

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
21 SEPTEMBER 2023**

PUBLIC FORUMS

- 1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. The duration of public forums will be 15 minutes and they will commence at 8.45am on the day of a set Council meeting.
- 2 Public forums are to be chaired by the mayor or their nominee. Only the names of speakers, the organisation that they are representing and the topic that they are speaking on will be recorded in Council's Meeting minutes.
- 3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 12 noon on the Tuesday before the meeting and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4 A person may apply to speak on no more than two (2) items of business on the agenda of the council meeting.
- 5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 7 No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no less than one (1) day before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 12 Each speaker will be allowed a maximum of five (5) minutes to address the council. If there are more than three (3) speakers, the maximum time will be reduced to stay within the duration scheduled for the Public Forum. This time is to be strictly enforced by the chairperson.
- 13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to two (2) minutes.

- 16 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to three (3) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 19 When addressing the council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- a) The Mayor or Chair will be guided by Section 10A(2)(a) – (i) of the *Local Government Act 1993*, in not allowing members of the public during community consultation sessions to deal with or discuss or disclose any information with regards to the matters mentioned in this section and subsections of the Act.
- b) The opinions expressed by community members are not reflective or representative of the views of Council and hence Council cannot be held responsible or liable for such views.

Note: Public forums should not be held as part of a Council meeting. Council meetings should be reserved for decision-making by the Council. Where a public forum is held as part of a Council meeting, it must be conducted in accordance with the other requirements of the Code of Meeting Practice relating to the conduct of Council meetings.

Local Government Act 1993

Section 10A(2) (a) – (i)

The matters and information are the following:

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



GLEN INNES SEVERN COUNCIL

Notice is herewith given of an **ORDINARY MEETING**

That will be held at the Glen Innes Severn Learning Centre,
William Gardner Conference Room, Grey Street, Glen Innes on:
Thursday, 21 September 2023 at 9.00am

ORDER OF BUSINESS

1	ACKNOWLEDGEMENT OF COUNTRY.....	5
2	OPENING WITH PRAYER.....	5
3	APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS.....	5
4	MINUTES OF PREVIOUS ORDINARY MEETING - 24 AUGUST 2023 TO BE CONFIRMED.....	5
5	DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON- PECUNIARY INTERESTS	5
6	MAYORAL MINUTE(S).....	5
7	REPORTS TO COUNCIL.....	6
7.1	Election Procedures for the Election of the Mayor and the Deputy Mayor	6
7.2	Election of the Mayor	15
7.3	Election of the Deputy Mayor	21
7.4	Resolution Tracking Report.....	25
7.5	Fixing of the Dates and Times for Ordinary Council Meetings.....	29
7.6	Extension to Lodge Financial Statements for year ending 2022/2023.....	32
7.7	Financial Assistance Grant Calculations for the 2023/2024 Financial Year	36
7.8	Community Satisfaction Survey 2023.....	40
7.9	Community Donations for the 2023/2024 Financial Year	47

7.10	Amalgamation of Committees	54
7.11	Revised Public Interest Disclosure Policy.....	58
7.12	Delegates on Committees	64
7.13	Australian Standing Stones Management Board - Election of Committee	72
7.14	Pinkett Recreation Reserve Management Committee - Election of Committee	78
7.15	Capital Works Program Progress Report as at 31 August 2023	83
7.16	Investment Report August 2023	90
7.17	Glen Innes Severn Learning Centre Annual Report 2022-23	100
7.18	Local Economic Development Support Fund: Request to amend Attract Connect Stay Project	104
7.19	Minerama 2024	108
8	NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE	115
8.1	Notice of Motion of Rescission - Resolution 4.05/19	115
8.2	Notice of Motion - Amendment to Code of Meeting Practice	119
9	CORRESPONDENCE, MINUTES, PRESS RELEASES	121
9.1	Correspondence and Press Releases	121
9.2	Minutes of Council Community Committee Meetings for Information	122
9.3	Minutes of Non-Council Community Committees for Information	123
9.4	Minutes of Other Organisations for Information	124
10	REPORTS FROM DELEGATES.....	125
10.1	Reports from Delegates	125
11	MATTERS OF AN URGENT NATURE.....	133
12	CONFIDENTIAL MATTERS	133

Bernard Smith
General Manager

Council

Meeting Date: 4th Thursday of the month commencing at 9.00am.

Matters determined by Ordinary meetings will include all those non-delegable functions identified in Section 377 of the Local Government Act as follows:

- *the appointment of a general manager*
- *the making of a rate*
- *a determination under section 549 as to the levying of a rate*
- *the making of a charge*
- *the fixing of a fee*
- *the borrowing of money*
- *the voting of money for expenditure on its works, services or operations*
- *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)*
- *the acceptance of tenders which are required under this Act to be invited by the council*
- *the adoption of a management plan under section 406*
- *the adoption of a financial statement included in an annual financial report*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6*
- *the fixing of an amount or rate for the carrying out by the council of work on private land*
- *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work*
- *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#)*
- *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194*
- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons*
- *the making of an application, or the giving of a notice, to the Governor or Minister*
- *this power of delegation*
- *any function under this or any other Act that is expressly required to be exercised by resolution of the council.”*

Other matters and functions determined by Ordinary Council Meetings will include:

- *Notices of Motion*
- *Notices of Motion of Rescission*
- *Council Elections, Polls, Constitutional Referendums and Public Hearings/Inquiries*
- *Ministerial Committees and Inquiries*
- *Mayor and Councillors Annual Fees*
- *Payment of Expenses and Provision of Facilities to Mayor and Councillors*
- *Local Government Remuneration Tribunal*
- *Local Government Boundaries*
- *NSW Ombudsman*
- *Administrative Decisions Tribunal*
- *Delegation of Functions by the Minister*
- *Delegation of Functions to General Manager and Committees*
- *Organisation Structure*
- *Code of Conduct*
- *Code of Meeting Practice*
- *Honesty and Disclosure of Interests*
- *Access to Information*
- *Protection of Privacy*
- *Enforcement Functions (statutory breaches/prosecutions/recovery of rates)*
- *Dispute Resolution*
- *Council Land and Property Development*
- *Annual Financial Reports, Auditors Reports, Annual Reports and Statement of the Environment Reports*
- *Performance of the General Manager*
- *Equal Employment Opportunity*
- *Powers of Entry*
- *Liability and Insurance*
- *Membership of Organisations*
- *Any matter or function not within the delegable function of Committees*
- *Matters referred from Committees for determination*

Membership: Full Council - 7 Councillors.

Quorum: 4 members

Chairperson: The Mayor

Deputy Chairperson: The Deputy Mayor

The Mayor will read the following statement:

“This Council Meeting is being streamed live, recorded and published in accordance with Council’s Live Streaming of Council Meetings Policy. No other persons are permitted to record the Meeting, unless specifically authorised by Council to do so.

To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published.

Anyone who is invited to speak during the meeting will be recorded and their voice, image and comments will form part of the live stream and recording.

All speakers are requested to ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms.

The Chair and/or the General Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

Thank you.”

The Mayor will read the following statement of ethical obligations:

“Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the Glen Innes Severn Local Government Area and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.”

1 ACKNOWLEDGEMENT OF COUNTRY

“I acknowledge the Ngoorabul people as the traditional custodians of this land and pay my respect to the Elders past, present and emerging. I also extend that respect to Aboriginal and Torres Strait Islander people here today.”

2 OPENING WITH PRAYER

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 MINUTES OF PREVIOUS ORDINARY MEETING - 24 AUGUST 2023 TO BE CONFIRMED

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

6 MAYORAL MINUTE(S)

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 ELECTION PROCEDURES FOR THE ELECTION OF THE MAYOR AND THE DEPUTY MAYOR

ECM INDEXES:

Subject Index: **GOVERNANCE: Elections**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to decide on the method of voting that will be used in the election process for electing a mayor and a deputy mayor.

Further, this report provides information to Council so they may understand the election procedures required by the **Local Government Act 1993 (the Act)** and the **Local Government (General) Regulation 2021 (the Regulation)** for the mid-term elections of a mayor and a deputy mayor.

RECOMMENDATION

THAT Council:

- 1. On the proviso that more than one Councillor is nominated for the position of the office of mayor, resolves to elect a mayor from Thursday, 21 September 2023 until their term automatically expires on Saturday, 14 September 2024, using the Open Voting (show of hands) method of voting; and**
- 2. On the proviso that more than one Councillor is nominated for the position of deputy mayor, resolves to elect a deputy mayor from Thursday, 21 September 2023 until their term automatically expires on Saturday, 14 September 2024, using the Open Voting (show of hands) method of voting.**

REPORT

(a) Background

Council last elected a mayor and a deputy mayor on Thursday, 11 January 2022, for the period from Thursday, 11 January 2022 until Thursday, 11 September 2023.

Mayors elected by councillors normally hold their office for two years (unless a casual vacancy occurs). Because of the postponement of the last ordinary council elections to 4 December 2021, the Mayor elected by councillors during this term will have had a shorter term than the usual two years.

Council, because it elects a mayor, is required under the Act to hold mid-term mayoral elections in the month of September. For this reason, the mid-term mayoral elections cannot be held in January 2024 allowing for the normal two-year term of the office of mayor.

The term of the office of the mayor (and deputy mayor) will automatically expire on Saturday, 14 September 2024, when their term as a councillor expires.

Council does not have to elect a deputy mayor, although it has been the practice to do so.

(b) Discussion

In accordance with the Regulations:

1. The General Manager (or a person nominated by the General Manager) is the returning officer.
2. If only one Councillor has been nominated for the position of mayor or deputy mayor, then that nominee is duly elected to the position.
3. If more than one candidate is nominated, the Council must determine (by resolution) the method of voting for the position of Mayor and Deputy Mayor.

The Act and the Regulation are prescriptive with regards to the election of both the positions of mayor and deputy mayor. The relevant sections are provided in detail, in the Legislative/Statutory section of this report.

The **Office of Local Government (OLG)** has prepared a fact sheet on the *Election of Mayor and Deputy Mayors by Councillors (Annexure A)*, to assist councils to comply with these requirements.

Schedule 7 of the Regulation prescribes three methods of election of mayors (and deputy mayors):

- Open ballot (e.g., a show of hands),
- Ordinary ballot, or
- Preferential ballot.

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods. Ordinary and Preferential ballots are secret ballots and Councillors will need to attend the meeting in person if the election is by way of an ordinary or preferential ballot.

Section 227, read in conjunction with Section 282 of the Act stipulates that the Mayor of a Local Government Area, who is to be elected by the Councillors for the area, is to be elected by the Councillors from among their number. The election of the Mayor by Councillors in a Local Government Area is to be in accordance with the provisions of Section 394 and Schedule 7 of the Regulation.

Schedule 7 of the Regulation (in part) states the following:

Returning Officer

The general manager (or a person appointed by the general manager) is the returning officer.

Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) The nomination is to be delivered or sent to the returning officer.*
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

(c) Options

There are only three valid options available to the Council regarding the method of electing the Mayor and Deputy Mayor. Council may also decide not to elect a deputy mayor.

Option 1

That Council resolves to elect a Mayor and a Deputy Mayor, from Thursday, 21 September 2023 until Saturday, 14 September 2024, using the Open Voting (show of hands) method of voting.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council resolves to elect a Mayor and a Deputy Mayor, from Thursday, 21 September 2023 until Saturday, 14 September 2024, using the Ordinary Ballot (Secret Ballot) method of voting.

Option 3

That Council resolves to elect a Mayor and a Deputy Mayor, from Thursday, 21 September 2023 until Saturday, 14 September 2024, using the Preferential Ballot (Secret Ballot) method of voting.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Section 249 of the Act provides that a mayor will be paid an additional fee to that of a Councillor.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

• The Local Government Act 1993 (NSW)

- s 225 - *An area must have a mayor who is elected in accordance with this Division.*
- s 227 - *The mayor of an area is the person elected to the office of mayor by -*
 - a) *the Councillors from among their number, unless there is a decision in force under this Division which provides for the election of the mayor by the electors, or*
 - b) *the electors, if such a provision is in force.*
- s 230 -
 - (1) *A mayor elected by the Councillors holds the office of Mayor for 2 years, subject to this Act.*
 - (2) *A Mayor elected by the electors holds the office of Mayor for 4 years, subject to this Act.*
 - (3) *The Office of Mayor:*
 - (a) *Commences on the day the person elected to the office is declared to be so elected, and*
 - (b) *Becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.*
 - (4) *A person elected to fill a casual vacancy in the office of Mayor holds the office for the balance of the predecessor's term.*
- s 282 -
 - (1) *The mayor of an area who is to be elected by the electors is to be elected by an electorate comprising all the electors for the area, even if the area is divided into wards.*
 - (2) *The mayor of an area who is to be elected by the Councillors for the area is to be elected by the Councillors from among their number.*
 - (3) *A Mayor elected for an area is one of the Councillors of the Council for the area.*

- s 231 -
 - (1) *The councillors may elect a person from among their number to be the deputy mayor.*
 - (2) *The person may be elected for the mayoral term or a shorter term.*
 - (3) *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of the mayor.*
 - (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*
- **The Local Government (General) Regulation 2021 (NSW)**
 - s 394 - *If a mayor or deputy mayor is to be elected by the councillors of an area, the election is to be in accordance with Schedule 7.*
 - Schedule 7

Part 1 - Preliminary

1. Returning Officer

The general manager (or a person appointed by the general manager) is the returning officer.

2. Nomination

- (1) *A councilor may be nominated without notice for election as mayor or deputy mayor.*
- (2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) *The nomination is to be delivered or sent to the returning officer.*
- (4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

3. Election

- (1) *If one councilor is nominated, that councilor is elected.*
- (2) *If more than one councilor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- (3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*

(4) *In this section -*

“ballot” has its normal meaning of secret ballot.

“open voting” means voting by a show of hands or similar means.

Part 2 – Ordinary ballot or open voting

4. Application of part

This part applies if the election proceeds by ordinary ballot or by open voting.

5. Marking of ballot papers

(1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*

(2) *The formality of a ballot-paper under this Part must be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.*

(3) *An informal ballot-paper must be rejected at the count.*

6. Count – 2 candidates

(1) *If there are 2 candidates, the candidate with the higher number of votes is elected.*

(2) *If there are 2 candidates and they are tied, the one elected is to be chosen by lot.*

7. Count – 3 or more candidates

(1) *If there are 3 or more candidates, the one with the lowest number of votes is excluded.*

(2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*

(3) *If, after that, 3 or more candidates still remain, the procedure set out in subsection (2) is to be repeated until only 2 candidates remain.*

(4) *A further vote is to be taken of the 2 remaining candidates.*

(5) *Section 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*

(6) *If at any stage during a count under subsection (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

Part 3 – Preferential Ballot

8. Application of part

This Part applies if the election proceeds by preferential ballot.

9. Ballot-papers and voting

- (1) *The ballot-papers are to contain the names of all candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.*
- (2) *The formality of a ballot-paper under this Part is to be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.*
- (3) *An informal ballot-paper must be rejected at the count.*

10. Count

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*
- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.*
- (4) *In this clause, “**absolute majority**”, in relation to votes, means a number that is more than on-half of the number of unexhausted formal ballot-papers.*

11. Tied candidates

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal – the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on and count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes – the candidate whose name is the first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

Part 4 – General

12. Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13. Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is -

- (a) To be declared to the councillors at the council meeting at which the election is held by the returning officer, and*
- (b) To be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.*

(d) Risk

By following the provisions in the Act and the Regulation any risk, in relation to the election of a mayor and deputy mayor, is mitigated.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

OLG Fact sheet and Circular to Councils 23-09.

(b) Internal

General Manager.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council must decide which permissible voting method it will use to elect a mayor and deputy mayor. It is recommended that the Open Voting (show of hands) method is used for the election of a mayor and a deputy mayor for the period.

ATTACHMENTS

Annexure A OLG Mayoral Elections Fact Sheet

REPORT TITLE: 7.2 ELECTION OF THE MAYOR

ECM INDEXES:

Subject Index: **GOVERNANCE: Elections**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to elect a Mayor from Thursday, 21 September 2023 until Saturday, 14 September 2024.

RECOMMENDATION

That Council elects Councillor to the Office of Mayor of Glen Innes Severn Council for the period running from Thursday, 21 September 2023 until Saturday, 14 September 2024.

REPORT

(a) Background

Council last elected Councillor Banham to the Office of Mayor on 11 January 2022, for the period from Thursday, 11 January 2022 until Thursday, 21 September 2023.

(b) Discussion

Council is required to conduct the election of a mayor in accordance with Schedule 7 of the **Local Government (General) Regulation 2021 (the Regulation)** and in accordance with the resolution to the previous report, *Election Procedures for the Election of the Mayor and Deputy Mayor*.

As the Returning Officer, the General Manager invites written nominations for the Office of Mayor for the Glen Innes Severn Council from Thursday, 21 September 2023 until Saturday, 14 September 2024.

The term of a mayor in local government is usually for two years. Due to the postponement of the previous local government general elections this term will be a shorter term and will naturally expire on the day of the next local government elections to be held on Saturday, 14 September 2024 when all councillors vacate their positions.

