeting
28 June 2023

6.5 Playgrounds

The Anzac Park playground has received a \$600,000 grant. The preference for a leafy/natural theme for the playground was raised. Especially in contrast to the 1990's style brightly coloured plastic models.

The Standing Stones may receive a new playground depending on the conditions of the grant recently received for an upgrade of the facilities. This is still tenuous and won't be decided for many months. The committee discussed the potential for a celtic or medieval themed playground.

Melling park is still very in very good condition, despite some graffiti.

The equipment from the dismantled Anzac Park playground will be reused, replacing broken or worn out equipment in the village playgrounds.

Grants for upgrading the village playgrounds are being investigated.

Action:

Gayleen to consider: When should we distribute information to the public regarding the new playground, skate park and netball courts?

MEETING CLOSED: 4.37PM

NEXT MEETING: Wednesday, 30 August 2023

TIME: 4.00PM

VENUE: William Gardner Conference Room, Glen Innes Severn Learning Centre, 71 Grey Street, Glen Innes

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Chairman

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Date

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
Open Office Job	Project	Works	Comments	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 1,400,000	\$ 936,340			
7012C21	Local Bridges - Bridge Renewal Program	5270 Shannonvale Road, Mann River Bridge	Bridge construction complete with deck poured in November 2022. Telstra relocated and civil works on road approaches underway. Design change on abutments has delayed programmed finish date.	\$ 1,400,000	\$ 936,340	70%	16-Oct-23	
	PROJECTS FUNDED FROM WASTE RESERVE			\$ 284,065	\$ 172,017			
7098C21	LANDFILL: Future Landfill Development	LANDFILL: Future Landfill Development	This project is part of the long term rehabilitation of the Landfill Site. The works will continue into the 2022/2023 to complete drainage works on the eastern and southern boundaries of the landfill. Project will carry into Waste Remediation Provision. Purchase of additional property for Landfill proposed. One of the two properties have been purchased to allow drainage line to be installed on the southern side of the quarry. negotiations are underway about withdrawal of Aboriginal Land Claim.	\$ 284,065	\$ 172,017	70%	30-Jun-23	
total		Total		\$ 1,684,065	\$ 1,108,358			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Open Office Job	Project	Works	Comments	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 2,345,000	\$ 780,634			
7008C22	Fixing Country Bridges	5220 Mt Mitchell Road, Yarrow Creek Bridge	Construction underway. Bridge sub-structure complete including headstock and abutment installation. Planks installed and deck pour scheduled for early Sep.	\$ 945,000	\$ 729,336	50%	15-Aug-23	
7009C22	Fixing Country Bridges	5215 Mt Mitchell Road, Mann River	Design has been procured and is complete. Works are planned to be completed by Council's bridge team after the completion of Yarrow Creek bridge. Council has accepted a schedule of rates tender for bridge components from local business Weir Built	\$ 1,400,000	\$ 51,298	5%	30-Apr-24	

PROJECTS FUNDED FROM GENERAL FUND				\$ 1,137,622	\$ 619,530			
7007C22	Finance: Project Jigsaw Open Office Implementation	Finance: Project Jigsaw Open Office Implementation	Stage 1 has been implemented and 80% complete. There are system issues that need resolution.	\$ 785,825	\$ 575,158	80%	31-Dec-23	
7027C22	CBD Roundabout Landscaping	CBD Roundabout Landscaping	This project will be consolidated into a broader CBD Landscaping project which will commence in FY 2023/24. An RFQ for the development of a landscaping plan has been released to market.	\$ 60,000	\$ 12,853	20%	30-Jun-24	
7029C22	Upgrade Signage	Upgrade Signage	Minor work carried out.	\$ 8,351	\$ 8,351	16%	31-Dec-23	
7030C22	Dumaresq Street Industrial Estate	Dumaresq Street Industrial Estate	Electrical design being undertaken to allow for upgrade of electrical services. Fencing quotes obtained, Drainage design underway.	\$ 283,446	\$ 23,168	10%	31-Dec-23	
INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND				\$ 373,714	\$ 384,586			
7002C22	Roads of Strategic Importance	Bald Nob Upgrade Stage 2	Incorporated into 7002C23	\$ 58,563	\$ 69,434	5%	30-Dec-23	
7035C22	Heavy Patching Program	Heavy Patching Program	Sealing of Maybole Road, Yarraford Road, Mt Mitchell Road, Pinkett Road, Strathbogie Road and Gordons Road completed. West Furracabad Road due to be sealed Sep 23. Exploring options for warm weather seals for Ten Mile Rd and Tent Hill Rd.	\$ 315,151	\$ 315,151	100%		

	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 4,399,278	\$ 2,929,739			
7050C22	Fixing Local Roads	Round 2 New Bitumen Seals	Sealing of Maybole Road, Yarraford Road, Mt Mitchell Road, Pinkett Road, Strathbogie Road and Gordons Road completed. West Furracabad Road due to be sealed Sep 23. Exploring options for warm weather seals for Ten Mile Rd and Tent Hill Rd.	\$ 3,019,278	\$ 2,180,857	75%	30-Aug-23	
7051C22	Fixing Local Roads	Gulf Road	Local contractor adopted under a Schedule of rates basis for gravel re-sheet component after tender process. Works underway.	\$ 1,380,000	\$ 748,881	20%	30-Sep-23	
	PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE			\$ 145,000	\$ 23,952			
7097C22	Renew Drainage – Drainage Charge Reserve	Stormwater Renewals - Glen Innes	Works in Grafton Street pending construction	\$ 145,000	\$ 23,952	18%	30-Sep-23	
	PROJECTS FUNDED FROM THE WATER FUND			\$ 1,204,532	\$ 969,176			
7100C22	Water Mains Renewal	Water - Capital Renewal	Components have been purchased and works commenced on the Oliver Street Main upgrade.	\$ 301,532	\$ 271,177	25%		
7104C22	Water Fund Renewals	Water - Automated Water Meter Reading	Project near complete. Meter data is being received across the network. Approximately 270 meters remain to be updated.	\$ 761,000	\$ 687,999	90%	30-Sep-23	
7105C22	Water Fund Renewals	Truck Wash Upgrade	Contractor secured after RFQ process through Local Government Contract panel. Works commencing 14/08/23	\$ 142,000	\$ 10,000	20%	30-Dec-23	
total		Total		\$ 9,605,146	\$ 5,707,617			

CAPITAL WORKS PROGRAM REVOTES - 2022								
Open Office Job	Project	Works	0	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	SRV PROGRAM			\$ 1,573,546	\$ 1,177,668			
7096CR2	Intersection Upgrade	Wattle Vale Quarry	Contractor secured after RFQ process through Local Government Contract panel. Works commencing 14/08/23	\$ 1,573,546	\$ 1,177,668	5%	30-Oct-23	
total		Sub Total		\$ 1,573,546	\$ 1,177,668			

CAPITAL WORKS PROGRAM CARRIED FORWARD 2022/2023								
Open Office Job	Project	Works	Comments	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 1,858,000	\$ 265,050			
7108C23	5340 Wentworth St over Rocky Ponds Creek	5340 Wentworth St over Rocky Ponds Creek	Pedestrian bridge component has been commenced. Bridge design and REF completed. Road bridge construction package tendered and awarded to local contractor Weir Built.	\$ 858,000	\$ 172,761	5%	30-May-24	
7109C23	5170 Furracabad Rd over Furracabad Creek	5170 Furracabad Rd over Furracabad Creek	Design has been procured (Awarded to SMEC), and review of environmental factors now completed. Road bridge construction package tendered and awarded to local contractor Weir Built.	\$ 1,000,000	\$ 92,289	5%	30-May-24	
	INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 1,006,194	\$ 445,188			
7110C23	Heavy Patching Program	Heavy Patching Program	Works commenced in Penzance St and associated industrial area. Contractors Stabilcorp engaged to patch sections of Rangers Valley Rd.	\$ 1,006,194	\$ 445,188	20%	30-Jun-24	

	PROJECTS FUNDED FROM GENERAL FUND			\$ -	\$ 1,664			
7120C23	Replacement of Anzac Park Playground equipment	Replacement of Anzac Park Playground equipment	Project not commenced. Planning works will commence in Q1 2023/24.	\$ -	\$ -	0%	12-Jan-24	
7121C23	G I Aquatic Centre 25mt and LTS pools reapply top coat	G I Aquatic Centre 25mt and LTS pools reapply top coat	Pool emptied, investigations undertaken to determine scope of works. Grant funding obtained to undertake additional works. RFQ to be released to market by 31 August 2023. Works will not occur to after season closes in March 2024.	\$ -	\$ -	0%	30-Sep-23	
7124C23	CAFS Sun Shade for playground equipment	CAFS Sun Shade for playground equipment	The Department of Education has yet to approve the changed playground. The building contractor has a DA prepared for Council to approve. The project is Grant funded with three years to complete; however, completion well before then.	\$ -	\$ 1,664	15%	30-Sep-23	
7173C23	Shade and Landscaping - Indoor Sports Centre	Shade and Landscaping - Indoor Sports Centre	RFQ awarded to Sala4D to develop a Landscaping Plan. Project commencement meeting has been undertaken. Project commenced.	\$ 50,000	\$ -	0%		

	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			#REF!	\$ 2,581,019			
7002C23	Roads of Strategic Importance	Bald Nob Upgrade	Underway. Earthworks, drainage works and clearing works started in May 23.	\$ 5,541,437	\$ 408,735	5%	30-Apr-24	
7128C23	Flood Recovery	Essential Public Asset Restoration Claim	Pinkett Rd and Yarraford Road EPARS approved.	\$ 4,034,984	\$ 38	0%	30-Jun-23	
7172C23	Flood Recovery	Essential Public Asset Restoration Claim	Donnelly Bridge Repairs - works on eastern abutment completed.	\$ 319,888	\$ 69,050	50%	30-Dec-23	
7901C23	Flood Recovery	Essential Public Asset Restoration Claim	Southern Unsealed Roads EPAR - Gravel applied to Riley's, Aqua Park, Grahams Valley, Jerrockie, Old Ben Lomond, Costellos, Winters Rd.	\$ 163,322	\$ 125,950	100%	30-Sep-23	
7129C23	Outdoor netball courts	Outdoor netball courts	Pre-construction and construction activities have commenced on the new Glen Innes Multi-Purpose Courts which are located between the existing outdoor netball courts and the Indoor Stadium. Temporary construction fencing has been erected and the site has been excavated, levelled and rolled.	\$ 296,310	\$ 299,157	20%	30-Jun-23	
7130C23	Pathways linking Indoor Sports Stadium to existing pathways	Funded by BSBF Grant	Concrete team commenced pathways in September 2022 with approximately 85 lineal meters of path completed. Staff have been diverted to other priority road repair works. Remainder of works have been sent out via RFQ.	\$ 266,466	\$ 39,883	20%	30-Oct-23	

7132C23	Emmaville War Memorial Hall Upgrades	Emmaville War Memorial Hall Upgrades	Projects works to commence. Service agreement has been signed with S355 Committee and first milestone payment paid in full.	\$ 131,651	\$ 105,326	5%	30-Jun-23
7134C23	Centennial Parklands Skywalk	Centennial Parklands Skywalk	Project is being delivered by Fleetwood Urban under LGP contract. Detailed design has been revised, with off site works underway and completion planned for 31 August.	\$ 2,000,000	\$ 1,132,813	30%	30-Aug-23
7135C23	Centennial Parklands - Amenities and Outdoor Area construction	Centennial Parklands - Amenities and Outdoor Area construction	Public Works Advisory have been engaged to project manage the delivery of this project. Tender for construction consultancy has been released to market.	\$ 1,341,616	\$ 85,520	0%	30-Apr-23
7136C23	Skate Park redevelopment	Skate Park redevelopment	Convic Pty Ltd has commenced concept design works.	\$ 344,807	\$ 314,546	0%	31-Dec-23
7137C23	BSBR000316 Indoor Sports Stadium Stage Two	BSBR000316 Indoor Sports Stadium Stage Two	Following works have been completed Kitchen and Café Fit-out; Stadium curtain and Fire rated ceiling, doors and shelving in a required internal storeroom. The following works are being planned for delivery: outdoor playground and internal wall lining.	\$ 413,926	\$ -	60%	30-Dec-23

PROJECTS FUNDED FROM REGIONAL ROADS GRANTS				\$ 444,000	\$ 351,140		
7082C23	Traffic Facilities	Traffic Facilities	Project complete - Guard Rail installed at Camerons Creek and Three Mile Creek on Bald Nob Road.	\$ 70,000	\$ 68,763	100%	
7138C23	Block Grant - Emmaville Road segment 70	Block Grant - Emmaville Road segment 70	Works underway and 75% complete. Due for spray sealing 18th Aug.	\$ 374,000	\$ 282,377	5%	30-Sep-23
7139C23	Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Project withdrawn due to lack of budget. 22/23 Block grant budget used on Emmaville Road Seg 180.	\$ -	\$ -	0%	
7140C23	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Project withdrawn due to lack of budget. 22/23 Block grant budget used on Emmaville Road Seg 180.	\$ -	\$ -	0%	
PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS				\$ 300,000	\$ 5,181		
7146C23	New Bitumen Seals - Blue Hills/Rodgers Road	New Bitumen Seals - Blue Hills/Rodgers Road	Material has been stockpiled in preparation. Project delayed due to competing higher priority projects.	\$ 300,000	\$ 5,181	2%	30-Dec-23
PROJECTS FUNDED THROUGH THE PLANT FUND				\$ 61,639	\$ 26,662		
7159C23	New Plant Program	Cat 3 Leaseback (MIWS)	New GM leaseback ordered.	\$ 61,639	\$ 26,662	95%	30-Dec-23
7161C23	Heavy Plant Replacement Program	Workshop Utility	Vehicle will not be replaced in current year. Budget planned for FY24.	\$ -	\$ -	0%	30-Jun-24
PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE				\$ 282,471	\$ 226,946		
7162C23	Rural Drainage Renewals	Rural Drainage Renewals	Pipes installed on Bishops Road and Tablelands Road. Major renewals including box culverts complete on West Furacabad Road.	\$ 282,471	\$ 226,946	50%	30-Jun-23
total		Totals		\$ 18,856,711	\$ 3,902,850		

CAPITAL WORKS PROGRAM 2022/2023 REVOTES				Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
Open Office Job			Comments					
	PROJECTS FUNDED FROM GENERAL FUND							
				77,763	61,603			
7023C22	Governance: New Website Development	Governance: New Website Development	The updated website went live on 24 October 2022. Community Engagement module continuing.	\$ 65,000	\$ 50,000	90%	30-Nov-22	
7033C22	LCSS: Skillion Carport	LCSS: Skillion Carport	Kit set has been delivered. The retaining wall needs to be fixed and a location for the carport determined (3m from building), with the wall requiring engineering assessment and determination. The retaining wall is a 2023/24 Capital Project, therefore this project will carry into next year.	\$ 12,763	\$ 11,603	30%	30-Jun-24	
	PROJECTS FUNDED THROUGH THE PLANT FUND			107,273	93,995			
7059C22	Heavy Plant Replacement Program	4 x 4 Light Rigid Truck	Plant has been ordered. Order will involve a corresponding sale of plant 1121. New plant is 2121	\$ 107,273	\$ 93,995	95%	30-Aug-23	
total				185,036	155,598			

	CAPITAL WORKS PROGRAM 2023/2024		COMMENCED					
Open Office Job	Project	Works	Comments	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
	PROJECTS FUNDED THROUGH THE PLANT FUND			\$ 150,000	\$ 142,657			
7224C24	Heavy Plant Replacement Program	Leaseback Cat 3 - Manager IWS	Vehicle not ordered. Awaiting advice regarding bullbar to be included in capital cost or excluded.	\$ 50,000	\$ 49,495	0%		
7225C24	Heavy Plant Replacement Program	Leaseback Cat 3 - Manager GRCP	Vehicle not ordered. Awaiting advice regarding bullbar to be included in capital cost or excluded.	\$ 50,000	\$ 48,585	0%		
7226C24	Heavy Plant Replacement Program	Leaseback Cat 3 - Manager ID	Vehicle not ordered. Awaiting advice regarding bullbar to be included in capital cost or excluded.	\$ 50,000	\$ 44,577	0%		
total				\$ 150,000	\$ 142,657			