Nomination forms (**Annexure A**) have been distributed to Councillors and additionally, are included in this agenda.

In accordance with the Regulation, two or more Councillors may nominate a Councillor (one of whom may be the nominee), without notice, to the Office of Mayor. Nominations must be received by the returning officer in writing and the nominee must consent to their nomination in writing.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Section 249 of the *Local Government Act 1993* provides that a mayor will be paid an additional fee to his/her Councillor fee.

(b) Governance/Policy

Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

(c) Legislative/Statutory

• **Local Government Act 1993**

○ **s 226 – Role of the Mayor**

- (a) *To be the leader of the Council and a leader in the local community;*
- (b) *To advance community cohesion and promote civic awareness;*
- (c) *To be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities;*
- (d) *To exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council;*
- (e) *To preside at meetings of the Council;*
- (f) *To ensure that meetings of the Council are conducted efficiently, effectively and in accordance with this Act;*
- (g) *To ensure the timely development and adoption of the strategic plans, programs and policies of the Council;*
- (h) *To promote the effective and consistent implementation of the strategic plans, programs and policies of the Council;*
- (i) *To promote partnerships between the Council and key stakeholders;*

- (j) *To advise, consult and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council;*
 - (k) *In conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between the Council and the local community;*
 - (l) *To carry out the civic and ceremonial functions of the mayoral office;*
 - (m) *To represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;*
 - (n) *In consultation with the Councillors, to lead performance appraisals of the General Manager;*
 - (o) *To exercise any other functions of the Council that the Council determines.*
- **s 227 – Who elects the Mayor?**
The Mayor of an area is the person elected to the office of Mayor by –
 - (a) **The Councillors from among their number**, unless there is a decision in force under this Division which provides for the election of the Mayor by the electors.
 - **s 230 - For what period is a Mayor elected?**
 - (1) *A Mayor elected by the Councillors holds the office of Mayor for 2 years, subject to this Act.*
 - (2) *A Mayor elected by the electors holds the office of Mayor for 4 years, subject to this Act.*
 - (3) *The Office of Mayor:*
 - (a) *Commences on the day the person elected to the office is declared to be so elected, and*
 - (b) *Becomes vacant when the person’s successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.*
 - (4) *A person elected to fill a casual vacancy in the office of Mayor holds the office for the balance of the predecessor’s term.*

Section 234 (5) of the Act states the following “*The office of a mayor elected by councillors becomes vacant if the mayor ceases to hold office as a councillor*”.

- **s 282 - Election of Mayor**
 - (1) *The Mayor of an area is to be elected by the electors is to be elected by an electorate comprising all the electors for the area, even if the area is divided into wards.*
 - (2) ***The Mayor of an area who is to be elected by the Councillors for the area is to be elected by the Councillors from among their number.***
 - (3) *A Mayor elected for an area is one of the Councillors of the Council for the area.*
- **Local Government (General) Regulation 2021**
 - **s 394**

If a mayor or deputy mayor is to be elected by the Councillors of an area, the election is to be in accordance with Schedule 7.
 - **Schedule 7 - Part 1 - Preliminary**
 1. *Returning Officer*

The general manager (or a person appointed by the general manager) is the returning officer.
 2. *Nomination*
 - (1) *A councilor may be nominated without notice for election as mayor or deputy mayor.*
 - (2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
 - (3) *The nomination is to be delivered or sent to the returning officer.*
 - (4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*
 3. *Election*
 - (1) *If one councilor is nominated, that councilor is elected.*
 - (2) *If more than one councilor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*

(3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*

(4) *In this section -*

“ballot” has its normal meaning of secret ballot.

“open voting” means voting by a show of hands or similar means.

(d) Risk

By following the provisions in the Act and the Regulation, any risk in relation to the election of a mayor is mitigated.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

General Manager.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Written nominations are invited by the Returning Officer for the Office of the Mayor at this Ordinary Council Meeting and, if more than one nomination, the Mayor will be elected from amongst his/her number through the voting method resolved in the previous report, *Election Procedures for the Election of the Mayor and the Deputy Mayor*.

ATTACHMENTS

Annexure A Nomination Paper - Mayor

REPORT TITLE: 7.3 ELECTION OF THE DEPUTY MAYOR

ECM INDEXES:

Subject Index: **GOVERNANCE: Elections**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to elect a Deputy Mayor from Thursday, 21 September 2023 until Saturday, 14 September 2024.

RECOMMENDATION

That Council elects Councillor as Deputy Mayor of Glen Innes Severn Council for the period running from Thursday, 21 September 2023 until Saturday, 14 September 2024.

REPORT

(a) Background

Council last elected a Deputy Mayor in January 2022. Councillor Arandale was elected from Tuesday, 11 January 2022 until Thursday, 21 September 2023.

A Deputy Mayor in New South Wales local government is elected for either the mayoral term (two years) or a shorter term. The term is resolved by Council.

(b) Discussion

The conditions for the election of the Deputy Mayor are the same as for the election of the Mayor under Schedule 7 of the **Local Government (General) Regulation 2021 (the Regulation)** and in accordance with the resolution to the previous report, *Election Procedures for the Election of the Mayor and Deputy Mayor*.

As the Returning Officer, the General Manager invites written nominations for the position of Deputy Mayor for the Glen Innes Severn Council from Thursday, 21 September 2023 until Saturday, 14 September 2024.

The term of a deputy mayor in local government may be for the mayoral term or shorter. The recommendation in this report is to elect a deputy mayor for the mayoral term. Due to the postponement of the previous local government general elections the mayoral term will be a shorter term, and will naturally expire on the day of the next local government elections to be held on Saturday, 14 September 2024 when all councillors vacate their positions.

Nomination forms (**Annexure A**) have been distributed to Councillors and additionally, are included in this agenda.

In accordance with the Regulation, two or more Councillors may nominate a Councillor (one of whom may be the nominee), without notice, for the position of Deputy Mayor. Nominations must be received by the returning officer in writing and the nominee must consent to their nomination in writing.

(c) Options

Council may decide not to elect a deputy mayor or may decide on a shorter term of office for the deputy mayor, than the mayoral term.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

- Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.

(c) Legislative/Statutory

- **Local Government Act 1993**
 - **s 231 Deputy Mayor**
 - (1) *The councillors may elect a person from among their number to be the deputy mayor.*
 - (2) *The person may be elected for the mayoral term or a shorter term.*
 - (3) *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of the mayor.*
 - (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*

- **The Regulation**

- s 394

If a mayor or deputy mayor is to be elected by the Councillors of an area, the election is to be in accordance with Schedule 7.

- **Schedule 7 - Part 1 - Preliminary**

1. Returning Officer

The general manager (or a person appointed by the general manager) is the returning officer.

2. Nomination

- (1) *A councilor may be nominated without notice for election as mayor or deputy mayor.*
- (2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) *The nomination is to be delivered or sent to the returning officer.*
- (4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

3. Election

- (1) *If one councilor is nominated, that councilor is elected.*
- (2) *If more than one councilor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- (3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*
- (4) *In this section -*

*“**ballot**” has its normal meaning of secret ballot.*

*“**open voting**” means voting by a show of hands or similar means.*

(d) Risk

A Deputy Mayor will fill the functions of Mayor when the Mayor is unavailable.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

General Manager

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Written nominations are invited by the Returning Officer for the position of Deputy Mayor at this Ordinary Council Meeting and, if more than one nomination, the Deputy Mayor will be elected, for the mayoral term, from amongst his/her number through the voting method resolved in the previous report, *Election Procedures for the Election of the Mayor and the Deputy Mayor*.

ATTACHMENTS

Annexure A Nomination Form - Deputy Mayor

REPORT TITLE: 7.4 RESOLUTION TRACKING REPORT

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

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

RECOMMENDATION

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

REPORT

(a) Background

Resolutions of Council are resolved at each Ordinary and Extraordinary Council Meeting. It is important that all Council Resolutions are then followed up by staff in a timely and professional manner. The Outstanding Actions Report which is attached to this report (Annexure A) provides a framework to monitor and manage all the Outstanding Council Resolutions.

(b) Discussion

There are 13 Council Resolutions currently outstanding at Thursday, 14 September 2023.

There were 15 Council Resolutions outstanding in the report that went to the Thursday, 24 August 2023 Ordinary Council Meeting.

A further 11 outstanding actions were added after the 24 August 2023 Ordinary Council Meeting.

Therefore, 13 outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $15 + 11 = 26 - 13 = 13$).

The 13 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	August 2023)
2021	0	(0	August 2023)
2022	5	(6	August 2023)
2023	7	(8	August 2023)
TOTAL	<u>13</u>	(15	August 2023)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	1	(1	August 2023)
Corporate and Community Services	2	(4	August 2023)
Place and Growth	3	(3	August 2023)
Infrastructure Services	7	(7	August 2023)
TOTAL	<u>13</u>	(15	August 2023)

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

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

Annexure A provides the most recent comments, from the responsible officers, as at Thursday, 14 September 2023.

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

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

(c) Legislative/Statutory

*The Local Government Act 1993
335 Functions of a General Manager
The general manager of a council has the following functions
b) to implement, without undue delay, lawful decisions of the council*

(d) Risk

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Various responsible officers.

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

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

CONCLUSION

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

ATTACHMENTS

Annexure A Outstanding Actions Report as at 14.9.23

REPORT TITLE: 7.5 FIXING OF THE DATES AND TIMES FOR ORDINARY COUNCIL MEETINGS**ECM INDEXES:**

Subject Index: **GOVERNANCE: Ordinary Meetings of Council; Policy**
CORPORATE MANAGEMENT: Policy

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to set the dates and times for the Ordinary Council Meetings which are proposed to be held from 1 October 2023 until 14 September 2024 (the date of the Local Government elections).

RECOMMENDATION

That Council sets the dates and times for the Ordinary Council Meetings which are to be held from 1 October 2023 until 14 September 2024 (the date of the Local Government elections) as follows:

Date	Location	Time
<i>Thursday, 26 October 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 23 November 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 21 December 2023</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 22 February 2024</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 28 March 2024</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Wednesday, 24 April 2024</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>

Date	Location	Time
<i>Thursday, 23 May 2024</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 27 June 2024</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 25 July 2024</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>
<i>Thursday, 22 August 2024</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>9.00am</i>

REPORT

(a) Background

Council resolved on 23 September 2022 to set the dates and times for the Ordinary Council Meetings until September 2023.

It has been past practice to hold the December meeting on the third (3rd) Thursday of the month to avoid the Christmas period.

Additionally, Council resolved in December 2005, not to hold Ordinary Council Meetings during the month of January each year, in order to provide a period of rest over the festive and summer school holiday period. (Resolution No: 9.12/05).

(b) Discussion

It is recommended that Council continues its current practice, with the dates and times being proposed for the Ordinary Council Meetings from 1 October 2023 until 14 September 2024 listed in the Recommendation.

(c) Options

Councillors may wish to amend the day and/or time of the Ordinary Council Meetings. Councillors could amend the day of the Ordinary Council Meetings or may choose just to amend the commencement time of the Ordinary Council Meetings.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Clause 3.1 of Council's Code of Meeting Practice states: "The Council shall, by annual resolution in September, set the frequency, time, date and place of its Ordinary Meetings."

(c) Legislative/Statutory

Section 365 of the *Local Government Act 1993* states the following:

“The Council is required to meet at least 10 times a year, each time in a different month.”

The proposed recommendation allows for 11 Ordinary Council Meetings from October 2023 until September 2024.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Management Executive Team (MANEX).

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council needs to determine what day and time it proposes to meet from October 2023 until 14 September 2024.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.6 EXTENSION TO LODGE FINANCIAL STATEMENTS FOR YEAR ENDING 2022/2023

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to advise Council that an extension to lodge the Financial Statements for the Year Ending 2023/2023 is being sought.

RECOMMENDATION

That Council requests from the Office of Local Government an extension to lodge the Financial Statements for the Year Ending 2022/2023 to no later than 29 February 2024.

REPORT

(a) Background

Council's Draft Financial Statements are usually presented to Council in September each year and are required to be lodged to the **Office of Local Government (OLG)** no later than Tuesday, 31 October 2023. However, this year a request for an extension to lodge Council's Financial Statements for the year ending 2022/2023 is being sought.

An extension to lodge Council's Financial Statements for the year ending 2022/2023 must be submitted in writing to the OLG by Tuesday, 17 October 2023.

(b) Discussion

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

- (a) Specify the reason(s) for which the extension is sought,*
- (b) Specify the period for which the extension is sought,*
- (c) Attach a copy of the audit notification of the council's intention to seek an extension and*

(d) Provide the lodgement dates of financial statements and details of any extensions sought (irrespective of approval) for the previous three years.

The main reasons for the extension to lodge Council's Financial Statements for the Year Ending 2022/2023 are the:

- increased and ongoing staff workload with the implementation of Project Jigsaw and ensuring integrity of data in the new system;
- vacant Financial Accountant position; and
- overall lack of resources and experience to meet the legislated deadline.

The extension that will be requested, will be to lodge Council's Financial Statements no later than 29 February 2024. This proposal has been discussed with Forsyths (Council's External Auditors) and they agree that Council needs to lodge an application for an extension.

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

- Year Ending 2021/2022 – Monday, 27 February 2023 (extensions requested on 7 October 2022 and 24 November 2022);
- Year Ending 2020/2021 - Friday, 29 October 2021; and
- Year Ending 2019/2020 - Monday, 30 November 2020 (extension requested and granted).

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

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

(c) Legislative/Statutory

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

(1) A Council's Financial Reports for a year must be prepared and audited within the period of 4 months after the end of the year.

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

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Forsyths – Council’s Auditors.

(b) Internal

Audit Risk and Improvement Committee.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Financial Statements for the Year Ending 2022/2023 are due to be submitted to the OLG by Tuesday, 31 October 2023. However, due to the staff vacancies of key Finance staff and the implementation of Project Jigsaw an extension to lodge is being sought until 29 February 2024 with written advice required to be submitted to the OLG by Tuesday, 17 October 2023.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.7 FINANCIAL ASSISTANCE GRANT CALCULATIONS FOR THE 2023/2024 FINANCIAL YEAR

ECM INDEXES:

Subject Index: **GRANTS AND SUBSIDIES: Reporting**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to advise Council of correspondence received from the **Local Government Grants Commission (LGGC)** explaining the details of the Financial Assistance Grants (General Purpose and Local Roads components) calculations for the 2023/2024 Financial Year (**Annexure A**).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The **Financial Assistance Grants (FAGs)** are untied grants received by local councils under the *Local Government (Financial Assistance) Act 1995 (Commonwealth)*.

The grants are paid to councils depending on the estimated disadvantage of the council compared with other councils. The grant is calculated using a complicated process that can lead to adjustments at the end of the financial year.

These grants make up a significant portion of many regional and rural councils' overall revenue bases.

The estimated grant revenue of \$5,455,449 for the 2023/2024 Financial Year is estimated to contribute approximately 12% of Council's overall income for the financial year.

For this reason, adjustments in the grants can have a significant impact on the overall budgetary situation of Council and must be accounted for immediately.

Any shortfall or negative adjustment may need to be balanced through a reduction in expenditure or via other increased revenue sources.

(b) Discussion

The LGGC has a policy of providing information annually to councils about the way it calculates FAGs.

The letter that Council received from the LGGC (Annexure A), details the summary of its 2023/2024 grant calculations. This letter included the NSW Statement of Payments (**Annexure B**) which has been separated out for ease of reading.

The following table details the last four (4) years of actual FAGs and the revised estimate for the 2023/2024 Financial Year (including the **Consumer Price Index (CPI)** adjustment):

	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Actual	2023/2024 Estimate
General Purpose Component	\$2,885,760	\$2,971,290	\$3,153,694	\$3,522,898	\$3,738,839
Roads Component	\$1,423,182	\$1,452,403	\$1,532,971	\$1,625,489	\$1,716,168
Total Grant (including CPI adjustment)	\$4,308,942	\$4,423,693	\$4,686,665	\$5,148,387	\$5,455,007
\$ variation (year on year)	\$220,435	\$114,751	\$262,972	\$461,722	\$306,620
% variation (year on year)	5.39%	2.66%	5.9%	9.85%	5.96%

(Source: NSW-Local Government Grants Commission Annual Grant advisory letters)

The proposed increase on last year's Actual grant is expected to be 5.96%.

When calculating Council's allocation for 2023/2024, the Population figure used was 8,935, which is an increase of 119 on last year's figure of 8,816.

The letter from the LGGC states that "The total national FAGs for 2023/2024 increased by 5.5%, when compared to the 2022/2023 final amount.

(c) Options

Nil.

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

The FAGs fund a significant portion of Council's expenditure and, therefore, any changes in the grant amounts have a significant effect on Council's ability to maintain both operational and capital expenditure.

The grant income adopted in the Operational Plan and Budget for the 2023/2024 Financial Year is \$5,050,966.

This is broken up as follows:

General Purpose Component of \$3,452,928 and
Local Roads Component of \$1,598,038

The favourable variance between the Council budget estimate and the Grants Commission advice is \$404,041.

This favourable variance will be adjusted as part of the September 2023 Quarterly Budget Review.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Local Government (Financial Assistance) Act 1995 (Commonwealth).