CAPITAL WORKS PROGRAM REVOTES 2023/2024								
Open Office Job	PROJECTS FUNDED FROM GENERAL FUND		Comments	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS				74,225	264			
7054C22	Quarry Development	Wattle Vale establishment	These funds will be used toward internal components of the Wattle Vale quarry project after the external intersection works are completed.	\$ 74,225	\$ 264	0%	30-Sep-23	
PROJECTS FUNDED FROM LRCI PHASE 3				593,146	-			
7004C22	Unsealed Roads Re-sheeting	Illparran Road	Project not yet commenced. Material sourcing from Wattle Vale when ready.	\$ 132,992	\$ -	0%	30-Nov-23	
7005C22	Unsealed Roads Re-sheeting	Jenkins Road	Project not yet commenced. Material sourcing from Wattle Vale when ready.	\$ 75,154	\$ -	0%	30-Dec-23	
7006C22	Unsealed Roads Re-sheeting	Ten Mile Road	Project planned for August/September delivery.	\$ 385,000	\$ -	0%	30-Aug-23	
PROJECTS FUNDED FROM ROADS TO RECOVERY (RTR)				\$ 557,360	\$ -			
7143C23	Unsealed Roads Resheeting - Bullock Mountain Road	Unsealed Roads Resheeting - Bullock Mountain Road	Adjacent quarry site is being investigated for project delivery.	\$ 437,360	\$ -	0%	30-Sep-23	
7144C23	Unsealed Roads Resheeting - Haymarket Road	Unsealed Roads Resheeting - Haymarket Road	Project yet to commence.	\$ 120,000	\$ -	0%	30-Oct-23	

	PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 2,299,176	\$ 8,900			
7166C23	Stronger Country Communities Round 5 - 0456 Anzac Park	Stronger Country Communities Round 5 - 0456 Anzac Park	These are incorporated above - refer line 97	\$ 600,000	\$ -	0%		
7168C23	Stronger Country Communities Round 5 - 0456 Aquatic Centre	Stronger Country Communities Round 5 - 0456 Aquatic Centre	These are incorporated above - refer line 98	\$ 332,710	\$ -	0%		
7181C23	Stronger Country Communities Round 5 - OOSH Sun Shade	Stronger Country Communities Round 5 - OOSH Sun Shade		\$ 50,000	\$ -			
7182C23	Stronger Country Communities Round 5 - Sensory Garden	Stronger Country Communities Round		\$ 50,000	\$ -			
7131C23	Pathway from Indoor Sports Stadium to High School	Funded by Regional Sports Facility Grant	Concrete team to commence after pathways linking Indoor Sports Stadium to existing pathways have been completed	\$ 266,466	\$ -	0%	30-Dec-23	
7127C23	Airport runway renewal	Local Government Recovery Grants Program - Airport Runway	Project yet to commence.	\$ 1,000,000	\$ 8,900	0%	30-Jun-24	

	PROJECTS FUNDED FROM GENERAL FUND			\$ 761,649	\$ -			
7117C23	Signage Upgrades	Signage Upgrades	Project yet to commence.	\$ 71,649	\$ -	0%	30-Jun-23	
7118C23	Public Art Projects	Public Art Projects	The re-establishment of the Public Arts Advisory Group will occur in Q1 2023/24. This group will assist in deciding where the public arts funds are to be expended.	\$ 50,000	\$ -	0%	30-Jul-23	
	PROJECTS FUNDED FROM BORROWINGS			\$ 300,000	\$ -			
7116C23	Infrastructure Backlog Projects	Infrastructure Backlog Projects	Planned to expend on bitumen reseal program - funding replaced by LRCI and not required as yet.	\$ 300,000	\$ -	0%	30-Jun-23	
	INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 40,000	\$ -			
7112C23	Kerb & Gutter Installation - Railway Street	Kerb & Gutter Installation - Railway Street	Procurement underway.	\$ 40,000	\$ -	0%	30-Sep-23	
7113C23	Kerb & Gutter Installation - Hunter Street	Kerb & Gutter Installation - Hunter Street	Procurement underway.	\$ 30,000	\$ -	0%	30-Sep-23	
total				4,015,556	9,164			



Plant and Fleet Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER ASSET SERVICES			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:					
VERSION NUMBER:		3			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
3	Click or tap to enter a date.	TBC	Minor amendments and transfer to new policy template. Addition of new administration fee if tolls incurred for personal use are not paid by the due date. Removal of reference to Federal Government's Green Vehicle guide "star rating system" as the "star rating" has been discontinued. Removal of tender evaluation panel required for contract values in excess of \$130,000 due to duplication with Council's Procurement Policy.	MAS	Council
2	28/03/2019	40.03/19	Revision	TSE	Council
1	28/03/2013	25.3/13	Creation of Policy	TSE	Council

.....
General Manager

.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to set the framework for managing Council's plant and fleet assets.

APPLICABILITY

This policy applies to the procurement, operation, maintenance and disposal of all plant, equipment and vehicles that Council has direct responsibility for or control over, including plant and machinery, commercial vehicles, passenger vehicles, and small plant and equipment.

OUTCOMES

- ~~Review plant and vehicle procurement to ensure that acquisitions are appropriate for Council's present and future needs in providing services to current and future generations;~~
- ~~Manage plant, vehicle and equipment assets to ensure that value is maintained;~~
- Optimise plant and vehicle renewal to ensure value for money, based on 'whole of life cycle' principles;
- Instill confidence relating to probity, ethical behaviour, impartiality, independence, openness, integrity and professionalism in plant procurement;
- Maintain a function, reliable, efficient, safe and sustainable plant and vehicle fleet.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Councillors	Adoption of policy, and ensuring sufficient resources are applied to implement the policy.
General Manager (in consultation with the Director Infrastructure Services)	Overall responsibility for developing plant and fleet policies and procedures. and Administration Instructions, and reporting on the status and effectiveness of plant and fleet management within Council.
Director Infrastructure Services	Reporting on the status and effectiveness of plant and fleet management within Council.
Directors	Implementation of operational Plant and Fleet policies and procedures within the relevant directorate.

Managers and Supervisors	Notify changes to operational requirements for vehicles within area of responsibility, consider road safety in recruitment, and provide induction to new employees into Council's fleet safety procedures.
Chief Financial Officer	Payment of Fringe Benefits Tax (FBT) and claim for diesel fuel rebate subsidy.
Technical Services Engineer Manager Asset Services	Annual updates to the rolling 10-year plant renewal program, determination of internal hire rates, and regular updates to the General Manager Manex on the Administration Instructions to ensure relevance to prevailing market conditions whilst meeting operational needs of the organisation.
Workshop Supervisor	Maintenance of Council's vehicle fleet to maximise availability at the lowest lifecycle cost, and updates to fleet asset register.
Risk and Compliance Coordinator Manager Governance, Risk and Corporate Planning	Liaison with insurers for all insurance claims.
Staff	Responsible for compliance with plant and fleet operating guidelines.

DEFINITIONS

- Light Vehicles:** Includes Council-owned motor vehicles that can be driven on a NSW class C car licence, carrying up to 12 adults and with mass less than 4.5 tonnes Gross Vehicle Mass (GVM); and unbraked trailers not exceeding 750kg Gross Trailer Mass (GTM).
- Plant and Equipment:** Includes all other Council-owned motorised or towed plant and equipment used for transporting people or goods with a value ~~in excess of~~ exceeding \$5,000.00, regardless of whether this equipment has full, conditional or no road registration.
- Vehicle Fleet:** Includes both *Light Vehicles* and *Plant and Equipment*.
- Whole of Life Costs:** Includes a vehicle's purchase price, resale value, opportunity costs, fuel, repairs, maintenance, insurance, oil, registration, and administration costs.

POLICY STATEMENT

Glen Innes Severn Council recognises that it will be required to purchase and maintain an extensive fleet of vehicles, plant and equipment for the provision of services to the community and optimise staff productivity. Council is committed to maintaining its fleet in an economically, socially and environmentally responsible manner.

Two (2) internal Administration Instructions will be maintained, with one (1) for *Light*

Vehicles and one (1) for *Plant and Equipment*. These Administration Instructions ensure that the most appropriate vehicle is selected for its intended use, such that the vehicle has sufficient safety, productivity and performance for its intended purpose, while minimising the whole of life costs associated with the vehicle.

1.0 VEHICLE FLEET RENEWAL PROGRAM

- A rolling ten (10) year vehicle fleet renewal program to meet agreed service levels will be maintained as part of Council's **Plant and Fleet** Asset Management Plan and updated annually.
- A renewal reserve will be maintained to ensure that Council's vehicle fleet can be replaced at the optimum time, as deferred renewals will increase maintenance costs and reduce operational efficiency through downtime due to mechanical failure.
- Internal hire rates will be managed to ensure that an annual renewal provision is returned to the plant and fleet renewal reserve. The annual renewal provision is ~~actual depreciation (purchase cost less anticipated residual, divided by the projected years of ownership)~~ determined from the forward procurement plan as listed in the **Plant and Fleet Asset Management Plan**. Internal hire rates will be calculated based on annual operational costs plus the annual depreciation provision for each item, divided by the anticipated timesheet hours or distance travelled.
- Vehicles may be provided as either a private benefit in a senior staff contract of employment, or as part of a leaseback arrangement with an employee, in accordance with Council's Motor Vehicle Leaseback Policy. All proposals to vary leaseback vehicle arrangements, including formulae for calculating the private use component of cars purchased by Council and offered to employees, will be referred to Council's consultative committee **for noting. This Policy and associated procedures, along with Council's Motor Vehicle Leaseback Policy must be provided to an applicant to a position where a leaseback vehicle is offered with the position.**

2.0 PLANT SELECTION

- The selection of plant and fleet assets will be driven by current and future operational needs to provide equipment that meets required levels of service, in a manner which will provide the best value to Council considered on the whole of life cycle basis.
- Council will include a fleet renewal schedule in each annual Operational Plan as part of its capital expenditure budget.
- Council will ensure that plant and fleet assets including any accessories are selected with due consideration to compliance with relevant legislation, codes of practice and guidelines, utilisation, whole of life costs, operational fit, risk management; occupational health and safety, training for operators and mechanical staff; warranty provisions, servicing, and sustainability.
- A key consideration where Council will consider ownership of plant is utilisation, as measured by the hours worked or annual distance travelled. For all fleet

vehicles which will have low utilisation, particular consideration will be given to alternatives to ownership, such as the use of contractors, dry hired plant, and operating lease agreements.

- The provision of vehicles for private ~~or commuter~~ use by staff under a leaseback scheme shall be in accordance with Council's Motor Vehicle Leaseback Policy ~~with guidance on the standard vehicle specification provided by the Administration Instructions Light Vehicle.~~
- Under Council's commitment to fleet safety, ~~new light vehicles will have a safety rating of between four (4) and five (5) stars inclusive under the Australian New Car Assessment Program (ANCAP), where suitable models are available in the desired vehicle category~~ all vehicles will be purchased with consideration to the Australian New Car Assessment Program (ANCAP) Safety ratings performance. Light commercial vehicles must have an ANCAP safety rating of 4 or higher, Passenger vehicles must have an ANCAP safety rating of 5. A risk assessment shall be submitted and considered with any tenders or quotations for major plant purchases.
- Council is committed to minimising the environmental impact of its motor vehicle fleet. ~~Accordingly, sedans, hatchbacks and wagons supplied under this Policy will have a 4 to 5 Star rating under the Federal Government's 'Green Vehicle Guide'. Four-wheel drive (4WD) vehicles and two-wheel drive (2WD) sports utility vehicles (SUVs) will have a 3.5 to 5 Star rating. Utilities provided under this Policy will have a green rating that is as high as practicable for the required vehicle type. Council will consider electric and hybrid vehicle alternatives during the evaluation process for new vehicles.~~ Major plant items will meet current Australian emissions guidelines.

3.0 PROCUREMENT

- Procurement processes will conform with Council's Procurement Policy and shall be continuously improved to promote open competition amongst suppliers, and full accountability for staff in the administration process.
- Administration Instructions will be reviewed annually by ~~Council's General Manager Manex~~, to standardise the range of ~~light vehicle~~ makes and models in Council's fleet and to ensure that the optimum makes and models of vehicle are selected taking account of vehicle functionality and prevailing market conditions.
- Council will fit vehicles with accessories deemed required to meet operational requirements at the discretion of the relevant workplace Director. Accessories for private benefit are to be approved by the ~~Technical Services Engineer Manager Asset Services~~ and acquired and fitted in the first instance at the full cost of the leaseback operator, and on subsequent occasions will be replaced with vehicles at Council cost, ~~as per Council's Motor Vehicle Leaseback Agreement and Terms and Conditions.~~
- ~~A tender evaluation panel will be formed for major plant acquisitions with a possible contract value that exceeds \$230,000 as per Council's Procurement Policy. This panel will develop assessment criteria, provide input into a specification, evaluate tender offers and submit recommendations to Council~~

~~for consideration.~~

4.0 OPERATION

- The vehicle fleet will be managed under a pooling system which recognises that all vehicles are a corporate asset and are accessible during business hours when appropriate.
- Council plant and fleet are to be driven by suitably qualified and authorised drivers only.
- The utilisation of Council's vehicle fleet will be actively monitored through means such as odometer readings taken when refilling with fuel, and periodic timesheet records. Electronic fleet monitoring systems using global navigation satellite systems may also be implemented on specific items of plant and equipment, for improved emergency response, security, occupant safety and cost control purposes.
- The vehicle fleet will be managed with due consideration to Council's fringe benefits taxation liability and claiming any fuel rebates for which Council is eligible.
- The vehicle fleet will be comprehensively insured, and light vehicles provided with NRMA roadside assistance on a need's basis.
- Operators will be responsible for any traffic and parking infringements, except where determined otherwise by the General Manager. **In addition to toll charges, a \$50 administration fee will be payable to Council by an employee where Council incurs internal administration costs in processing overdue toll fees as a result of the employee not paying the toll by the due date.**
- No smoking is permitted in Council vehicles.

5.0 MAINTENANCE

- Vehicles travelling on public roads will be registered annually, including Compulsory Third Party (CTP) insurance.
- A vehicle maintenance management program shall be implemented for all fleet vehicles, including monitoring of tyre wear and fuel consumption, to ensure that agreed service levels are maintained and to identify asset renewal priorities.
- A record shall be kept by the Workshop Supervisor of fleet vehicle inspections, maintenance, repairs and modifications.
- All drivers and operators are to routinely inspect Council vehicles in their control and arrange for scheduled servicing at the appropriate time.
- Investigation reports into incidents or accidents will contain recommendations and a timetable for implementing corrective actions.
- Routine vehicle maintenance will generally be performed in-house using Council mechanics, except where this would void a manufacturer's warranty, or suitable in-house resources are not available.