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council has received correspondence from the LGGC detailing the 2023/2024 grant calculations and requesting that the letter be tabled at the next Ordinary Council Meeting.

ATTACHMENTS

- Annexure A Local Government Grants Commission - Annual Grant Letter and related appendices
- Annexure B NSW Statement of Payments (Appendix B of the Local Government Grants Commission letter)

REPORT TITLE: 7.8 COMMUNITY SATISFACTION SURVEY 2023

ECM INDEXES:

Subject Index: **COMMUNITY RELATIONS: Community Engagement**

Customer Index: **Taverner Research Group**

Property Index: **NIL**

AUTHOR: Peter Sayers - Manager of Administration and Human Resources

PURPOSE

The purpose of this report is to provide Council with information on the actions taken to address identified priority areas of low satisfaction from the 2023 **Community Satisfaction Survey (the survey)** completed in May 2023.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

At its Ordinary Meeting on 25 May 2023, Council passed the following resolution:

7.05/23 RESOLUTION

THAT:

- 1. Council notes the findings in the 2023 Community Satisfaction Survey Report produced by Taverner Research Group.*
- 2. A further report be brought to Council regarding the identified priority areas of low satisfaction.*

CARRIED

(b) Discussion

As noted in the report to Council in May 2023, the net overall satisfaction rating for the survey was down compared with the previous survey, with an overall mean score of 3.04 (scored +7 compared to +19 in 2020).

The main factor in the decline in overall satisfaction appears to be due to the significant fall in satisfaction with sealed roads (82% dissatisfied, falling to 1.69 in 2023 compared to 2.33 in 2020).

The survey report utilised a quadrant analysis to show the relationship between satisfaction levels and the importance of services and facilities to respondents.

Items appearing on the left side of the quadrant analysis, as shown below, indicate areas of low satisfaction. These are further divided into areas of high importance and low importance, as rated by respondents.

Table 12 Quadrant Analysis

PRIORITIES FOR COUNCIL	STRENGTHS TO MAINTAIN
21 Council provision of information	3 Sporting facilities and grounds
22 Environmental protection and enforcement (building site inspections, rubbish dumping etc.)	4 Events and festivals
23 Environmental and sustainability initiatives	5 Sewerage services
25 Enhancing town/village centres	8 Tourism
26 Condition/maintenance of bridges	10 Community buildings/halls
27 Consultation with the community	11 Water supply
28 Facilities and services for youth	12 Street cleaning
29 Footpaths	14 Supporting community groups and volunteers
31 Supporting local business and jobs	15 Protecting the natural environment
32 Long term economic planning for the future	16 Aged care services/facilities
33 Financial management	18 Disability services
34 Attracting new businesses to the area	19 Children's services
35 Condition/maintenance of unsealed roads	
36 Condition/maintenance of sealed roads	
SECOND ORDER ISSUES	OPPORTUNITIES
20 Domestic animal control	1 Libraries/library services
24 Weed/vegetation control	2 Parks and playgrounds
30 Bike paths/cycleways	6 Protecting heritage values and buildings
	7 Swimming pools/Aquatic centres
	9 Waste management and recycling
	13 Support for the Aboriginal community
	17 Public toilets

As can be seen, a total of 17 items were rated as having low satisfaction. Of these, 14 fell within the high importance quadrant and therefore represent the priority areas that Council should concentrate efforts on improving.

At its meeting on 25 May 2023, Council requested details of initiatives being implemented, or planned to be implemented, to address the 14 priority areas. This information is summarised below.

Council provision of information

- Routine updates of infrastructure projects underway are provided.

Environmental protection and enforcement (building site inspections, rubbish dumping, etc.)

- Options for expansion of the Glen Innes Waste Facility are being investigated,
- Work is progressing towards implementing a Food Organics Garden Organics (FOGO) waste collection system by 2030,
- Waste is being diverted from landfill and circular economy initiatives are being increased, e.g., mattress recycling,
- Education programs are being rolled out to the community to reduce contamination in the recycling,
- Council has a Materials Recovery Facility (MRF), operated by local contractor Glen Industries,
- Rangers are employed to investigate and take action against illegal dumping, and
- Council works in collaboration with the NSW Environment Protection Authority (EPA) on illegal dumping issues on Crown Land.

Environmental and sustainability initiatives

- Options for expansion of the Glen Innes Waste Facility are being investigated,
- Work is progressing towards implementing a Food Organics Garden Organics (FOGO) waste collection system by 2030,
- Waste is being diverted from landfill and circular economy initiatives are being increased, e.g., mattress recycling,
- Council will continue to review all Council buildings for renewable energy options, and
- Council is also considering options for renewable energy projects.

Enhancing town / village centres

- The Glen Innes central business district (CBD) streetscape is being progressively refreshed and roundabout surfaces are being upgraded,
- Consultants have been engaged to develop a new landscaping plan for the Glen Innes CBD and indoor stadium areas,
- The budget for tree and vegetation planting within all areas of the Glen Innes Severn Local Government Area (LGA) has been increased,
- Council is in the design phase for new amenities, park and outdoor areas at Centennial Parklands,
- Council is in the design phase of the refurbished Glen Innes Skate Park,
- Opportunities are being explored to develop a pump track within the LGA,
- Council has recently developed the indoor stadium with multi-sport outdoor courts currently under construction,

- Council is in the planning phase for playground replacement at Anzac Park, and
- Council is maintaining and improving the Glen Innes and Emmaville aquatic centres - solar, gel coating, heat blankets, etc.

Condition / maintenance of bridges

- Council continues to implement an extensive bridge maintenance and replacement program. Projects funded and completed include Shannon Vale Road, Yarrow Creek, Mt Mitchell over Mann, Wentworth over Rocky Ponds, Furracabad Creek, Cox's Road and Sunset Road.

Consultation with the community

- Council will maintain effective communication with the community through the provision of relevant information and material to ensure effective consultation and transparency,
- Council will always consider all contributions and relevant information with honest feedback, on community engagement prior to making decisions that may affect the community, and
- Council will ensure the correct and appropriate information, tools, methods of engagement and other relevant detail is available to the community.

Facilities and services for youth

- Council is in the design phase of the refurbished Glen Innes Skate Park,
- Opportunities are being explored to develop a pump track within the LGA,
- Council has recently developed the indoor stadium with multi-sport outdoor courts currently under construction,
- Due to growing attendance at The Youth Booth, expenditure allocation has been increased,
- Youth Insearch has appointed a new Social Worker who is based at the Youth Booth two days a week,
- Council is in the planning phase for playground replacement at Anzac Park, and
- Council is maintaining and improving the Glen Innes and Emmaville aquatic centres - solar, gel coating, heat blankets, etc.

Footpaths

- Council is constructing a new shared path from the Indoor Sports Centre to the Glen Innes CBD area.

Supporting local business and jobs

- Council is encouraging staff to shop locally through a local business incentive policy,
- The Economic Development Strategy will be reviewed in 2023/24, with a key focus on supporting local business and jobs,

- Council is working in collaboration with the newly invigorated Glen Innes Business Chamber and GLENRAC,
- A business case is being developed for a new Indoor Equine and Livestock Centre, with jobs to be a key focus for this project,
- Council is exploring the expansion of existing events and developing new events to increase the visitor economy, which in turn creates and sustains employment, and
- Council is reviewing the Land Use Management Strategy and Local Environmental Plan to support new and expanded industrial and residential land releases.

Long term economic planning for the future

- A Long-Term Financial Plan will be developed shortly, to guide and steer Council through the next 10 years,
- The Economic Development Strategy will be reviewed in 2023/24, with a key focus on supporting local business and jobs,
- Council is working in collaboration with the newly invigorated Glen Innes Business Chamber and GLENRAC,
- A business case is being developed for a new Indoor Equine and Livestock Centre, with jobs to be a key focus for this project,
- Council is exploring the expansion of existing events and developing new events to increase the visitor economy, which in turn creates and sustains employment, and
- Council is reviewing the Land Use Management Strategy and Local Environmental Plan to support new and expanded industrial and residential land releases.

Financial management

- A Long-Term Financial Plan (LTFP) will be developed shortly, to guide and steer Council through the next 10 years,
- A Councillor Workshop will be held prior to the end of the year to review the LTFP, and
- Asset renewal funding will be included in the LTFP modelling.

Attracting new businesses to the area

- Council is completing the Dumaresq Street industrial subdivision,
- The Economic Development Strategy will be reviewed in 2023/24, with a key focus on supporting local business and jobs,
- Council is working in collaboration with the newly invigorated Glen Innes Business Chamber and GLENRAC,
- A business case is being developed for a new Indoor Equine and Livestock Centre, with jobs to be a key focus for this project,

- Council is exploring the expansion of existing events and developing new events to increase the visitor economy, which in turn creates and sustains employment, and
- Council is reviewing the Land Use Management Strategy and Local Environmental Plan to support new and expanded industrial and residential land releases.

Condition / maintenance of unsealed roads

- Council maintains two grading teams on a permanent cycle, with additional works completed by others as required, and
- Drainage systems are being brought up to standard and are constructed using a "do it once do it right" approach.

Condition / maintenance of sealed roads

- Bitumen seals are renewed on time to maintain waterproof protection of pavements, and
- An annual external assessment of sealed roads is completed each year to monitor their condition over time.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Costs involved in addressing the priority areas identified in the 2023 Community Satisfaction Survey are budgeted for in Council's annual Operational Plans and Budgets.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

There are extensive and varied risks in not addressing the priorities identified in the Community Satisfaction Survey. The majority of such risks have already been identified, included in Council's risk register, and are being addressed independent of the survey findings. This is an ongoing process.

(e) Social

The survey provides a means to gather feedback from the community. The results have highlighted areas for improvement and will assist Council when developing plans and budgets.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Taverner Research Group.

(b) Internal

The Management Executive Team (MANEX).

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to the Community Strategic Plan (CSP) action 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”.

CONCLUSION

Council commissioned Taverner Research Group to conduct a survey of residents living within the LGA. The survey was concluded in May 2023 and identified 14 areas of low satisfaction / high importance. A summary of these priority areas and the actions being taken to address them is provided for Council’s information and review.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.9 COMMUNITY DONATIONS FOR THE 2023/2024 FINANCIAL YEAR**ECM INDEXES:**Subject Index: **FINANCIAL MANAGEMENT: Requests for Donations**Customer Index: **NIL**Property Index: **NIL****AUTHOR: Danielle Mepham - Executive Assistant (Director of Corporate and Community Services)****PURPOSE**

The purpose of this report is for Council to review and then approve the Community Donations for the 2023/2024 Financial Year, as recommended by the Annual Donations Review Committee.

RECOMMENDATION

That Council approves the Community Donations for the 2023/2024 Financial Year, totalling \$15,000, to be distributed as outlined in the table below:

<i>Organisation</i>	<i>Amount Awarded</i>
<i>Attract Connect Stay Glen Innes Inc</i>	<i>\$1,500</i>
<i>Friends of the Library</i>	<i>\$1,500</i>
<i>Glen Innes and District Historical Society Inc</i>	<i>\$1,500</i>
<i>Glen Innes and District Tennis Association</i>	<i>\$1,500</i>
<i>Glen Innes Junior Cricket Association</i>	<i>\$1,500</i>
<i>Glen Innes Mineral and Gem Club Inc</i>	<i>\$1,500</i>
<i>Glen Innes Multiple Sclerosis Society</i>	<i>\$1,500</i>
<i>Glen Innes Opportunity Shop</i>	<i>\$1,500</i>
<i>Glen Innes Pottery Club</i>	<i>\$1,500</i>
<i>Glen Innes Severn Community Day Luncheon</i>	<i>\$1,500</i>
<i>Total</i>	<i>\$15,000</i>

REPORT**(a) Background**

Council advertises annually for Community Groups to apply for Community Donations to foster community building in the Glen Innes Severn Local Government Area.

In June 2023, Council reviewed its Donations Policy (Resolution 8.06/23) and following this review, an advertisement was placed in the Glen Innes Examiner in July 2023, inviting local community groups to apply for a donation. In response to the advertisement, Council received a total of 19 applications from eligible groups, which is six applications more than the total received last year.

(b) Discussion

Council's Annual Donations Review Committee comprises of the Mayor, the Deputy Mayor, Councillor Alt and the Director of Corporate and Community Services. The Committee met on Wednesday, 30 August 2023 to assess the submissions for Community Donations, with all members in attendance.

In addition to the Non-Pre-Approved Donations budget allocation of \$10,000, is the Sapphire Wind Farm Community Benefit Funds of \$5,000 that is allocated annually to the Glen Innes Severn Local Government Area. Council has a resolution (12.11/18) to distribute these additional funds to community organisations and groups through its well-established donations application process, bringing the total available funds for distribution to \$15,000.

The committee assessed the applications based on the type of project, its benefit to the community, the range of projects and groups, and available funds. The range of groups that applied for Community Donations varied greatly and it is exciting for Council to be able to support so many different projects. Council commends all of the groups for the excellent work that they do in the community.

The following donations are recommended for approval:

Organisation	Amount Requested	Amount Awarded	Project
Attract Connect Stay - Glen Innes Inc	\$1,500	\$1,500	Assist with covering the cost of the Health Workforce Recruiter Connector attending medical conferences to recruit GP's and promote GI as a destination of choice.
Friends of the Library	\$1,500	\$1,500	Purchase adult literacy and numeracy resources to help facilitate special face to face learning workshops.
Glen Innes and District Historical Society Inc	\$1,500	\$1,500	Cover the rise in cost and responsibility of the organisation to create historical publications such as the Glen Innes Cemetery Records (two volumes) and the Historical Society's Annual Bulletin of Local History.
Glen Innes and District Tennis Association	\$1,500	\$1,500	Construct a concrete slab and reconstruct the aged hitting wall.
Glen Innes Junior Cricket Association	\$1,500	\$1,500	Support the joint project between Glen Innes High School and the Glen Innes Junior Cricket Association to construct new cricket training nets and purchase a bowling machine for use by the school and the cricket club to help increase the visibility of cricket within the community and help players and newcomers to train and master their technique.

Organisation	Amount Requested	Amount Awarded	Project
Glen Innes Mineral and Gem Club Inc	\$1,500	\$1,500	Purchase a lawn mower and whipper snipper to assist with maintaining the grounds surrounding the Glen Innes Girl Guide Hall to ensure it remains safe and presentable to users.
Glen Innes Multiple Sclerosis Society	\$1,500	\$1,500	Support clients of the Glen Innes branch diagnosed with Multiple Sclerosis to cover costs to strengthen muscles, travel expenses for medical appointments and massages as well as other home supports.
Glen Innes Opportunity Shop	\$1,500	\$1,500	Assist with the increasing costs associated with skip bin collection to remove unwanted unsaleable items.
Glen Innes Pottery Club	\$1,500	\$1,500	Assist with TAFE rent and utility costs for the community workshop space. This support would help to keep the cost of membership down, making it more affordable for community members.
Glen Severn Community Christmas Day Luncheon	\$1,500	\$1,500	Provide a small goody bag or gift to each person who attends the free Christmas Day Lunch. Without this donation it might not be possible to provide a small gift to each attendee.
Total	\$25,969	\$15,000	

Of the 19 applications received, totalling \$25,969, it is recommended to allocate funds to 10 of the applicants.

The applications not recommended to receive funding are:

Organisation	Amount Requested	Project
Deepwater Golf Club (previous applications have been under Deepwater Jockey Club and/or Deepwater Golf Club)	\$1,500	Remove dead and dangerous trees following a windstorm.
Glen Innes Rotary and Rotary Satellite Club	\$1,500	Purchase three Widex Bluetooth Smart Phone Hearing Aids to enable people attending meetings and functions to hear conversations clearly through the use of an app.
Reachout Toy Library	\$1,500	Continue to provide free, fun and engaging exercise for children under five out of the local gym (Kings Gym). These classes help develop fundamental movement skills as well as fostering social and emotional skills such as teamwork, communication and self-confidence.
Shimmy Mob - Glen Innes team	\$1,500	Add additional bags to the Share the Dignity It's in the Bag appeal in November 2023 which provides personal care items to women in need in the Glen Innes LGA at Christmas time.
Deepwater Jockey Club (previous applications have been under Deepwater Jockey	\$1,300	Assist with paying the annual rates on the racetrack.

Organisation	Amount Requested	Project
Club and/or Deepwater Golf Club)		
Deepwater Progress Association	\$1,300	Assist with paying the annual rates on the local CWA hall so it can be used as a place for the Outreach Pre School to be held.
Deepwater School of Arts Hall Trust (Deepwater Hall Trust B/A) (2023/2024 application under Deepwater Land Manager Hall Trust)	\$1,200	Replace the aged electric oven in the kitchen to ensure the kitchen remains fully operational for users.
Deepwater & District Community Radio Inc	\$649	Upgrade the printer at the radio centre to a network capable laser printer. This will enable volunteers with vision impairment or poor vision to print easy to read community announcement scripts, sometimes difficult to read on a computer monitor.
Glen Innes Minor Rugby League Club Inc	\$520	Fully restock the First Aid kits used during the football season.
Total	\$10,969	

Unfortunately, all applications could not be funded due to Council only having an amount of \$15,000 to allocate.