6.0 DISPOSAL

- All light vehicles, plant and equipment will be disposed ~~by either inviting public quotations/tenders in addition to accepting trade offers, or by sale through an online public auction. Advertising of any of the vehicle fleet for disposal will take place within the Glen Innes Severn local government area, in addition to any broader advertising.~~ in line with Council's Sale of Other Assets (Asset Disposal) Policy.
- Disposal of major plant items contained in the renewal schedule will take place routinely via online public auctions conducted throughout each year. These auctions will be endorsed within the annual Operational Plan **or a Quarterly Budget Review**. Minor items of plant (being those items of replacement value less than the capital threshold) approved for disposal in accordance with the Sale of Other Assets Policy will also be disposed of via these auctions.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Local Government Act 1993* and *Local Government (General) Regulation 2005 2021*;
- Tendering Guidelines for NSW Local Government, NSW Department of Premier and Cabinet Division of Local Government, October 2009;
- NSW Local Government Purchasing and Tendering Guide, Local Government Procurement;

Relevant Council Policies and Procedures include:

- **Glen Innes Severn Council Asset Management Policy;**
- **Glen Innes Severn Council Asset Management Strategy;**
- **Glen Innes Severn Council Asset Management Plan, Part 8 – Plant and Fleet;**
- **Glen Innes Severn Council Plant and Fleet Policy;**
- **Glen Innes Severn Council Procurement Policy;**
- **Glen Innes Severn Council Sale of Other Assets (Asset Disposal) Policy;**
- **Glen Innes Severn Council Motor Vehicle Leaseback Policy;**
- **Glen Innes Severn Council Motor Vehicle Leaseback Agreement and Terms and Conditions.**

VARIATION AND REVIEW

The Plant and Fleet Policy will be reviewed every ~~four (4)~~ **three (3)** years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



THE
**AUSTRALIAN
 STANDING STONES
 MANAGEMENT
 BOARD**

PO Box 565
 Glen Innes NSW 2370

Item 9.2
 Annexure A

**Australian Standing Stones Management Board
 Community Committee of GISC
 Monthly Meeting Minutes
 Wednesday 17th May 2023 5.30pm
 Glen Innes Services Club Boardroom**

Present: Raelene Watson, Storm Black, Peter Grimes, George Robertson-Dryden, Gayleen Burley (GISC), Col Price, Mayor Rob Banham, Pamela O’Neill, John Rhys Jones, Steve Toms, Judi Toms (chair), Fiona and Robert O’Brien (arrived at 5.35pm)

Apologies: Lara Gresham (GISC), Petar Grulovic, Ronnie Bombell

Moved: Raelene seconded Peter Grimes carried

Minutes of the previous meeting:

Moved: Raelene seconded Rob Banham carried.

Business Arising - NIL

	Item-	Action by:
1		

Correspondence: to be dealt with as read.

In – Mr Newby with application for Celtic Family Wall, RSVPs Guardians luncheon, apology received by email and phone from UK Consul General indicating her non-attendance at the Festival due to family’s health, letter of thanks from Des Bowlay, email with thanks and congratulations from Debbie Duffell, Suzanne Jamieson, Chris Dunkerley (Cornish), John Nicolson (Clan MacNicol), Neil MacDonald (Clan Donald), Malcolm Buchanan (Clan Buchanan & SAHC), GISC Mayor thank you for ACF contributions, thank you from Ronnie Bombell (GISC) and feedback form for ACF

Out – minutes and agenda, letters of thanks to Macie, Ayla, Halee and Roy Watson for Guardians Ceremony, thanks to Scouts, Emailed volunteer register to Danielle (GISC)

Moved: Raelene seconded Pamela carried

Treasurer’s Report: (attached)

Moved: John Rhys Jones seconded Peter Grimes carried
 15th April to 15th May 2023 balance \$11489.99

Payments

Printing of new brochures \$3,295

NEML Guardians’ Lunch \$1,822

Naomi and Alkira Bain for Welcome and National Anthems at ceremonies \$230

A Community Committee of Glen Innes Severn Council
 ABN 81 365 002 718

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Income

Sales of postcards pens
History book invoice from The Croft

Raffles \$800

Rob Banham will pay for Barnaby Joyce and Adam Marshall’s Guardians luncheon as they did not RSVP and they attended.

Invoice needs to be sent to the VIC – for History books - John will look into it.

Payments for approval to re-imburse J. Toms:

- \$105.95 (\$44 [2 x 6 Nations flags], \$30 [phone credit for Square], \$31.95 [gas])
Moved Peter seconded Pamela carried (Judi and Steve abstained from voting)

General Business:

	Item	Action by:
1	Toilet update Amenities, outdoor setting and seating Gayleen in discussion with Public Works Authority in regards to them to do tendering documents and project management. As time is critical, Gayleen would like a member of the ASSMB to be involved directly with her during this process. John Rhys Jones nominated Steve and Steve offered to work with Gayleen. Committee agreed.	Gayleen
2	Director’s Report All maintenance has been completed prior to the ACF. Outstanding works – old residual at handrail Tregurtha Way to be made safe. Skywalk – installation has commenced. Structure off site has commenced – final completion at end of August and digital project to be finished for then. Steps up Tynwald Hill – the second tier is a bit dangerous as uneven and too short in tread leading to roadway – Bernard and Rob Banham have discussed it. Items to note: <ul style="list-style-type: none"> • The area around the three central stones is very muddy and needs some ‘quarry scalps’ – the same as on Tynwald Hill. • Bernard and Rob also discussed having some new topsoil and grass seed planted in spring as it is uneven. • The car entrance at Crofters needs ‘quarry scalps’ to avoid water ponding (boom gate) 	Gayleen Who is responsible to action this?

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	Rutted boundary track behind the pond could be fixed to make a good walking track, park run etc	
3	<p>ACF de-brief – to take place at Highlands Hub on May 22, 10am – 11.30am. Please attend if you can. ASSMB to provide feedback.</p> <p>The Opening Ceremony set up was not done prior to the Opening, we had to do it just prior to the ceremony. Apparently, there were volunteers to set up, but they claimed not to know what to do. Judi knows they had the information and her contact number, but she was not contacted.</p> <p>Very positive feedback from all over, congratulations to the team.</p> <p>Outside events needed to be included on the program. Stakeholders could get together to determine dates and times of events to spread the events over more times.</p>	ASSMB
4	<p>St Yves – flag lowering Friday 19th May NOTE 4PM – WINTER TIME John will conduct ceremony with support from Judi and Steve. Bottles of Mead have been donated by 2 Wild Souls.</p> <p>Tynwald Day is Wednesday 5th July at 4pm Fiona asked if we can have a spreadsheet of raffles of the year and who has donated what, and the proceeds of each raffle so we can acknowledge donations. 21st June is the Solstice and our next meeting date. John will make a flyer. John will be there at dawn and Judi and Steve will conduct the solar noon event. Possible future bonfires again? Nigel and Arts Council? Summer solstice?</p>	<p>John, Judi & Steve to run</p> <p>John, Judi & Steve run</p>
5	<p>Date for Tartan Day dinner - Saturday 1st July is Australia’s Tartan Day. The British Consul General would like to attend an event which is suitable. Motion: We will have a Tartan Day dinner Moved Peter seconder Pamela carried Motion: That we invite the British Consul General Mrs Louise Cantillon, to our Tartan Day with date decided as Saturday 29th July. Moved Raelene seconded Rob Banham carried. New England Motor Lodge – Judi will book in 6.30 for 7pm We will pay for the Ms Louise Cantillon.</p>	
6	Reports from members	

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	<p>Peter Grimes – has photo albums from Sue Thomas, Peter will scan, Raelene will add names to the photos that maybe missing. Sue has given paperwork about the proposal and building of stones. George – flag for St Yves Day? John will deal with tomorrow. John – Facebook is good for attracting visitors and engagement has been great. 6 800 thousand people have looked on site.</p>	<p>Peter George John</p>
7	<p>Urgent business Judi – set of flags that were put up before festival, were the last in stock. ASSMB need to purchase a new set of flags. Motion – that we purchase a new set of flags moved Rob Banham seconded George carried. Raelene – Motion: Raelene will write a letter to the Glen Innes Opportunity Shop for donation to the flags - \$1000 moved Raelene seconded Peter carried.</p> <p>Council is having trouble obtaining a new state flag. George would like to donate \$1000 towards a new set of flags. Accepted with thanks.</p>	
8	<p>Raelene to write to council and Nathan Tyers for their contribution especially this year, with traders, compound, maintenance, Road crews, clean toilets,</p>	
9	<p>Judi thanked the committee especially since we have traders, pipe band members, picking up guests, picking up equipment and setting up and pulling down. Letter of thanks to Paul Anderson for all his efforts and speaking at many varied events. Thanks to Pamela as it was lovely to have the Convenor of the Celtic Council being at the events.</p>	

New business items to be forwarded to the Chair & secretary 5 days prior to the next meeting.