(c) **Options**

Option 1

That Council approves the Community Donations for the 2023/2024 Financial Year, totaling \$15,000, to be distributed as outlined in the table below:

Organisation	Amount Awarded
Attract Connect Stay Glen Innes Inc	\$1,500
Friends of the Library	\$1,500
Glen Innes and District Historical Society Inc	\$1,500
Glen Innes and District Tennis Association	\$1,500
Glen Innes Junior Cricket Association	\$1,500
Glen Innes Mineral and Gem Club Inc	\$1,500
Glen Innes Multiple Sclerosis Society	\$1,500
Glen Innes Opportunity Shop	\$1,500
Glen Innes Pottery Club	\$1,500
Glen Innes Severn Community Day Luncheon	\$1,500
Total	\$15,000

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may decide to allocate differing amounts to particular organisations.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

An allocation has been made in the Operational Plan and Budget for the 2023/2024 Financial Year of \$10,000 for Non-Pre-Approved Donations. In addition to this, funding of \$5,000 has been allocated as part of the Sapphire Wind Farm Community Benefit Funds, making the total available funds to be distributed in the 2023/2024 Financial Year to be \$15,000.

(b) Governance/Policy

This report is in line with the recently revised Donations Policy, Resolution Number 8.06/23 adopted by Council in June 2023.

(c) Legislative/Statutory

Council's Community Donations have been made in accordance with the requirements of the **Local Government Act 1993 (the Act)**.

The Act states the following:

Section 356 Can a council financially assist others

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

(4) *Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

Note: *Part 4 of the Graffiti Control Act 2008 deals with graffiti removal work.*

(d) Risk

There is a risk of partiality, or perceived partiality in the process of allocating funds to community groups. This risk is mitigated by having the Annual Donations Review Committee make recommendations to Council as to the allocation of the funds. Council also has a Donations Policy to guide the community donation process each year.

(e) Social

Council's Community Donations assist community groups each year to run their projects and activities. This enhances the social fabric and increases social capital in Glen Innes Severn Local Government Area.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Annual Donations Review Committee provided the recommendations for this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Annual Donation Review Committee met on Wednesday, 30 August 2023 to assess the submissions received for Community Donations. Council's approval is now sought to allocate the \$15,000 towards the nominated community donations for the 2023/2024 Financial Year.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.10 AMALGAMATION OF COMMITTEES

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Graham Archibald - Manager of Recreation and Open Spaces

PURPOSE

The purpose of this report to recommend to Council the amalgamation of the Open Spaces, and the Glen Innes Severn Cemetery Community Committees of Council into one Committee.

RECOMMENDATION

THAT Council:

- 1. Approves the amalgamation of the Open Spaces Committee and the Glen Innes Severn Cemetery Committee into one Community Committee.***
- 2. Endorses the Community Committee to be called the Recreation and Open Spaces Advisory Committee.***

REPORT

(a) Background

Traditionally there have been two separate advisory Community Committees operating within the Recreation and Open Spaces area. These being the **Open Spaces Committee (OSC)** advising on the parks and streetscapes and the **Glen Innes Severn Cemetery Committee (GISCC)** advising on all cemetery matters.

These two Community Committees have advised on the maintenance and development of Recreation and Open Spaces for the past several years. Additionally, there have also been instances with both Community Committees where meetings have not been held due to insufficient participants to form a meeting quorum.

(b) Discussion

As the OSC and GISCC advise on areas that overlap and are all managed by the Recreation and Open Spaces section of Council, the amalgamation of these committees makes sense.

The ongoing operation of these as separate committees is a duplication of resources in both the representation involved for each committee by staff and the secretarial support provided.

A combined Community Committee, being the **Recreation and Open Spaces Committee (ROSC)**, would enable increased committee member attendance at meetings, more efficient use of Council resources and be more beneficial in the outcomes of the Committee for the Recreation and Open Spaces areas. Further the scope of the new consolidated committee would expand to advise on the sporting fields and infrastructure. It is therefore foreseen that until the Annual General Meeting in February 2024 that the two current Committees being OSC and GISCC will combine for the rest of the current period.

(c) Options

Option 1

That Council:

1. Approves the amalgamation of the Open Spaces Committee and the Glen Innes Severn Cemetery Committee into one Community Committee.
2. Endorses the Community Committee to be called the Recreation and Open Spaces Advisory Committee.

THIS IS THE RECOMMENDED OPTION.

Option 2

That the OSC and GISCC continue to run as two separate committees.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As this is an advisory Committee, the Recreation and Open Spaces Committee has no financial delegations.

(b) Governance/Policy

The Community Committees of Council Manual is currently being reviewed.

As part of this review committees will be required to have a Terms of Reference developed. This document will be drafted and placed for adoption at the Annual General Meeting of the Committee to be held in February 2024

(c) Legislative/Statutory

Local Government Act 1993 (NSW)

- Section 355 makes provisions for how Council may exercise its functions,

- Sub-s 355 provides that a function of Council may be exercised partly or jointly by the council and another person or persons. Community Committees of Council are established under this provision,
- Under s 377, a council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act (with several exceptions listed in that section),
- Council may revoke such delegated functions through a resolution of Council,
- It is to be noted that the General Manager has been delegated all functions that can be delegated to a general manager by Council and, under the provisions of s 378(2), [t]he general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council). This includes the power to revoke any sub-delegated authority.

(d) Risk

If committee members do not comply with the roles and responsibilities as set out in the Community Committees of Council Manual there is the potential risk to committee members not being covered by Council's insurance.

Council aims to mitigate these risks by providing electronic and hard copies of the Manual and associated documents to committee members as well as providing annual training to all committees.

(e) Social

The Recreation and Open Spaces Committee would represent a significant cross section of community in sporting, recreation, and cemetery activities. It is important for Council to consult with the community it serves, with regards to a variety of issues.

Furthermore, this Committee of Council would play an important role in promoting and supporting increased participation in sports and recreation.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Amalgamating the committees has been raised at both the OSC and GISCC meetings with positive feedback received.

(b) Internal

Manager Governance, Risk and Corporate Planning.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5.2: Support Volunteer Week and proactively encourage volunteering within the community.

CONCLUSION

The amalgamation of the two committees will allow for better use of Council's resources and enable a wider cross section of the community to have input into the Recreation and Open Spaces of Council. Council's approval is now sought for the amalgamation of the two committees into one advisory committee.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.11 REVISED PUBLIC INTEREST DISCLOSURE POLICY

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is to present Council with the revised Public Interest Disclosure Policy (**Annexure A**) for its review and adoption.

RECOMMENDATION

That Council adopts the revised Public Interest Disclosure Policy which is to take effect from 1 October 2023.

REPORT

(a) Background

The Internal Reporting Policy - Public Interest Disclosures was last adopted by Council on 27 February 2020 and is due for review every three years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

The *Public Interests Disclosures Act 1994* ceases to be in operation from 1 October 2023 and will be replaced with a new Act, the *Public Interest Disclosures Act 2022*, which will commence on 1 October 2023. An *Overview of the new Public Interest Disclosures Act 2022 (Annexure B)* is included as additional information to this report.

The review of the Policy was delayed from February 2023 to coincide with the new Act. The Policy has been renamed the Public Interest Disclosure Policy and is based on the NSW Ombudsman's Model Public Interest Disclosure Policy. The revised Policy meets the requirements of the new legislation and demonstrates Council's commitment to fostering a strong 'speak up' culture at Council, which is important to ensure the integrity of the public sector within the community.

Council's integrity framework largely relies on Council officials raising the alarm on serious wrongdoing. The revised Policy clearly articulates how Council officials may do this, how Council will respond, and the protections afforded to those who do blow the whistle on serious wrongdoing.

One the major changes in the new Act is that disclosures may be made to a broader range of *disclosure officers*. As the Overview states:

Disclosure officers are one of the key people to whom a report will be made in an agency. Disclosure officers are those identified as 'disclosure officers' in the agency's PID policy, which can be found on the agency's intranet and public website.

In addition to those listed in an agency's PID Policy, the following people are also disclosure officers under the Act:

- *the head of an agency,*
- *the most senior ongoing employee who ordinarily works at a permanently maintained worksite where more than 1 employee works, and*
- *the member of an unelected governing body within an agency.*

Further, a public interest disclosure (PID) can be made to one's manager / supervisor who is then obliged to report the PID to the Disclosures Coordinator.

Procedures

The revised Policy also contains the procedures. Normally, procedural elements are separated from the strategic policy position of Council; however, the Model Policy included both a policy position and procedural elements that capture the legislative obligations Council must comply with. Thus, it is recommended that Council's Policy reflect the Model Policy in a single document.

Training and Awareness

Training will be provided to all staff, with additional training provided to disclosure officers. This training must be completed within six months of the new Act commencing. Some initial information has been provided to staff to prepare them for the commencement of the new Act/Policy.

Further, the NSW Ombudsman has created specific training materials that Council will utilise to educate staff on the new Policy and disclosure officers on their obligations. Ongoing training will be provided.

As the revised Policy is based on a completely new Model Policy, in alignment with the new Act, presenting the previous copy with markups, or for comparison is made redundant. As such, only the newly created Policy is presented here for Council's review and endorsement.

The revised Policy once adopted will be placed on Council's website and intranet from 1 October 2023.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Public Interest Disclosure Policy will become policy of Council from 1 October 2023. The Roles and Responsibilities of Council Officials are detailed within the Policy.

(c) Legislative/Statutory

• **Public Interest Disclosures Act 2022**

○ **42 Policy mandatory for agencies**

An agency must have a public interest disclosure policy.

○ **43 Content of policy**

(1) *An agency's public interest disclosure policy must specify the agency's procedures for the following—*

(a) *dealing with disclosures that are or may be voluntary public interest disclosures,*

(b) *acknowledging receipt of voluntary public interest disclosures and providing information to the makers of voluntary public interest disclosures,*

(c) *taking steps to assess and minimise the risk of detrimental action, other than reasonable management action, being taken against a person as a result of voluntary public interest disclosures being made,*

(d) *dealing with allegations a detrimental action offence has been committed by or against a public official associated with the agency,*

(e) *maintaining confidentiality in relation to voluntary public interest disclosures and protecting the identity of the makers of voluntary public interest disclosures,*

(f) *taking appropriate corrective action in response to findings of serious wrongdoing or other misconduct that arise from voluntary public interest disclosures relating to the agency,*

(g) *record-keeping and reporting in relation to voluntary public interest disclosures, including the preparation of annual returns,*

(h) *establishing internal oversight of the agency's compliance with this Act,*

(i) *otherwise complying with this Act.*

(2) *An agency's public interest disclosure policy must specify—*

(a) *the responsibilities imposed by this Act on—*

(i) *the head of the agency, and*

(ii) *other disclosure officers for the agency, and*

(b) *the responsibility imposed by section 51(1) on managers of public officials associated with the agency.*

- (3) *An agency's public interest disclosure policy must include information about the protections available under this Act to makers of—*
 - (a) *voluntary public interest disclosures, and*
 - (b) *other categories of public interest disclosure.*
- (4) *An agency's public interest disclosure policy must prominently include, or be accompanied by, the following—*
 - (a) *a list identifying disclosure officers for the agency by class, position, role or name,*
 - (b) *information enabling disclosure officers for the agency to be contacted.*
- **44 Relationship between policy and Ombudsman's guidelines**
If the Ombudsman publishes guidelines under section 73, an agency must have regard to the guidelines in preparing its public interest disclosure policy.
- **45 Adoption of model policy**
If the Ombudsman publishes a model public interest disclosure policy under section 73(a), an agency may adopt the model policy.
- **46 Review and update of policy**
 - (1) *This section applies to an agency (a relevant agency) that is created by—*
 - (a) *the amalgamation of 2 or more existing agencies, or*
 - (b) *the division of an existing agency.*
 - (2) *A relevant agency must review and, if necessary, update its public interest disclosure policy within 90 days of the amalgamation or division.*
- **47 Publication requirements**
 - (1) *An agency's public interest disclosure policy must be prominently published on—*
 - (a) *the agency's public website, and*
 - (b) *the agency's intranet.*
 - (2) *An agency with no public website or intranet must ensure the agency's public interest disclosure policy is readily accessible to all public officials associated with the agency.*
- **48 Agency to ensure awareness of employees and other persons**
 - (1) *An agency must ensure all public officials associated with the agency are made aware of—*
 - (a) *how to make a voluntary public interest disclosure, and*
 - (b) *the agency's public interest disclosure policy, and*
 - (c) *the fact a person who is dissatisfied with the way in which a voluntary public interest disclosure has been dealt with may be entitled to take further action under this Act or another Act or law.*

Note—

Section 28 describes conditions under which a disclosure made to a member of Parliament or a journalist is a voluntary public interest disclosure. Section 60 provides for the internal review of certain agency decisions.

- (2) *An agency must ensure each of the following persons receives training in relation to the person's responsibilities under this Act and the agency's public interest disclosure policy—*
 - (a) *the head of the agency,*
 - (b) *another disclosure officer for the agency,*
 - (c) *a manager of a public official associated with the agency.*

Note—

Under the [Ombudsman Act 1974](#), section 38A, the Ombudsman may charge the agency reasonable fees for training provided by the Ombudsman under this subsection.

- (3) *The regulations may make further provision about—*
- (a) *how agencies are to comply with subsection (1), and*
 - (b) *the provision of training under subsection (2)*

(d) Risk

By adopting the NSW Ombudsman’s Model Policy, adjusted slightly to suit the requirements and circumstances of Council, Council mitigates the risk of having a Policy noncompliant with the Act.

(e) Social

The revised Policy may have positive social benefits in demonstrating Council’s commitment to a ‘speak up’ culture when it comes to serious wrongdoing in the public sector.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The author of this report and the revised policy has participated in training/awareness and information/question sessions with the NSW Ombudsman.

(b) Internal

Managers, Supervisors and MANEX.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.6: Deliver a Public Interest Disclosure (PID) service within Council in line with legislation.

CONCLUSION

Council's Public Interest Disclosure Policy has been revised to include changes that have occurred since the current Policy was adopted in February 2020. Changes are major and the revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

- Annexure A Revised Public Interest Disclosure Policy
- Annexure B Overview of the new PID Act 2022 Information Fact Sheet

REPORT TITLE: 7.12 DELEGATES ON COMMITTEES

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

**AUTHORS: Simone Murray - Governance Administration Officer
Dennis McIntyre - Manager of Governance, Risk and Corporate Planning**

PURPOSE

The purpose of this report is for Council to resolve which Councillors are to be the Council delegates to sit on Council Committees, Community Committees of Council, regional committees, the New England County Council, and non-Council community committees for the period from Thursday, 28 September 2023 to Saturday, 14 September 2024.

RECOMMENDATION

THAT:

- Council nominates the following Councillors as Council’s delegates to sit on the committees from Thursday, 28 September 2023 until Saturday, 14 September 2024 as detailed in the list below:***

NAME OF COMMITTEE	DELEGATES
<i>Council Committees</i>	
<i>Annual Donations Review Committee</i>	<i>Councillor, Councillor and Councillor..... Meets in August each year</i>
<i>Audit, Risk and Improvement Committee</i>	<i>Councillor</i>
<i>General Manager’s Appraisal Committee</i>	<i>Mayor, Deputy Mayor, Councillor, and a Councillor nominated by the General Manager</i>
<i>Glen Innes Severn Learning Centre Management Committee</i>	<i>Mayor</i>
<i>Significant Development Proposals Committee</i>	<i>Discontinued</i>

Community Committees of Council	
Aboriginal Consultative Committee	Councillor and Councillor.....
Australia Day Committee	Councillor and Councillor.....
Australian Standing Stones Management Board	Mayor and Councillor
Community Access Committee	Councillor
Emmaville Mining Museum Committee	Councillor
Emmaville War Memorial Hall Committee	Councillor
Glencoe Hall Committee	Councillor
Glen Elgin Federation Sports Committee	Councillor
Glen Innes Saleyards Advisory Committee	Mayor and Councillor
Recreation and Open Spaces Advisory Committee	Mayor and Councillor
Library Committee (Managed under Section 11 of the Libraries Act)	Mayor
Pinkett Recreation Reserve Management Committee	Councillor
Public Arts Advisory Group (formerly the Public Arts Reference Group)	Mayor and Councillor
Roads Consultative Committee	Mayor, Councillor and Councillor
Stonehenge Reserve Trust	Councillor
Delegate of the Council	
Joint Regional Planning Panel	Councillor, Councillor, (two Council nominees as community representatives)
North West Weight of Loads Committee	Councillor
County Councils	
New England County Council (Trading as New England Weeds Authority)	Councillor
Community Committees NOT Committees of Council	
Community Safety Precinct Committee	Mayor
Community Services Interagency Committee	Councillor
Deepwater Progress Association	Councillor
Glen Innes and District Community Centre Inc.	Councillor

<i>Glen Innes Correctional Centre Community Committee</i>	<i>Mayor</i>
<i>GLENRAC</i>	<i>Councillor</i>
<i>Local Traffic Committee</i>	<i>Mayor (with voting rights)</i>
<i>Rural Fire District Liaison Committee</i>	<i>Councillor and Councillor</i>
<i>Sapphire Wind Farm Community Consultative Committee</i>	<i>Councillor</i>
<i>White Rock Wind Farm Community Consultative Committee</i>	<i>Councillor</i>
<i>White Rock Wind Farm Community Fund Committee</i>	<i>Councillor</i>

2. *Council confirms the importance of its Community Committee structure to facilitate the necessary flow of communication and information from its committees back to Council and vice versa.*

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

4. *All Councillors ensure that matters of significance from the various Committees are brought back to Council for information and/or further discussion.*

REPORT

(a) Background

Council last resolved the Council delegates to committees at the Ordinary Council Meeting held in September 2022, from Friday, 23 September 2022 until Thursday, 28 September 2023 (15.09/22 Resolution).

Council delegates are usually assigned annually at the September Ordinary Council Meeting.

(b) Discussion

Council delegates are now requested to sit on Council Committees, Community Committees of Council, Regional Committees / Panels, New England County Council and Community Committees that are not Committees of Council from Thursday, 28 September 2023 until Saturday, 14 September 2024.

Council currently has the following number of Committees, Groups and Industry Structures on which it is represented by either staff and/or Councillors:

- Council Committees – 5,
- Community Committees of Council – 15,
- Regional Groups of Council – 1,
- Delegates of Council – 2,
- County Council – 1, and
- Community Committees (Not Committees of Council) - 17.

The document, *Delegates to Committees 2023 (Annexure A)* provides further details regarding each committee, including, at Section 1, the Councillor and Council staff delegates to Committees for the past year.

Further, Section 2 of the same document provides the staff proposed by the **Management Executive Team (MANEX)** to be appointed to committees in the forthcoming period. It is to be noted that Council staff being appointed to a committee is at the discretion of the General Manager (or his delegate) and may be changed at any time to suit the operational needs of Council. Where Community Committees outside of Council have requested a specific staff member to attend their meetings, Council will endeavour to meet that request if it assists in achieving the strategic objectives of the Community Strategic Plan.

Feedback is invited from any Councillors in respect of membership of any of the committees.

Councillors are required to provide information to the Executive Assistant (Mayor and General Manager) regarding their attendance at all Council and Committee meetings. A record of these attendances is recorded as part of the Reports from Delegates, section 10 report. This information is provided to Council monthly. The report provides valuable information to the community on what meetings all Councillors are attending each month.

(c) Options

The recommendation in this report of Delegates to Committee's does not limit Council deciding to appoint other councillors in place of where the Mayor and/or Deputy Mayor has/have been recommended, nor are there defined limits, on the number of councillor delegates allowed on Community Committees of Council, contained within the Manual for Community Committees of Council.

The Audit, Risk and Improvement Committee may have only one councillor member, who is not the Mayor and this member will be a non-voting member.

Only one councillor may be appointed to the New England Weeds Authority.

It is at the discretion of community committees (not committees of council) if they are to accept a council representative on their committee.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council has, in most cases, made provision in its Operational Plan and Budget for the 2023/2024 Financial Year for expenses associated with the operation of the Committees / Groups / Structures listed in this report.

(b) Governance/Policy

Many Council committees are wholly advisory in nature; however, input from these committees assists Council in formulating policy. Other Committees may manage assets or events.

Manual for Community Committees of Council

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

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

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

All Section 355 Committees must function in accordance with the "Manual for Community Committees of Council".

Council's Code of Conduct for:

- Councillors (applicable to Councillors in the exercise of all their functions as Councillors including as delegates on committees of Council),
- Staff (applicable to Council staff in the exercise of all their functions as Councillor employees, including as delegates on committees of Council), and
- Council Committee Members, Delegates of Council and Council Advisers (applicable to all council committee members of committees that exercise functions, i.e., manage assets or events. Not applicable to wholly advisory committees and their members. Applicable to delegates of Council and Council advisers.

(c) Legislative/Statutory

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

How a council may exercise functions

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

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

Community Committees of Council are delegated authority to exercise functions under s 377 or s 378 of the Act.

The General Manager has delegated authority (s 377) to establish Council Committees and Community Committees of Council and endorse the membership of their Committee members (s 378).

(d) Risk

According to the **Office of Local Government (OLG)** in the *OLG Circular 16-24 – Section 355 Committees*:

- There have been several cases of section 355 committees failing to meet basic governance and accounting standards. This creates significant and ongoing risks for councils,
- Where councils delegate functions to section 355 committees, including the expenditure of council funds, it is important that the activities of these committees remain transparent and subject to critical oversight,
- Committees should be able to demonstrate clear links with the goals of the council's Delivery Program, while meeting required standards of governance, and
- Following the local government elections, councils are encouraged to review the operations of all section 355 committees.

Council's new Delivery Program (2022/2025) was adopted by Council before 30 June 2022.

A full review of Council's section 355 committees has been completed to ensure they continue to be fit for purpose and their functions and expenditures align with the goals of the Delivery Program.

Further, the Manual for Community Committees of Council is undergoing a revision which will require all Community Committees of Council to have updated Terms of Reference.

(e) Social

It is important for Council to consult with the community it serves, with regards to a variety of issues.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Various departments and staff were consulted regarding this report and the attachment to this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5.2: Support Volunteer Week and proactively encourage volunteering within the community.

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity 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.

CONCLUSION

It is recommended that Council nominates Councillors to sit as Council delegates on the committees detailed in this report from Thursday, 28 September 2023 until Saturday, 14 September 2024.

ATTACHMENTS

Annexure A Delegates on Committees 2023

REPORT TITLE: 7.13 AUSTRALIAN STANDING STONES MANAGEMENT BOARD - ELECTION OF COMMITTEE

ECM INDEXES:

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

Customer Index: **Australian Standing Stones Management Board**

Property Index: **NIL**

AUTHOR: Simone Murray - Governance Administration Officer

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the **Australian Standing Stones Management Board (ASSMB) Annual General Meeting (AGM)** held on Wednesday, 16 August 2023.

RECOMMENDATION

THAT Council:

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

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

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

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

REPORT

(a) Background

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

The AGM of the ASSMB was held on Wednesday, 16 August 2023. Eleven nominations were received for membership of the ASSMB. The representatives who nominated for the ASSMB are aware of the following conditions, as outlined in the Manual for Community Committees of Council (the Manual):

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

(b) Discussion

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

The AGM Minutes of the ASSMB (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

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

The election of office bearers was also held, with Judi Toms re-elected as Chairperson and Protocol Officer, Raelene Watson re-elected as Secretary and John Rhys-Jones re-elected as Treasurer and Assistant Minister of Flags. George Robertson-Dryden was elected as Minister of Flags.

It should be noted Judi, Raelene, John, Fiona and Storm are all employees of Council and have nominated as members on this committee in a voluntary capacity. They have declared this as a conflict of interest in the minutes and will continue to adhere to Council's Code of Conduct for Council staff and Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers. This will be further discussed at (b) Governance/Policy and (d) Risk, under implications to be addressed.

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

The Manual

The AGM and election of office bearers has been carried out in accordance with the Manual. All community representatives who nominated for the ASSMB are aware of the conditions as outlined in the Manual.

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

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

Code of Conduct for Council Staff (the Code)

Part 4 describes what is a Pecuniary Interest.

Clause 4.1 defines a pecuniary interest a staff member has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the staff member (or those related to a staff member as defined in clause 4.3).

Sub-clause 4.6(e) requires an interest a staff member has as a member of a club or other organisation or association, if they are an office holder in that club or organisation (whether remunerated or not) to be disclosed.

Clause 4.16 makes provision for the disclosure that must be made by a council committee member in accordance with clause 4.25 and 4.26.

Clause 4.25 A council committee member who has a pecuniary interest in any matter with which the 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 possible.

Non-pecuniary conflicts of interest are dealt with in Part 5 of the Code.

There is nothing in the Code that prevents Council staff from holding positions of office in clubs or other organisations or associations even though it is an interest that must be disclosed.

The General Manager may consider management decisions and policy that may aim to mitigate risk associated with potential conflicts of interest in this regard, either by blanket resolutions affecting all staff or by specific circumstantial and discretionary application.

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

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

(c) Legislative/Statutory

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

(d) Risk

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

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

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

Council Staff

There is a risk of conflicts of interest as defined in the Code with Council staff members holding office on the ASSMB.

The conflict must be related to their position at Council in relation to their office on the ASSMB and must be dealt with in accordance with the directions in the Code.

(e) Social

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

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5.2: Support Volunteer Week and proactively encourage volunteering within the community.

CONCLUSION

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

The ASSMB has elected 11 representatives for the coming year, who have agreed to be actively involved in committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the 12 nominations for membership.

ATTACHMENTS

Annexure A Australian Standing Stones Management Board - AGM Minutes - 16 August 2023

REPORT TITLE: 7.14 PINKETT RECREATION RESERVE MANAGEMENT COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

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

Customer Index: **Pinkett Recreation Reserve Management Committee**

Property Index: **NIL**

AUTHOR: Simone Murray - Governance Administration Officer

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Pinkett Recreation Reserve Management Committee meeting held on Wednesday, 5 July 2023.

RECOMMENDATION

THAT Council:

1. *Endorses the following 12 community representatives as the newly elected Pinkett Recreation Reserve Management Committee:*

- ***Donna Barnes;***
- ***Rachael Constable;***
- ***Neville Duddy;***
- ***Barbara Holliss;***
- ***Donna Kempton;***
- ***Garret Lawler;***
- ***Jack Miller;***
- ***Trevor Miller;***
- ***Rebecca Newberry;***
- ***John Newberry;***
- ***Pat Newberry; and***
- ***Ben Newberry.***

2. *Endorses the election of office bearers within the newly elected Pinkett Recreation Reserve Management Committee as follows:*

- ***President – John Newberry;***
- ***Vice President No 1 – Ben Newberry***
- ***Vice President No 2 – Jack Miller***
- ***Treasurer – Rebecca Newberry; and***
- ***Secretary - Rachael Constable.***

3. *Endorses the following signatories on the bank account:*

- ***Rebecca Newberry; and***
- ***Neville Duddy.***

REPORT

(a) Background

The Pinkett Recreation Reserve Management Committee includes representation from interested community members. The Committee is required to manage the land and assets at the Pinkett Recreation Reserve in accordance with Council Policy.

The **Annual General Meeting (AGM)** of the Pinkett Recreation Reserve Management Committee was held on Wednesday, 5 July 2023.

Twelve nominations were received for membership of the Committee. The representatives who nominated for the Pinkett Recreation Reserve Management Committee are aware of the following conditions as outlined in the **Manual for Community Committees of Council (the Manual)**:

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

(b) Discussion

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

The AGM Minutes of the Pinkett Recreation Reserve Management Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Donna Barnes;
- Rachael Constable;
- Neville Duddy;
- Barbara Holliss;
- Donna Kempton;
- Garret Lawler;
- Jack Miller;
- Trevor Miller;
- Rebecca Newberry;

- John Newberry;
- Pat Newberry; and
- Ben Newberry.

The election of office bearers was also held, with John Newberry elected as President. The elected Vice President No 1 was Ben Newberry and Vice President No 2 was Jack Miller, Rebecca Newberry was elected as Treasurer and Rachael Constable was elected as Secretary.

It was noted in the AGM minutes the committee moved to elect three (3) bank signatories – Rebecca Newberry, Neville Duddy and Bernadette Miller. However, Bernadette Miller has not been recommended for membership for the Pinkett Recreation Reserve Management Committee and therefore has no authority to act as a bank signatory.

Should the committee require a third signatory on the bank account, they have been advised by email on Monday, 14 August 2023 by the Governance Administration Officer to call another committee meeting to put forward a motion to endorse a member of the committee as a signatory.

Therefore, the request for Council is to endorse Rebecca Newberry and Neville Duddy as bank signatories only.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Under the provisions of chapter four, Financial Management, of the Manual for Community Committees of Council, the General Manager has delegated financial authority to the Committee to manage its own funds.

(b) Governance/Policy

The AGM and election of office bearers has been carried out in accordance with the Manual.

The Pinkett Recreation Reserve Management Committee has been delegated functions and are required to adhere to the Constitution as contained in the Manual and their Terms of Reference.

(c) Legislative/Statutory

The Pinkett Recreation Reserve Management Committee is a Community Committee of Council under the provisions of Section 355 of the *Local Government Act 1993*. The Committee is delegated authority under ss 377-78 of the Act.

The General Manager has delegated authority to establish Community Committees of Council and endorse the Committee members. It has been general practice to send such matters before Council; however, this practice will cease moving forward. The General Manager is employed to deal with all such operational matters.

(d) Risk

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

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

Council aims to mitigate these risks by providing electronic and hard copies of the Manual and associated documents to committee members as well as providing annual training to all committees.

There have been several noncompliance issues in the past with this Committee and recent noncompliance regarding the charging of fees has been found; therefore, Council will continue to offer support and guidance to ensure the members are aware of the requirements to be adhered to and to rectify any known issues as soon as practical.

(e) Social

As a Community Committee of Council, the Pinkett Recreation Reserve Management Committee assists and maintains important community assets and infrastructure. It provides and manages a function that is creating interaction and lifestyle opportunities for residents by ensuring the facility is accessible and well utilised.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

**REPORT TITLE: 7.15 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 AUGUST 2023**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Fiona O'Brien - Management Accountant

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2023/2024 Financial Year and to review the progress of the Capital Works Projects that were carried over from the 2020/2021, 2021/2022 and 2022/2023 Financial Years and to review the Capital Works Projects that were adopted as Revotes for the 2021/2022, 2022/2023 and 2023/2024 Financial Years.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

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

The annexures to this report include the Capital Works Program Carried Forward for the 2020/2021 Financial Year (**Annexure A**), Capital Works Program Carried Forward for the 2021/2022 Financial Year (**Annexure B**), Capital Works Program Revotes 2022 (**Annexure C**), Capital Works Program for the 2022/2023 Financial Year (**Annexure D**), Capital Works Program Revotes for the 2022/2023 Financial Year (**Annexure E**), Capital Works Program 2023/2024 Commenced Only (**Annexure F**), and Capital Works Program Revotes 2023/2024 (**Annexure G**).

Together, the annexures provide detailed information on all of the projects that were budgeted for and not completed in the 2020/2021, 2021/2022 and 2022/2023 Financial Years, projects that have been revoted into the 2021/2022, 2022/2023 and 2023/2024 Financial Years and projects that were budgeted for in the 2023/24 Financial Year that have commenced.

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

New Finance System and Implementation

The Rates, Water and Community Receipting modules are still experiencing technical difficulties. The proposal that was put to the Open Office team to commence a focused hyper care plan is now in place, to resolve all major support tickets that are causing hindrance in the required standard of performance of the Rates and Water modules.

The second water bill for financial year 2022/23 is currently being worked on, final **user acceptance testing (UAT)** is yet to be completed due to system issues. This has been flagged as a priority issue with Open Office to be urgently resolved.

The Pensioner Concession Subsidy Return is currently being prepared as part of the end of year audit and is expected to be submitted to the external auditors by Friday, 15 September.

The Director of Corporate and Community Services and the Chief Financial Officer met with three senior staff members of Readytech/Open Office on Wednesday, 6 September. Fundamental system issues were discussed, mainly around the need for adequate structured training, remaining support tickets and system reporting from the rates and water modules. Readytech did assure us of their commitment to continue to serve their current market of clients in the local government sector. A follow up meeting will be organised with Readytech's general manager to further highlight the system issues and to work towards timely resolutions of major system issues, including training and completion of procedure/process manuals.

Work has begun to prepare for the 2022/23 year end. Balance sheet reconciliations have been marked as a priority to complete and are posing significant challenges due to system and process setup. A suite of management reports is being developed, focusing on reports for income and expenses actual vs budget, capital works in progress, operational and capital grants reconciliation and business unit reporting for the quarry and Life Choices.

Fixing Local Roads Round 2 New Bitumen Seals

5.3km of West Furracabad Road has been bitumen sealed.



Image 1: West Furracabad Road

Shannon Vale Road Bridge over the Mann River

Bulk earthworks are complete on the road approaches, with over 6,000 tonnes of general fill imported to the site. The project is targeting completion in late October.



Image 2: Shannon Vale Bridge approach works

Projects of Significance from the 2023/2024 Financial Year (Annexure F):

Construction of Centennial Parklands amenities facilities and outdoor area

Council has engaged Public Works Advisory to project manage the delivery of this project. A tender for construction consultancy services has been awarded to Hill Lockart. Design phase is now in progress.

Glen Innes Outdoor Multi-Purpose Courts (GIOMC)

Construction activities are well underway on the new Glen Innes Multi-Purpose Courts which are located between the existing outdoor netball courts and the Indoor Stadium.

The following construction activities have been undertaken for the multi-purpose outdoor courts:

- trenching finished,
- post cemented in, and
- all the mesh and plastic down.

As the existing outdoor court colour could not be matched exactly, Council has now decided to go with dark blue instead of light/aqua blue.