Recommendations to Council:

Meeting closed: 6.46pm

Next meeting: General meeting @ 5.30pm Wednesday 21st June 2023 – at Glen Innes & District Services Club Board Room



THE
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Calendar dates – Anniversaries and Activities

Date	Event	Activity	Time	Organiser
1 February, 1992	The Australian Standing Stones Opening			
1 March	St. David's Day (Wales)	Flag lowering	5 pm	John
5 March	St Piran's Day (Cornwall)	Flag lowering	5 pm	Pamela
17 March	St Patrick's Day (Ireland)	Flag lowering	5 pm	Petar, Rob, Fi
21 March	Autumn equinox	Sunrise - gathering solar noon – watch solar shadow Sunset - gathering	sunrise (6.57am), solar noon meet from 12.30pm (actual time 1.00pm), sunset (7.04pm)	Sunrise – John Storm & Peter (tbc)
1 st Wknd May	Australian Celtic Festival		Thursday 4 May – Sunday 7 May	
19 May	St Yves' Day (Brittany)	Flag lowering	4 pm	Pamela
21 June	Winter solstice	Sunrise - gathering, Solar noon watch solar shadow sunset - gathering	sunrise (6.48am), solar noon meet from 11.30am (actual time 11.55am), sunset (5.02pm)	Sunrise – John Solar noon – Steve & Judi
1 July	Tartan Day	Fundraiser dinner		Judi
5 July	Tynwald Day (Isle of Man)	Flag lowering	4 pm	Steve
21 Sept	Spring equinox	Sunrise – gathering Solar noon – watch solar shadow	sunrise (5.44am) solar noon from 11.30am (actual time 11.46am) sunset (5.48pm)	Sunrise – John Storm & Peter (tbc)

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		Sunset - gathering		
30 November	St Andrew's Day (Scotland)	Flag lowering	5 pm	Petar
21 Dec 2023	Summer solstice	Sunrise – gathering solar noon - watch solar shadow sunset - gathering	sunrise (5.49am), solar noon from 12.30pm (actual time 12.51pm), sunset (7.52pm)	Sunrise – John Storm & Peter (tbc) Solar noon – Judi & Steve

Item 9.2

Annexure A

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THE
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BOARD

PO Box 565
Glen Innes NSW 2370

**Australian Standing Stones Management Board
Community Committee of GISC
Monthly Meeting Minutes
Wednesday 19th July 2023 5.30pm
Glen Innes Services Club Boardroom**

Present: Raelene Watson, Lara Gresham (GISC), Colin Price, George Robertson-Dryden, Peter Grimes, Storm Black, John Rhys Jones, Pamela O’Neill, Gayleen Burley (GISC – 5.45pm)

Moved that Pamela will chair the meeting

Apologies: Judi & Steve Toms, Mayor Rob Banham, Petar Gruvolic, Fiona and Rob O’Brien. Ronnie Bombell (GISC)

Moved: Raelene seconded John RJ carried

Minutes of the previous meeting:

Moved: Raelene seconded Colin carried.

Business Arising

	Item-	Action by:
1	Tartan Day dinner – Judi email UK Consul General as per motion passed at May meeting – she hasn’t received a reply NEML has been emailed regarding booking.	Judi
2	Approval for use of Glen Innes Tartan – council has permission from Peter Bruce in 2016 to use the tartan – council will approach him again to make sure that council has the authorisation to approve other usage by community	Gayleen
3		
4		

Correspondence: to be dealt with as read.

In –

Out – minutes and agenda,

Moved: Raelene seconded Lara carried

Treasurer’s Report: (attached)

No expenditure

Income:

Donation \$1000 G R Dryden

Raffles \$175

\$600 copies of History book

Tartan Day dinner payments

Rob Newby for Family Wall

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ABN 81 365 002 718

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THE
**AUSTRALIAN
 STANDING STONES
 MANAGEMENT
 BOARD**

PO Box 565
 Glen Innes NSW 2370

Opening balance \$9080.37
 Closing \$12 005.75

**Tartan Day Dinner – 17 have paid
 4 verbal**

Mac is an apology for dinner
 Invoices issued: 2 x invoices history book – VIC and The Croft

Moved: John RJ seconded Lara carried

Payments for approval: nil

General Business:

	Item	Action by:
1	<p>Amenities update – Public works Advisory has been engaged as project managers. The tender for minor construction consultancy agreement has been drafted and will be released within the next week. After consultation on site with PWA, Steve Toms & Gayleen Burley, Council will be applying a minor scope change with the funding body in order to meet the funding timeframes and have development that fits the amenity of the area. Scope will include amenities, outdoor area and playground. Amenities will be situated closer to the cottage with a low-scale outdoor area and a playground.</p> <p>Skywalk Project Skywalk Infrastructure and Digital component should be completed by end of August. Ronnie has been dealing with digitalised component and includes Indigenous stories</p> <p>Centennial Parklands Works Tregurtha Way – coming down the path there is a seat half way with a pipe sticking out – that has been fixed and curved.</p> <p>Groundworks at site – meeting with Nathan and Mark about levelling –no budget this year but it will have costings etc for next financial year</p> <p>Three central stones – Arch is looking at the area during wet is boggy</p>	Gayleen

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Item 9.2
Annexure B

	<p>Bbq ironwork should have been pulled out</p> <p>Tartan Bollards Bollards in Grey St – tartan should be done Bollards at site should have been done</p> <p>Additional issues raised: John – the red bins are in the way for viewing and photography especially from the area around the Croft (near the shelters). Could they be moved or have some sort of surround– Gayleen</p>	
2	Director’s Report –	Gayleen
3	<p>Tourism & Events Officer Report</p> <p>ACF volunteer drive and information sessions – spread the word</p> <p>New DL save the date flyer should be here next year</p> <p>Marketing strategy is starting</p> <p>September 2023 open for stalls, entertainers etc</p> <p>October 2023 – expressions of interest from travelling groups, Celtic cultural speeches/demos for highland hub symposium</p>	<p>Ronnie</p> <p>Delivered by Gayleen</p>
4	<p>Winter solstice report – John – a good crowd (20 to 30) at solar noon, Ronnie had an ABC live radio interview at dawn (about 5 attendees) Raffles well received</p>	John
5	<p>August AGM – Raelene advised council as it was not advertised in last week’s Examiner</p> <p>Dinner after meeting – Raelene will book – please RSVP</p>	
6	<p>Reports from members</p> <p>George – enquiring about the tartan dinner 29th July in tartan</p> <p>Bring money for raffle tickets 3 for \$10</p> <p>Ronnie is an apology</p> <p>Fiona and Rob will an apology</p> <p>Petar and Jess are in Scotland</p> <p>Raffle – 1st prize teddy bear</p> <p>Judi suggests the board to purchase a bottle of Scotch whiskey for a lucky door prize</p> <p>Motion: that we purchase a bottle of whiskey up to the value of \$100</p> <p>Moved John seconded Peter carried. That John will be reimbursed when purchased. The whiskey will be for attendees only</p>	

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	<p>John to arrange prizes in monetary value</p> <p>Colin – Lara and George discussed Blarney Stone at site – no</p> <p>Peter – has some history from Celtic Council of Australia and is archiving paperwork. He has brought some copies from 1991 and 1992 of the how and when etc.</p> <p>Council is looking at register the Australian Standing Stones as a business name and saving the IP. John is worried that the ASS may lose their affect especially due to the stones being placed in Brisbane and other stones in WA.</p> <p>We need to start promoting – Raelene suggested that council should push the federal government for more recognition and contribution as a National Monument.</p> <p>George asked about how many history books are left and should we be starting to look at an updated one for the future.</p> <p>John – conflict of interest – AGM – John will be retired as debtors officer at council so this will not be an issue.</p> <p>Small booklets of raffle tickets are available for members when paper is attached with prizes, price and draw date.</p> <p>John will take his RDO on 21st so he can sell tickets to dinner and raffle on this day in the town square. Helpers welcome.</p>	
7	Urgent business	

New business items to be forwarded to the Chair & secretary 5 days prior to the next meeting.