Images: Progress on the construction of the Outdoor Multi-Purpose Courts

Glen Innes Skate Park Redevelopment

Convic Pty Ltd has completed detailed design phase. The designs are currently being reviewed. The designs seek to add additional skating infrastructure utilising the existing skate park as the foundation of the redevelopment.

Emmaville Road Segment 70 – Regional Roads Repair Program

The Emmaville Road Segment 70 rehabilitation and upgrade has been completed with sealing undertaken on 21 August.



Image 4: Emmaville Road Segment 70

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

	REVISED BUDGET	Project Actual + Committed	Expenditure
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 1,684,065	\$ 1,252,827	74%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 9,605,146	\$ 5,746,860	60%
CAPITAL WORKS PROGRAM REVOTES-2022	\$ 1,573,546	\$ 1,177,668	75%
CAPITAL WORKS PROGRAM CARRIED FORWARD 2022/2023	\$ 18,856,711	\$ 4,553,290	24%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 77,763	\$ 61,603	79%
CAPITAL WORKS PROGRAM 2023-2024 Commenced Only PLANT	\$ 3,286,103	\$ 216,290	7%
CAPITAL WORKS PROGRAM 2023-2024 Not Started	\$ 17,414,772	\$ -	0%
Additional 2023-2024 Projects as per council resolution	\$ 250,000	\$ 22,500	9%
CAPITAL WORKS PROGRAM REVOTES 2023-2024	\$ 4,023,907	\$ 17,515	0%
TOTALS	56,772,012.86	13,048,553.62	23%

(b) Governance/Policy

Maintenance of Council's infrastructure assets is in accordance with Council's Risk Management policies, Procurement Policy and Asset Management Plans.

(c) Legislative/Statutory

- *Local Government Act 1993,*
- Local Government Code of Accounting Practice and Financial Reporting, and
- Australian Accounting Standards.

(d) Risk

Maintaining Council's assets minimises legal and risk exposure. Council faces project management risks in managing timelines and budgets, particularly related to grant funded projects.

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

(e) Social

Asset maintenance and renewal work is performed to manage public hazards and asset performance. Where feasible, maintenance and renewal activities are scheduled to minimise social impacts.

(f) Environmental

Capital works are designed, and operational staff members have received training, to assess and minimise the environmental impact of work activities.

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget process. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary. Projects not listed but adopted in the 2023/2024 Capital Works Program will be updated into the Council Report for September 2023.

ATTACHMENTS

- Annexure A Capital Works Program carried forward from 2020/21
- Annexure B Capital Works Program carried forward from 2021/22
- Annexure C Capital Works Program Revotes 2022
- Annexure D Capital Works Program carried forward from 2022/23
- Annexure E Capital Works Program Revotes 2022/23
- Annexure F Capital Works Program 2023/24 Commenced Only
- Annexure G Capital Works Program Revotes 2023/24

REPORT TITLE: 7.16 INVESTMENT REPORT AUGUST 2023

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Investments**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Callum Whitburn - Financial Accountant

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion


Council has \$21.7M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

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

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

Currently Council has one responsible investment, being a \$1M investment with Westpac's Green Tailored Deposits. Two investments are with institutions that do not fund fossil fuels, \$700K with MyState Bank and \$1.1M with Heritage Bank.

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

Bank Reconciliation Statement	
Balance as per General Ledger :	
Ledger Balance as at 31 August 2023	\$6,725,946.55
Balance as per Bank :	
Opening Balance 1 August 2023	\$5,537,757.04
August Movements	\$1,658,035.39
Closing Balance 31 August 2023	\$7,195,792.43
less : Unrepresented Receipts & Payments	\$50,371.19
less : Timing Differences	\$398,379.26
Total:	\$6,747,041.98
Variance	\$21,095.43
	
Responsible Accounting Officer	
8 September 2023	

The timing difference of \$398,379.26 is solely comprised of BPAY payments received on 31 August 2023 that has been processed to the general ledger on 01 September 2023.

The variance of \$21K is being investigated and will need to be resolved as part of the bank reconciliation process, which will be completed in consultation with Open Office's support team, due to possible system issues that are causing the variance.

The variance highlights the need to ensure that all differences between the general ledger and the bank statement balance are accounted for.

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

SUMMARY OF INVESTMENTS

Rating (S&P)	Maturity	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	08/09/2023	3.95%	NAB	Yes	1,000,000	39,392
A1/A+	08/09/2023	4.18%	Macquarie	Yes	700,000	29,180
A1+/AA-	11/09/2023	4.04%	CBA	Yes	1,000,000	40,621
A1+/AA-	25/09/2023	4.46%	CBA	Yes	1,000,000	44,844
A1+/AA-	24/10/2023	4.36%	Westpac	Yes	1,000,000	25,563
A1+/AA-	25/10/2023	4.57%	CBA	Yes	1,000,000	46,201
A1+/AA-	06/11/2023	4.35%	NAB	Yes	1,000,000	25,504
A1/A+	19/12/2023	4.60%	ING	Yes	1,000,000	46,000
A1+/AA-	11/12/2023	4.28%	Westpac	Yes*	1,000,000	43,035
A1+/AA-	06/02/2024	4.82%	Westpac	Yes	1,000,000	44,502
A2/BBB	08/11/2023	4.85%	My State	No	700,000	17,115
A1/A+	23/05/2024	4.92%	ING	Yes	1,000,000	49,335
A2/BBB	21/02/2024	4.80%	AMP	Yes	700,000	31,022
A1/A+	04/04/2024	4.55%	Macquarie	Yes	900,000	40,950
A1/A+	24/06/2024	4.38%	Macquarie	Yes	1,000,000	87,720
A1+/AA-	21/06/2024	5.50%	NAB	Yes	1,000,000	54,849
A1+/AA-	25/01/2024	5.40%	NAB	Yes	2,900,000	78,085
A2/BBB	25/07/2024	5.55%	Heritage	No	1,100,000	61,050
A1+/AA-	08/08/2024	5.15%	NAB	Yes	1,000,000	51,500
A1+/AA-	14/08/2024	5.17%	CBA	Yes	1,000,000	51,700
A1/A+	22/07/2024	5.20%	ING	Yes	700,000	33,308
Expected Return FY24		4.78%	Total Investments		21,700,000	941,477
Avg. Headline Rate Return		4.72%	Cash on Hand		7,195,792	
			Total Cash and Investments		28,895,792	

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

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

Interest received for the year to 31 Aug 2023	\$166,954.03
--	---------------------

The table below details the monthly movements of investments for the reporting month:

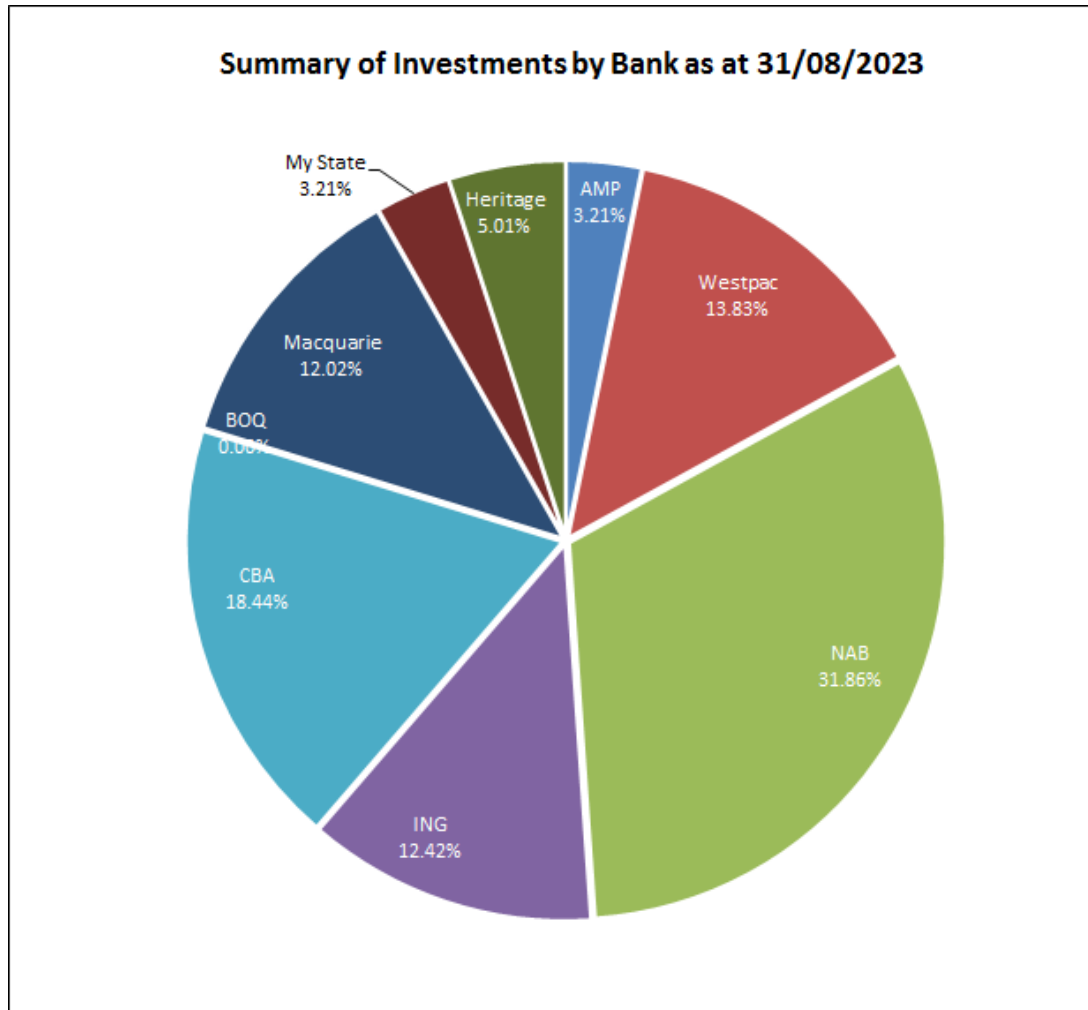
Investment Movements	
Opening Balance as at 1 August 2023	21,700,000
Less :	
Maturities (3)	2,700,000
Subtotal	19,000,000
Plus :	
Rollovers (2)	2,000,000
New Investments (1)	700,000
Current Balance as at 31 August 2023	21,700,000

During the reporting month there were three term deposits that matured - \$1M with NAB was rolled-over with NAB, \$1M with CBA was rolled-over with CBA, and \$700K with BOQ was reinvested with ING.

A redeemed investment for \$1M in August will be reinvested in September for six months to fill a maturity gap in March 2024. A summary of maturities is below:

Period	No. of Term Deposits Maturing	Value
Sep-23	4	3,700,000
Oct-23	2	2,000,000
Nov-23	2	1,700,000
Dec-23	2	2,000,000
Jan-24	1	2,900,000
Feb-24	2	1,700,000
Mar-24	0	0
Apr-24	1	900,000
May-24	1	1,000,000
Jun-24	2	2,000,000
Jul-24	2	1,800,000
Aug-24	2	2,000,000
Sep-24	0	0
Total	21	\$21,700,000

The graph below shows the summary of Investments by bank:



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

Certification

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

(c) Options

Nil.

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

The actual average return on Council investments for the 2022/2023 Financial Year was 4.40%. The current actual average return for the 2023/2024 Financial Year is 4.78%. This is an increase on the actual average return of 0.38%, which reflects the current upward, but stabilising trend in interest rates.

Interest rates are stabilising after a year and a half of trending upwards, and it is expected that the actual average return will now stabilise. The Bloomberg Ausbond Bank Bill Index one-year return rate for the reporting month is 3.36%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 August	21,700,000	18,000,000
Closing Balance 31 August	21,700,000	18,000,000

(b) Governance/Policy

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

Investments are to be considered in conjunction with the following key criteria:

- At the time of investment, no institution at any time shall hold more than 45% of Council's total investments. The maximum will be determined by the long-term rating of the institution - AAA up to 45%; AA up to 35%; A up to 15% and BBB up to five percent;
- At the time of investment, the maximum portfolio limits per rating are - AAA up to 100%; AA up to 100%; A up to 45%; BBB up to 25% and Government up to 100%; and
- Council's Investments can be placed in a mixture of short (0-12 months), short-medium (1-2 years) and medium (2-5 years) term investments whilst ensuring that liquidity and income requirements are met.

The portfolio is split across three of the credit rating categories (AA, A and BBB).

All aggregate rating categories are within policy limits.

Credit Quality Portfolio Compliance

The following table details the credit rating of each of the categories where Council has money invested. All investments are compliant with the Policy:

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	21,700,000
Yes	AA	64.06%	13,900,000	100%	7,800,000
Yes	A	24.42%	5,300,000	45%	4,465,000
Yes	BBB	11.52%	2,500,000	25%	2,925,000
Yes	Government	0.00%	-	100%	21,700,000
		100.00%	21,700,000		

COUNCIL'S PORTFOLIO COMPLIANCE

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

(c) Legislative/Statutory

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

Section 625 of the Act states the following:

How may Councils invest?

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

Section 212 of the Regulation states the following:

Report on Council’s Investments

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

(d) Risk

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

RISK ASSESSMENT OF INVESTMENT PORTFOLIO

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	21,700,000	100%
Total			21,700,000	100%

The Policy defines the principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par with or greater than the **Consumer Price Index (CPI)**. It is possible therefore that Council does not meet the principal objective of the Policy. In addition, consideration must be given to the potential that the investment restrictions provided in the Policy (both legislatively and by Council) may increase this risk.

Council is currently only investing in fixed term deposits which are all well below the CPI. To gain returns higher than CPI, long term investments are needed that are not fixed term deposits and may pose a higher risk, given the total cash position and no clear oversight of the restricted and unrestricted cash positions at this stage, it is prudent to continue with the fixed term deposits that are totally risk free. With investments maturing every month, this allows the ability to not reinvest if funds need to be directed to major projects.

A review of the aggregate performance on Council investments, comparative to the CPI, over a significant period (greater than five years) may ascertain if the investment strategy has been meeting the Policy's principal objective. This may then advise if changes are required to Council's investment strategy.

The investment policy is due for review, and it is expected that a review will be undertaken by the end of September 2023 and presented at the October 2023 Council meeting

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Sound economic management includes maximising Council's return on financial investments.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Council makes investments through Curve Securities and deals directly with the Commonwealth Bank and the Westpac Bank. During the month, all three advisors were contacted to gain advice on daily interest rates.

(b) Internal

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

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

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

CONCLUSION

Funds have been restricted to ensure all areas of Council continue to operate in accordance with both the annual Operational Plan and Budget and the Long-Term Financial Plan. Further, all investments continue to be made in accordance with the requirements of the Act, the Regulation, and the Policy.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.17 GLEN INNES SEVERN LEARNING CENTRE ANNUAL REPORT 2022-23

ECM INDEXES:

Subject Index: **LIBRARY AND PUBLIC INFORMATION ACCESS: Learning Centre
COMMUNITY SERVICES: Glen Innes Severn Learning Centre**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Kerry Byrne - Manager of Library / Learning Centre

PURPOSE

The purpose of this report is to inform Council of the annual activities and services of the **Glen Innes Severn Learning Centre (GISLC)** stakeholders and to table the GISLC Annual Report.

RECOMMENDATION

That Council notes the information contained in the Glen Innes Severn Learning Centre Annual Report 2022-23.

REPORT

(a) Background

The Manager of the Library and Learning Centre has a responsibility under the GISLC Principal Agreement between Glen Innes Severn Council, TAFE NSW, University of New England and the Glen Innes Art Gallery Incorporated to present an Annual Report on the activities, services and other management developments during the year to the stakeholders and the GISLC Management Committee.

(b) Discussion

The GISLC is a shared facility with four major stakeholders who have been working together over the past 19 years to provide cultural and learning opportunities, and services to the community. These stakeholders are the Glen Innes Severn Council, TAFE NSW, the University of New England (UNE), and the Glen Innes Art Gallery Incorporated.

During 2022/2023, the Learning Centre's stakeholders used their long-standing working relationships and networking skills to work together to bring people back into the Learning Centre. This was very effective, with this year's statistics showing an increase in visitors to the Learning Centre of 19 percent, library borrowing increased by 14 percent, Art Gallery visitors increased by 101 percent and UNE/TAFE Study Centre enrolments doubled in usage.

In November 2022, the Minister of Arts, the Hon. Ben Franklin MLC made an announcement that NSW State Government's funding for NSW Public Libraries will be recurrent and locked into the annual budget with incremental increases for Consumer Price Index and population increases with allowances made for annual dedicated programs. This gave a reassuring boost to future sustainability for all NSW Public Libraries and was very positive for future library services.

Child safety standards and legislation changes were enforced by the Office of the Children's Guardian in February 2023 and were incorporated into a review of the Library Code of Conduct and operational procedures.

TAFE NSW Learning Resource Centre

The TAFE NSW Librarian position at Glen Innes has not yet been recruited for. TAFE NSW staff visit the library during the year to complete administrative and stocktaking tasks and casual staff replacement for the Circulation Desk duties are funded through provisions in the GISLC Principal Agreement.

During the year TAFE NSW Library Services focused on standardising service delivery across all locations, with the objective of providing uniform, integrated library services across the state. To achieve these objectives, the West Network library team contributed to the organisation and facilitation of service and library programming to support TAFE NSW customers in face to face and online channels.