Recommendations to Council:

Meeting closed: 6.23 pm

Next meeting: General meeting @ 5.30pm Wednesday 19th July 2023 – at Glen Innes & District Services Club Board Room

Calendar dates – Anniversaries and Activities

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Date	Event	Activity	Time	Organiser
1 February, 1992	The Australian Standing Stones Opening			
1 March	St. David's Day (Wales)	Flag lowering	5 pm	John
5 March	St Piran's Day (Cornwall)	Flag lowering	5 pm	Pamela
17 March	St Patrick's Day (Ireland)	Flag lowering	5 pm	Petar, Rob, Fi
21 March	Autumn equinox	Sunrise - gathering solar noon – watch solar shadow Sunset - gathering	sunrise (6.57am), solar noon meet from 12.30pm (actual time 1.00pm), sunset (7.04pm)	Sunrise – John Storm & Peter (tbc)
1 st Wknd May	Australian Celtic Festival		Thursday 4 May – Sunday 7 May	
19 May	St Yves' Day (Brittany)	Flag lowering	4 pm	Pamela
21 June	Winter solstice	Sunrise - gathering, Solar noon watch solar shadow sunset - gathering	sunrise (6.48am), solar noon meet from 11.30am (actual time 11.55am), sunset (5.02pm)	Sunrise – John Solar noon – Steve & Judi
1 July	Tartan Day	Fundraiser dinner		Judi
5 July	Tynwald Day (Isle of Man)	Flag lowering	4 pm	Steve
21 Sept	Spring equinox	Sunrise – gathering Solar noon – watch solar shadow Sunset - gathering	sunrise (5.44am) solar noon from 11.30am (actual time 11.46am) sunset (5.48pm)	Sunrise – John Storm & Peter (tbc)

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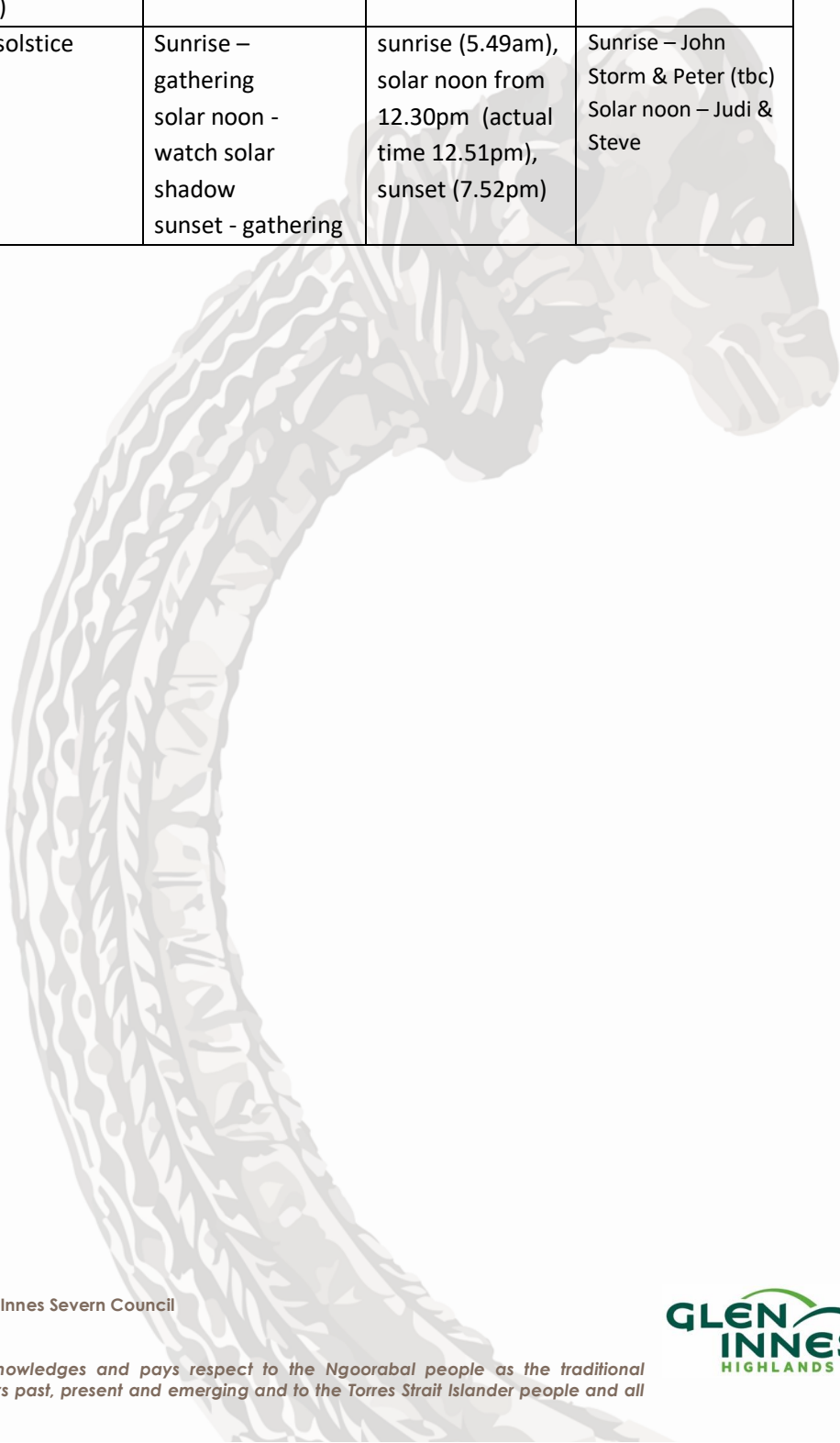




THE
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30 November	St Andrew’s Day (Scotland)	Flag lowering	5 pm	Petar
21 Dec 2023	Summer solstice	Sunrise – gathering solar noon - watch solar shadow sunset - gathering	sunrise (5.49am), solar noon from 12.30pm (actual time 12.51pm), sunset (7.52pm)	Sunrise – John Storm & Peter (tbc) Solar noon – Judi & Steve



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General Meeting 15/06/2023

Emmaville Mining Museum Committee

Meeting Opened: 3pm.

Attendance: Ron Jillett (President), Margaret Haar, Margaret Lyn, Dell Brown, Heather Green, Evan Brown (Secretary/Treasurer), Bill Johnson

Apologies: Rhonda Bombell, Mark Green, Danny Andrews.

Previous Minutes: Minutes of the previous meeting were read by the Secretary.

“That the minutes are a true and accurate record “Moved: Dell Brown, seconded: Heather Green. Carried.

Business Arising: 1) Tina from Council to forward brochure software to enable Museum to produce our own brochures.

2) Gaylene Burley to organize an inspection regarding required maintenance issues for Museum buildings.

Treasurers Report: The Treasurer tabled his report for the period 19th April to 15th June 2023 (copy attached) Showing an opening balance of \$31,634.09, sales and donations of \$5579.92 Expenditure of \$3597.21, giving a closing balance of \$36,108.04

That the Treasurers ‘report be accepted, moved: Margaret Lynn. Seconded: Heather Green, Carried

Correspondence: In: 1) Telstra Invoices

2) Emails from Jan Reid re items to be donated.

3) Numerous emails re opening times and family histories.

Out: 1) Responses to emails received.

Publicity Officer Report: Rhonda phoned to tender her apologies and to request more Museum brochures. She also informed that Gaylene Burley would be organizing a building inspection to assess rectification works that are required.

Presidents’ Report: The President tabled his report (copy attached)

General Business: 1) CCTV system was discussed and it was agreed that this system is required as a matter of urgency. Two quotes for the works were tabled and after discussion it was agreed that the quote from Strategy security should be accepted as it is over \$3,000.00 cheaper than that of Tritech Security.

Motion: “That the quote from Strategy Security for \$14,990.00 including GST be accepted, and that the Secretary seek Council approval for this expenditure. Moved”: Evan Brown, seconded: Heather Green, carried.

2) The acquisition of the John Holmes Reid collection was discussed with regard to a suitable location for the cabinets. It was agreed to house them in the reading room after required modifications to existing photograph displays were made.

4) Margaret Haar was requested to bring the list of items for Bobs’ and the Tenterfield collection to the Museum to allow for cataloguing to be carried out.

5) The installation of LED strip lighting to display cabinets was discussed and it was agreed that they would be an asset. This work would be carried out after the Reid collection has been finalised.

There being no further business, the meeting was declared closed at: 3.45pm.

Next meeting: August 17th at 3.00pm.

R. Gillett..... (President)

E. Brown.....(Secretary)

**Library Committee meeting
16 June 2023
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 9.20am

Present: Kerry Byrne, Marina Gerlofsma, Dylan Hewson (Tele-Conference), Lindy Stevenson

Apologies: Rob Banham, Peter Sayers (filling in for Anna), Jenny Sloman, Anna Watt

Lindy Stevenson took the Chair.

Declaration of Conflict of Interest: none

Minutes of the April Meeting accepted as true and accurate:

Emailed to members before the meeting

Moved: Marina Gerlofsma

Second: Dylan Hewson

Business arising: none

Correspondence: none

Manager of Learning Resource Centres TAFE Report:

Handed out at the meeting

Library events:

- TAFE NSW Library staff continue to work in the statewide LibChat roster, live chatting with TAFE NSW staff and students
- TAFE NSW Library undertook administrative and back-end tasks during the term break, as well as work to prepare for term 2.
- Armidale and Tamworth library staff continue to provide English Conversation sessions for students at their locations
- TAFE NSW Libraries have continued to develop a schedule of online sessions on a variety of topics, including subject-specific overviews, orientations, study skills overviews, and conversation groups for ESOL students

Manager of Library and Learning Centre Council Report:

Emailed to members before the meeting

April 2023

Easter Storytelling and easter Bunney 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 our resources for people with Dyslexia and other disabilities. There are only four (4) listed libraries across this region at Glen Innes, Armidale, Inverell, and Guyra. The site and map have been well received by social media followers with over 18 thousand views. The link for this 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 (4) movie events in Glen Innes and the villages, and two (2) 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 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).

Glencoe Library Service

An Expression of Interest was circulated through Council and the Library's social media, the Glen Innes Examiner, flyers, and posters with a closing date of 4.30 pm Friday, 19 May 2023.

The Library and Learning Centre Manager received one submission for the contract and a Business Report on the evaluation and review of Glencoe Library Service which will be presented at Council's Business meeting on Thursday, 22 June 2023.

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 and included residents from the Roseneath Nursing Home

May 2023

Friend of the Library (FOL) Annual Book Sale commenced on Wednesday 3 May till Saturday 6 May. The FOLs raised \$2,607.75 for new resources in the Library through the Book Sale.

2023 National Backyard Cricket Grants – Australian Friends of the Library Association

The Australian Friends of the Library Association coordinate 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 Holidays 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 & Learning Centre with Lorna and Dave giving a harp and guitar performance on Wednesday, 3 May. This 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.

GLEN INNES ART GALLERY EXHIBITION

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

The May Exhibition was called 'Scotland' and was organised as the Art Gallery's contribution to the 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 on Saturday, 29 April 2023.

LEARNING CENTRE'S CONFERENCE AND MEETING ROOM USAGE

The Learning Centre's Conference Room bookings are predominantly by Council. Commercial usage is lower for the same period last year.

LIBRARY QUARTERLY STATISTICS

The Library's statistics are continuing to show improvements compared to the 2022 overall monthly totals in issues, branch library issues, income, memberships, people counter, and internet usage.

Moved: Kerry Byrne
Second: Lindy Stevenson

General Business:

Work, Health & Safety

The Library had to be evacuated on 15 April 2023 due to flumes from a motor burnout in one of the air-conditioners. Emergency Services attended and an electrician was contacted to turn off the air conditioners.

Most of the Learning Centre's air conditioning units are 19 years old and this was the 2nd motor burn out in 2 weeks. Council's Maintenance Department is working on a plan to upgrade some of the old air conditioners.

Future Scheduled Events

- July School Holiday Activities (See handout emailed to members before the meeting) includes movies at Glen Innes and village libraries, 'Art Skool' cartooning workshop with Jo Duck for OOSCH and community children, as well as, a Bush Tucker workshop with Daniel Bell-Levy.

uLIBRARY Launch

See handout.

Launched uLIBRARY – Ulverscroft Consortium eResources

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

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.

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

Tech Savvy Senior's Grant 2023-2024

The 2023-2024 Tech Savvy Senior's (TSS) grant has been approved for the following financial year. This grant funds the employment of a qualified casual Library Assistant to run the TSS workshops on Monday morning.

Future Literacy & Numeracy Assistance for Adults

The NSW Public Library Association has commenced a funding campaign with the NSW State Government to assist with the delivery of Literacy and

Numeracy workshops through NSW Public Libraries. If this campaign is successful, the Glen Innes Public Library will be organising weekly workshops.

Meeting closed at 09.55am

Next meeting: 18 August 2023
09.00am
Glen Innes Severn Learning Centre
Conference Room

Signed

Dated

Minutes of Open Spaces Committee Meeting
28 June 2023

PRESENT: Mayor Rob Banham, Councillor Troy Arandale, Councillor Carol Sparks, Director Place & Growth Gayleen Burley, Manager Open Spaces & Recreation Graham Archibald, Dr Mari Koch, Peter Croft, Richard Moon, Raelene Watson, Hayley Cowan (minutes secretary)

IN ATTENDANCE:

1. OPEN AND WELCOME:

Cr Troy Arandale (Chair) opened the meeting at 4.02PM.

2. APOLOGIES:

No apologies were given as all Members were in attendance.

3. MINUTES OF THE PREVIOUS MEETING: ordinary meeting - 23 april 2023

Moved: Desmond Fitzgerald

Seconded: Mari Koch

4. BUSINESS ARISING:

No business arising.

5. CORRESPONDENCE:

Incoming.

13/04/2023 – Dr Mari Koch multiple emails regarding her retirement from the committee and the nomination of a new GLENRAC representative.

Outgoing

27/05/2023- Minutes of the previous meeting sent out by Hayley Cowan

6. GENERAL BUSINESS:

6.1 Dr Mari Koch's resignation

After many years serving on the Open Spaces Committee, Dr Mari Koch is resigning her position as the GLENRAC representative. The Committee thanked Dr Koch for her service to the community. Dr Koch presented Christine Davis as GLENRAC new representative and the committee voted on her membership

Action:

The committee voted to accept Christine Davis's membership for the Open Spaces Committee.

Moved: Carol Sparks

Seconded: Rob Banham

.....
Chairman

.....
Date

Minutes of Open Spaces Committee Meeting
28 June 2023

6.2 Tree Planting Schedule

The tree planting schedule for 2023-2024 was given to committee members. The trees in around the new ambulance station were discussed. Could the badly pruned trees around the hospital be removed and replaced with trees sympathetic to the planting plan for the new ambulance station? Landscaping plans are being considered for around the indoor sports stadium, this will help blend it into the landscape.

New planting swill be investigated for the area around the water treatment plant after the recent removal of several older trees.

Action:

Gayleen to investigate the reason for the tree removal at the water treatment plant.

6.3 Median Strip Maintenance

The median strip along the Church Street section of the New England highway is in need of pruning. Rob Kiehne at Cool Climate Gardens previously tended to this area. As the parks team are low on staff, could Mr Kiehne possibly be approached to care for it again?

Action:

Gayleen Burley and Graham Archibald to discuss options for the median strip.

6.4 Weed Spraying

The vehicle spraying weeds between Dundee and Deepwater has sprayed several native plants. It has also sprayed passing cars.

Action:

Troy Arandale volunteered to investigate this issue.

.....
Chairman Date

Minutes of Open Spaces Committee Meeting
28 June 2023

6.5 Playgrounds

The Anzac Park playground has received a \$600,000 grant. The preference for a leafy/natural theme for the playground was raised. Especially in contrast to the 1990's style brightly coloured plastic models.

The Standing Stones may receive a new playground depending on the conditions of the grant recently received for an upgrade of the facilities. This is still tenuous and won't be decided for many months. The committee discussed the potential for a celtic or medieval themed playground.

Melling park is still very in very good condition, despite some graffiti.

The equipment from the dismantled Anzac Park playground will be reused, replacing broken or worn out equipment in the village playgrounds.

Grants for upgrading the village playgrounds are being investigated.

Action:

Gayleen to consider: When should we distribute information to the public regarding the new playground, skate park and netball courts?

MEETING CLOSED: 4.37PM

NEXT MEETING: Wednesday, 30 August 2023

TIME: 4.00PM

VENUE: William Gardner Conference Room, Glen Innes Severn Learning Centre, 71 Grey Street, Glen Innes

.....
Chairman

.....
Date