Library staff provided a range of library sessions, both in-person and online using Microsoft Teams. These sessions covered a range of information and instruction, including general introductions to library services, information literacy sessions for individuals and class groups, sessions about the various information resources provided through the library, and technology support sessions, with a focus on providing students with the skills they required to access and use the technology they need to complete their course. Feedback from participants was positive and has been incorporated into future planning.

University of New England Study Centre

The UNE continues its arrangement to provide a safe and supportive study environment for both UNE and TAFE students. It is evident from usage patterns that UNE's offering of a flexible learning option for the community has been well-received, as the students' consistent usage of our internet, printing facilities, computers, and video conferencing facilities attests.

Glen Innes Art Gallery Incorporated

The Glen Innes Art Gallery is managed by a committee of seven volunteers and is open six days a week. Over the year, workshops and training can be organised for volunteers and community members, and in January an 'En Plein Air' workshop (painting in the open) was hosted by Lauren Elise at Emmaville.

Volunteers attended an emergency evacuation workshop which included Work, Health, and Safety procedures delivered by the Manager of the Library and Learning Centre.

This year the Committee organised 11 exhibitions which had 1,807 visitors attending Gala events and the exhibition openings.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The delivery of the GISLC services and activities together with the facilities of the GISLC are included in the 2022/23 Operational Plan and Budget. The GISLC Principal Agreement outlines the annual financial contribution by TAFE NSW to the operational and maintenance costs of the GIS Learning Centre.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

(d) Risk

Nil.

(e) Social

The services provided by the GISLC stakeholders are a valuable contribution to the cultural activities and educational opportunities for the community. These activities and opportunities also support the community's cultural well-being, quality of life, literacy, and intellectual growth.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

- Dylan Hewson, Relieving Senior Librarian, TAFE NSW Library Services, West,
- Raelene Watson, President of the Glen Innes Art Gallery, and
- Lynn Stahlhut, UNE Tamworth Coordinator.

(b) Internal

- Glen Innes Severn Library Team, and
- Management Executive Team.

CONCLUSION

The GISLC stakeholders have worked together to raise community attendance at the facility during 2022-23 through marketing strategies, networking with other community groups and service providers. The annual statistics indicate that this has been effective with a substantial improvement across all stakeholders' services.

The Annual Report 2022-23 highlights the stakeholders' achievements, improvements in funding sustainability and changes to recent legislative requirements.

ATTACHMENTS

Annexure A Glen Innes Severn Learning Centre Annual Report 22-23

**REPORT TITLE: 7.18 LOCAL ECONOMIC DEVELOPMENT SUPPORT FUND:
REQUEST TO AMEND ATTRACT CONNECT STAY
PROJECT**

ECM INDEXES:

Subject Index: **ECONOMIC DEVELOPMENT: Local Economic
Development Support Fund**

Customer Index: **Attract Connect Stay**

Property Index: **Nil**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to request endorsement from Council for Attract Connect Stay to reallocate its 2022 Local Economic Development Support funds of \$21,955 from the then approved project 'Workforce Recruiter Connector Feasibility Study' to the continuation of their 'Health Workforce Recruiter Connector' program.

RECOMMENDATION

That Council endorses Attract Connect Stay's request to reallocate its 2022 Local Economic Development Support funds of \$21,955 from the then approved project 'Workforce Recruiter Connector Feasibility Study' to the continuation of their 'Health Workforce Recruiter Connector' program.

REPORT

(a) Background

At the October 2022 Public Ordinary Council Meeting, Council resolved the allocation of the 2022 Local Economic Development Support Funds as follows:

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.

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.

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.
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.

(b) Discussion

On 5 July 2023, Council received correspondence (letter attached) from the Deputy Chairperson of **Attract Connect Stay – Glen Innes (ACS)**, advising Council that they are unable to proceed with the execution of the grant for the project 'Workforce Recruiter Connector Feasibility Study'.

The ACS Committee has instead requested Council consider reallocating the funds to cover the operating costs of the Health Recruiter Connect Program.

As part of Council's due diligence in the assessment this request, Council requested ACS complete and re-submit a new **Local Economic Development Support Fund (LEDSF)** application with a deadline of 7 August 2023 (refer attached Letter, Application and Letter of Support). The new ACS application was submitted within the required timeframe and assessed and scored by Council in accordance with the LEDSF Policy and practice applied during the 2022 assessment.

Council's assessment has determined that the re-allocation of funds to cover the operating costs of the Health Recruiter Connect Program achieves alignment with the strategies and deliverables of the LEDSF.

(c) Options

Option 1

That Council endorses Attract Connect Stay's request to reallocate their 2022 Local Economic Development Support funds of \$21,955 from the then approved project 'Workforce Recruiter Connector Feasibility Study' to the continuation of their 'Health Workforce Recruiter Connector' program.

THIS IS THE RECOMMENDED OPTION

Option 2

That Council rejects ACS's request to reallocate the LEDSF which will likely result in ACS having to forfeit the grant money.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil – the grant funds allocated to ACS would remain the same thereby having a neutral impact on Council's financial position.

(b) Governance/Policy

Local Economic Development Support Fund Policy has been applied.

(c) Legislative/Statutory

Nil.

(d) Risk

There is a risk of some negative feedback from the community as Council has supported ACS's request to reallocate their LEDSF to a project that is now different to what was proposed and endorsed back in 2022. However, as the proposed expenditure achieves the same overall strategic alignment and same community outcome, the risk is determined as low.

(e) Social

Since ACS's appointment of the Health Workforce Recruiter Connector at the end of July 2022, ACS has made significant progress with many Glen Innes Severn residents benefiting from the additional General Practitioner and allied health services now available. A summary of ACS's achievements are attached to this report.

(f) Environmental

Nil.

(g) Economic

ACS activities and achievements provides a positive impact to the local economy by improving health services within the community which in turn makes Glen Innes Severn a more attractive place to Live, Invest and Visit.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Attract Connect Stay.

(b) Internal

The following internal staff have been consulted: Grants Officer, Acting Manager Economic Development, and General Manager.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.3.1: Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.

CONCLUSION

ACS is an innovative, community-led solution for addressing the problem of rural health workforce shortages. The change of LEDSF project scope is recommended to ensure the continuation of this program within the Glen Innes Severn Local Government Area.

ATTACHMENTS

Annexure A	ACS - Letter - 5 July 2023
Annexure B	ACS Letter - 7 August 2023
Annexure C	ACS - LEDSF Application - August 2023
Annexure D	ACS Overview
Annexure E	ACS Snapshot of Achievements
Annexure F	LEDSF Policy
Annexure G	Letters of Support

REPORT TITLE: 7.19 MINERAMA 2024

ECM INDEXES:

Subject Index: **EVENTS: Minerama Fossicking Gem and Jewellery Show**

Customer Index: **Minerama Committee**

Property Index: **NIL**

AUTHOR: Rhonda Bombell - Tourism and Event Officer

PURPOSE

The purpose of this report is to seek Council’s endorsement to disband the Minerama Section 355 Committee of Council, with Council facilitating all components of the Minerama Operational Plan to deliver the event in 2024 with the assistance of Friends of Minerama volunteer group.

RECOMMENDATION

THAT Council:

- 1. Revokes all delegations to exercise functions on behalf of Council from the Minerama Community Committee of Council; thereby, dissolving the Minerama Community Committee of Council.***
- 2. Continues the planning and delivery of the next Minerama Event in 2024 which will require:***
 - a. the reallocation of existing Economic Development/Tourism budgets to provide an additional event budget of \$30,000 to ensure Council has the resources to deliver the event to the size and scale of previous years;***
 - b. Seeks grant funding opportunities where possible to assist with funding the event; and***
 - c. engages the support from the Friends of Minerama volunteer group.***

REPORT

(a) Background

The Minerama Committee’s **Annual General Meeting (AGM)** was advertised and held on Wednesday, 10 May 2023 and was unsuccessful in electing a committee. A second AGM was advertised and held on Wednesday, 28 June 2023 and was also unsuccessful in electing a committee (**Annexure A**). The previous committee office bearers resigned after the March 2023 Minerama Fossicking Gem & Jewellery Show. It was stated by previous committee members that the administration, compliance, finance and organising had become too difficult for volunteers to manage. It was requested that having Council facilitate the whole event with the help of the Friends of Minerama volunteer group and increasing paid event resources would be a suitable solution.

(b) Discussion

The Minerama Fossicking Gem and Jewellery Show is an important event for the Glen Innes Severn **Local Government Area (LGA)**. It brings traders from all over Australia and is one of the biggest gems shows in New South Wales. It attracts thousands of visitors who contribute to the local visitor economy and it also contributes to local charity organisations. Accommodation providers, food and retail businesses benefit from the event with the increase in day-trippers and overnight stays for its duration. In 2023 it was estimated, using REMPLAN, that \$736,800 was injected into the visitor economy during the event.

**Tourism Impact Summary Report for Glen Innes Severn
(A) (Tourism Activity: 3 days)**

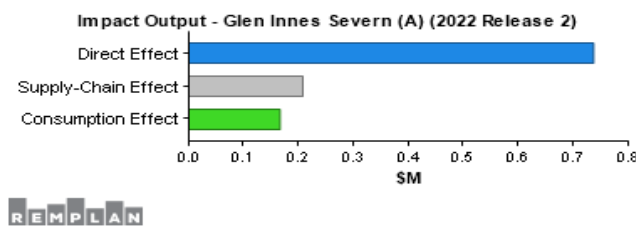
Tourism Impact Scenario

Name	Minerama
Duration	3 days

Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	2,950	800	10	3,760
Number of Nights	n/a	3.00	5.00	
Estimated Expenditure per Visitor per Day (\$)	\$153	\$118	\$45	
Total Estimated Expenditure (\$)	\$451,350	\$283,200	\$2,250	\$736,800

Estimated Expenditure per Visitor per Day data sourced from:
TRA 2019 Glen Innes Severn (A) Local Government Area Tourism Profile - Domestic Overnight & International Visitors. Destination NSW March 2020 New England North West Regional Tourism Profile - Domestic Day Visitors.

Tourism Impacts



(Image 1 – REMPLAN Tourism impact summary)

After the 2023 Minerama event, Council received resignations from the President, Craig Daly and Secretary, Cathy Sexton. Due to unforeseen circumstances, three months prior to the event taking place, Council had to take over Treasurer responsibilities. The remaining Minerama Committee was consulted and had stated that the event had become too big for a volunteer group and that the administration and compliance was beyond their skill base. It was discussed with the committee, the potential for Minerama to be facilitated by Council with a 'Friends of Minerama' (volunteers) assisting the event.

The first AGM was advertised and held on Wednesday, 10 May and there were no attendees. A second AGM was advertised and held on Wednesday, 28 June and was attended by Council representatives and one resigned committee member.

In 2022, Minerama received a NSW Government grant of \$20,000 to spend on marketing. The grant funding couldn't be utilised in 2022 due to lead times and it was requested that Council could defer to the following year, 2023, which was granted. This grant was spent on advertising, rebranding, content build including photography and videography, project market managing and website upgrade (**Annexure B**). A second COVID grant of \$5,000 was also added to this stream to assist with COVID awareness.

It was minuted in the Glen Innes Severn Council – Open Ordinary Meeting – 27 October 2022, *Minerama Fossicking Gem & Jewellery Show (b) Discussion* that the Minerama event requires a large number of resources and additional volunteers and is potentially outgrowing a volunteer committees' capacity.

There are three main events that Council deliver every year, Minerama, the Australian Celtic Festival and Christmas in the Highlands. Currently, the Tourism and Events Officer is also Acting Manager of Economic Development and assisting with the Highlands Hub. Those roles are being assisted with casual resources for three days a week in the Tourism and Events area. With the assistance from those resources, Council could confidently deliver the whole Operational Plan for Minerama with that support and outsourced marketing until the restructure of Economic Development is finalised.

(c) Options

Option 1

THAT Council:

1. Revokes all delegations to exercise functions on behalf of Council from the Minerama Community Committee of Council; thereby, dissolving the Minerama Community Committee of Council.
2. Continues the planning and delivery of the next Minerama Event in 2024 which will require:
 - a. the reallocation of existing Economic Development/Tourism budgets to provide an additional event budget of \$30,000 to ensure Council has the resources to deliver the event to the size and scale of previous years;
 - b. Seeks grant funding opportunities where possible to assist with funding the event; and
 - c. engages the support from the Friends of Minerama volunteer group.

THIS IS THE RECOMMENDED OPTION

Option 2

That Council does not proceed with the Minerama Fossicking Gem & Jewellery show in 2024.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The 2022/23 event had expenditure of \$34,000 with revenue of \$33,500 (note grant funding not included). The 2023/24 budgeted expenditure is \$37,500 with a predicted revenue of \$34,100. However, if the event is run at the same capacity as last, the real cost of delivering the event is anticipated to be \$56,000.

The reason for the estimated increase is due to:

- Activities that were previously granted are unlikely to receive grant funding again, and
- Inflationary costs associated with services such as security, hiring of plant and equipment, cleaning and waste, and showground venue hire.

If Council delivers the event to the full budget, Council will endeavour to recoup some of the additional expenses through the inclusion of more paid experiences where possible as well as seeking grant funding opportunities.

Economic Development will reallocate \$30,000 from the existing project budget to fund paid event resourcing to support the delivery of the Minerama event and other Council featured events of the Australian Celtic Festival and Christmas in the Highlands which have also grown into much larger and successful events over the last five years. This will also assist the Tourism and Events Officer who is currently Acting Manager of Economic Development and assisting with the Highlands Hub until the restructuring of Economic Development commences. This will be funded across Visitor Information Centre (VIC) and Economic Development (ED) budgets.

(b) Governance/Policy

The AGMs were carried out in accordance with the Manual for Community Committees of Council and Council's Code of Conduct for Council Committees. The Friends of Minerama will fall under Council's Volunteer Policy and Council's Local Approvals Policy will ensure that event approval and compliance is followed.

(c) Legislative/Statutory

Local Government Act 1993 (NSW)

- s 355 makes provisions for how Council may exercise its functions,
- Sub-s 355 provides that a function of Council may be exercised *partly or jointly by the council and another person or persons*. Community Committees of Council are established under this provision,
- Under s 377 *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act (with several exceptions listed in that section),*

- Council may revoke such delegated functions through a resolution of Council, as in the case of those delegated to the Minerama Committee through a previous resolution,
- It is to be noted that the General Manager has been delegated all functions that can be delegated to a general manager by Council and, under the provisions of s 378(2), *[t]he general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council)*. This includes the power to revoke any sub-delegated authority.

(d) Risk

There is a risk to Council relying on community volunteers to assist with events due to volunteer resources in regional areas.

There is a financial risk if the event is cancelled as there would be no revenue generated by the event into the visitor economy during March, which historically has high vacancy rates for accommodation providers. It would also reduce visitation and return on investment to Glen Innes' main shopping precinct.

Council aims to reduce these risks by engaging and explaining the new structure to varied community groups, the Glen Innes Mineral and Gem Club and by having dedicated inductions, copies of the volunteer manuals and associated documents and training before the event. Council will engage social media and contribute a newsletter communicating to the community and traders the new structure and why it was changed. Council will focus on the growth of the event, sustainability and relay thanks and recognition to the past committees and invite them to continue as Friends of Minerama and continue regular meetings for their ideas and input.

Minerama received a total of \$20,000 in 2023 for marketing, rebranding, content build including new photography and videography, as well as a new website, from the NSW Government to assist with the marketing of future Minerama shows. There would be a reputational risk to Council that the outcome of that grant funding would not be fully realised. (**Annexure C**).

(e) Social

The event has been held in Glen Innes for over 30 years, first as small 'tail-gate' event in the Glen Innes District Services Club then moving to its permanent venue held at Glen Innes Showground throughout the grounds and pavilions and located within walking distance to the New England Highway and then onto the main business centre of Glen Innes.

Minerama plays an important role in educating and highlighting the rich mining and fossicking history of the LGA. For many locals this event is an opportunity to meet up with old friends and traders who have been visiting Glen Innes for decades. Minerama is a valued local, family event attended by the local community each year. It provides 'things to do' for our community which in turn improves liveability for residents.

The location is convenient for stallholders, visitors and locals alike, with plenty of passing traffic and convenient parking. The show offers three days of trading (Friday-Sunday) and attracts a loyal and motivated group of visitors with rewarding trading opportunities for dealers as well as children's activities, workshops and opportunities for local community groups. Food and drinks are available on-site from multiple food vendors and the show offers lots of fun activities and things to see and do for all ages, interests and budgets.

(f) Environmental

Nil.

(g) Economic

Minerama brings around \$736,800 to the visitor economy in the lead up, during and after the event. Under this scenario Gross Regional Product is estimated to increase by \$0.579 million (0.11%) to \$551.065 million. Contributing to this is a direct increase in output of \$0.737 million, four additional jobs, \$0.200 million more in wages and salaries and a boost in value-added of \$0.385 million.

From this direct expansion in the economy, flow on supply chain effects in terms of local purchase of goods and services are anticipated and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.208 million, one more job, \$0.050 million more paid in wages and salaries and a gain of \$0.093 million in terms of value added. (*Annexure D*).

(h) Asset Management

As previous Minerama Committees often relied on Council resources in some capacity, with Council facilitating the event, the Operational Plan can be followed without concerns of an item not being followed up and having to pick up any issues without sufficient resources in place. Minerama tables, chairs and felt underlay remain the property of Council and can be utilised for future events and other Council events.

CONSULTATION

(a) External

EJ Freelance marketing contractor, remaining non office bearing Minerama Committee members, Councillor Carol Sparks, the Glen Innes Mineral and Gem Club, University of New England, Glen Innes Lioness Lions Club, REMPLAN.

(b) Internal

Director of Place and Growth, Grants and Funding Officer, Manager of Governance, Risk and Corporate Planning, Tourism Assistants.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.2.5: Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to CS 1.2 Encourage Community Connectivity and Cohesion.

This report links to Council’s Delivery Program Economic Development Principal Activity ED 2.2.1: Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.

CONCLUSION

The Minerama Fossicking Gem & Jewellery Show has grown into a large community event. The expectations of visitors and the community is to see Minerama grow as an annual event. Minerama now requires additional assistance from Council due to increased administration and compliance over the years. With the assistance of the Friends of Minerama volunteer group, Minerama will maintain its appeal and reputation and Council will have the resources for improved planning.

ATTACHMENTS

- Annexure A AGMS
- Annexure B Minerama Marketing Grant Report
- Annexure C Minerama rebranding
- Annexure D Remplan

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

Clause 3.9 of Council's *Code of Meeting Practice* states the following:

A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).

REPORT TITLE: 8.1 NOTICE OF MOTION OF RESCISSION - RESOLUTION 4.05/19 "ELECTION OF MAYOR AND DEPUTY MAYOR TO BE CARRIED OUT AT AN EXTRAORDINARY MEETING OF COUNCIL"

ECM INDEXES:

Subject Index: GOVERNANCE: Elections; Ordinary Council Meetings; Special Meetings

Customer Index: NIL

Property Index: NIL

AUTHOR: Lara Gresham - Councillor

RESCISSION MOTION

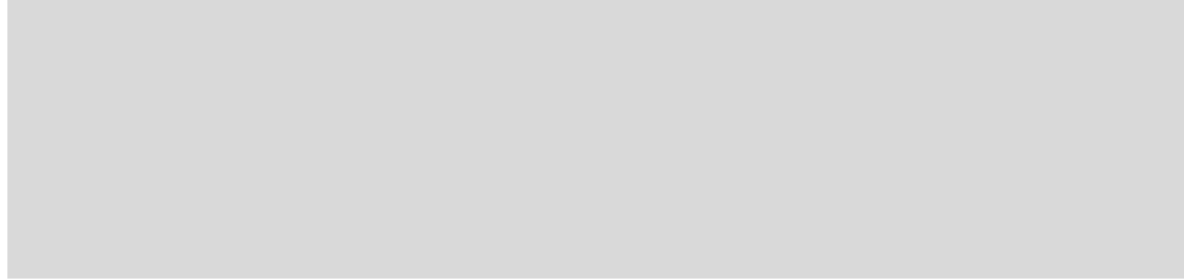
That Council rescinds Resolution 4.05/19 adopted at the Ordinary Council Meeting held on 23 May 2019.

A Notice of Motion of Rescission lodged in accordance with Councils Code of Meeting Practice was received on Monday, 28 August 2023 and relates to the resolution adopted by Council on 23 May 2019, with the item heading "Election of Mayor and Deputy Mayor to be carried out an Extraordinary Meeting of Council".

The Notice of Motion of Rescission received, is shown below:

From: Lara Gresham <lgresham@gisc.nsw.gov.au>
Sent: Monday, 28 August 2023 8:15 PM
To: Bernard Smith <bsmith@gisc.nsw.gov.au>; Rob Banham <rbanham@gisc.nsw.gov.au>
Subject: A couple of requests

Good evening, Bernard and Rob.



I would also like to officially submit a notice of motion that I intend to move to rescind Resolution 4.05/19 at the September council meeting. I'm not exactly sure what I need to provide for that motion, but I look to you, Bernard, to let me know what that is.

Kind regards,

Lara

Lara Gresham
Councillor

The Resolution proposed to be rescinded is shown below:

4.05/19 RESOLUTION

1. That the election of a Mayor and Deputy Mayor be undertaken in an Extraordinary Meeting of Council, with no public forum held prior to the meeting.
2. That only the following items of business be included in the Agenda for the Extraordinary Meeting of Council mentioned in point one (1) above:
 - Election Procedures for the Election of Mayor and Deputy Mayor;
 - Election of Mayor;
 - Review of Annual Fee for Deputy Mayor Policy;
 - Election of a Deputy Mayor.
3. That the Extraordinary Meetings of Council for the purpose of electing a Mayor and Deputy Mayor be held at 6.00pm on the fourth Thursday in September (in the years when an election is due) and be followed by the monthly Community Consultation Session pertaining to the Ordinary Council Meeting, to commence at 6.30pm, with the Ordinary Council Meeting to commence at 6.45pm.

CARRIED

RATIONALE

Comments from Cr Gresham

The background for Resolution 4.05/19 can be found in a report to Council (Item 9.2) in May 2019. The recommendation in the report was presented to Council as a result of training received in January 2019. The Background and Commentary in the report state:

“Councillor Conciliation and Identification of Professional Development Needs training was delivered by Maire Sheehan of Local Government NSW in January 2019.

Feedback from the sessions was provided to Councillors on 14 February 2019. This feedback documented the issues that arose during the sessions and provided proposed strategies to improve governing body cohesion.”

“One of the proposed strategies to improve governing body cohesion arising from the Facilitation Sessions held in January 2019 is to make the Mayoral and Deputy Mayoral election an Extraordinary Meeting of Council, with *no public forum* (emphasis mine).”

While I cannot comment on the issues facing councillors back in 2019, it seems that some of those issues stemmed from the mayoral election held in September 2018 when a significant number of people attended the meeting to speak against the expected outcome of that election.

I understand that the situation was an uncomfortable one for some of the councillors; however, I believe that this particular “proposed strategy” to deal with that issue was an inappropriate response to that situation. It is difficult to see how “governing body cohesion” is served by banning the public from speaking before an election.

Paradoxically, in 2020 Council resolved (Resolution 8.10/20) to amend the Code of Meeting Practice to include a new section:

“... this revised Code of Meeting Practice includes the addition of section 22, Petitions, as follows:

22.1 That Council affirm its belief in, and support for the right: “It is the privilege of any individual or body of individuals in the community to petition (Council) to obtain redress of grievances, or *to ask it not to do something that is contemplated* (emphasis mine).”

Although not a part of the Code of Meeting Practice in 2019, it was added to the Code in 2020 in order to *affirm* Council’s belief in -- that had not been articulated in previous iterations of the Code – and support for the rights of individuals and bodies of individuals to, among other things, speak against actions Council contemplates taking (including, in my opinion, the action of electing a mayor).

This right to speak against proposed actions of Council is a hallmark of our Freedom of Speech and it should always be supported in a democratic society, regardless of whether councillors are discomfited by it. It is especially egregious for Council to take that right away from the community for the sake of “governing body cohesion”.

Council has held the values of Courage, Honesty, Integrity, Transparency, and Respect for many years, and Resolution 4.05/19 does not reflect these values in any way. It also does not align with other beliefs and/or stated views of Council. Though recommended in a sincere desire to facilitate “cohesion”, it was an inappropriate response to apparent interpersonal conflict, which should never have been allowed to impact the rights of individuals and groups of individuals in the community to speak to Council in a public forum.

For these reasons, I commend this Notice of Motion to Council.

Cr Lara Gresham
Councillor

Officer Comment

Council at its meeting on 24 August 2023 resolved:

4.08/23 RESOLUTION

That Council brings forward the date of the September 2023 Ordinary Council Meeting from Thursday, 28 September 2023 to Thursday, 21 September 2023, and further that the Election of the Mayor and the Deputy Mayor be incorporated into this meeting.

CARRIED

Whilst this resolution negates the need for the separate meeting indicated in resolution 4.05/19 for the purpose of electing the Mayor and Deputy Mayor, this notice of motion will provide clarity by formally rescinding the original motion.

ATTACHMENTS

There are no annexures to this report.

Clause 3.9 of Council's *Code of Meeting Practice* states the following:

A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).

REPORT TITLE: 8.2 NOTICE OF MOTION - AMENDMENT TO CODE OF MEETING PRACTICE

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Meetings of Council; Special Meetings

Customer Index: INTERNAL DEPT: Councillors

Property Index: NIL

AUTHOR: Troy Arandale - Councillor

MOTION

That Council's Code of Meeting Practice be amended to incorporate the provisions of the Office of Local Government's Model Code of Meeting Practice which enables a Councillor to attend a meeting via audio-visual link. Following the incorporation of the necessary provisions, Cr Gresham or any other Councillor who wishes to attend via audio visual link will need to apply to Council for approval to attend the meeting via audio visual link.

I, Councillor Troy Arandale, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 21 September 2023 I intend to move the following motion:

That Council's Code of Meeting Practice be amended to incorporate the provisions of the Office of Local Government's Model Code of Meeting Practice which enables a Councillor to attend a meeting via audio-visual link. Following the incorporation of the necessary provisions, Cr Gresham or any other Councillor who wishes to attend via audio visual link will need to apply to Council for approval to attend the meeting via audio visual link.

RATIONALE

Councillor Gresham has advised the Mayor that due to family reasons, she will need to spend a period of time overseas commencing in October. In order to enable her to continue to discharge her decision-making responsibilities as a Councillor, I am putting forward this notice of motion.

I commend this Notice of Motion to Council.

Cr Troy Arandale
Councillor
Date: 11.9.23

ATTACHMENTS

There are no annexures to this report.

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletters;
- Australasian Fire and Emergency Services Authorities Council – Bushfire Seasonal Outlook Spring 2023;
- Bushed Australia – newsletter;
- Health Infrastructure – Glen Innes Hospital Redevelopment Community sessions;
- Inside Local Government – newsletters;
- Local Government NSW – newsletters;
- Office of Local Government – newsletter and circular; and
- Weekly Councillor updates from the General Manager.

Press Releases

- Country Mayors Association of NSW;
- Rural Fire Services; and
- Shadow Minister for Veterans' Affairs, Member for New England, The Hon. Barnaby Joyce.

Publications

- LG Focus – August 2023.

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

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

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Australia Day Committee - 2/08/23
Annexure B Australian Standing Stones Management Board - 16/08/23
Annexure C Glen Innes Community Access Committee - 3/07/23
Annexure D Roads Consultative Committee - 17/08/23

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

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

Local Traffic Committee

9/08/23

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 9.4 MINUTES OF OTHER ORGANISATIONS FOR INFORMATION

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Meetings – Other Organisations**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

Country Mayors Association of NSW	4/08/23
North West Weight of Loads Committee	27/07/23

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Country Mayors Association of NSW - 4/08/23

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

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

Customer Index: **INTERNAL DEPT – Councillors**

Property Index: **NIL**

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

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

(b) Discussion

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

15.09/22 RESOLUTION

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

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

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

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

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

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

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

The following meetings were held by Section 355 Community Committees of Council during August 2023:

Name of Committee	Councillor Delegate(s)	Date
Aboriginal Consultative Committee	Cr Banham, Cr Sparks	28.8.23
Australia Day Committee	Cr Parry, Cr Parsons	2.8.23
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	16.8.23
Emmaville Mining Museum Committee	Cr Banham	24.8.23
Glen Elgin Federation Sports Committee	Cr Gresham	23.8.23
Glen Innes Saleyards Advisory Committee	Cr Banham, Cr Alt	16.8.23

Name of Committee	Councillor Delegate(s)	Date
Glen Innes Severn Cemetery Committee	Cr Banham, Cr Arandale	17.8.23
Glen Innes Severn Library Committee	Cr Banham	18.8.23
Open Spaces Committee	Cr Banham, Cr Arandale, Cr Sparks	30.8.23
Roads Consultative Committee	Cr Banham, Cr Arandale, Cr Parry	17.8.23
Stonehenge Reserve Trust	Cr Parry, Cr Parsons	10.8.23

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Business Continuity Awareness Training	1.8.23
	Emmaville Hazard Reduction Meeting RFS	1.8.23
	Wyaliba Public School Book Fair Dress Up Day	2.8.23
	Coalition of Renewable Energy Mayors (CoREM) Meeting	3.8.23
	Country Mayors Meeting	4.8.23
	New England Renewables Workshop in Armidale	7.8.23
	Tablelands Health Sector CQ & PCC Meeting	8.8.23
	Regional Bank Community Partnership Program	8.8.23
	NBN Update with Head of NBN Local	9.8.23
	Local Traffic Committee Meeting	9.8.23
	Councillor Workshop	10.8.23
	Citizenship Ceremony	11.8.23
	Meeting with AEC Group Consultants (Indoor Equine & Livestock Centre)	14.8.23
	2024/25 Australian Government Black Spot Information Session	15.8.23
	RFSA Northern Tablelands Branch Meeting	15.8.23
	Saleyards Committee Meeting	16.8.23
Australian Standing Stones Management Board Meeting	16.8.23	
Australian Standing Stones Management Board AGM	16.8.23	

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Glenrac Farmer Update Meeting	16.8.23
	Roads Consultative Committee Meeting	17.8.23
	Health Infrastructure catch-up about new hospital	17.8.23
	Vietnam Veterans Commemorative Service	18.8.23
	Catch Up with Senator Tim Ayres at Ag-Quip	22.8.23
	Meeting with Minister Stephen Kamper in Sydney	23.8.23
	Pre-Meeting Briefing Session	24.8.23
	Ordinary Council Meeting	24.8.23
	New England Rail Trail Update Meeting with TfNSW and Armidale Council	24.8.23
	Emmaville Mining Museum Meeting	24.8.23
	Glenrac Committee Meeting	25.8.23
	Farewell to Lara & James Gresham Presbyterian Church	27.8.23
	Aboriginal Consultative Committee (no quorum)	28.8.23
	Meeting with Jeff Ward from White Rock Wind	30.8.23
	Donations Committee Review Meeting	30.8.23
	Open Spaces Meeting	30.8.23
	Energy Co NEREZ Meeting online	31.8.23
Cr T Arandale (Deputy Mayor)	Funeral – Bob Dwyer (former Mayor of Glen Innes Municipal Council)	31.7.23
	Business Continuity Awareness Training	1.8.23
	NAIDOC Celebrations Glen Innes High School	2.8.23
	Glen Innes Hospital Auxiliary	4.8.23
	Business Chamber Awards Meeting	8.8.23
	Interagency Meeting	9.8.23
	Councillor Workshop	9.8.23
	Meeting with AEC Group Consultants (Indoor Equine & Livestock Centre)	14.8.23
	Roads Consultative Committee Meeting	17.8.23
	Health Infrastructure catch-up about new hospital	17.8.23
	Vietnam Veterans Commemorative Service	18.8.23
	Dunga Derby Run	18.8.23

Councillor	Name of Meeting / Function	Date attended
	Royal Freemasons Benevolent Institute – new software rollout	22.8.23
	Meeting with Minister Kamper in Sydney	23.8.23
	New England Rail Trail Update Meeting with TfNSW and Armidale Council	24.8.23
	Donations Committee Review Meeting	30.8.23
Cr T Alt	Rural Fire Service Pre-Season Meeting	July*
	Councillor Workshop	10.8.23
	Glen Innes Saleyards Advisory Committee	16.8.23
	Pre-Meeting Briefing Session	24.8.23
	Ordinary Council Meeting	24.8.23
	Donations Committee Review Meeting	30.8.23
Cr L Gresham	Councillor Workshop	10.8.23
	New England County Council Meeting	15.8.23
	Australian Standing Stones Management Board Meeting	16.8.23
	Pre-Meeting Briefing Session	24.8.23
	Ordinary Council Meeting	24.8.23
Cr J Parry	Stonehenge Reserve Trust AGM	10.8.23
	Councillor Workshop	10.8.23
	Pre-Meeting Briefing Session	24.8.23
	Ordinary Council Meeting	24.8.23
Cr A Parsons	Australia Day Committee Meeting	2.8.23
	Councillor Workshop	10.8.23
	Ordinary Council Meeting	24.8.23
	Glen Innes District Community Centre Meeting	28.8.23
Cr C Sparks	Electrifying Homes Seminar via Teams	8.8.23
	Councillor Workshop	10.8.23
	Attract Connect and Stay Meeting	17.8.23
	Glen Innes Art Gallery Committee Meeting	21.8.23
	Pre-Meeting Briefing Session	24.8.23
	Ordinary Council Meeting	24.8.23
	Safe in Our Town Meeting	30.8.23

*not recorded last month

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

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

Manual for Community Committees of Council

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

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

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

(c) Legislative/Statutory

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

How a council may exercise functions.

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

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

(d) Risk

Nil.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Governance Administration Officer provided the information regarding the meetings held by Section 355 Community Committees of Council.

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

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

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

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

CONCLUSION

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

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

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS