

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
24 FEBRUARY 2022**

COMMUNITY CONSULTATION SESSION GUIDELINES

Note: Due to the current COVID-19 pandemic, submissions for the Community Consultation Session are to be made in writing and approved submissions will be forwarded to Councillors prior to the commencement of the meeting.

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. 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 about 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 more 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. 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 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.

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.

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.

20. If the Chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 19, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
21. Clause 20 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of the Code of Meeting Practice.
22. Where a speaker engages in conduct of the type referred to in clause 19, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.
23. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

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, 24 February 2022 at 9.00am

ORDER OF BUSINESS

1	ACKNOWLEDGEMENT OF COUNTRY.....	6
2	OPENING WITH PRAYER.....	6
3	APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS.....	6
4	MINUTES OF PREVIOUS ORDINARY MEETING - 27 JANUARY 2022 TO BE CONFIRMED	6
5	DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON- PECUNIARY INTERESTS	6
6	MAYORAL MINUTE(S).....	7
6.1	Proposed Free Entry into the Glen Innes and Emmaville Aquatic Centres for the month of March 2022	7
7	REPORTS TO COUNCIL.....	11
7.1	Resolution Tracking Report.....	11
7.2	Changing Earlier Decisions	15
7.3	ALGA National General Assembly 2022	19
7.4	Review of the Fixing of Date and Time of Ordinary Council Meetings Policy.....	25
7.5	Review of the Date and Time of Councillor Workshops.....	29
7.6	Proposed Councillor Workshop Calendar.....	34
7.7	Request for Boundary Realignment between Glen Innes Severn Council and Tenterfield Shire Council.....	39

7.8	Review of Principal Activities in the Operational Plan measured against the Delivery Program for the period 1 July 2021 until 31 December 2021	44
7.9	Quarterly Budget Review - December 2021.....	53
7.10	Review of the Code of Meeting Practice.....	60
7.11	Repeal of the Community Consultation Session Guidelines (Pertaining to Council Meetings).....	67
7.12	Quarterly Update on the Customer Satisfaction and Priorities Action Plan as at 31 December 2021.....	71
7.13	Glen Innes Severn Council Staff Engagement Survey - Action Plan Progress Report as at 31 December 2021	76
7.14	Information Communications Technology (ICT) Strategic Plan....	82
7.15	Minor Modification of the Glen Innes Severn Council Organisational Structure.....	87
7.16	StateCover Workers Compensation and Safety Performance Report 2020 - 2021	92
7.17	Workplace Injury Management Report as at 31 January 2022.....	102
7.18	Capital Works Program Progress Report as at 31 January 2022	106
7.19	Investments Report as at 31 January 2022	112
7.20	Borrowings Report as at 31 January 2022	121
7.21	Rates and Charges as at 31 January 2022	126
7.22	Corporate and Community Services: Monthly Report for January 2022.....	131
7.23	Planning Proposal Post Exhibition Review of the Glen Innes Severn Local Environmental Plan 2012.....	141
7.24	Draft Waste Management Strategy.....	151
7.25	Updates on Crown land acquisition for future landfill site extension.....	158
7.26	Development, Planning and Regulatory Services: Monthly Report for January 2022	162
7.27	Transfer of ownership of the Torrington Waste Transfer Station	173
7.28	Proposed Sale of 23 Bourke Street Deepwater	178
7.29	Delegates on the Local Emergency Management Committee	182

7.30	Repeal of Bitumen Asphalt and Resurfacing Policy.....	187
7.31	Infrastructure Services: Monthly Report for January 2022.....	190
8	NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE	207
9	CORRESPONDENCE, MINUTES, PRESS RELEASES	208
9.1	Minutes of Council Community Committee Meetings for Information.....	208
10	REPORTS FROM DELEGATES	209
10.1	Reports from Delegates	209
11	MATTERS OF AN URGENT NATURE.....	217
12	CONFIDENTIAL MATTERS	218
12.1	Consideration of Tender T21-01 Tender for Supply of Bridge Components.....	219

Craig Bennett
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.”

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 - 27 JANUARY 2022 TO BE CONFIRMED

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

PECUNIARY:

Nature of conflict:

Action to be taken:

NON-PECUNIARY:

a) Significant Non-Pecuniary

Nature of conflict:

Action to be taken:

b) Non-significant Non-Pecuniary

Nature of conflict:

Action to be taken:

6 MAYORAL MINUTE(S)

REPORT TITLE: 6.1 PROPOSED FREE ENTRY INTO THE GLEN INNES AND EMMAVILLE AQUATIC CENTRES FOR THE MONTH OF MARCH 2022

ECM INDEXES:

Subject Index: GOVERNANCE: Mayoral Minute
COUNCIL PROPERTIES: Usage
FINANCIAL MANAGEMENT: Fees and Charges

Customer Index: INTERNAL DEPT – Aquatic Centres

Property Index: NIL

AUTHOR: Rob Banham - Councillor

APPROVER/S:

MOTION

THAT Council:

- 1. Provides free entry to everyone for both the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre on weekends for the entire month of March 2022; and***
- 2. Funds the estimated lost revenue and additional expenditure of \$11,580 from the operational savings resulting from the sale of the Mayor's motor vehicle.***

I, Councillor Rob Banham, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 24 February 2022, I intend to move the following motion:

That Council:

- 1. Provides free entry to both the Glen Innes Aquatic Centre and the Emmaville Pool on weekends for the month of March 2022.***
- 2. Funds the estimated lost revenue and additional expenditure of \$11,580 from the operational savings resulting from the sale of the Mayor's motor vehicle.***

RATIONALE

I believe that it is time to give something back to the community of Glen Innes and the surrounding villages by the way of giving all, free access to our community pools in Emmaville and Glen Innes for all of the weekends for the entire month of March.

This is also a recognition of the support the Community has placed in the newly elected Council and Council giving back to the community.

As Mayor we all need to be focused on making our towns and villages the best of the best and to get there, we all have to work together in the same direction for our region to grow and prosper.

COMMENTARY:

Council still needs to ensure that the expected gate takings for the Emmaville Aquatic Centre are paid to the contractor. There is a contract for the management and operation of the Emmaville Aquatic Centre.

The following wording is included in this contract “the Contractor will retain all fees and charges collected from the use of the Aquatic Facilities”.

As this Mayoral Minute is proposing not to collect fees and charges for the month of March 2022 an arrangement will need to be worked out with the contractor as to how much the gate takings would have been for March 2022. It is estimated that the gate takings will be approximately \$200 per weekend. This is detailed in the table below (4 weekends @ \$200 = \$800).

Additional staff will need to be employed for the four (4) weekends to cater for the expected increase in patronage. The cost of the expected additional staff is also detailed in the table below.

It is expected that the numbers will be capped at between 150 and 170 patrons at the Glen Innes Aquatic Centre per day and capped at 140 patrons per day at the Emmaville Aquatic Centre.

These numbers will provide the opportunity for the staff to manage the Work, Health and Safety requirements on all of the weekends, as required by the documentation detailed under both the governance/policy and the legislative implications sections of the report below.

Finally, due to the expected high numbers on the four (4) weekends, additional backwash/filter cleans will be required. The expected additional costs in performing these additional jobs is also detailed in the table below.

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

The estimated lost revenue from providing free entry to both aquatic centres for the month of March 2022 (5, 6, 12, 13, 19, 20 and 26 and 27 March 2022) is as follows:

Description	Glen Innes Aquatic Centre	Emmaville Aquatic Centre	TOTAL
Gate takings	\$2,000	\$ 800	\$ 2,800
Additional staffing required	\$2,700	\$3,440	\$ 6,140
Additional Backwash/filter clean	\$1,320	\$1,320	\$ 2,640
TOTALS	\$6,020	\$5,560	\$11,580

The lost revenue and additional costs of \$11,580 could be funded from the following:

Savings from not having a Mayoral Vehicle.

The following savings are estimated from not having a Mayoral Vehicle for the remaining period of the 2021/2022 Financial Year:

Savings in vehicle running costs – 2020/2021 Financial Year	\$ 9,000
One-off operational savings from selling the Mayoral Vehicle	\$ 7,000
Total Expected Savings for the 2020/2021 Financial Year	<u>\$ 16,000</u>

The total estimated revenues and expenses from running and maintaining the two (2) aquatic centres for the 6-month period from 1 October 2021 until 31 March 2022 is as follows:

Total Revenue	\$138,950
Total Expenditure	\$591,214
Net Cost	<u>\$452,264</u>

Council is therefore budgeting for a loss of \$452,264 on the running of its two (2) aquatic centres for the 2021/2022 Financial Year, prior to the free entry.

The actual loss as at 31 January 2022 is \$216,942. (Actual Revenue of \$87,092 less Actual Expenditure of \$304,034).

There are still two-and-a-bit months' worth of trading to be undertaken as of 31 January 2022.

(b) Governance/Policy

Guidelines for Pool Safety Operations from Royal Life Saving Australia.

This is the recognised national industry standard that describes and makes recommendations as to the appropriate minimum standards of safety that should be attached to the design, ownership and operations of aquatic facilities thereby providing a recognised standard of care in a particular area of design and/or operations.

Practice Note 15 – Water Safety

The Practice Note is the key document under the NSW Government water safety policy framework to guide councils to carry out water safety functions using a risk management approach. The Practice Note is to help councils minimise risks associated with aquatic locations under their care and control to keep people as safe as possible while they enjoy the water.

(c) Legislative/Statutory

Public Health Regulation 2012 under the Public Health Act 2010.

(d) Risk

There is a risk that the community will expect free entry into the pools every year. This could cost Council a significant amount of money in lost earnings.

(e) Social

There is some benefit in the community receiving a short- term benefit to attend the pools every now and then.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

I commend this Mayoral Minute to Council.

Rob Banham

Date: 14 February 2022

ATTACHMENTS

There are no annexures to this report.

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Meetings of Council

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to provide Councillors with an update on all of 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 very 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 of the Outstanding Council Resolutions.

(b) Discussion

There are now 11 Council Resolutions currently outstanding as at Tuesday, 15 February 2022.

There were 18 Council Resolutions outstanding in the report that went to the Thursday, 27 January 2022 Ordinary Council Meeting.

A further 10 outstanding actions were added after the January 27, 2022 Ordinary Council Meeting.

Therefore, 17 outstanding actions have been completed since the last Ordinary Council Meeting (workings – $18 + 10 = 28 - 17 = 11$).

These 11 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>
2019	0 (1 – January 2022)
2020	2 (2 – January 2022)
2021	7 (14 – January 2022)
2022	2 (1 – January 2022)
TOTAL	<u>11</u> (18 – January 2022)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>
General Manager	1 (1 – January 2022)
Corporate and Community Services	3 (10 – January 2022)
Development, Planning and Regulatory Services	1 (2 – January 2022)
Infrastructure Services	6 (5 – January 2022)
TOTAL	<u>11</u> (18 – January 2022)

It is very important that Councillors have the confidence that officers are following up on their resolutions from the Council Meetings and actioning them in a timely, accurate and professional manner.

The discipline that has been instilled at Glen Innes Severn Council is that no actions in Infocouncil should have a commentary that is older than 30 days and the commentary must be relevant and provide an up-to-date status of the action at all times.

Additionally, the target date must always be forward looking. No action should have a past target date, only a forward-looking target date at all times.

Staff will continue to focus and prioritise completing the two (2) remaining outstanding actions from the 2020 year.

However, this needs to be tempered with the fact that no outstanding actions are to be completed by staff until they are 100% completed.

Otherwise, Councillors and the community will lose confidence in the governance framework being used to manage outstanding actions.

(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 can demonstrate exceptional or best practice governance is for all Council resolutions to be actioned in a timely, accurate and professional manner.

(c) Legislative/Statutory

Nil.

(d) Risk

There is a risk that Council staff may not action Council Resolutions in a timely, accurate and professional manner.

This report aims to mitigate this risk by managing accountability and promoting transparency.

Responsible officers are assigned actions after each Council Meeting.

(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 by staff.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Responsible officers are required to provide regular updates on the progress of actioning their respective Council resolutions through the electronic Infocouncil system.

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

This item also links to Council's Delivery Program Objective STC 1.7.1 'Strive for excellence in all customer service areas'.

CONCLUSION

It is extremely important that all Council Resolutions are followed up in a timely, accurate and professional manner.

This assists in building confidence, not only with the Councillors but also with the community, that Council is a transparent, efficient and professionally run organisation.

ATTACHMENTS

Annexure A Outstanding Actions Report as at 15 February 2022

REPORT TITLE: 7.2 CHANGING EARLIER DECISIONS

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Council Meetings

Customer Index: NIL

Property Index: NIL

AUTHOR: Craig Bennett - General Manager

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to provide information to Councillors on the two (2) ways to change or amend earlier decisions.

RECOMMENDATION

That Council notes the information provided in this report.

REPORT

(a) Background

The then Division of Local Government (now the **Office of Local Government (OLG)**) issued a Meetings Practice Note in August 2009 (**Annexure A**).

One section of the Meetings Practice Note (Part 6 – Rescission Motions) dealt with how Councils could change earlier decisions of Council.

The full part 6 is dealt with under the discussion section of this report.

(b) **Discussion**

The following is a full excerpt from Part 6 of the Meetings Practice Note which is attached as Annexure A to this report:

PART 6 – RESCISSION MOTIONS

6.1 Changing earlier decisions

6.1.1 How can councils change earlier decisions?

Councils are able to change their decisions by way of a later decision. A motion to rescind or alter a resolution is the usual means of changing a council resolution. These motions must be notified in accordance with the ***Local Government Act 1993 (the Act)***, section 372(1) and council’s Meeting Code.

Section 372(4) of the Act requires notice of a rescission motion to have the signatures of three (3) councillors if less than (3) months has passed since the original resolution was made.

However, the courts have held that it is not always essential that a council expressly alter or rescind a resolution prior to passing a later resolution which is inconsistent or in conflict with the earlier resolution.

In other words, alteration or rescission can be implied – *Everall v Kuring-gai Municipal Council (1991) 72 LGRA 369.*

To make sure that council’s intention is clear, it is considered best practice to expressly state that a later resolution is to replace an earlier one. In this way, the public, council staff and subsequent councillors can understand and act with certainty on council decisions.

(c) **Options**

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

Nil.

(b) **Governance/Policy**

Meetings Practice Note 2009.

Section 1.1 – **Holding Meetings** – When are ordinary council meetings held states the following “*Ordinary council meetings are held on a regular basis, as decided by the council. Each council must meet at least ten (10) times a year, with each meeting being in a different month (section 365 of the Act). It is up to the council to decide when and where to have the meeting.*”

Glen Innes Severn Council Code of Meeting Practice.

3.1 The council shall, by bi-annual resolution in September, set the frequency, time, date and place of its ordinary meetings.

(c) Legislative/Statutory

Everall v Ku-ring-gai Municipal Council (1991).

Section 372 of the *Local Government Act 1993*.

Section 365 of the *Local Government Act 1993*.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

OLG.

(b) Internal

Nil.

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

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

CONCLUSION

It is clear that there are two (2) ways to change earlier decisions of Council. Either by way of a rescission motion or alternatively through a new report.

If a motion is resolved that is different to the original decision of Council, then the new resolution takes over from the previous decision.

ATTACHMENTS

Annexure A Meeting Practice Note

REPORT TITLE: 7.3 ALGA NATIONAL GENERAL ASSEMBLY 2022

ECM INDEXES:

Subject Index: GOVERNANCE: Conferences

Customer Index: Australian Local Government Association (ALGA)

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to seek approval for the Mayor, Deputy Mayor and the General Manager to attend the Annual **National General Assembly (NGA)** of Local Government Conference, which is being held in Canberra from Sunday, 19 June 2022 until Wednesday, 22 June 2022, and for Council to consider submitting any motions for consideration at the assembly.

RECOMMENDATION

THAT Council:

- 1. Authorises for the Mayor, the Deputy Mayor and the General Manager to attend the National General Assembly of Local Government, which is being held in Canberra from Sunday 19 June 2022 until Wednesday 22 June 2022.***
- 2. Considers whether it would like to submit any motions to the 2022 National General Assembly in accordance with the requirements listed in Annexure A of this report.***

REPORT

(a) Background

The NGA of Local Government is an opportunity for individual councils to identify matters of national relevance to the sector and to submit motions in order to seek support at the NGA for those matters to be considered by the **Australian Local Government Association (ALGA)** as national policy, for its advocacy role or for more immediate action by ALGA on behalf of the sector.

It is the premiere Local Government event bringing together Mayors, Councillors and Senior Officers from Councils across Australia to develop Local Government policy ideas, meet with key Federal politicians, and to hear from renowned experts on key issues affecting Local Government in Australia.

(b) Discussion

The NGA provides a platform for Local Government to address national issues and lobby the Federal Government on critical issues facing our sector. The theme for the 2022 NGA is "*Partners in Progress*", focussing on how partnerships, particularly between the Australian Government and Local Governments, can tackle the immediate challenges facing communities and help us confidently prepare for the future.

It is usual for a number of crucial policy motions to be debated at the NGA and it is preferable that every Council is represented in these debates to actively contribute to the dialogue, as the sector is strategically positioned within our Federation.

Invitations are usually extended to the Prime Minister, Leader of the Opposition, and relevant Ministers to address the NGA to give attendees the opportunity to hear directly from them, and it is expected for high level politicians to be attending again this year.

The ALGA Board is calling for motions under the theme of "*Partners in Progress*".

A discussion paper has been developed to assist councils to identify motions that address the theme of the NGA (**Annexure A**).

The NGA is an important opportunity for Councils to influence the national policy agenda. The focus of the assembly is on partnerships, working together and resilience.

Therefore, the motions should focus on how local governments can work together in partnership with the Australian Government to address the challenges that communities face, or the opportunities that have arisen to build back better.

Motions should generally be in a form that seeks the NGAs support for a particular action or policy change at the Federal Level which will assist to meet the local community needs.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of Local Government nationally;
2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory Local Government Association;
4. be submitted by a Council which is a financial member of their state or territory Local Government Association;
5. propose a clear action and outcome;
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, Local Government.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and Council endorsement.

Motions are required to be lodged electronically and to be received no later than 11.59 pm on Friday, 25 March 2022.

Council's involvement in the NGA is important to assist ALGA to maintain the Government's engagement with Local Government and to drive improved outcomes for the Local Government sector at the national level.

ALGA has produced a publication titled "Federal Election Priorities" (***Annexure B***).

The 17 national priorities outlined in this document have been formed by motions passed at last year's NGA, and unanimously endorsed by ALGA's Board in conjunction with their member state and territory Local Government Associations.

It lays out a series of offers to the next incoming government and builds on the strength and proven track record of Local Government of working in partnership to deliver for Australian communities and national productivity.

The priorities cover policies relating to the following areas:

- Economic Recovery;
- Transport and Community Infrastructure;
- Building Resilience;
- Circular Economy; and
- Inter-governmental Relations.

(c) Options**Option 1**

THAT Council:

- Authorises for the Mayor, the Deputy Mayor and the General Manager to attend the National General Assembly of Local Government, which is being held in Canberra from Sunday, 19 June 2022 until Wednesday, 22 June 2022.
- Considers whether it would like to submit any motions to the 2022 National General Assembly in accordance with the requirements listed in Annexure A of this report.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may prefer to send an alternate Councillor in lieu of the Mayor or Deputy Mayor.

Option 3

Council may prefer not to send any delegates to the Conference.

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

There is sufficient funding available for three (3) delegates to attend this conference.

The 2021/2022 Operational Plan and Budget has the following allowances for Conferences, Training and Seminars (the actuals are detailed as at Tuesday, 15 February 2022 – what is currently showing in the general ledger system):

Description	Current Revised Budget for Conferences, Training and Seminars	Current Actuals for Conferences, Training and Seminars	Current Amount Available
Councillors	\$ 5,000	\$ 903	\$ 4,097
Mayor	\$ 4,000	\$ 990	\$ 3,010
General Manager	\$ 4,700	\$ 903	\$ 3,797
TOTALS	\$13,700	\$2,796	\$10,904

The funding for Councillors is to cover all conferences, training and seminars attended by Councillors during the 2021/2022 Financial Year (including this conference).

The 2021/2022 Operational Plan and Budget has the following allowances for Travel Expenses (the actuals are detailed as at Tuesday, 15 February 2022 – what is currently showing in the general ledger system):

Description	Current Budget for Travel Expenses	Current Actuals for Travel Expenses	Current Amount Available
Councillors	\$ 8,000	\$ 180	\$ 7,820
Mayor	\$ 6,000	\$ 153	\$ 5,847
General Manager	\$ 8,600	\$ 617	\$ 7,983
TOTALS	\$22,600	\$ 950	\$21,650

Travel expenses cover the costs for the Mayor, Councillors and the General Manager and any of the staff in his Directorate, to travel to conferences, training or seminars and any accommodation and meal expenses whilst they are at the conference, training course or seminar.

Accommodation, travel and other incidental costs will be paid in accordance with the terms of the Glen Innes Severn Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy and the Human Resources Policy Statement Register for the General Manager.

The anticipated costs for the three (3) representatives to attend this conference are as follows:

Delegate	Registration Fee	Regional Forum	Networking Dinner	Gala Dinner	Accommodation (4 nights)	Flights from Armidale to Canberra return	Grand Total
Mayor	\$ 900	\$ 250	\$ 150	\$ 200	\$ 700	\$ 800	\$3,000
Deputy Mayor	\$ 900	\$ 250	\$ 150	\$ 200	\$ 700	\$ 800	\$3,000
General Manager	\$ 900	\$ 250	\$ 150	\$ 200	\$ 700	\$ 800	\$3,000
TOTAL COSTS	\$2,700	\$ 750	\$ 450	\$ 600	\$2,100	\$2,400	\$9,000

The Early Bird Registration fee for this conference (which has to be paid by Friday, 6 May 2022) is \$900 for each person attending the conference. This is detailed in the table above.

(b) Governance/Policy

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

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

This report has no relevance to the Integrated Planning and Reporting Framework, however, some of the policy matters discussed at the Conference may influence Council's future strategic planning.

CONCLUSION

It is recommended that Council authorises for the Mayor, the Deputy Mayor and the General Manager to attend the Annual National General Assembly of Local Government Conference being held in Canberra from Sunday, 19 June 2022 until Wednesday, 22 June 2022 and that Council considers whether it would like to submit any motions in accordance with the criteria listed in the body of this report.

ATTACHMENTS

Annexure A Call for Motions Discussion Paper
Annexure B ALGA Federal Election Priorities

REPORT TITLE: 7.4 REVIEW OF THE FIXING OF DATE AND TIME OF ORDINARY COUNCIL MEETINGS POLICY

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)

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to present Council with the revised Fixing of Date and Time of Ordinary Council Meetings Policy (**Annexure A**) for its review and adoption.

RECOMMENDATION

That Council adopts the revised Fixing of Date and Time of Ordinary Council Meetings Policy.

REPORT

(a) Background

The Fixing of Date and Time of Ordinary Council Meetings Policy was last adopted by Council on 23 September 2021.

Following the Local Government Elections held on Saturday, 4 December 2021, the newly elected Council resolved on Thursday, 27 January 2022 to change the commencement time of the Ordinary Council Meetings to 9.00am.

The following was resolved by Council at the Ordinary Council Meeting:

Moved Cr T Arandale Seconded Cr J Parry

14.01/22 RESOLUTION

THAT Council:

1. Sets the dates and times for all Ordinary Council Meetings which are to be held from 1 February 2022 until 30 September 2022 as follows:

Date	Location	Time
Thursday, 24 February 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 24 March 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 28 April 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 26 May 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 23 June 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 28 July 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 25 August 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 22 September 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am

2. Reviews the Fixing of Date and Time of Ordinary Council Meetings Policy.

A division was called for, voting on which was as follows:

For

Cr T Alt
Cr T Arandale
Cr R Banham
Cr L Gresham
Cr J Parry

Against

Cr A Parsons
Cr C Sparks

The division was declared carried by 5 votes to 2.

CARRIED

(b) Discussion

The Fixing of Date and Time of Ordinary Council Meetings Policy has been revised to incorporate the change to the commencement time of Ordinary Council Meetings from 6.00pm to 9.00am.

The only other amendment made to the Policy is regarding the Policy review.

The review will now be undertaken annually, rather than bi-annually.

The minor revisions are detailed in **RED** font in Annexure A.

This amendment has also been incorporated into the review of the Code of Meeting Practice, which is presented to Council as a separate report in this Business Paper.

This policy has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review and adoption by Council.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Fixing of the Date and Time of Ordinary Council Meetings Policy will become policy of Council.

Code of Meeting Practice.

(c) Legislative/Statutory

Local Government Act 1993:

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.”

(d) Risk

Nil.

(e) Social

The starting time of Ordinary Council Meetings can have positive and negative effects. The revised commencement time of 9.00 am will mean that Councillors and Council staff are fresh and alert for the Meetings.

Council Meetings are livestreamed and are available for archive viewing for a period of 12 months following the meeting.

This provides the opportunity for members of the public to view the Ordinary Council Meetings any time that suits them.

(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 (DPOP)

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

CONCLUSION

Council's Fixing of Date and Time of Ordinary Council Meetings Policy has been revised to include the changes that have occurred since the current Policy was adopted by Council in September 2021.

The revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Fixing of Date and Time of Ordinary Council Meetings Policy

REPORT TITLE: 7.5 REVIEW OF THE DATE AND TIME OF COUNCILLOR WORKSHOPS

ECM INDEXES:

Subject Index: GOVERNANCE: Councillor Workshops

Customer Index: Internal Dept – Councillors

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is for Council to consider the day and time that it would like to hold Councillor Workshops.

RECOMMENDATION

That Council sets the dates and times for the main Council Workshops which are being held from Tuesday, 1 March 2022 until Friday 30 September 2022 as follows:

Date	Location	Time
<i>Thursday, 10 March 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>TBC</i>
<i>Thursday, 14 April 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>TBC</i>
<i>Thursday, 12 May 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>TBC</i>
<i>Thursday, 09 June 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>TBC</i>
<i>Thursday, 14 July 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>TBC</i>
<i>Thursday, 11 August 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>TBC</i>
<i>Thursday, 08 September 2022</i>	<i>William Gardner Conference Room, Glen Innes Severn Learning Centre</i>	<i>TBC</i>

REPORT

(a) Background

Council resolved the following at the January 27, 2022 Ordinary Council Meeting:

Moved Cr T Arandale Seconded Cr J Parry

14.01/22 RESOLUTION

THAT Council:

1. Sets the dates and times for all Ordinary Council Meetings which are to be held from 1 February 2022 until 30 September 2022 as follows:

Date	Location	Time
Thursday, 24 February 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 24 March 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 28 April 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 26 May 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 23 June 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 28 July 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 25 August 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 22 September 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am

2. Reviews the Fixing of Date and Time of Ordinary Council Meetings Policy.

A division was called for, voting on which was as follows:

For

Cr T Alt
Cr T Arandale
Cr R Banham
Cr L Gresham
Cr J Parry

Against

Cr A Parsons
Cr C Sparks

The division was declared carried by 5 votes to 2.

CARRIED

Council has therefore set the date and times for the Ordinary Council Meetings. It now needs to set the date and times for the main Council Workshops.

(b) Discussion

These Workshops have previously been scheduled for the second Thursday of the month, commencing at 6.00pm. Council now needs to select one of the options from the options section of the report below.

Some Council Workshops may be scheduled on days that are not set aside above. This flexibility is required to allow Councillor workshops such as budget workshops and other one-off workshops that come up from time to time.

The Policy Document Incorporating Guidelines for Councillor Workshops is attached as **Annexure A** for the information of Council.

(c) Options

Council has the following options to consider:

Option 1

Council sets the main Councillor Workshop to be held on the second Thursday of the month, commencing at 9.00am and concluding at 12.00pm (morning meeting), commencing from Tuesday, 1 March 2022.

Option 2

Council sets the main Councillor Workshop to be held on the second Thursday of the month, commencing at 1.00pm and concluding at 4.00pm (afternoon meeting), commencing from Tuesday, 1 March 2022.

Option 3

Council sets the main Councillor Workshop to be held on the second Thursday of the month, commencing at 6.00pm and concluding at 9.00pm (night meeting), commencing from Tuesday, 1 March 2022.

Option 4

Council may wish to set a new day and/or time for the Councillor Workshops.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

The Policy Document Incorporating Guidelines for Councillor Workshops.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Councillor workshops allow Councillors to receive information by way of information sessions or briefings with regards to subject matters that are substantial and complex in nature, therefore allowing Councillors to develop a better understanding and make better informed decisions about matters before Council for consideration.

(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 (DPOP)

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

CONCLUSION

Council needs to determine what day and time it proposes to hold its main Councillor Workshops.

ATTACHMENTS

Annexure A Policy Document Incorporating Guidelines for Councillor Workshops

REPORT TITLE: 7.6 PROPOSED COUNCILLOR WORKSHOP CALENDAR

ECM INDEXES:

Subject Index: GOVERNANCE: Councillor Workshops

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is for the General Manager to inform Councillors about the proposed Councillor Workshops for March and April 2022.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Councillor Workshops are held to ensure that Councillors have an opportunity, from time to time, to access information within a more informal and interactive forum with regards to the development of key strategic documents for Council and receive information by way of information sessions or briefings with regards to subject matters that are substantial and complex in nature.

(b) Discussion

Given the increasing volume and complexity of material that is necessary for Councillors to consider, Council finds it necessary to, from time to time, implement a mechanism of Councillor Workshops to assist Councillors in developing a thorough understanding of the issues at stake within a more informal and interactive forum.

The General Manager will regularly update Councillors on the items that are proposed to be presented by staff at future workshops. That way staff and Councillors are always well aware early of what is proposed to be dealt with at future workshops. The decision on what items are to be dealt with at the respective Councillor workshops is ultimately the General Manager's decision.

The General Manager is in regular consultation with other **Management Executive Team (MANEX)** members in order to determine the priorities for each monthly workshop.

The following Councillor Workshops are proposed to be held during March and April 2022:

Date	Topic	Presenter/s
Thursday, 10 March 2022.	Presentation on the Feedlot Development Application (DA).	Independent Assessor of the DA/Acting Director of Development, Planning and Regulatory Services.
Monday, 28 March 2022 9am until 12pm	Discussion on the Draft Fees and Charges and Draft Capital Works Program for the 2022/2023 Operational Plan and Budget	Director of Corporate and Community Services/ Chief Financial Officer
Wednesday, 30 March 2022 9am until 12pm	Presentation on any proposed operational amendments from the previous year's budget to the current year from each Directorate.	Director of Corporate and Community Services/ Chief Financial Officer
Monday, 4 April 2022 All day workshop	Presentation and Discussions on the Draft Delivery Program 2022-2024.	Director of Corporate and Community Services/ Manager of Governance, Risk and Corporate Planning.
Thursday, 7 April 2022 9am until 12pm	Spare Day (Extra day set aside for discussions on the Draft Operational Plan and Budget if required).	Director of Corporate and Community Services/ Chief Financial Officer
Thursday, 14 April 2022.	Draft Housing Strategy	Manager of Economic Development

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Councillor Workshops are held in accordance with the **Glen Innes Severn Council Policy Document Incorporating Guidelines for Councillor Workshops (the Policy)**.

The Policy is attached as Annexure A to the previous report - Report Number 7.5 Review of the Date and Time of Councillor Workshops.

The Policy notes that Councillor Workshops will only be held under the following conditions:

- Where the particular subject matter to be dealt with at the Councillor Workshop is dealing with the development of key strategic documents; such as a strategic plan for Council.

This, however, implies that there will be substantial further public consultation before Council would be able to finalise its position on these types of matters;

- Where the particular subject matter to be dealt with at the Council Workshop is of a substantial and complex nature and where it would assist Councillors to receive information by way of information sessions or briefings; such as the presentation of a draft budget and operational plan.
- Councillor Workshops have, as a focus, the provision and/or presentation of information in a structured way, whilst also providing for an opportunity for clarification of the material presented. Workshop papers will therefore contain information, but no recommendations;
- Councillor Workshops are not designed, or allowed, to become a substitute for open debate in the official monthly Council Meeting;
- Councillor Workshops are not designed, or used by, or allowed to be used by any Councillor, to reach a pre-determined position on issues that will later be presented to, and be voted on at, a Council Meeting. No agreement will therefore be sought from any Councillor during the course of the Workshop;
- Councillor Workshops are not used, or allowed to be used, as an avenue to influence staff or attempt to influence staff or to give direction to staff or to attempt to give direction to staff as to what the contents of their reports or recommendations to Council should be.

No agreement will therefore be sought from any staff member during the course of the Workshop;

- Notice of Councillor Workshops to all Councillors and the MANEX is given at least five (5) days in advance by the General Manager or Acting General Manager's Office – preferably by way of electronic communication – clearly indicating the subject matter or matters that are to be discussed;
- Councillors are under no obligation to attend Councillor Workshops;

- Councillor Workshops are chaired by the General Manager or in his/her absence another senior officer.

This will assist in placing workshops in their proper perspective, that is, an information sharing forum, and avoid the appearance of a formal Council Meeting which carries the attendant risk of de facto decision-making.

- Councillor Workshops will be conducted in an informal way, but with the necessary acknowledgement and respect shown to the Chair by all participants.

Other relevant Policy and documents include:

- Meeting Practice Note developed by the then Department of Local Government (Practice Note No 16 of August 2009);
- Glen Innes Severn Council Code of Conduct for Councillors;
- Letter of advice from the Department of Local Government dated 29 June 2007, within which it expressed its views with regards to Councillor Workshops;
- Circular Number 10-10, dated 21 May 2010 from the then Division of Local Government regarding the “Implementation of the Revised Meetings Practice Notes”;
- Council’s Code of Meeting Practice;
- Council’s Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

(c) **Legislative/Statutory**

The Policy is made and adopted in accordance with the spirit and intent of the *Local Government Act 1993* (Chapter 9 Part 2, Chapter 11 – particularly Section 352 – and Chapter 12 Part 2) and the *Local Government (General) Regulation 2021* (Part 10)) regarding the system, process and operation of Local Government and how matters should be dealt with by the Council in an open and transparent manner.

(d) **Risk**

Given the increasing volume and complexity of material necessary to consider by Councillors, there is a risk that Councillors will not have a thorough understanding of all of the issues at stake with regards to the development of key strategic documents of Council.

To mitigate this risk, Council finds it necessary to, from time to time, implement a mechanism of Councillor Workshops to assist Councillors in developing a thorough understanding of the issues at stake within a more informal and interactive forum.

(e) Social

Councillor Workshops allow Councillors to receive information by way of information sessions or briefings with regards to subject matters that are substantial and complex in nature, therefore allowing Councillors to develop a better understanding and make better informed decisions about matters before Council for consideration.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

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

CONCLUSION

Councillor Workshops are held to ensure that Councillors have an opportunity, from time to time, to access information within a more informal and interactive forum with regards to the development of key strategic documents for Council and receive information by way of information sessions or briefings with regards to subject matters that are a high priority, substantial and complex in nature.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.7 REQUEST FOR BOUNDARY REALIGNMENT
BETWEEN GLEN INNES SEVERN COUNCIL AND
TENTERFIELD SHIRE COUNCIL

ECM INDEXES:

Subject Index: GOVERNANCE: Boundaries

Customer Index: Tenterfield Shire Council

Property Index: Part 140 DP 751487, Lot 21 DP 753289, Lot 22 DP 753289,
Lot 59 DP753289, Lot 60 DP753289

AUTHOR: Amy Watson - Financial Accountant

APPROVER/S: Ann Newsome - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to request Council's approval for a boundary realignment between **Glen Innes Severn Council (GISC)** and **Tenterfield Shire Council (TSC)** so that two (2) landowners are not required to pay rates to both councils.

RECOMMENDATION

THAT Council:

- 1. Accepts in principle the proposal to have the boundaries realigned between Glen Innes Severn Council and Tenterfield Shire Council to allow the properties known as Lots 21, 22, 59, and 60 DP 753289 and Lot 140 DP 751487 to be located within the Tenterfield Shire Council Local Government Area.***
- 2. Agrees that Tenterfield Shire Council submits the boundary adjustment application to the Office of Local Government.***
- 3. Recommends to Tenterfield Shire Council that they obtain a prior commitment from the ratepayers involved, that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Tenterfield Shire Council.***

REPORT

(a) Background

At the Ordinary Council Meeting held on Thursday, 28 November 2019 the following was resolved:

17.11/19 RESOLUTION

That:

1. Council accepts in principle the proposal to have boundaries realigned between Glen Innes Severn Council and Tenterfield Shire Council in accordance with the information provided within this report.
2. Council agrees that Tenterfield Shire Council submits the boundary adjustment application to the Office of Local Government.
3. Council recommends to Tenterfield Shire Council that they obtain a prior commitment from the ratepayer involved, that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Tenterfield Shire Council.

Carried

Considerable delays were unavoidable in actioning this item due to the following reasons:

- The process whereby the **Office of Local Government (OLG)** reviews requests for Boundary realignment can take several months;
- In September 2020 an update was provided from TSC to GISC advising they would write to the OLG requesting them to reconsider their decision to not review the request for boundary realignment after the original letter was dated 10 December 2019 with the close off due to election deadlines being 9 December 2019; and
- In October 2020 TSC advised that the application had been refused by the OLG for the boundary adjustments and advised that a re-application should be lodged by TSC after the September 2021 elections, however, COVID-19 saw the elections postponed further until December 2021 which is why no progress has been able to be made.

TSC has received a request from two (2) ratepayers to undertake a boundary re-alignment between TSC and GISC.

The properties known as Lots 21, 22, 59, and 60 DP 753289 and Lot 140 DP 751487 are rated in the Glen Innes Severn. The bulk of each ratepayer's adjoining land parcels are situated in the TSC **Local Government Area (LGA)**.

The landowners have requested for the land to be solely located in the TSC LGA. The owners are currently receiving rate notices from both councils. A boundary re-alignment will eliminate the additional costs of waste management charges and base amount from one (1) of the councils to the ratepayers.

(b) Discussion

A boundary re-alignment will allow the landowners to have their entire Lots within one (1) LGA, therefore, only being issued a rate notice from one (1) council in any financial year.

The landowner of Lots 21, 22, 59, and 60 DP 753289, has most of their land situated in the Tenterfield Shire LGA. The property situated in TSC is 1,911.4 hectares, whereas land area of the parcels in the Glen Innes Severn LGA is 32.38 hectares. Attached as **Annexure A** to this report is a map showing the current Local Government boundary area as well as the proposed boundary for this property.

The landowner of Lot 140 DP 751487 also has most of their land situated in the Tenterfield Shire LGA. The property in the Tenterfield Shire LGA is 762.4 hectares, whereas the area situated in the Glen Innes Severn LGA is 40.47 hectares. Attached as **Annexure B** to this report is a map showing the current Local Government boundary area as well as the proposed boundary for this property.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There is no significant impact on rate revenue for GISC from the proposed adjustments. The value of the rates and charges on both properties for the 2021/2022 Financial Year totals \$1,482.

It is the view of staff from both GISC and the TSC that any rates and charges accrued up to and including the financial year after the date of the proclamation should be payable to the council where the land was originally located, with the new rates on the revised boundary adjustment taking effect from 1 July 2022.

There will be some costs incurred with Land and Property Information (LPI) in undertaking the boundary adjustment. This cost will not be known until after an application has been submitted to the OLG and a Council resolution is required before submitting an application to the OLG. As this has been a request from a ratepayer, any costs incurred in effecting the boundary realignment should be passed onto the ratepayer concerned on an equal basis.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The OLG refer to this process as a minor boundary alteration.

As the larger area for both properties is within the TSC LGA, TSC applies to the OLG for the boundary alteration. The OLG then submits the application to the Minister who then determines whether the application will be examined and reported on by the Deputy Secretary or the Local Government Boundaries Commission. Once reported on by either the Deputy Secretary or the Local Government Boundaries Commission, the Minister will then make a determination on whether to support the boundary change and to recommend to Her Excellency the Governor that a Proclamation to alter the government boundaries be approved. Once the Governor has signed the proclamation, the OLG will publish in the NSW Government Gazette and both TSC and GISC will be notified of the boundary change.

The Local Government Boundaries Commission is an independent statutory authority constituted under section 260 of the *Local Government Act 1993*.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

There will be minimal impact on land assets.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Contact was initiated by the TSC upon the receipt of correspondence from two (2) property owners.

(b) Internal

Rates Officer.

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

This item links to Council's Delivery Program Objective STC 1.7.1 'Strive for excellence in all customer service areas.'

CONCLUSION

TSC has received a request from two (2) landowners to undertake boundary realignment between itself and GISC. Without the boundary realignment, the ratepayer will continue to be rated across the two (2) councils.

The boundary realignment will eliminate this burden on the ratepayers and will have minimal impact on the rates revenue for GISC.

ATTACHMENTS

Annexure A Lots 21, 22, 59 & 60 DP 753289

Annexure B Lot 140 DP 751487

REPORT TITLE: 7.8 REVIEW OF PRINCIPAL ACTIVITIES IN THE OPERATIONAL PLAN MEASURED AGAINST THE DELIVERY PROGRAM FOR THE PERIOD 1 JULY 2021 UNTIL 31 DECEMBER 2021

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Integrated Planning and Reporting

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to inform Council of the progress achieved towards all Principal Activities in the Delivery Program (2017-2021) for the period 1 July 2021 until 31 December 2021, measured against the six-monthly progress review of the 2021/2022 Operational Plan and Budget (**Annexure A**) actions.

RECOMMENDATION

That Council notes the progress of the Principal Activities against the actions in the Operational Plan and Budget for the 2021/2022 Financial Year.

REPORT

(a) Background

Integrated Planning and Reporting (IP&R)

The IP&R framework recognises that most communities share similar aspirations: a safe, healthy and vibrant place to live, a sustainable environment, a caring and engaged community, opportunities for employment, reliable infrastructure, etc. The difference lies in how each community responds to these needs. That is what shapes the character of individual cities, towns and villages. IP&R also recognises that council plans and policies should not exist in isolation and are connected on many levels.

The IP&R framework allows NSW councils to draw their various plans together, to understand how they interact and inform each other and to get the maximum benefit from their efforts by planning holistically for the future.

IP&R is designed to cover all of Council's activities and all plans and strategies must be connected in some way to the framework.

The Main components of the framework are:

Community Strategic Plan

The highest level of strategic planning undertaken by a council, with a ten-year plus timeframe. All other plans must support achievement of the Community Strategic Plan objectives.

Resourcing Strategy

Shows how Council will resource its strategic priorities, identified through IP&R. The Resourcing Strategy includes three (3) inter-related elements:

- Long-Term Financial Planning;
- Workforce Management Planning; and
- Asset Management Planning.

Delivery Program

Council's commitment to the community about what it will deliver during its term in office to achieve the Community Strategic Plan objectives.

Operational Plan

Shows the individual projects and activities Council will undertake in a specific year. It includes Council's annual budget and Statement of Revenue Policy.

Annual Report

Reports back to the community on the work undertaken by a council each year to deliver on the commitments of the Delivery Program via that year's Operational Plan. Councils also report on their financial and asset performance against the annual budget and longer-term plans.

IP&R Guidelines

The Guidelines are issued by the **Office of Local Government (OLG)** under section 406 of the **Local Government Act (the Act)**.

Section 4.9 of the Guidelines state that "The general manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months."

Subsequently, Annexure A details the progress of activities in the Operational Plan 2021/2022 to 31 December 2021, as measurements towards achieving the Principal Activities in the Delivery Program (2017-2021).

The Delivery Program 2017-2021 has been extended to incorporate the 2021/2022 Financial Year due to the postponement of the Local Government Elections. A new Delivery Program is being drafted in conjunction with a review of the Community Strategic Plan (2017-2027) and will decide Council's Principal Activities from 1 July 2022 until 30 June 2025, once adopted.

(b) Discussion

The progress against the Principal Activities is presented in Annexure A and contains the following information:

Major Headings – These correspond to the strategic areas of focus in the Community Strategic Plan 2017-2027.

1. Community Services (CS)
2. Economic Development (ED)
3. Infrastructure Management (IM)
4. Environment and Heritage (EH)
5. Council Sustainability, Transparency and Communication (STC)

Heading 2 – This corresponds to the primary strategic goals of the Community Strategic Plan. These are coded as, for example CS 1, CS 2, (or ED, IM etc., as applicable) and so on and so forth.

Sub-Heading 1- This corresponds to additional goals to support the main goal in each area and are subsequently coded, for example CS 1.1, CS 1.2 etc.

Sub-Heading 2 – This corresponds to the Delivery Program principal activities and are coded, for example CS 1.1.1, CS 1.1.2, CS 1.2.1, CS 2.1.1 etc.

Tables

Below the various headings that are identifying the strategic objectives, goals and principal activities are the actions that arise out of the Operational Plan and Budget 2021/2022.

The columns in the tables are explained as follows:

- The first column contains the Action Code which corresponds with the coding of used for the preceding elements in the strategic hierarchy, as explained prior;
- The second column identifies the details of the action required;
- The third column identifies the Council Officer responsible for ensuring that the action is undertaken;

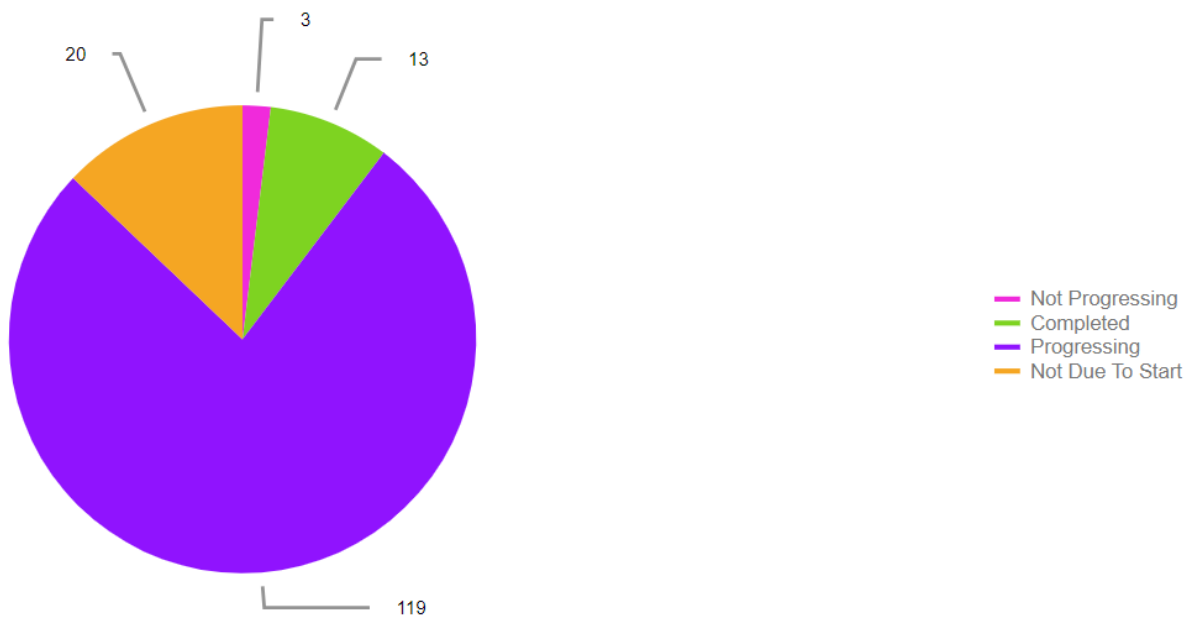
- The fourth column presents the status of the action and presents one of four (4) options:
 1. Not Progressing;
 2. Completed;
 3. Progressing; or
 4. Not Due to Start.
- The fifth column provides a progress snapshot in terms of estimated percentage of progress achieved towards completion; and
- The sixth and final column provides the responsible officers comments regarding the progress made and other relevant considerations.

This information is exported from a software system (Pulse – Corporate Planning and Reporting module) which allows for the careful documentation and management of all Councils objectives, goals, principal activities, actions and tasks.

All Action progress reviews by responsible officers are authorised by a direct supervisor prior to the report being provided to Council.

Graph 1 shows an action status snapshot based on the progress parameters of the Operational Plan Actions for the first six (6) months of the 2021/2022 Financial Year. It shows that 119 actions (77%) are progressing, three (3) (2%) are not progressing, 20 (13%) are not due to start and 13 (8%) have been completed.

Graph 1 – Action Status Snapshot



Highlights

The highlights for the six (6) months from 1 July 2021 to 31 December 2021 included the following activities:

General Manager's Directorate:

- The General Manager will continue to lobby both the Federal Member for the New England Region and the State Member for the Northern Tablelands Region for the decentralisation of Government Departments to the Glen Innes Severn **Local Government Area (LGA)**. The General Manager has held preliminary discussions with the new Mayor to garner his support for this important initiative. The General Manager and the Mayor will work together to ensure that both the Federal and State Members listen to their concerns. With a Federal election coming up this year and a State election next year now is the time to regularly push for decentralisation of the government departments to Glen Innes; and
- The General Manager attended all General Manager Advisory Committee (GMAC) and New England Joint Organisation (NEJO) meetings from 1 July 2021 until 31 December 2021.

Corporate and Community Services Directorate:

- The planning of the implementation of Open Office is well underway. Council was last updated with a report at the November Ordinary Council Meeting and a further report of the status of the project as at the end of 2021 will be presented to Council at its Ordinary Meeting to be held on Thursday, 27 January 2022. The expected "Go Live" date for this project is Monday, 2 May 2022;
- An all of staff meeting was held on Wednesday, 17 November 2021 which allowed staff to raise concerns and hear from the various directorates on key issues. Two staff newsletters were also produced during the reporting period to assist in keeping staff informed of important matters and broaden communication across directorates and departments;
- A survey of the mature age workforce has been completed to determine requirements;
- The Library Team participated in a professional development day at the Armidale Library where they networked and met their position counterparts, learning about their initiatives, new projects and how the Northern Tablelands Cooperative Library Service resources are processed and transported. A discussion was held on possible staff training, mentoring and visits by staff members; and
- A virtual audit of the LC-SS Procedure manual according to the ISO Standard 2009-2015 was conducted on 16 November 2021. The auditor advised of an overall compliance with the relevant ISO Standard with some additional observation's currently being actioned by staff.

Development, Planning and Regulatory Services Directorate:

- The Land Use Strategy and Glen Innes Severn Local Environmental Plan 2012 has been reviewed. A gateway application was submitted to NSW planning for consideration and was placed on public notification. A further application is being prepared for submission. The Land Use Strategy is currently being prepared by an external consultant and will be reported to Council for consideration when completed. Once completed the Development Control Plan will be reviewed;
- The Trainlink Booking Service was provided with bookings showing that residents are travelling again;
- Whilst all staff employed in the regulatory service team have completed the necessary training required to undertake their role, additional training has been provided in illegal dumping and Protection of the Environment Operations Act 1997 within this reporting period. Along with a fulltime employed building surveyor, the Ranger has enrolled in a building surveying course. The Ranger is currently applying for A4 Accreditation with the Department of Fair Trading to provide additional staffing;
- The Christmas in the Highlands event was delivered in conjunction with the Red Cross Christmas Display and the Spend in Glen Promotion sponsored by the Glen Innes and District Services Club. The event was promoted under GISC and Glen Innes Highlands brands and channels. There was a great turnout of traders with a few last-minute cancellations due to the stormy weather;
- There were seven (6) approved grant applications for the second quarter of 2021/2022 totaling \$1,589,710 (excluding GST);
- Disused and Underutilised Asset Audit Grow Glen Innes Think Tank (GGITT) was completed in September; Research and development, strategies, and approaches for the next two (2) GIITT's was completed for: Housing and Investment Attraction; and the 100-year master concept for Glen Innes Highlands;
- Council continues to liaise with a telco regarding mobile blackspots in key areas within the LGA. An initial estimate has been received for a macro base station at Rangers Valley and further priority areas along the Gwydir Highway;
- Council received confirmation from nbn on 13 December 2021 of our successful application to the nbn Regional Co-Investment Fund; This secured nbn to partner in a grant application to the Regional Connectivity Program (RCP);

- The New England Rail Trail online survey has seen 2,217 respondents and 392 of those are from Glen Innes which is 8 survey's short of a representative sample of 400. Overall, the results indicate positive support for the project with 77.24% of respondents seeing the benefit in preserving the corridor for future use and 78.56% of respondents supportive of the rail trail; and
- The Mural has been completed on the old Toilet block at Apex Park Deepwater and the Beautification Committee is extremely happy with the outcome.

Infrastructure Services Directorate:

- An independent contractor has mapped out roads that need to be resealed, rehabilitated and heavy patched in preparation for the new delivery plan. The heavy patch team has progressed works on Maybole Road, Red Range Road and Rangers Valley Road. Works on Furracabad Road rehabilitation have commenced;
- Rockadooie Bridge has been fully renewed by Council's bridge team; and
- Council's first electric vehicle has been procured.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actions in the Operational Plan and Budget have all necessary budget allocations to ensure they are achieved as part of the 2021/2022 Financial Year.

(b) Governance/Policy

This report demonstrates an element of good governance by providing Council and the Community with regular updates on the progress Council is making toward achieving the community's strategic objectives and Council's delivery program.

(c) Legislative/Statutory

The *Local Government Act 1993 No 30* (the Act), Chapter 13, Part 2 Strategic Planning, details Council's requirements regarding the IPRF.

Specifically relating to this report are:

s.404 (5) *The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.*

and

s.405 (1) *A council must have a plan (its **operational plan**) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*

(d) Risk

This report mitigates the risk of non-compliance by complying with section 404 (5) of the Act.

The report also provides essential information to Council and the community as to the progress made towards achieving Council's Delivery Program in the six (6) months from July 1 to December 31, 2021.

This mitigates the risks of:

- not having the opportunity for review;
- not knowing the progress of Council at least on a six (6) monthly basis; and
- not being able to make corrections if or when necessary to ensure community led objectives are met.

(e) Social

Transparency and accountability assist in providing the community with confidence and trust in the functions of Council. This has positive social implications for the community and fosters good relations between Council, Council staff and the community.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Responsible Officers provided updates on their relevant actions as seen in Annexure A.

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

The content of this report is in line with the requirements of Sections 404 (5) and 405 (1) of the *Local Government Act 1993*, and therefore provides Councillors and the community with the progress achieved toward the Principal Activities of the Delivery Program, measured against the actions within the Operational Plan.

CONCLUSION

Responsible Officers of Council have completed the progress review of Actions in the Operational Plan and Budget 2021/2022 for the six (6) month period from 1 July 2021 to 31 December 2021 (Annexure A) and this is now presented to Council for noting.

ATTACHMENTS

Annexure A Half-Yearly Review of the Operational Plan 2021/2022

REPORT TITLE: 7.9 QUARTERLY BUDGET REVIEW - DECEMBER 2021

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Budgeting

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

APPROVER/S: Ann Newsome - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with a quarterly budget review statement for the period from 1 October 2021 until 31 December 2021 (**Annexure A**) for its review and adoption.

RECOMMENDATION

That Council notes and adopts the information contained in this report with the estimated annual Operational Surplus (excluding Capital Grants and Contributions) of \$1.529M being the result of the December 2021 Quarterly Budget Review.

REPORT

(a) Background

Section 203 of the **Local Government (General) Regulation 2021 (the Regulation)** states that:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*

- (2) *A budget review statement must include or be accompanied by:*
- (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
 - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

The Code referred to above, is the Code of Accounting Practice and Financial Reporting. While earlier versions of the code had an appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the Financial Statements (which is the main purpose of the Code).

In the absence of any instructions in the Code, the Quarterly Budget Review Statement publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet, details the minimum requirements and these requirements have been met in the preparation of the **Quarterly Budget Review Statements (QBRs)**.

The quarterly review should act as a barometer of Council's financial health during the year, and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan and Budget.

(b) Discussion

The original budget adopted by Council indicated that the Net Operating Surplus at the end of the 2021/2022 Financial Year was expected to be \$1.45M (excluding Capital Grants and Contributions of \$10.35M).

This was based on budgeted total operating revenue of \$46.705M and budgeted total operating expenditure of \$34.913M, with \$10.34M expected from Capital Grants and Contributions.

The September QBRs approved changes which resulted in a decrease to the bottom line of \$8K; resulting in a projected Net Operating Result of \$1.44M (excluding capital grants and contributions of \$19.17M).

The recommended changes outlined in this December Quarterly Budget Review will lead to an increase to the bottom line from original budget of \$81K, resulting in a projected Net Operating Result of \$1.53M (excluding capital grants and contributions of \$23.92M).

The December 2021 Quarterly Budget Review indicates that Council is in a good position in respect of actual net expenditure when compared to budgeted net expenditure.

The Operating Performance Ratio demonstrates whether Council is making an operating surplus or deficit. The Operating Performance Ratio (excluding Capital income) is defined as:

$$\frac{\text{Total Continuing Operating Revenue (excluding Capital grants and contributions)} - \text{Operating Expenses}}{\text{Total Continuing Operating Revenue}}$$

Total Continuing Operating Revenue

Council originally budgeted for a positive Operating Ratio (surplus) excluding Capital income of 3.98%. The Operating Performance Ratio is expected to be stable as a result of the current proposed variations and shift to 3.96%.

By way of comparison, the Annual Financial Statements reported that this ratio was:

- **-4.81%** in 2020/2021;
- **-1.94%** in 2019/2020;
- 0.72% in 2018/2019;
- 7.75% in 2017/2018; and
- 12.84% in 2016/2017.

The major adjustments recommended for the December 2021 quarterly review recognise:

- 1) Additional income of \$5.022M (including capital revenue of \$4.744M) includes the major revenue items of:
 - a. Local Roads and Community Infrastructure Program \$1.525M;
 - b. Commonwealth Agricultural, Water and Environmental Grant of \$102K;
 - c. Grant received for the Highlands Hubs, part of the Bushfire Local Economic Recovery Fund of \$432K.
- 2) Additional expenditure changes include the major expenditure items of:
 - a. Additional work on Netball Stadium to complete for funding of \$735K;
 - b. The upgrade of Gulf Rd, under Fixing Country Roads of \$1.38M;
 - c. Local Roads and Community Infrastructure Grant for Bitumen reseals of \$1.525M.

Further details of income and expenditure adjustments are included in Annexure A.

Cash and Investment Review

The cash and investment review provides an estimate of the current internal and external restrictions on Council's invested funds. These are not fully determined until the end of the financial year. Now that the audit of the Financial Statements is completed, updates have been made to these figures as at 30 June 2021. The report also includes a reconciliation of Council's cash and investments on hand as at 31 December 2021.

It should be noted that both internally and externally restricted funds must be acquitted for a particular purpose, and therefore are in truth already committed for that purpose. For this reason, the expenditure of these funds is more of a cash flow / working capital issue and will have no effect on the operational surplus or deficit. However, as indicated above, the timing of receipt of income and the expending of this can occur over a number of financial years. This results in a variance in the operational budget between those years. However, the net effect should still be nil over the financial years in which the grant (or reserve) is acquitted.

This report also requires a statement in respect of whether all investments are in accordance with the requirements of Section 625 of the *Local Government Act 1993*, the Regulations and Council's Investments Policy. This statement, in combination with the monthly investment report, ensures that Council is complying with these statutory, regulatory and policy requirements.

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur daily with a full reconciliation performed monthly. The full reconciliation for the December 2021 quarter occurred on Tuesday, 4 January 2022.

Capital Budget Review

The Capital Budget Review format allows Council to analyse any additional Capital expenditure to be incurred in the current Financial Year and the extent to which monies have already been expended. Importantly, the report also indicates how Council is to fund the Capital expenditure for the year.

This review proposes an increase in the Capital Expenditure Budget of \$4.744M. Details of capital project adjustments are included in Annexure A.

Contracts

The Reporting Framework requires the identification of contracts entered into in the preceding quarter which exceed specified expenditure limits. The limit for reporting contracts in the QBRs is one percent (1%) of revenue from continuing operations, or \$50K whichever is less.

There were no new contracts entered into with Council for the period of October 2021 to December 2021.

Consultancy and Legal Expenses

The current expenditure to 31 December 2021 on qualifying consultancies and legal fees is identified in the QBRs and this expenditure is budgeted for and given the size and nature of Council's operations, is considered reasonable.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

It is important for Council to note that the adoption of this budget review approves the variations identified in the attached report and that the cumulative effect of the budget variations should be considered when reviewing this budget. The original estimated Operating Surplus for the 2021/2022 Financial Year was \$1.448M excluding Capital Grants and Contributions. After quarterly budget review adjustments, the estimated Operating Surplus for the 2021/2022 Financial Year is \$1.529M.

(b) Governance/Policy

No governance or policy implications have been identified in the preparation of this report.

(c) Legislative/Statutory

Section 203 of the Regulation requires all councils in NSW to prepare and submit to Council a budget review statement which has a revised estimate of the income and expenditure for that year, within two (2) months of the end of the quarter.

A certification is required to ensure that all investments are made in accordance with the requirements of Section 625 of the *Local Government Act 1993*, the accompanying regulations and Council's Investments Policy.

This budget review statement must be prepared in accordance with the new Integrated Planning and Reporting Framework introduced under the *Local Government (General) Amendment (Planning and Reporting) Regulation 2009*, the *Local Government Act 1993* (as amended) and the *Local Government Amendment (Planning and Reporting) Act 2009*.

(d) Risk

The Quarterly Budget Review aims to mitigate financial risk by providing a more accurate indication of Council's operating and capital budgets.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Investment in Capital Works assists in the stimulation of the Local Economy. Additional Capital expenditure has been incorporated into this review and funds required are appropriately provided for the capital works.

(h) Asset Management

Carried forward capital projects from 2019/2020 and 2020/2021, as well as revotes are included in this report as a separate column.

CONSULTATION

(a) External

Nil.

(b) Internal

This report has been prepared with input from the Director of Infrastructure Services, Acting Director of Development, Planning and Regulatory Services, Acting Manager of Infrastructure Delivery and Technical Services Coordinator to ensure that there is up-to-date information regarding income and expenditure.

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

This item links to Council's Delivery Program Objective STC 2.1.1 'Continue to be a financially sustainable and independent Council.'

CONCLUSION

The Original Budget adopted by Council in June 2021 indicated that the Net Operating Surplus at the end of the 2021/2022 Financial Year would be \$1.45M (excluding Capital Grants and Contributions).

The September 2021 QBRS approved changes which resulted in a revised budgeted Net Operating Surplus of \$1.44M (excluding capital grants and contributions of \$19.17M). The September Capital Budget Review annexure indicated an increase in total capital expenditure for this financial year of \$5.7M. Carried forward capital projects from 2019/2020, 2020/2021 and revotes total \$10.65M.

The adjusted December 2021 QBRS indicates a revised budgeted Operating Result of \$1.53M (excluding Capital Grants and Contributions).

The December Capital Budget Review annexure indicates an increase in the total capital expenditure for this financial year of \$4.74M. Carried forward capital projects from 2019/2020, 2020/2021 and revotes total \$10.65M.

ATTACHMENTS

Annexure A Quarterly Budget Review Statement December 2021

REPORT TITLE: 7.10 REVIEW OF THE CODE OF MEETING PRACTICE

ECM INDEXES:

Subject Index: GOVERNANCE: Policy; Ordinary Meetings of Council

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Code of Meeting Practice, for exhibition (**Annexure A**).

RECOMMENDATION

THAT Council:

- 1. Approves for the revised Code of Meeting Practice to be placed on public exhibition for 28 days from Thursday, 3 March 2022 until Wednesday, 30 March 2022.**
- 2. Displays the revised Code of Meeting Practice on Council's website, and that it be made available for viewing at the following locations:**
 - Council's Town Hall Office;**
 - Council's Church Street Office; and**
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.**
- 3. Requests the Manager of Governance, Risk and Corporate Planning to prepare a further report to Council, after the 28-day exhibition period and allowing at least 42 days for the community to comment on the draft Code of Meeting Practice (being after Wednesday, 13 April 2022) in the event of Council receiving any significant submissions regarding the Code of Meeting Practice; otherwise, that the revised Code of Meeting Practice be adopted by Council.**

REPORT

(a) Background

The Code of Meeting Practice was last adopted by Council on Thursday, 22 October 2020. The document has recently been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Public Exhibition.

The ***Model Code of Meeting Practice for Local Councils in NSW (The Model Meeting Code)*** was first prescribed on 14 December 2018 by the **Office of Local Government (OLG)**. The Model Meeting Code periodically undergoes reviews by the OLG with the most recent, following extensive consultation, being prescribed under the ***Local Government (General) Regulation 2021 (the Regulation)*** on Friday, 19 November 2021 (***Annexure C***).

The OLG Circular to Councils (21-35 / 29 October 2021 / A796782) (***Annexure B***) advising the key changes and outlining Council's actions pertaining to the prescribed changes has been included and will be summarised in this report.

(b) Discussion

What's new or changing

Audio Visual Link

The new Model Meeting Code contains provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.

Pre-Meeting Briefing Sessions

Clause 3.34 in the Model Meeting Code allows for Pre-meeting briefing sessions to be held by audio-visual link. This is a non-mandatory provision and has been adapted in the draft Code of Meeting Practice to include the condition as applied to clause 5.15, viz. to only be allowed to occur via audio-visual link upon determination by the Mayor, in consultation with the General Manager because of a natural disaster or public health emergency where attendance at the meeting would put the health and safety of councillors and staff at risk.

Council Meetings held by audio visual link

The provisions beginning at 5.15 through 5.17 included in the draft Code of Meeting Practice are a part of the recent amendments to the Model Meeting Code to cater specifically for circumstances pertaining to natural disasters and public health emergencies and only if such circumstances would put the health and safety of councillors and staff at risk.

Attendance by councillors at meetings by audio-visual link

The Model Meeting Code (Annexure C) makes provisions from 5.19 to 5.30 to allow Councillors, under certain circumstances to request to attend the Council meeting via audio-visual link. These are non-mandatory provisions and have been excluded from the draft Code of Meeting Practice but have been considered at Option 2 in the Options section of this report.

Webcasting of Meetings

The wording in the Model Meeting Code requiring live streaming of Council meetings has been removed and replaced with (at 5.21 in the draft Code of Meeting Practice) the provision to record meetings by means of audio or audio-visual device and to make the recording available on Council's website at the same time the meeting is taking place (i.e. livestreaming) or as soon as practicable after the meeting (5.23 in the draft Code of Meeting Practice).

Statement of Ethical Obligations

An amendment has also been made to the Model Meeting Code implementing recommendation 6 in the **Independent Commission Against Corruption's (ICAC)** report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict-of-interest disclosure obligations.

Public Forums

The provisions in Part 4 of the Model Meeting Code are non-mandatory and have been included in the draft Code of Meeting Practice with practical additions included to suit Council's running of these sessions.

These additions have been developed out of experience and contain all clauses included in Council's Community Consultation Session Guidelines (Pertaining to Council Meetings).

What this will mean for Council

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.

If Council has not adopted a new meeting code that allows councillors to attend meetings by audio-visual link by 30 June 2022, **they will not be permitted to do so after that date.**

Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.

(c) Options

Option 1

THAT Council:

1. Approves for the revised Code of Meeting Practice to be placed on public exhibition for 28 days from Thursday, 3 March 2022 until Wednesday, 30 March 2022.
2. Displays the revised Code of Meeting Practice on Council's website, and that it be made available for viewing at the following locations:
 - Council's Town Hall Office;
 - Council's Church Street Office; and
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.
3. Requests the Manager of Governance, Risk and Corporate Planning to prepare a further report to Council, after the 28-day exhibition period and allowing at least 42 days for the community to comment on the draft Code of Meeting Practice (being after Wednesday, 13 April 2022) in the event of Council receiving any significant submissions regarding the Code of Meeting Practice; otherwise, that the revised Code of Meeting Practice be adopted by Council.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council includes the non-mandatory provisions (5.19 – 5.30 in the Model Meeting Code) within the draft Code of Meeting Practice prior to going on Public Exhibition as follows:

5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

- (a) the meetings the resolution applies to, and
- (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.28 This Code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this Code, they are to be taken as attending the meeting in person for the purposes of the Code and will have the same voting rights as if they were attending the meeting in person.

5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be always on during the meeting except as may be otherwise provided for under this Code.

5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Option 3

That Council decides to make other omissions or inclusions of the non-mandatory provisions included in the Model Meeting Code (Annexure C) or additional requirements not contradictory to the mandatory provisions of the Model Meeting Code and direct the General Manager to further revise the draft Code of Meeting Practice before going on public exhibition.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Code of Meeting Practice will become a current Code of Council and must be adhered to.

(c) Legislative/Statutory

Under section 361 of the *Local Government Act 1993*, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

The Code of Meeting Practice lists the relevant legislation as Notes, supplementary to the provision within the document, at each applicable clause.

(d) Risk

The Code of Meeting Practice, in following the Model Meeting Code aims to ensure Council meets its regulatory requirements. Further, the Code of Meeting Practice makes provision for the orderly, effective and efficient running of Council meetings.

The repeal date for section 237 of the Regulation which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code for councillors to be personally present at meetings in order to participate in them has been extended to 30 June 2022. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings.

If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.

(e) Social

The Code of Meeting Practice makes provisions for the conduct of community consultation sessions (Public Forums).

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

OLG.

(b) Internal

General Manager.

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

This item links to the Community Strategic Plan goals: STC 1.1 Consistently communicate the role of Council to the community (i.e., what Council does and does not do); and STC 2 Ensure ongoing organisational sustainability.

CONCLUSION

The Code of Meeting Practice was last adopted by Council on Thursday, 22 October 2020. The document has recently been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Public Exhibition.

ATTACHMENTS

Annexure A	Draft Code of Meeting Practice
Annexure B	OLG Circular 21-35
Annexure C	Model Code of Meeting Practice

REPORT TITLE: 7.11 REPEAL OF THE COMMUNITY CONSULTATION SESSION GUIDELINES (PERTAINING TO COUNCIL MEETINGS)

ECM INDEXES:

Subject Index: GOVERNANCE: Policy

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to request Council to repeal the **Community Consultation Session Guidelines (Pertaining to Council Meetings)**, (the Guidelines) (*Annexure A*).

RECOMMENDATION

That Council repeals the Community Consultation Session Guidelines (Pertaining to Council Meetings).

REPORT

(a) Background

The Guidelines were last adopted by Council on 26 November 2020 (Resolution No: 4.11/20). The Guidelines were developed from Part 4, Public Forums, of the **Code of Meeting Practice (the Code)**, with only a slight variation in content to what was contained in the Code.

(b) Discussion

After a review of the Code, a draft, with recommended revisions is now presented to Council, at this meeting, to be placed on Public Exhibition (Report Number 7.10 Review of the Code of Meeting Practice).

Part 4, *Public Forums*, of the draft Code, has been amended to cover all clauses as provided in the Guidelines; therefore, there is no requirement to have the separate Guidelines document.

The outcome described in the Guidelines is to have the document made available to members of the public who wish to address Council at the Public Forum, as well as to be distributed with future business papers.

This outcome is achieved, in part by having the Code on Council's website as Open Access information and may be further realised by making available to members of the public, who wish to address Council, Part 4 – Public Forums as extracted from the Code. This may also be distributed with future Business Papers.

Further, the Purpose of the Guidelines to provide Council and members of the public with clear direction in relation to requirements and expectations pertaining to the public forum held prior to ordinary council meetings and is accomplished through Part 4 of the Code.

Part 4 – Public Forums, of the draft Code is provided as an extract for comparison (***Annexure B***).

(c) Options

Option 1

That Council repeals the Community Consultation Session Guidelines (Pertaining to Council Meetings).

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council retain the Community Consultation Session Guidelines (Pertaining to Council Meetings) as a separate document of Council.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once repealed by Council, the Community Consultation Session Guidelines (Pertaining to Council Meetings) will cease to be Guidelines of Council and the Code of Meeting Practice will be the single point of truth.

(c) Legislative/Statutory

The Code of Meeting Practice is adopted from the Office of Local Government's **Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code)** and contains both mandatory and non-mandatory provisions.

The Model Meeting Code is made under section 360 of the *Local Government Act 1993*.

(d) Risk

Having duplicate policy, codes or guidelines creates inefficiencies, administrative burden and potential conflicting documents if updates to either document are missed.

(e) Social

The provision for the Public Forum to be held prior to Council meetings is made in the Code, at Part 4.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Correspondence, pertaining to the Model Meeting Code has been received from the Principal Council Governance Officer of the Office of Local Government.

(b) Internal

General Manager.

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

This item links to the Community Strategic Plan goals: STC 1.1 Consistently communicate the role of Council to the community (i.e. what Council does and does not do).

CONCLUSION

Council's Code of Meeting Practice, Part 4 – Public Forums, contains all the information in the Community Consultation Session Guidelines (Pertaining to Council meetings), therefore making the Guidelines redundant. These Guidelines are therefore put to Council to repeal.

ATTACHMENTS

- Annexure A Community Consultation Session Guidelines (Pertaining to Council Meetings)
- Annexure B Part 4. Public Forums - Draft Code of Meeting Practice

REPORT TITLE: 7.12 QUARTERLY UPDATE ON THE CUSTOMER SATISFACTION AND PRIORITIES ACTION PLAN AS AT 31 DECEMBER 2021

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Planning – Corporate Management

Customer Index: NIL

Property Index: NIL

AUTHOR: Anna Watt - Director of Corporate and Community Services

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to present Council with an update on the **Customer Satisfaction and Priorities Action Plan (the Action Plan) (Annexure A)**, which was created following the results of the **Community Satisfaction and Priorities Research Survey (the Survey)**, which was conducted by Micromex Research from 4 July 2020 until 17 July 2020.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

At the Ordinary Council Meeting held on Thursday, 25 March 2021, the following was resolved (in part):

7.03/21 RESOLUTION

THAT Council:

1. Adopts the Customer Satisfaction and Priorities Action Plan.

Council’s Management Executive Team (MANEX) reviewed the findings in the 2020 Survey and discussed the recommendations in order to develop the Action Plan and for the items included in the Action Plan to be incorporated into Council’s Operational Plan and Budget for the 2021/2022 Financial Year.

(b) Discussion

The Survey identified recommendations to strengthen satisfaction within the community. These recommended ‘areas of importance’ were captured in the Action Plan; along with a summary of identified issues, suggested improvements, a snapshot of the current operational status and 50 corresponding actions including due dates and an assigned responsible officer.

Responsible Officers for the various actions in the Action Plan have provided updates on their relevant items for the period between October and December 2021 for the information of Council and the community and can be viewed in Annexure A.

Some of the action plan progress updates include the following highlights:

- Website redevelopment has progressed with expressions of interest received now being reviewed;
- Highlands Hub is live for user testing following a number of milestones being achieved and will be launched once the Business and Community Officer is appointed;
- A Draft Waste Management Strategy has been completed and is going to Council for its review and endorsement to go on public exhibition;
- Promotion of events at the Aquatic Centres continue to be discussed and shared through various outlets such as Facebook;
- Heavy Patching team have completed works on Maybole Road, Red Range Road and Rangers Valley Road and are now working within the Glen Innes Township;
- Drainage and Bridge team will commence drainage works on Bald Nob Road in February;
- Commencement of the second stage of the automated water reading install is underway with a quote received and meters on hand; and
- Helpful Solutions will be incorporating questions to gather information on the community’s expectations pertaining to the delivery of financial management information as part of the community engagement sessions in March 2022.

This current Action Plan will continue to be worked on during the 2021/2022 and 2022/2023 Financial Years.

Council will be preparing a new three (3) year Delivery Program following the Council Elections.

(c) **Options**

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

Nil.

(b) **Governance/Policy**

The Survey will be included in Stage 1 of the implementation stages of the community engagement for strategic planning as identified in Council's Community Engagement Strategy.

It will advise, in part, the review and development of the 10 year forward looking Community Strategic Plan (which is required to be completed by 30 June 2022).

(c) **Legislative/Statutory**

The ***Integrated Planning and Reporting Guidelines for Local Government in NSW (the Guidelines)*** created under section 406 of the Act outline the provisions contained in the Act at Chapter 13, Part 2 - Strategic Planning.

Under the Guidelines, both the Survey and Action Plan will be included in a list of strategies, plans and other documents that must be considered when the newly elected Council develops and adopts a 10 year forward looking Community Strategic Plan and Resourcing Strategy, a new three (3) year Delivery Program, and the Operational Plan and Budget for the 2022/2023 Financial Year, prior to June 30, 2022.

(d) **Risk**

There is a risk that elements of the Action Plan may not directly link to the adopted **2017-2021 Glen Innes Severn Delivery Program (Delivery Program)**.

Council is required, under the Guidelines, to review its Delivery Program each year when preparing the Operational Plan.

The Delivery Program has been reviewed and the actions identified in the Action Plan do not vary significantly from those identified in the Delivery Program and they align in meeting the objectives outlined in the Community Strategic Plan.

Therefore, there is no requirement to amend the Delivery Program.

(e) Social

The Action Plan provides a means to drive continuous improvements and implement changes following feedback received from the community and recommendations from Micromex Research.

When the community has been consulted and Council responds positively to their feedback by the development and carrying out of such Action Plans, the community's satisfaction and confidence in Council increases.

(f) Environmental

There are actions contained within the Action Plan that have environmental implications, such as reviewing the existing Recycling Service Level Agreement and completing the Waste Management Strategy.

Council will have enough opportunity to deal with the potential impacts of such implications when the appropriate Business Paper reports are provided to Council for review and/or decision.

(g) Economic

There are 12 actions contained within the Action Plan under the Economic Development Priority Area that have economic implications.

Council will have sufficient opportunity to deal with the potential impacts of such implications when the appropriate business paper reports are provided to Council for review and/or decision.

(h) Asset Management

The asset management implications have been considered by Council when adopting the Delivery Program and were considered when adopting the Operational Plan and Budget for the 2021/2022 Financial Year.

CONSULTATION

(a) External

The Action Plan has been developed from the Survey conducted and prepared by Micromex Research.

(b) Internal

The following staff provided updates for the Action Plan:

- Acting Director of Development, Planning and Regulatory Services;
- Acting Manager of Infrastructure Delivery;
- Acting Manager of Integrated Water Services;
- Acting Technical Support Officer (in previous capacity as Personal Assistant (Director of Development, Planning and Regulatory Services);

- Manager of Economic Development;
- Manager of Governance, Risk and Corporate Planning;
- Manager of Recreation and Open Spaces; and
- Media and Communications Officer.

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

This item links to Council's Delivery Program Community Service Action CS 3.7.09: Explore and promote opportunities for an informed and engaged community, where people of all abilities can keep abreast of electronic information, share their opinion and participate in community and democratic processes.

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 1.1.1: Provide regular, timely media releases on topical issues as they arise to ensure the community is informed.

CONCLUSION

The original Action Plan was adopted by Council at the Ordinary Council Meeting held on Thursday, March 25, 2021.

The Action Plan provides an update to Council on the progress of the actions since the Action Plan was adopted by Council.

ATTACHMENTS

Annexure A Quarterly Update Customer Satisfaction and Priorities Action Plan as at 31 December 2021

REPORT TITLE: 7.13 GLEN INNES SEVERN COUNCIL STAFF
ENGAGEMENT SURVEY - ACTION PLAN PROGRESS
REPORT AS AT 31 DECEMBER 2021

ECM INDEXES:

Subject Index: PERSONNEL: Employee Relations

Customer Index: Voice Project

Property Index: NIL

AUTHOR: Peter Sayers - Manager of Administration and Human Resources

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to inform Council of the progress that has been made to date with updating the Action Plan arising from the 2020 Glen Innes Severn Council Staff Engagement Survey (**Annexure A**).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Council conducted an employee engagement survey in mid-2020, with Voice Project engaged to undertake this project. The survey closed on 10 July 2020 with a response rate of 75%.

After the survey closed and was reported on, workshops were held with staff to review and analyse the results. The information gained from these workshops was further refined and developed into an Action Plan, which was presented to Council in March 2021.

Council has been implementing the actions set out in the action plan since late last year, in consultation with the **Staff Consultative Committee (SCC)**.

(b) Discussion

Although the results of the survey were very positive overall, several areas for improvement were identified, including recruitment and selection, career opportunities, cross-unit cooperation, leadership, recognition, and processes.

The following progress has been made towards addressing these issues:

Recruitment and Selection

- Timelines for advertised position are being set and reported to the **Management Executive Team (MANEX)** and the SCC;
- Human Resources staff and panel convenors are communicating with each other to stay on track with agreed timelines and to achieve Council's target of eight (8) weeks from date of advertising to offer;
- Recruitment and selection skills training has been delivered for panel members / managers; and
- Team leaders are now included in selection panels so that they can have direct input into the decision-making process.

The changes that have been implemented so far have improved the time taken to fill positions, with the time taken to offer positions dropping to an average of 7.31 weeks for the first 10 months of 2021, well below Council's target of eight (8) weeks.

Unfortunately, recruitment times are increasing again, with the last report to the SCC showing that the average time to recruit had increased to 10.90 weeks for the three (3) month period from November 2021 to January 2022 (inclusive). Greater focus will be needed to stay within the target.

The only item under the Recruitment and Selection priority area that requires further attention and development is the use of practical skills tests for positions where such testing is considered beneficial.

Career Opportunities

- Training in Office 365 and Teams was completed in June 2021. Further training has been budgeted and will be delivered in the next few months; and
- A survey of mature age workers has been completed to determine likely retirement / exit dates. The information derived from this survey will form the basis of a skills gap audit, leading to formal succession planning and upskilling of interested staff.

Unexpected staff vacancies within the Administration and Human Resources team and the impact of the COVID-19 lockdowns have taken their toll on progress in this priority area. The skills gap audit has been delayed and further work is required on Council's flexible training / eLearning platforms and succession planning program.

It is expected that things will be back on track by 30 June 2022, after the vacancies have been filled and the effects of COVID-19 have dissipated.

Job Fit and Suitability

- As highlighted under Recruitment and Selection, team leaders are now included on selection panels to provide greater worker representation and input into selection decisions;
- Probationary processes have been reviewed and strengthened. Reviews are now completed online via Microsoft Forms. Responsible supervisors are allocated probation review tasks and reminders via Microsoft Planner. Human Resources staff review the status of tasks on a weekly basis and generate reminders to supervisors to ensure reviews are completed on time; and
- Work is almost complete on a revised probationary review form, which will be rolled out shortly.

Further work is required to develop mentoring programs for positions where it may be beneficial. The introduction of mentoring and the revised probationary review form will see all actions in the Job Fit and Suitability priority area fully addressed.

Communication

- Council's internal communications hierarchy is currently being reviewed to improve information flow;
- Officer of Due Diligence worksite visits have been reintroduced. All staff meetings have also been reintroduced, with the first of these occurring on 26 May 2021 and another on 17 November 2021;
- Plans are well underway to upgrade mobile equipment and data plans to meet the needs of remote workers, with an improved data plan for all workers expected to be in place shortly; and
- Strategies have been included in Council's draft ICT Strategic Plan to further address remote working needs.

Council's internal communications hierarchy requires further consideration and development, opportunities for MANEX to meet with staff can possibly be expanded and Council has yet to conduct any 'pulse' surveys to gauge employees' perceptions of communication. Work is also continuing on upgrading all mobile equipment to an acceptable standard.

Collaboration

- Council's electronic staff directory is currently being reviewed for accuracy. This process will take some time to complete;
- Training in Office 365 and Teams was delivered to 60 staff in June 2021, with further training budgeted and to be held in the first half of 2022;
- Individual directorates have successfully held social functions since the Action Plan was written, in accordance with COVID-19 restrictions; and

- Physical or ‘virtual’ suggestion boxes were introduced to all worksites as part of the current organisational review.

Further work is required on Council’s staff directory and no further progress has been made at this stage on setting a ‘minimum’ standard for staff profiles.

The colocation of the Grey Street and Church Street offices has been put on temporary hold after Council expressed a preference not to proceed with the proposed Mackenzie Building option. Options will continue to be explored and the issue will be revisited later.

Leadership

- MANEX meeting minutes are now being posted on the Intranet for the information of all staff, along with minutes from SCC meetings and **Work Health and Safety Consultative Group (WHSCG)** meetings;
- Hogan assessments have been rolled out for all MANEX members and some Managers. Some Managers have also participated in 360-degree reviews. All new Managers are required to undertake a Hogan assessment before commencement;
- MANEX members are now visiting selected worksites, including field sites, to inspect jobs and talk to staff;
- Progress on the Action Plan is being reported to the SCC and MANEX and reported in “Insider News”, Council’s internal staff newsletter; and
- As stated above, physical or ‘virtual’ suggestion boxes were introduced to worksites as part of the current organisational review.

Further consideration of options for MANEX to interact with other staff would likely be beneficial, to ensure that all avenues have been thoroughly explored.

Processes

- Council’s internal communications hierarchy is currently being reviewed;
- Training in Office 365 and Teams was delivered to 60 staff in June 2021, with further training budgeted and to be held in the first half of 2022; and
- Staff have been surveyed to obtain their ideas and input into Council’s ICT services. This information has been used to inform Council’s draft ICT Strategic Plan.

Further work is required on Council’s eLearning platforms and communications hierarchy, along with further development of procedures for all job roles.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Each Staff Engagement Survey and all associated reports, presentations and workshops usually costs Council between \$15,000 and \$20,000, depending on the provider used and the exact nature and content of the survey.

For the 2020 staff survey, Council budgeted \$17,322 in the Operational Plan and Budget for the 2019/2020 Financial Year and spent \$17,084.

The actions arising from the surveys have so far been mostly cost neutral or inexpensive to implement and the improvements to Council's processes and staff relations are considerable.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The results of the Glen Innes Severn Council Staff Engagement Survey have been communicated to all staff and have been discussed and reviewed by the SCC. The Action Plan arising from the survey and workshops has been developed in consultation with the SCC and MANEX.

The Manager of Governance, Risk and Corporate Planning was consulted for the Risk consideration.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 3.1.3: Pursue the strategic and operational actions within the Workforce Plan to further establish Council as an employer of choice.

CONCLUSION

In accordance with its Workforce Plan, Council has set a target to conduct employee engagement surveys, to track and measure the effectiveness of its workforce planning and human resources programs and initiatives.

The latest employee survey was conducted by Voice Project in July 2020. After this survey, workshops were held with staff and an Action Plan was developed to address identified priority areas for improvement.

These initiatives set out in the Action Plan were developed in consultation with the SCC and MANEX and are now being implemented, with considerable progress already made. All actions will be completed between now and the next survey, scheduled to occur in the second half of 2022.

ATTACHMENTS

Annexure A 2020 Glen Innes Severn Council Staff Engagement Survey Action Plan as at 31 December 2021

REPORT TITLE: 7.14 INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) STRATEGIC PLAN

ECM INDEXES:

**Subject Index: INFORMATION TECHNOLOGY - Compliance
INFORMATION TECHNOLOGY - Implementation
INFORMATION TECHNOLOGY - Security - Information Technology**

Customer Index: INTERNAL DEPT – Human Resources / IT

Property Index: NIL

AUTHOR: Peter Sayers - Manager of Administration and Human Resources

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the draft **Information Communications Technology (ICT) Strategic Plan**, for its review and adoption (*Annexure A*).

RECOMMENDATION

That Council adopts the Information Communications Technology (ICT) Strategic Plan.

REPORT

(a) Background

It is an expectation of the Audit Office and Office of Local Government that NSW councils will have a strategic plan to guide and inform their ICT decisions.

Council previously had an Information Technology Strategic Plan; however, the last version of this Plan reached the end of its life on 30 June 2013 and, for various reasons, was not replaced or updated since that date.

With cyber security and privacy becoming ever more difficult and complicated issues to manage, the NSW Government and other governments have increased their focus on councils' ICT activities and have 'raised the bar' in this area.

For these reasons, having an effective ICT strategy is becoming unavoidable and is in fact good management. The draft ICT Strategic Plan (the draft Plan) attached as Annexure A to this report represents Council's response to these requirements.

(b) Discussion

In drafting the ICT Strategic Plan, a greater emphasis has been placed on making the document truly strategic in nature. It must be stated that the earlier (pre-2013) versions did not adequately address the strategic side of ICT, being more like detailed ICT operational plans.

Council requires a document that is robust in nature and addresses ICT issues and trends at a high level, which the draft Plan attempts to do. It must also have structure, be tied back to recognised industry standards, be auditable, and be practical in nature. It is felt that the draft Plan addresses these goals.

In terms of structure, the draft Plan includes a framework that is linked to the Australian Cyber Security Centre's Essential Eight Maturity Model.

The Essential Eight is a recognised and respected standard for Council to address its ICT security issues and provides a three-tier structure to work towards. Council has conferred with its external ICT support service, RMT, on the use of the Essential Eight and has been informed that RMT already uses this structure with other clients and feels that Maturity Level Two is a realistic goal. The Essential Eight model is provided at Appendix 2 to the draft Plan.

In addition to the Essential Eight, the framework links to an Information Technology Framework Supporting Documentation matrix (Appendix 1 to the draft Plan). This sets out the minimum supporting documentation that Council should have to address its ICT needs, with an ICT baseline standard and an intermediate (recommended) standard. It will be noted that an ICT Strategic Plan is listed as the first baseline document in the governance column. It should not be difficult for Council to achieve at least the baseline.

The framework also lists the following seven (7) key elements, which should be considered in managing ICT:

1. **Governance** – the guiding strategies, principles and practices that guide the correct and effective delivery of ICT, providing a framework for ICT decision making;
2. **Emerging Trends and Technologies** – the emerging trends and technologies that provide challenges and opportunities for Council in managing ICT systems and resources, and the delivery of future ICT services;

3. **Business Systems and Applications** – the software systems and applications used by Council;
4. **Infrastructure and Technology** – the hardware and network infrastructure used to deliver Council’s ICT services.
5. **ICT Business Continuity** – the activities undertaken to enable Council to perform its key functions and deliver its ICT services;
6. **Security** – the processes involved in protecting information and systems from unauthorised access, use, modification, disclosure or destruction; and
7. **Project Management** – the discipline of planning, organising, controlling, and managing resources to achieve specific goals.

The key elements, which are further subdivided into lower-level elements, are underpinned by the Information Technology Framework Supporting Documentation matrix and have also been tied into the Implementation Plan set out on pages 17 to 19.

The framework also links to the draft Kaon Security policy framework, which is ISO 27002 compliant. It is expected that the policy framework will be finalised and adopted by Council in the next month or so. Once adopted, it will address some of the requirements set out in the documentation matrix and will also address many of the governance concerns raised by the Audit Office.

In addition to the framework, documentation matrix and Essential Eight model, the Plan refers to or draws from Council’s ICT user survey conducted in May 2021 (pages 11 to 12), the Data Breach Readiness Solution prepared for Council by Lighthouse Communications Group (Appendix 3), the Glen Innes Severn Council Internal Penetration Test Report prepared by CTRL Group in July 2020 (Appendix 4), and the Glen Innes Severn Council Data Risk Assessment Report prepared by CTRL in April 2021 (Appendix 5).

Also included are a glossary of terms, responsibilities section, a definition of cyber incidents and what will occur in the event of a cyber incident and an extensive list of supporting documents and standards. Crucially, some of these items were included to address issues raised in the auditor’s report.

Finally, and perhaps most important of all in terms of achieving progress, a high-level implementation plan has been developed and included, which ties back to the framework. The implementation plan has a life span of three (3) years, which, given the rapidly evolving nature of ICT, is about as far into the future as Council can realistically plan.

If, during the life of the draft ICT Strategic Plan, Council can achieve at least baseline level (and preferably intermediate) with documentation, maturity level two (2) in the Essential Eight model, and implement all intended actions in the implementation plan, it will have taken great strides forward with its ICT. The ISO 27002 policy framework will also provide further aspirational goals that Council can work towards.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's ICT budget for the 2021/2022 Financial Year is \$735,621. The bulk of this is made up of recurrent annual fees, such as network (helpdesk) support fees, software subscriptions (Software as a Service), licencing costs, and equipment lease fees. These costs have settled down quite a bit in recent years but may fluctuate up or down due to inflationary influences or competition.

To implement the ICT Strategic Plan, Council will need to commit itself to some additional expenditure, comprising additional security software and services, consultancy fees and the cost of independent reviews, tests and audits.

It is anticipated that this could add up to \$50,000 per year to the ICT budget; however, to meet the expectations of the NSW Government and to protect Council's information assets, such expenditure is largely unavoidable.

(b) Governance/Policy

The ICT Strategic Plan will address some of the governance issues raised by the Audit Office. Also, the documentation matrix and Policy Lite system, once adopted and properly implemented, will address many of the governance risk issues associated with the delivery of ICT services.

(c) Legislative/Statutory

Governments at both state and federal level are strengthening legislative requirements for cyber security. The state of NSW, for example, is currently drafting legislation to introduce mandatory data breach reporting, which will affect Local Government. Council therefore has a strong interest in meeting cyber security requirements, in anticipation of a stronger legislative framework.

(d) Risk

The risks arising from poor ICT and cyber security practices are well documented and can be very expensive for organisations in the event of a significant security breach. Cryptolocker attacks, for example, can cost organisations the size of Council tens of thousands of dollars for data recovery.

There is also significant reputational damage to an organisation if it cannot demonstrate that it is safeguarding sensitive customer information.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

A significant cyber-attack on Council's systems could disrupt operations and lead to a loss of revenue from various sources.

(h) Asset Management

Although Council operates a large ICT network, a significant proportion of this is leased and does not form part of Council owned assets.

CONSULTATION

(a) External

Council has consulted with its auditors, CTRL Group and Kaon Security in identifying cyber security risks and strategies. RMT, Council's external network provider, has also been consulted on an ongoing basis.

(b) Internal

Consultation on cyber security and other ICT issues has occurred with the **Management Executive Team (MANEX)**, with presentations from CTRL Group and Kaon Security occurring on 7 September 2021. These presentations were also attended by RMT staff.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 1.7.2: Upgrade ICT systems and associated procedures to streamline and further improve internal and external customer service, in accordance with actions set out in Council's ICT Strategic Plan.

CONCLUSION

A comprehensive ICT Strategic Plan has been drafted, drawing on numerous sources. The draft Plan has been written to provide structure and direction for Council's ICT operations over the next three (3) years and comprises an ICT strategic framework, supporting ICT documentation matrix, implementation plan and other resources and information.

Combined with Council's soon-to-be-adopted ISO 27002 ICT policy framework, the ICT Strategic Plan will address concerns raised by Council's auditors and will provide a solid basis for Council to move forward over the next few years. The ICT Strategic Plan is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Glen Innes Severn Council ICT Strategic Plan (*Confidential*)

REPORT TITLE: 7.15 MINOR MODIFICATION OF THE GLEN INNES SEVERN COUNCIL ORGANISATIONAL STRUCTURE

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: MANEX

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to advise Council of the amended organisational structure. The part-time permanent position of Governance, Risk and Corporate Planning Officer has recently been added to the organisational structure reporting to the **Manager of Governance, Risk and Corporate Planning (MGRCP)**.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Historically, the Corporate and Community Services Directorate included a **Manager of Risk and Compliance (MRC)**. This role was amended in 2020 to include wider responsibilities that also cover Governance and Corporate Planning. The amended position was filled on 15 June 2020.

(b) Discussion

The position description of the MGRCP covers key responsibilities at Council over multiple areas of importance that affect the entire organisation.

Governance is the framework in which all of Council operates and includes legislative compliance requirements that also include the Internal Audit and Risk Management Framework and the **Integrated Planning and Reporting (IP&R)** Framework. The MGRCP is also the Public Officer of Council and the Fraud and Control Officer under the Fraud Control Plan.

Further the MGRCP role oversees, but is not limited to, the following key responsibilities:

- Complaints Management and Unreasonable Complaints Management;
- Corporate Governance Policy Framework;
- Access to Government Information;
- Insurance Procurement and Claims Management;
- Annual Report;
- Integrated Planning and Reporting Framework;
- Enterprise Risk Management;
- Councillor Induction and Professional Development;
- Code of Conduct - for Staff; for Councillors; and for Council Committee Members, Delegates of Council and Council Advisers, including Disclosures of Interest, Secondary Employment and Gifts and Benefits;
- Fraud and Corruption Prevention; and
- Code of Meeting Practice.

With the role of MGRCP now engrained within Council it has become obvious that to cover the broad range of duties, administrative support and assistance is required for the role to assist in the coordination of key responsibilities.

Annexure A details the revised Organisational Structure of the Directorate of Corporate and Community Services.

The Management Executive Team (MANEX) has reviewed and subsequently approved the minor amendment to the current organisational structure which will be placed under the MGRCP.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There will be a requirement to amend the Operational Plan and Budget for the 2021/2022 Financial Year.

It is anticipated that reaching successful recruitment would not be until April/May 2022, therefore only two (2) months' salary or less, for the position would need to be funded from this financial year's budget. This can be funded from the additional Financial Assistance Grants funds received (being \$129,261).

(b) Governance/Policy

Council's Salary System Progression Rules are relevant to this report.

(c) Legislative/Statutory

The ***Local Government Act 1993 (the Act)*** is the relevant legislation relating to this report.

Here are the relevant sections from the Act:

Section 348 Advertising of Staff Positions

(1) When it is proposed to make an amendment to a position within the organisation structure of the council, the position **must** be advertised in a manner sufficient to enable suitably qualified persons to apply for the position.

(2) Repealed.

(3) This section does not apply to –

(a) the re-appointment, under a new contract, of a senior staff member, or

(b) the appointment of an employee if the term of the employment is for –

(i) not more than 12 months, or

(ii) two or more periods that together are not more than 12 months in any period of 2 years.

Section 349 Appointments to be on merit

(1) When the decision is being made to appoint a person to a position:

(a) only a person who has applied for appointment to the position may be selected, and

- (b) from among the applicants eligible for appointment, the applicant who has the greatest merit is to be selected.
- (2) The merit of the persons eligible for appointment to a position is to be determined according to:
 - (a) the nature of the duties of the position, and
 - (b) the abilities, qualifications, experience and standard of work performance of those persons relevant to those duties.

Section 350 Appointments to which secs 348 and 349 do not apply

Sections 348 and 349 do not apply to:

- (a) an appointment by way of demotion, or
- (b) an appointment by way of lateral transfer, unless the council decides that those sections are to apply to the appointment.

Section 351 Temporary appointments

- (1) If a position (including a senior staff position) within the organisation structure of the council is vacant or the holder of such a position is suspended from duty, sick or absent:
 - (a) the council, in the case of the general manager's position, or
 - (b) the general manager, in the case of any other position, may appoint a person to the position temporarily.
- (2) A person who is appointed to a position temporarily may not continue in that position:
 - (a) if the holder of the position is on parental leave – for a period of more than 24 months, or
 - (b) in any other case – for a period of more than 12 months.

(d) Risk

There is a risk that the workload for the part-time position may exceed capacity, however this approach was decided as a counter to the potential risk of not having enough work to meet capacity for a full-time position. If, in time it is evident that a full-time position is required then that position may be created and advertised subject to relevant approval.

(e) Social

The creation of this position to the Governance, Risk and Corporate Planning department should provide a more efficient and effective framework for Council, which should provide a higher level of service to the community, greater transparency and increased accountability.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Liverpool Plains Shire Council, being a similar sized Council to Glen Innes Severn was consulted to see how many full-time equivalent roles covered the aspects within the MGRCP remit. They have the roles split across three (3) positions, being the Director of Corporate and Community Services, a Governance and Risk Coordinator and a Governance and Corporate Performance Officer.

(b) Internal

The Position Description for the role (**Annexure B**) has been reviewed by the **Staff Consultative Committee (SCC)** and MANEX.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.13: Implement Council's Enterprise Risk Management System.

CONCLUSION

The Glen Innes Severn Council Organisational Structure has recently been amended.

The permanent part-time position of Governance, Risk and Corporate Planning Officer has been added to the Governance, Risk and Corporate Planning Department.

This is a very minor amendment to the Corporate and Community Services structure and therefore the Glen Innes Severn Council Organisational Structure.

ATTACHMENTS

Annexure A Directorate Corporate and Community Services Organisational Chart
Annexure B Position Description

REPORT TITLE: 7.16 STATECOVER WORKERS COMPENSATION AND SAFETY PERFORMANCE REPORT 2020 - 2021

ECM INDEXES:

Subject Index: WORK HEALTH AND SAFETY: General

Customer Index: INTERNAL DEPARTMENT: WHS

Property Index: NIL

AUTHOR: Ann Blunt - WHS Co-ordinator

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

PURPOSE

The purpose of this report is to inform Council of information received in StateCover Mutual's *General Managers Report: Workers Compensation & Safety Performance 2020/2021 (Annexure A)*.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Each year, StateCover Mutual prepares a report for distribution to its member councils, providing comparative data on each council's performance relative to other councils within the StateCover group. The report for 2020/2021 was received by Council on Tuesday, 23 November 2021, and presented to the **Management Executive Team (MANEX)** by StateCover on the same day. The report has also been presented to the **Work Health and Safety Consultative Group (WHSCG)** and is now presented to Council for information.

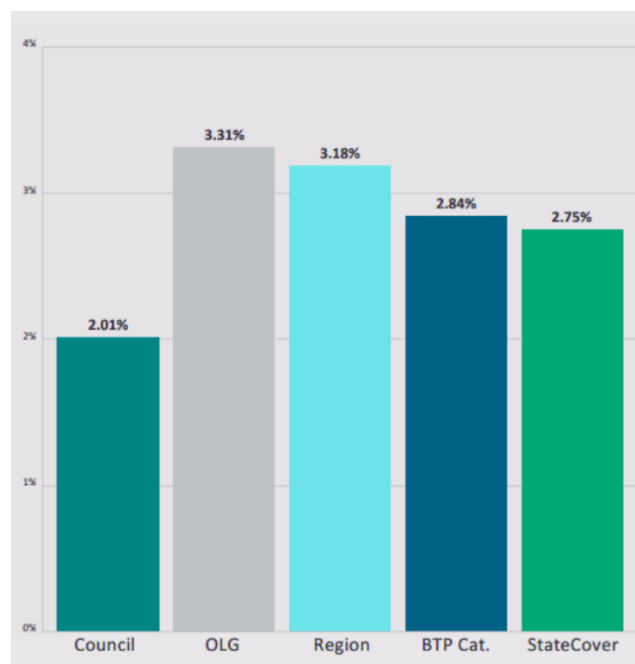
(b) Discussion

The StateCover General Managers Report summarises Workers Compensation and **Work Health and Safety (WHS)** information and figures for 2020/2021 and is provided as part of StateCover’s ongoing commitment to keeping councils informed of their performance in the scheme. Information is compared using the following cohorts:

Cohort	Description
OLG	Office of Local Government Group
Region	Cohort of councils in the same geographical location
BTP Cat.	Group determined by Council’s Base Tariff Premium
StateCover	Overall average of all StateCover Members

Premium Rate

Graph 1 below compares the premium rate which is a blended measure of the risk profile of the Local Government industry, the broader scheme and each council’s WHS and return to work performance:



Graph 1

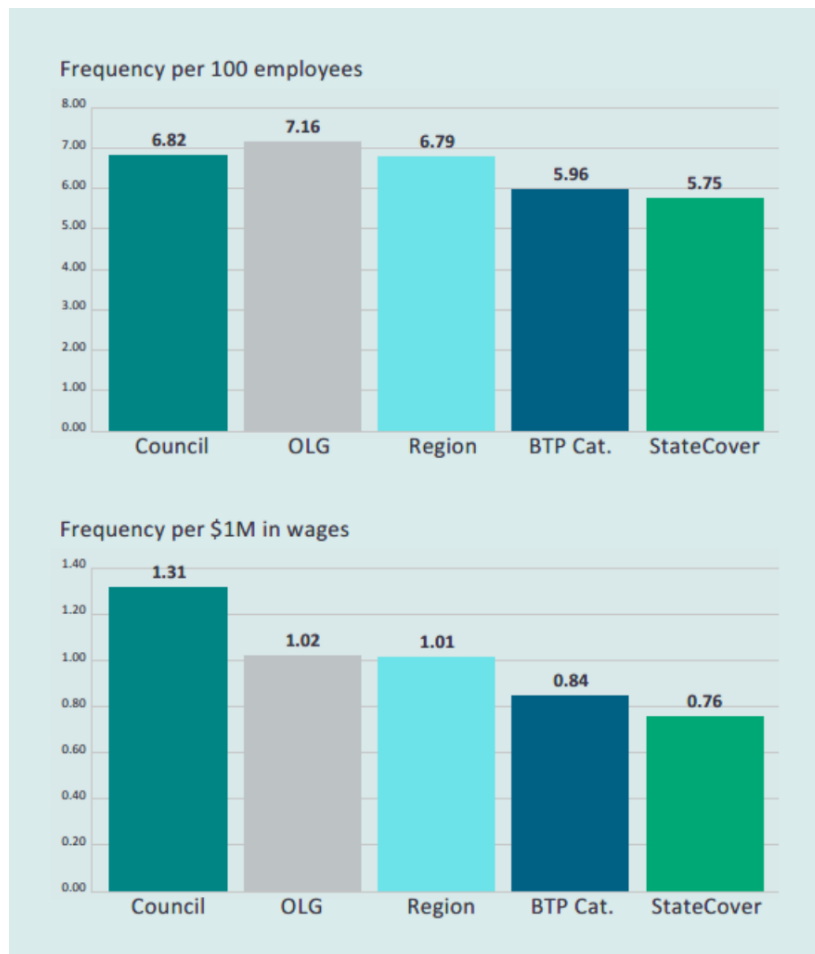
Council’s premium is “experience rated”, with the cost of claims for the past three (3) years directly impacting on the premium payable – the better the experience the lower the premium. Each council can control its premium by providing a safe workplace and, when a worker is injured, proactively assisting them to recover at work.

Not all claims will directly impact on Council’s premium. Those that do not incur any lost time from work are excluded from the experience rated element of the premium.

Council's effective management of WHS and workplace injuries is reflected in the premium rate set out in the graph above and compares very favourably across all cohorts.

Claim Frequency Rate

Graph 2 below highlights the claim frequency which is a measure of Council's WHS performance and should also be considered in conjunction with injury severity and claims cost:



Graph 2

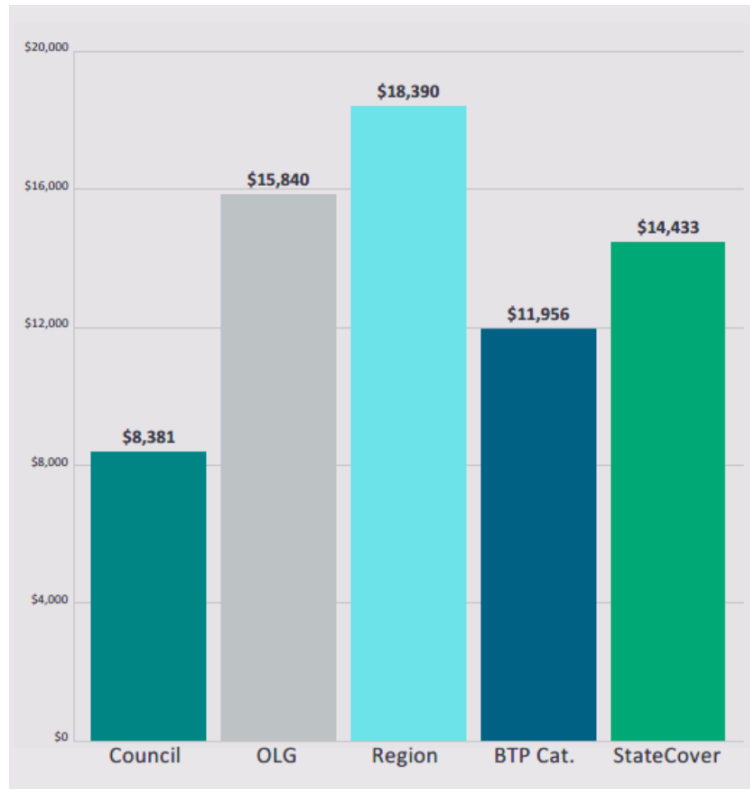
The above graphs show two (2) different methods for monitoring claim frequency, the first using employee numbers and the second using Council's gross wages, as declared by each council in its annual wages declaration.

Generally, Council has performed reasonably well in recent years, with average claims frequency rates per 100 employees slightly on the high side compared with averages in most cohorts. The frequency per \$1M in wages is, however, significantly higher.

It should be noted that the high frequency rate will not necessarily impact on Council's premium and reflects the fact that employees are reporting all injuries, including minor ones, which should be seen as a positive.

Average Claims Cost

Graph 3 below provides a comparison of Council's average incurred claims costs over the past three (3) years, along with the average claims costs for other cohorts. Council has performed very well in this area compared with other councils overall:



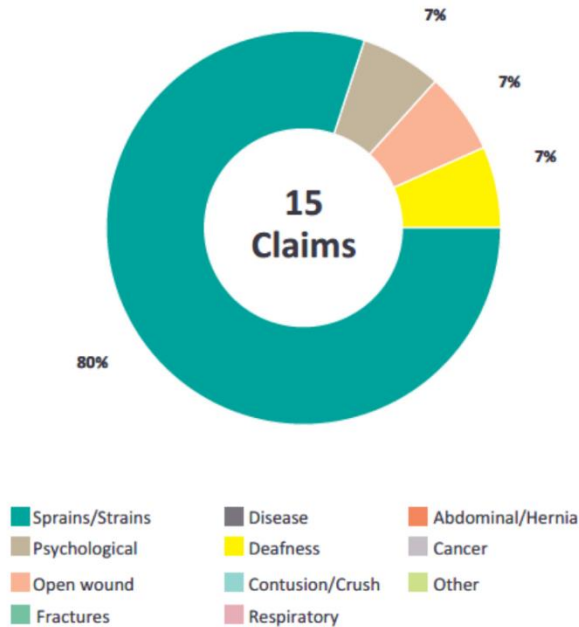
Graph 3

It should be noted that these costs are on an “incurred” basis, i.e. actual paid plus future estimated cost. The incurred cost is as at Wednesday, 30 June 2021 and does not represent the ultimate expended cost. Claim costs may increase over time as further payments are made, for example, whole person impairment lump sum payouts or common law damages claims.

What is paid on a claim will either directly or indirectly impact on Council's premium. The most effective way to minimise this impact is to return the injured worker to work, in suitable employment, within the shortest possible time.

Injury Types

Graph 4 below illustrates the proportion of Council’s claims by type of injury over the past year. Typically, sprains and strains represent the highest proportion of claims for most councils:

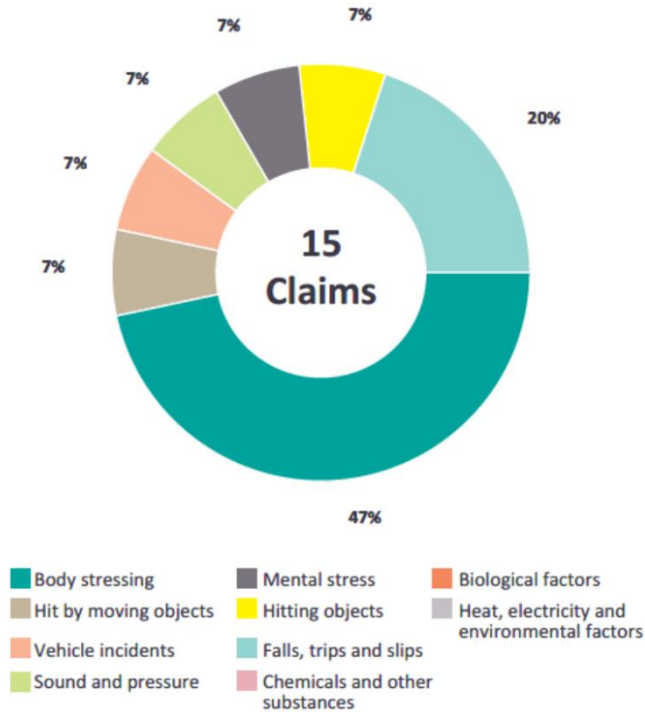


Graph 4

Understanding the type and proportion of injuries assists Council to target its WHS efforts, preventing the recurrence of injuries and improving the overall safety of its workplace.

Cause of Injury

Graph 5 below illustrates the proportion of Council’s claims by cause of injury over the past year. Many injury types and their causes relate to historic WHS practices rather than those that are in place today, e.g. industrial deafness.



Graph 5

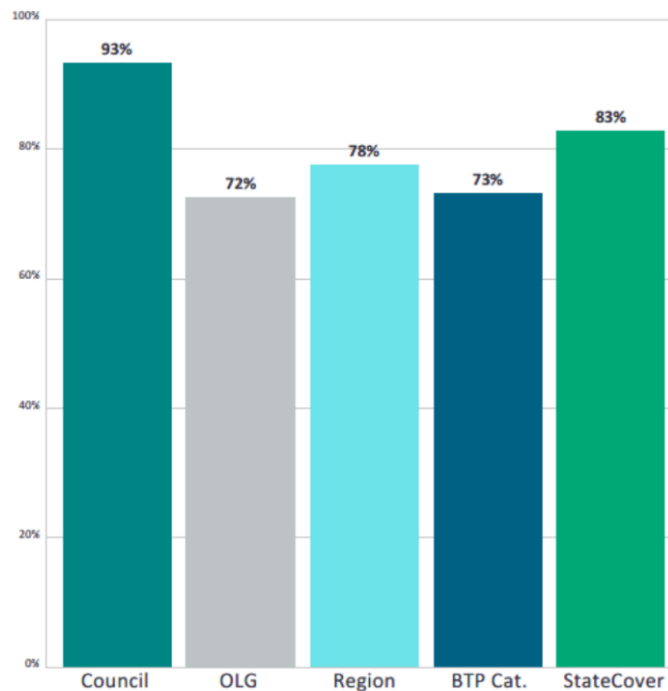
For mental stress claims the major reported causes are:

- work related harassment and / or workplace bullying;
- work pressure; and
- exposure to a traumatic event.

Understanding the cause of injury can assist Council to target its injury prevention efforts to improve the overall safety of its workplace.

Injury Reporting Timeframe

Graph 6 below shows the percentage of claims reported by Council to StateCover within 48 hours, compared to the various council cohorts:



Graph 6

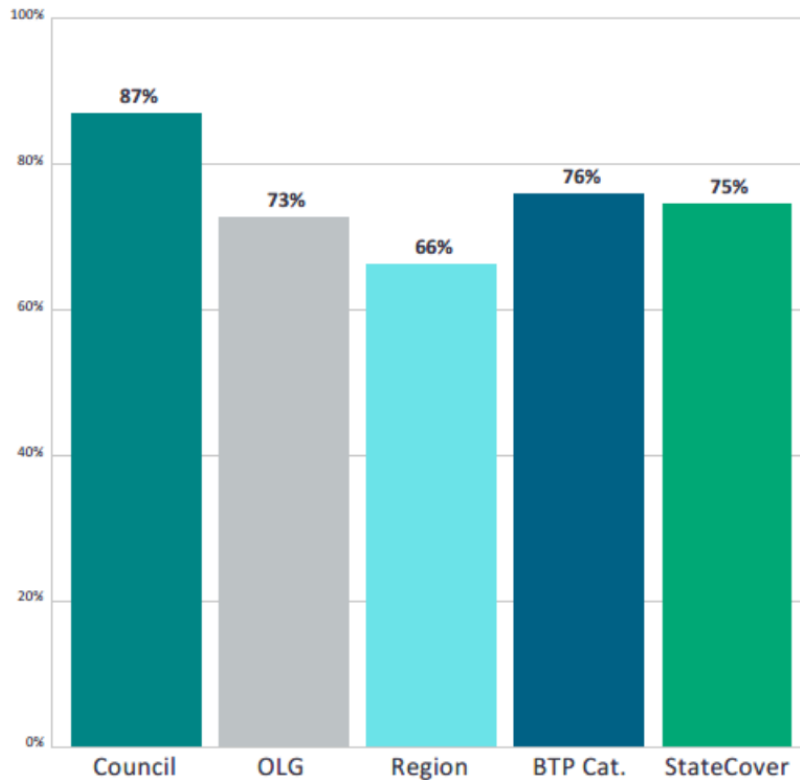
Reporting injuries to StateCover within 48 hours of Council becoming aware of the injury is a legislative requirement. Prompt reporting also allows for early intervention to assist with swift recovery, early return to work and effective claims management.

The outcome of 93% for reporting within the 48 hours is good when compared with other councils and represents an 11% improvement over Council's 2019/2020 results. It would be nice for Council to get back to the 100% it achieved in both 2017/2018 and 2018/2019.

To improve reporting timeframes, Council will need to continually encourage an ongoing culture of early reporting by all staff. StateCover has advised it can assist Council to identify opportunities for improvement and recommend appropriate remedial actions.

Work Health and Safety Self Audit Result

Graph 7 below shows the overall audit score achieved by Council in the 2021 StateCover WHS Self-Audit, compared with other cohorts within the group:



Graph 7

The annual WHS self-audit tool provided by StateCover assists councils to improve their WHS performance, with responses verified independently by StateCover.

As can be seen, Council has performed very well in this area, reflecting an ongoing commitment to continuous improvement and a staff culture that is strongly oriented towards workplace safety.

Safety and Wellbeing

Despite the challenges of COVID-19, Council also participated in some parts of the StateCover wellbeing program during 2020/2021. The programs participated in were:

- Sleep and fatigue management program (online);
- Nutrition group coaching (online);
- Manual handling / exercise coaching (face to face);
- Flu vaccinations;
- Health checks; and
- Skin checks.

It is anticipated that Council will continue to use StateCover's wellbeing program in future years.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There are no specific financial implications arising from this report, which is for information only; however, there are ongoing budgetary considerations for effective WHS implementation and Workers Compensation costs, which are set out in Council's annual Operational Plan and Budget.

Incentives received from StateCover, as part of their reinvestment of surplus funds within the Mutual, assist councils to manage the cost of workplace risk and include safety and wellbeing incentives and funding.

(b) Governance/Policy

Council's WHS Management Plan and Workplace Injury Management and Recover at Work Policy and Program are essential tools in the effective management of workplace safety and injury claims.

(c) Legislative/Statutory

As far as is practicable, Council has a legislative and statutory obligation to maintain an effective and sustainable return to work program for injured workers, in accordance with the *Workers Compensation Act 1987*.

(d) Risk

As far as is practicable, Council has a legislative and statutory obligation to provide a workplace that is free from risks to health and safety, in accordance with the *Work Health and Safety Act 2011*.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The information provided in this report has been completed in consultation with StateCover Mutual Limited, Council's workers compensation insurer.

(b) Internal

Nil.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.15: Pursue the strategic and operational actions within the Work Health and Safety Plan to further improve Council's WHS standards and ensure a safe and productive work environment.

CONCLUSION

Council has performed well in the latest figures provided in StateCover's *General Managers Report: Workers Compensation & Safety Performance 2020/2021* compared with averages in the various report cohorts, reflecting Council's ongoing commitment to improving its performance in the critical areas of workplace safety and injury management.

ATTACHMENTS

Annexure A StateCover General Managers Report

REPORT TITLE: 7.17 WORKPLACE INJURY MANAGEMENT REPORT AS AT 31 JANUARY 2022

ECM INDEXES:

Subject Index: WORK HEALTH AND SAFETY: General

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Blunt - WHS Co-ordinator

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Information on Workers Compensation has been provided to Council since 1 July 2018.

(b) Discussion

This report covers Workers Compensation figures from 1 July 2018 until 31 January 2022, as follows:

Item	2018/2019	2019/2020	2020/2021	2021/2022
Total Premium Paid	\$143,153.33	\$152,383.59	\$226,022.88	\$213,206.95 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.50%	1.43%	1.97%	1.83% (estimate)
YTD New Claims (Premium Impacting)	8	4	5	1
YTD New Claims (Non-Premium Impacting)	8	6	10	4
YTD Total New Claims	16	10	15	5
YTD Time Lost Due to Injury (LTI Days)	40	79	29	120
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				3
Open Non-Premium Impacting Claims (Current Year)				2
Total Open Claims				9
Closed Claims that are still Impacting on Council's Premium				7
Total Cost of All Premium Impacting Claims (to date)	\$9,585.00	\$30,792.00	\$35,352.00	\$19,500.00
Scheme Performance Rebates	\$55,620.88	\$24,593.67	\$34,953.89	\$34,265.14

This report covers the month of January 2022.

There were no new workers compensation claims during this period and one (1) non-premium impacting claim was closed.

Lost time increased slightly and there was a slight increase in claims costs for the period; however, neither increase was substantial.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council budgeted \$252,507 in its adopted Operational Plan and Budget for the 2021/2022 Financial Year, for its Workers Compensation Insurance premium.

StateCover has since advised that the premium estimate for the 2021/2022 Financial Year is \$213,206 (excluding GST). In addition to this, a 2020/2021 adjustment premium of \$14,576 has been paid in the current year, bringing the total premium cost for 2021/2022 to \$227,782.

A September Quarterly Budget Review adjustment has been completed for the difference between the budgeted amount and the total estimated premium cost.

The revised budget for the 2021/2022 Financial Year therefore now reflects a premium of \$227,782.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

As far as is practicable, Council has a legislative and statutory obligation to maintain an effective and sustainable return to work program for injured workers, in accordance with the *Workers Compensation Act 1987*.

(d) Risk

As far as is practicable, Council has a legislative and statutory obligation to provide a workplace that is free from risks to health and safety, in accordance with the *Work Health and Safety Act 2011*.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The information provided in this report has been completed in consultation with StateCover Mutual Limited, Council's workers compensation insurer.

(b) Internal

Nil.

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.15: Pursue the strategic and operational actions within the Work Health and Safety Plan to further improve Council's WHS standards and ensure a safe and productive work environment.

CONCLUSION

The period 1 January to 31 January 2022 saw no new workers compensation claims and the closure of one (1) non premium impacting claim. There was a slight increase in lost time and claims costs for the period.

Council continues to work closely with StateCover and rehabilitation providers to manage workers compensation claims and provide a sustainable recover at work program for injured workers and is continuously monitoring and reviewing its Work Health and Safety framework to reduce workplace hazards and improve outcomes for injured workers.

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.18 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 JANUARY 2022**

ECM INDEXES:

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

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

**APPROVER/S: Ann Newsome - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services**

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2021/2022 Financial Year, which was adopted as part of Council's Operational Plan and Budget for the 2021/2022 Financial Year and to review the progress of the Capital Works Projects that were carried over from the 2020/2021 and the 2019/2020 Financial Years and to review the Capital Works Projects that were adopted as Revotes for the 2021/2022 Financial Year.

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 of the projects.

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

The Capital Works Program Carried Forward for the 2019/2020 Financial Year (**Annexure A**), Capital Works Program Carried Forward for the 2020/2021 Financial Year (**Annexure B**), Capital Works Program for the 2021/2022 Financial Year (**Annexure C**) and the Capital Works Program Revotes (**Annexure D**) provide detailed information on all of the projects that were budgeted for and not completed in the 2019/2020 and 2020/2021 Financial Years, projects that were budgeted for in the 2021/2022 Financial Year and projects that have been revoted into the 2021/2022 Financial Year.

Projects of Significance from the 2019/2020 Financial Year (See Annexure A):

Warwick Twigg Indoor Sports Stadium

Construction of the Warwick Twigg Indoor Sports Stadium, as shown in image one (1) commenced in June 2021 and construction is currently progressing well. The project is approximately 50% completed and the expected completion date is May 2022.



Image 1: Warwick Twigg Indoor Sport Stadium – progress on site

Airport Master Plan

Progress has been made with the Bushfire Community Resilience and Economic Recovery Fund being used to prepare a master plan for the Glen Innes airport. Consultants Kamen Engineering have visited the site and will be conducting a full engineering assessment of the existing runway pavement to determine ongoing capability. Rehbein Airport Consulting have been engaged to develop the master plan in consultation with key stakeholders. This plan will identify essential aviation infrastructure requirements and potential economic development activities at the airport.

Projects of Significance from the 2020/2021 Financial Year (See Annexure B):

New Finance System and Implementation

Project Jigsaw continues to progress. The project office is now up and operating with staff working out of this building. Work continues on data validation for payroll and rates.

Stage One implementation is programmed to go live this financial year. This stage includes payroll, procurement, inventory, accounts payable, accounts receivable including general and water rating and general ledger and reporting modules.

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

Furracabad Road Rehabilitation

Drainage upgrades have been completed on Furracabad Road as shown in image two (2) below, ahead of pavement upgrades on a three (3) km stretch of Furracabad Road extending from the intersection of Dumaresq Street passed the saleyards. This work is funded under Round 1 of the Fixing Local Roads programs.



Image 2: Furracabad Road Rehabilitation – Work on-site

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's Capital Works Program is included in the Operational Plan and Budget for the 2019/2020 Financial Year, which was adopted by Council on Thursday, 27 June 2019.

Council's Capital Works Program is included in the Operational Plan and Budget for the 2020/2021 Financial Year, which was adopted by Council on Thursday, 25 June 2020.

Council's Capital Works Program is included in the Operational Plan and Budget for the 2021/2022 Financial Year, which was adopted by Council on Thursday, 24 June 2021.

The Revotes Capital Works Program was adopted by Council at the Ordinary Council Meeting held on Thursday, 26 August 2021 and includes capital expenditure from the 2020/2021 financial year and the 2021/2022 financial year.

The table below details a summary of the Adopted Budget, Revised Budget and the Actual and Committed amounts for each respective period along with showing the % of the actual and committed expenditure when compared to the revised budget:

	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$2,989,929	\$6,750,675	\$4,176,783	61.87%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$6,188,765	\$6,192,146	\$3,832,815	61.90%
CAPITAL WORKS PROGRAM 2021/2022	\$17,464,451	\$17,312,379	\$3,177,944	18.36%
CAPITAL WORKS PROGRAM REVOTES	\$1,298,626	\$1,298,626	\$707,990	54.52%
TOTALS	\$27,941,771	\$31,553,826	\$11,895,533	37.70%

(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 in order to minimise legal and risk exposure.

(e) Social

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

(f) Environmental

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

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

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

- Director of Infrastructure Delivery;
- Acting Director of Development, Planning & Regulatory Services;
- Acting Manager of Infrastructure Delivery;
- Manager of Community Services;
- Media and Communications Officer; and
- Technical Support Officer (Assets)

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

This item links to Council's Delivery Program Infrastructure Management Objective IM 1.3.1 'Maintain appropriate levels of service across the LGA.'

CONCLUSION

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

This report is updated monthly, and the information is also reported to Council monthly. The information within this report is current as at Monday, 31 January 2022.

This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary.

ATTACHMENTS

Annexure A	Capital Works Program Carried Forward for the 2019/2020 Financial Year
Annexure B	Capital Works Program Carried Forward for the 2020/2021 Financial Year
Annexure C	Capital Works Program for the 2021/2022 Financial Year
Annexure D	Capital Works Program Revotes

REPORT TITLE: 7.19 INVESTMENTS REPORT AS AT 31 JANUARY 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

APPROVER/S: Ann Newsome - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with a reconciliation of Financial Investments as at Monday, 31 January 2022.

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 \$17.8M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at Monday, 31 January 2022.

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 criterion and cash requirements.

If Council has two (2) comparable investment fund options, investment will be made in the fund that does not fund fossil fuels. At present all banks in this category are rated BBB. Council's Investment Policy limits exposure to an individual financial institution, for BBB rated category, to five percent (5%) of the total Investment portfolio.

Currently, Council has four (4) responsible investments – four (4) \$1M investments with Westpac's Green Tailored Deposits.

The Bank Reconciliation Statement shown below details what Council had in its bank account as at Monday, 31 January 2022. This considers unrepresented cheques, unrepresented deposits and unrepresented debits compared to what is stated in the General Ledger:

Bank Reconciliation Statement	
Balance as per General Ledger	
Opening Balance 1 January 2022	\$7,721,365.74
January Movements	-\$ 895,143.33
Closing Balance 31 January 2022	\$ 6,826,222.41
Less unprocessed Bank Statement Transactions	\$ -
Total:	\$ 6,826,222.41
Balance as per Statement	
	\$ 7,048,403.93
Less Unpresented Cheques	\$ -
Plus Unpresented Debits	\$ 9,584.69
Less Unpresented Deposits	-\$ 231,766.21
Total:	\$ 6,826,222.41
	
Responsible Accounting Officer	
2 February 2021	

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 Monday, 31 January 2022.

SUMMARY OF INVESTMENTS:

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	4/03/2022	0.38%	Westpac Banking Corporation (6)	Yes*	1,000,000	3,800.00
A2/BBB	24/03/2022	0.45%	ME Bank (11)	Yes	700,000	3,150.00
A1+/AA-	24/03/2022	0.34%	Westpac Banking Corporation (1)	Yes*	1,000,000	3,400.00
A2/BBB	24/03/2022	0.35%	AMP (10)	Yes	700,000	1,812.33
A1+/AA-	24/04/2022	0.35%	Westpac Banking Corporation (9)	Yes*	1,000,000	3,490.41
A3/BBB+	28/04/2022	0.70%	Judobank	Yes	700,000	1,221.64
A1+/AA-	23/05/2022	0.40%	NAB (2)	Yes	1,000,000	1,304.11
A1/A+	24/06/2022	0.40%	Macquarie (16)	Yes	1,000,000	4,000.00
A1+/AA-	24/06/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	29/07/2022	0.38%	CBA (15)	Yes	1,000,000	3,800.00
A1+/AA-	31/07/2022	0.29%	NAB (17)	Yes	1,000,000	2,892.05
A1+/AA-	9/08/2022	0.30%	NAB (14)	Yes	1,000,000	3,000.00
A2/BBB+	23/08/2022	0.40%	BOQ (13)	Yes	700,000	2,800.00
A1+/AA-	9/09/2022	0.39%	CBA (19)	Yes	1,000,000	3,900.00
A1+/AA-	9/09/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	24/09/2022	0.35%	CBA (12)	Yes	1,000,000	3,480.82
A1+/AA-	21/11/2022	0.44%	CBA (5)	Yes	1,000,000	4,400.00
A1+/AA-	10/11/2022	0.52%	CBA (8)	Yes	1,000,000	5,200.00
A1+/AA-	9/12/2022	0.60%	Westpac Banking Corporation (4)	Yes*	1,000,000	6,000.00
Expected Average Return 21/22		0.40%	Total Investments		17,800,000.00	63,651.36
Actual Average Return Received YTD		0.55%	Cash on Hand		6,826,222.41	
Total Cash and Investments					24,626,222.41	

*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 Monday, 31 January 2022.

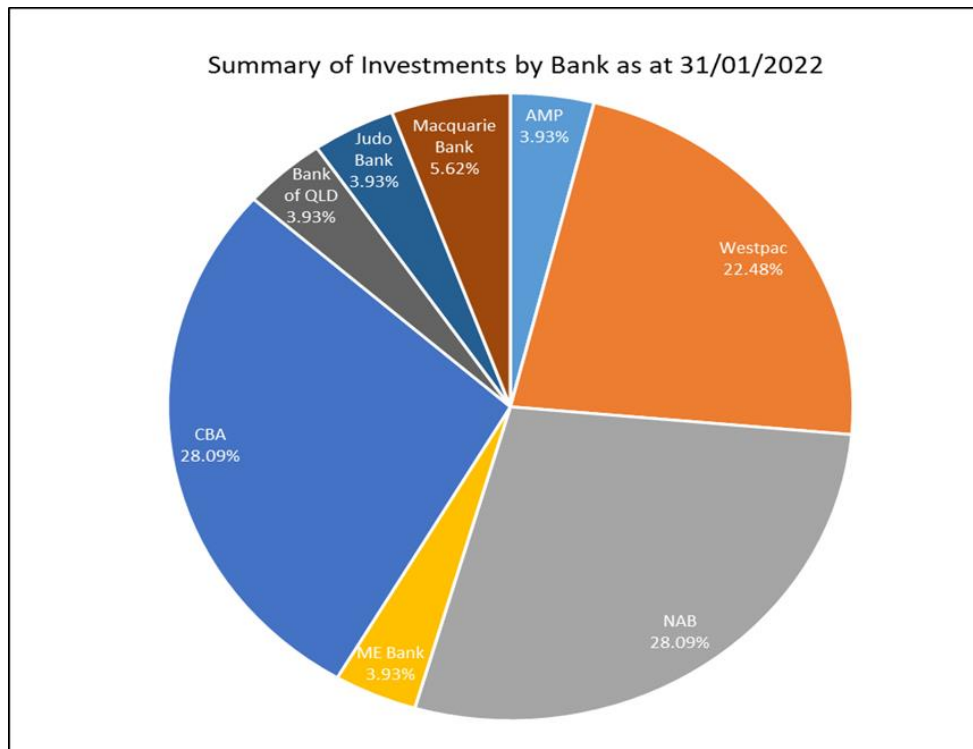
Interest received for year to 31 January 2022	\$49,882.75
--	--------------------

The table below details the monthly movements of investments for January 2022:

Investment Movements	
Opening Balance as at 1 January 2022	18,100,000
Less:	
Maturities (2)	2,000,000
Subtotal	16,100,000
Plus	
Rollovers (0)	0
New Investments (2)	1,700,000
Current Balance as at 31 January 2022	17,800,000

During the month of January 2022, there was one (1) investment with Macquarie Bank that matured and was reinvested with the National Australia Bank, there was one (1) Green tailored investment with Commonwealth Bank that matured and was redeemed, and one (1) new investment was made with Judo Bank.

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.

All of Council's investments are currently made on terms of 12 months and under as the interest rates for short term investments are currently higher than the longer-term investments. This is due to the market not necessarily wanting long term investments now.

For this reason, the interest rate will vary in accordance with the prevailing interest rate. This may expose Council to fluctuations in short-term interest rates but should improve liquidity due to the structured availability of these invested funds.

Certification

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year is 0.55%. This is a reduction on the actual average return of 1.43% for the 2020/2021 Financial Year, which reflects the downward trend in interest rates over the past few years. The Bloomberg Ausbond Bank Bill Index one (1) year return rate for January 2022 is 0.03%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 January 2022	18,100,000	16,400,000
Closing Balance 31 January 2022	17,800,000	15,400,000

(b) Governance/Policy

Monthly financial reporting ensures transparency of financial reporting to enable Councillors to make financially sustainable and accountable decisions. The Policy states that short-medium term funds can be invested for up to five (5) years.

All funds are invested in accordance with the Policy. Investments are to be considered in conjunction with the following key criteria:

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

The portfolio is split across three (3) of the credit rating categories (AA, A and BBB).

All aggregate rating categories are within the policy limits.

Credit Quality Portfolio Compliance

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

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	17,800,000
Yes	AA	78.65%	13,000,000	100%	4,800,000
Yes	A	5.62%	2,000,000	45%	6,010,000
Yes	BBB	15.73%	2,800,000	25%	1,650,000
Yes	Government	0.00%	-	100%	17,800,000
		100.00%	17,800,000		

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

(c) Legislative/Statutory

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

Section 625 of the Act states the following:

How may Councils invest?

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

Section 212 of the Regulation states the following:

Report on Council's Investments

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

(d) Risk

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

Investment Type	Risk Assessment		Amount \$	% Of Portfolio
	Capital	Interest		
Term deposits	Low	Low	17,800,000	100%
Total			17,800,000	100%

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

A review of the aggregate performance on Council investments, comparative to the CPI, over a significant period (greater than five (5) years) may ascertain if the investment strategy has been meeting the Policy's principle objective. This may then advise if changes are required to Council's investment strategy.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

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

(h) Asset Management

Nil.

CONSULTATION

(a) External

Council makes investments through Curve Securities and deals directly with the Commonwealth Bank and the Westpac Bank. During the month all three (3) advisors were contacted to gain advice of 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 item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1 Continue to be a financially sustainable and independent Council.

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.20 BORROWINGS REPORT AS AT 31 JANUARY 2022

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

**APPROVER/S: Ann Newsome - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services**

PURPOSE

The purpose of this report is to provide Council with a reconciliation of borrowings as at Monday, 31 January 2022.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report is provided to inform Council of the reconciliation of borrowings on a monthly basis.

(b) Discussion

The following tables detail the interest rates, loan completion dates, and balances as at Monday, 31 January 2022 for each of Council's borrowings in each of the respective funds:

General Fund						
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date		Balance
1	TCORP "Wattle Vale" and RFS Loan	3.95%	12/12/2016	8/12/2036	\$	1,676,782.80
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$	609,000.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$	162,940.10
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$	2,012,674.30
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$	125,448.85
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023	\$	281,896.13
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$	367,618.27
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$	1,470,473.08
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$	1,140,554.80
Total General Fund Liability					\$	7,847,388.33

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

Water Fund						
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date		Balance
11-02	Land Acquisition: Future Storage	7.69%	28/07/2011	28/07/2036	\$	1,629,800.00
Total Water Supply Fund Liability					\$	1,629,800.00

Sewer Fund						
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date		Balance
10	Sewer Augmentation Loan	6.51%	9/05/2006	11/05/2026	\$	945,770.54
Total Sewer Fund Liability					\$	945,770.54

TOTAL LOANS LIABILITY					\$	10,422,958.87
------------------------------	--	--	--	--	-----------	----------------------

Certification

I, Ann Newsome, Chief Financial Officer, do hereby certify that the above borrowings have been made in accordance with the requirements of the **Local Government Act 1993 (the Act)** (Chapter 15, Part 12 – sections 621 to 624) and the **Local Government (General) Regulation 2021 (the Regulation)** (Section 230).

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council has Loan Liabilities totalling \$10,422,958.87 as at Monday, 31 January 2022.

(b) Governance/Policy

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

(c) Legislative/Statutory

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

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

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

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

Section 622 – What form may a Council borrowing take?

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

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

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

Other legislation and guidelines relevant to Council borrowing:

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

(d) Risk

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

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

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

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

This item links to Council's Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1 Continue to be a financially sustainable and independent Council.

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.21 RATES AND CHARGES AS AT 31 JANUARY 2022

ECM INDEXES:

Subject Index: RATES AND VALUATIONS: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Andrea Davidson - Rates Officer

**APPROVER/S: Amy Watson - Financial Accountant
Ann Newsome - Chief Financial Officer
Anna Watt - Director of Corporate and Community Services**

PURPOSE

The purpose of this report is to advise Council of the funds collected for all **rates, water and sewer charges (rates and charges)** and water consumption charges and the amounts outstanding for rates and charges and water consumption charges for the year to date, as at 31 January 2022.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Council's adopted Operational Plan and Budget for the 2021/2022 Financial Year sets the annual rates and charges and water consumption charges.

(b) Discussion

Amounts outstanding as at 31 January 2022 for both rates and charges and water consumption charges compared to 31 January 2021 are as follows:

	31 January 2022	31 January 2021
Rates and Charges	\$4,985,876.72	\$5,089,179.79
Water Consumption Charges	\$272,278.53	\$275,409.48
Total Outstanding	\$5,258,155.25	\$5,364,589.27

The following table provides details of outstanding rates and charges as at 31 January 2022:

Outstanding Rates and Charges	31 January 2022
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,671,805.12
Pension Concession	-\$394,086.94
Amounts collected as at 31 January 2022.	-\$8,072,918.32
Total Outstanding Rates and Charges	\$ 4,985,876.72

The amount levied for rates and charges for 2021/2022 includes the current year's annual rates and charges and any interest that has been added after the rates notices were issued. The amount received as at Monday, 31 January 2022 and includes receipts for both arrears and the current year's amounts outstanding.

It should be noted that the rates and charges for the 2021/2022 levied amount is reduced by the pensioner concession of \$394,086.94; reducing the amount of income derived from these rates and charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$177,339.12. The remaining 55% (\$216,747.82) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding rates and charges at 31 January 2022 were \$4,985,876.72 which represents **38.18%** of the total annual rates and charges levied and outstanding of \$13,058,795.04, compared with the outstanding rates and charges of \$5,089,179.79 at 31 January 2021. This represents **40.17%** of the total annual rates and charges levied and outstanding of \$12,667,744.07 at 31 January 2021.

E-Notices

On the 31 January 2022 there were 881 ratepayers registered for E-Notices. These ratepayers generate 1,198 individual rate notices which are distributed by email. This represents 21.47% of all rate notices issued. These figures are based on the 5,581 rates and water notices issued from 1 July 2021 until 31 January 2022.

Water Consumption Charges

The following table provides details of outstanding water consumption charges as at 31 January 2022:

Outstanding Water Consumption Charges	31 January 2022
Water Consumption Charges and arrears as at 30 June 2021	\$320,412.89
Water Consumption charges and adjustments 2021/2022 year to date (YTD)*	\$626,286.22
Amounts collected as at 31 January 2022	-\$674,420.58
Outstanding Water Consumption Charges	\$272,278.53

The outstanding Water Consumption Charges as at 31 January 2022 of \$272,278.53 represents **28.76%** of \$946,699.11, compared with the outstanding Water Consumption Charges of \$275,409.48 at 31 January 2020. This represents **31.77%** of the total Water Consumption Charges levied and outstanding of \$866,863.64 as at 31 January 2021. It should be noted that outstanding charges are not the same as overdue charges.

Agreements to Pay Rates by Arrangement

A ratepayer may enter a written arrangement with Council to repay rate debt(s) in full, within a reasonable amount of time.

A key component of the agreement is that there must be a genuine commitment by the defaulter to extinguish the debt in accordance with the agreement.

There are currently 99 ratepayers who have entered arrangements for the payment of their rates, totalling \$246,337.08. This is a decrease of \$25,375.48 from last month. It should be noted that this figure includes the annual rates and charges levied for the 2021/2022 Financial Year. These arrangements for payments are within the requirements of Council's Debt Recovery Policy.

Debt Recovery Agency

The Debt Recovery Agency that acts on behalf of Council is continuing with all debt recovery.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

There are several policies applicable to the area of rates and charges and water consumption charges, including Council’s Debt Recovery Policy, Rates Pensioner Concession Policy, and Rates Hardship Policy.

(c) Legislative/Statutory

Chapter 15, Section 494 of the *Local Government Act 1993* “*Ordinary rates must be made and levied annually*” makes provision for Council to levy rates.

(d) Risk

The collection of outstanding rates and charges and water consumption charges can result in potential legal costs associated with challenges in courts of appeal. However, as these charges are legislative, the risk of this action is minor.

(e) Social

The collection of rates and charges and water consumption charges has an impact on the community, therefore Council is always willing to negotiate payment terms for outstanding accounts.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

Council's adopted Operational Plan and Budget for the 2021/2022 Financial Year sets the annual Rates, Water and Sewer Charges.

CONCLUSION

All payment arrangements are consistent with Council's current Debt Recovery Policy. The outstanding rates and charges at 31 January 2022 represents **38.18%** of the total annual rates and charges levied and outstanding from previous years by Council (compared with **40.17%** as at 31 January 2021).

The outstanding Water Consumption Charges at 31 January 2022 represents **28.76%** of the total Water Consumption Charges issued and outstanding from previous years (compared with **31.77%** as at 31 January 2021),

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.22 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR JANUARY 2022**

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Anna Watt - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to provide information on the progress of Council's Corporate and Community Services Directorate (and General Manager's Directorate) towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2021/2022 Financial Year. This report includes information for the current financial year to the end of the reporting month.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Corporate and Community Services Directorate of Council is responsible for the following key functions:

- Administration and Human Resources;
- Aged and Disability Services provided from **Life Choices - Support Services (LC-SS)**;
- Children and Family Services (**CAFS**);
- Corporate Planning;

- Finance;
- Governance;
- Information Technology and Communications;
- Library Services;
- Rates;
- Corporate Risk Management and Compliance;
- Work Health and Safety; and
- Youth Services.

(b) Discussion

A report of statistical data and updates relating to services and projects across this department will be presented to Council each month for comparison purposes.

MAYORAL DISCRETIONARY FUND: Bush Bursary Scholarship

As per Council resolution 3.05/21, the Mayoral Donations Fund of \$3,000 was reallocated to support the Rural Doctors Network Bush Bursary Scholarship.

Council received an email and media release on Tuesday, 25 January 2022 from the NSW Rural Doctors Network following the placement of the two (2) students, Isabelle Baccarini (Nursing) and Briarna Longville (Midwifery). This email thanked Council and the community for facilitating such an engaging, educational, and memorable experience for the students. Their feedback was that the placement was incredible, from authentic and engaging clinical exposure to the social and community activities including being so warmly welcomed into the community.

MEDIA AND COMMUNICATIONS (GENERAL MANAGER'S DIRECTORATE)

Insights into Council's Facebook page, including page likes, number of posts and the most popular posts for the month are provided in the tables below:

Facebook	January
Glen Innes Severn Council Facebook 'Page Likes' at the end of the month	2,082
Number of Posts	52

The Most Popular Facebook Posts for January 2022:	Reach	Post Engagement
Council puts the pause on paws	5,857	2,591
Rail Trail Survey	2,310	462
Govt mobile service van to Deepwater	2,101	54

Please note: There were a high number of posts (15 posts) with a reach of over 1,000.

Media activity of interest (not in consecutive, nor priority order):

- Website redevelopment - selection panel review and researching options (webinars, sourcing information, reference checks);
- Local events – Australia Day; Minerama, Celtic Festival;
- Commence communication for Community Strategic Plan project and commence Council meeting attendance plus MR's after meetings;
- Coverage for Mayoral election; Council surveys; s.355 AGM's; COVID-19 updates; OOSH/LC-SS activities; swimming pools, positions vacant; volunteering.

Live Streaming of Council Meetings

Council is Live Streaming monthly Council meetings and statistics are being received from InterStream on the number of views. For the January 27, 2022 Ordinary Council Meeting, there were a total of 36 live views and 170 archive views.

It should be noted that the archive views, of 170, include both Ordinary Council Meetings in January.

603 CERTIFICATES

Number of applications for 603 Certificates as to Rates and Charges

During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land.

There were 30 applications for 603 Certificates in January 2022 compared to 16 applications for the same month last year. Year to date, there have been 238 applications compared to 203 applications for the same period last year.

HUMAN RESOURCES**Recruitment: As at 31 January 2022**

There were four (4) positions advertised during the month. The following table provides an update on positions that have recently been filled or are yet to be filled:

Month	Positions Advertised	Filled
June 2021	Coordinator of Recreation Facilities (Readvertised)	No*
July 2021	Lifestyle Support Facilitator	No*
August 2021	Manager of Asset Services (Maternity Relief)	No
	Parks Labourer	Yes
October 2021	Team Leader Direct Support (Readvertised)	No
	Aquatic Centre Operator (readvertised)	No
	Coordinator Activity and Lifestyle Support	No
	Relief Heavy Plant Operator (2 positions)	Yes
December 2021	Three (3) Direct Support Workers (General – Readvertised)	No
	Direct Support Worker (Clinical)	No
	Direct Support Worker (Domestic)	No
	Youth Worker (readvertised)	No
	Management Accountant (readvertised)	No
	Debtors Officer (Internal)	Yes
	Team Leader Heavy Patching (Internal)	No
January 2022	Community and Business Development Officer	No
	Administration Officer (Technology)	No
	Payroll Officer	No
	Jetpatcher Operator	No

*Filled internally for a period of six (6) months.

RISK MANAGEMENT

During the month there was one (1) incident reported to Council, which is set out in the following table against the area the incident relates to. The table also provides year to date figures for the current year and 2020/2021:

Description	Incidents		
	January	Year to date	2020/2021
Public Incident Report (slip, trip and falls etc.)	0	3	16
Public Property Damage (including roots, trees, sewers, vehicles)	0	4	14
Other: Crypto Locker Attacks etc.	0	0	1
Council Motor Vehicle / Plant Damage	1	8	27
Council Property Damage	0	1	4
Volunteer Incidents – Personal Injury	0	0	0
TOTAL	1	16	62

The Council Motor Vehicle damage was to a motor vehicle damaged by hail and required a claim to be made.

COMPLAINTS

Complaints range across all areas of Council and are reported to Council for their information. The following table shows the monthly complaints received and the year-to-date total:

Month	Complaints Received
July	0
August	0
September	2
October	1
November	2
December	2
January	0
Year to Date Total	7

COMMUNITY SERVICES

Facebook – Youth Services

Insights into Council’s Youth Facebook page, including page likes, number of posts and most popular posts are set out in the following tables:

	January
Youth Facebook ‘Page Likes’ at the end of the month	839
Number of posts	8

The Most Popular Posts:	Reach	Post Engagement
Twilight Pool Party!! All Youth Welcome from 12 – 18 years.	2,400	176
Positive COVID-19 case. The Youth Booth will be closed Monday and Tuesday and will re-open on Wednesday, 2 February 2022.	687	104

The Youth Booth Update

The Youth Booth is open for the start of another year. At the end of last year, Council applied for the Summer Holiday Break Program Grant, which has now been approved.

The funding will be provided to coordinate two (2) events that will provide sporting opportunities to local youth in the Glen Innes Community that due to transport or financial hardship could not otherwise participate. These group activities are aimed at improving team building, mental health and physical wellbeing.

The first event was a Twilight Pool Party which was held on Thursday, 27 January 2022. This event was available to all Glen Innes Youth from ages 12 to 18. The Youth Worker coordinated the event with staff at the local swimming pool. The event was a success with a group of 25 youth in attendance displaying exceptional behaviour. Youth expressed that they had a really good time and would like to do it again.

The second activity is a day trip, by couch, to Armidale to go tenpin bowling followed by a movie, this activity is being planned for Saturday, 26 February 2022.

The school holiday program was run with higher numbers in attendance in comparison to the previous holiday periods. Youth participated in an array of activities, including picking their corn harvest from the garden. Councillor Carol Sparks has been assisting the youth with their veggie patch and she joined the youth to harvest and eat the amazing fresh corn that was grown (image 1 below).



Image 1

The following table sets out the monthly statistics for The Youth Booth:

The Youth Booth	January
Number of registered members	73
Average number of visits per day	8
Highest number of attendees in one (1) day	19
Number of registered volunteers (as at last day of month)	10
Number of days registered volunteers attended	1

Life Choices - Support Services

Council's LC-SS provides a range of services, mainly in the Glen Innes Severn, Inverell and Tenterfield **Local Government Area (LGA)**, and some services are also provided in the Gwydir LGA.

These services are predominantly funded by the Commonwealth **Department of Health (DOH)** for people who are older.

The heading "Private Funding Source" below, relates to any funding coming from any source other than DOH. Examples of this might be another organisation hiring our staff to provide services or an individual paying for a service from their own personal funds.

Under the **National Disability Insurance Scheme (NDIS)** and Private Funding, Council does not hold any funding, but rather performs a fee for service.

Number of Consumers by Local Government Area and Funding Source

As at 31 January 2022, the number of consumers accessing services with LC-SS was 405, as detailed in the following table:

Local Government Area	Total Number of Consumers	NDIS	People who are Older (DoH)	Private Funding Source
	January	January	January	January
Glen Innes Severn	299	40	255	4
Gwydir Shire	2	0	2	0
Inverell Shire	65	0	65	0
Tenterfield Shire	39	0	39	0
TOTAL	405	40	361	4

Children and Family Services (CAFS) - Out of School Care

The daily number of children booked in at CAFS is set out in the following table, along with the average daily number for the current financial year:

	January	2021/2022
	Number of booked children (average) per day	Budgeted number of enrolled children per day
After School Care	Nil	23
Vacation Care	25.3	23

CAFS – Supported Family Programs

Due to there only being Vacation Care provided in January the statistics for the CAFS Supported Family Programs are recorded as nil in the table below:

Program	Location	January	January
		No. of Families	No. of Children
My Time (for Carers)	Glen Innes	0	0
Supported Playgroup Wyaliba	Wyaliba	0	0
Aboriginal Playgroup	Glen Innes	0	0
CAFS Playgroup	Pool House	0	0
NDIS*	Pool House	0	0
TOTAL		0	0

*NDIS services are yet to recommence.

CAFS was closed for three (3) days in late January due to COVID-19 with the gap fees waived for the families that were affected by the closure.

SECTION 355 COMMUNITY COMMITTEES OF COUNCIL UPDATE

Council continues to monitor the various Section 355 Community Committees of Council to ensure their compliance with the Manual for Community Committees of Council. Any concerning non-compliance matters will be noted in this section of the report for the information of Councillors. Support and assistance is regularly offered to ensure a healthy relationship between Council and the various Committees is maintained.

With the start of a new year, many committees are busy scouting for new members to join their committees with nearly half the committees having scheduled or held their **Annual General Meetings (AGM)** in the month of February or March. These include the:

- Glen Innes Saleyards Advisory Committee - Wednesday, 9 February;
- Open Spaces Committee - Wednesday, 16 February;
- Roads Consultative Committee - Thursday, 17 February;
- Emmaville Mining Museum Committee - Thursday, 17 February;
- Glen Innes Severn Cemetery Committee - Thursday, 17 February;
- Library Committee – Friday, 18 February;
- Australia Day Committee - Wednesday, 2 March;
- Community Access Committee - Monday, 7 March;
- Glencoe Hall Committee – Wednesday, 9 March; and
- Emmaville War Memorial Hall Committee - Wednesday, 16 March.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Council's Community Services teams provides a range of support services to all age groups. These services build on the social fabric of the LGA.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Millie Caspers the Program Leader for NSW Rural Doctors Network emailed Council following the completion of the Rural Doctors Network Bush Bursary Scholarship.

(b) Internal

The information contained within this report has been provided from the Media and Communications Officer, Executive Assistant, Acting Debtors Officer, Human Resources Officer (Payroll), Manager of Governance, Risk and Corporate Planning, Acting Youth Worker, Customer Services Officer (LC-SS) and Educator Assistant.

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

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council's Community Strategic Plan 2017/2027, Delivery Program 2017/2021 and Operational Plan and Budget for the 2020/2021 Financial Year.

CONCLUSION

The statistics provided in this report deliver information to Council on the key activities undertaken in Council's Corporate and Community Services Directorate and the General Manager's Directorate (Media and Communications) within the current Financial Year.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.23 PLANNING PROPOSAL POST EXHIBITION REVIEW OF THE GLEN INNES SEVERN LOCAL ENVIRONMENTAL PLAN 2012

ECM INDEXES:

Subject Index: LAND USE AND PLANNING: Planning

Customer Index: INTERNAL DEPT- Development, Planning & Regulatory Services

Property Index: NIL

AUTHOR: Kathleen Taminiau - Acting Manager of Planning and Regulatory Services

APPROVER/S: Kane Duke - Acting Director of Development, Planning and Regulatory Services

PURPOSE

The purpose of this report is to inform Council of the submissions that Council received regarding the public exhibition of the **Planning Proposal (PP) (Annexure A)** and for Council to consider adopting the PP to finalise the **Glen Innes Severn Local Environment Plan 2012 (GIS LEP)**.

RECOMMENDATION

THAT Council:

- 1. Adopts the Planning Proposal of Glen Innes Severn Council 5th General Review of Glen Innes Severn Local Environmental Plan 2012 PP-2021-5562 Version 3 Post Exhibition Version (December 2021), attached as Annexure A to this report.*
- 2. Pursuant to Section 3.36(2) of the Environmental Planning and Assessment Act 1979, resolves to make the Local Environment Plan as detailed in the Planning Proposal.*
- 3. Requests NSW Parliamentary Counsel's Office to undertake the legal drafting of the Local Environment Plan.*
- 4. Notifies any persons or Government agencies who made submissions on the Planning Proposal of Council's resolution.*

REPORT

(a) Background

The GIS LEP commenced on 14 September 2012, as the primary environmental planning instrument for the Glen Innes Severn **Local Government Area (LGA)**. Since the commencement of the GIS LEP, Council has undertaken four (4) GIS LEP reviews and/or amendments. These changes have generally revolved around minor administration matters or correcting minor errors or anomalies within the GIS LEP.

At the Ordinary Council Meeting held on Thursday, 22 July 2021, Council resolved to endorse the initial PP (Version 1 – Pre-Gateway Determination) and forward the PP to the **NSW Department of Planning, Industry and Environment (DPIE)** for the **Gateway Determination (GD)**.

The GD is a checkpoint to fast track a planning proposal. The DPIE undertakes a review of the proposal to check the strategic and site-specific merit and whether the planning proposal should proceed to public exhibition.

The GD may identify the requirement for any additional information, revisions, studies, or targeted consultation to occur with authorities or government agencies and other stakeholders prior to public exhibition. It may also identify that a revision needs to be considered by DPIE prior to exhibition.

The GD was issued by DPIE on 13 October 2021. The initial PP was amended to reflect the conditional terms of the GD and was subsequently placed on public exhibition from Thursday, 28 October 2021 until Thursday, 25 November 2021.

Following consideration of the issues raised within the three (3) community submissions received, no amendments have been made to the exhibited PP, other than the following administrative change:

- *References to the E3 Environmental Conservation zone have been amended to C3 Environmental Conservation, consistent with the title (revised by DPIE) for that zone.*

This version of the PP (Version 3 – Post Exhibition) discusses issues raised during the exhibition of the PP and recommends that the Minister for Planning finalise and publish the subsequent amendment to GIS LEP.

(b) Discussion

Submissions on the PP were received from the following government agencies:

- NSW Rural Fire Service; and
- NSW Mining, Exploration and Geoscience

The Government agency submissions are discussed in the PP (Annexure A).

In addition to the two (2) agency submissions, Council received a total of three (3) formal submissions from the community. The community submissions are also discussed in the PP (Annexure A).

There were no significant changes made to the PP following Government agency consultation and public exhibition, other than the following administrative change:

- *References to the E3 Environmental Conservation zone have been amended to C3 Environmental Conservation, consistent with the title (revised by DPIE) for that zone.*

Reviewing and amending the GIS LEP meets the recommendations of the Glen Innes Severn Land Use Strategy *to monitor and conduct a regular review of the new LEP*. It is also the most appropriate means of ensuring that the GIS LEP is accurate, reliable and meets the current environmental planning requirements.

If Council adopts this PP, as recommended, the legal drafting of the GIS LEP Amendment will be undertaken by Parliamentary Counsel's Office upon receipt of instructions from Council.

In summary, the PP proposes to incorporate six (6) amendments to the GIS LEP that have arisen from strategic and development matters occurring over the preceding two (2) years. Strategic and development issues required changes to protect and maintain water quality within watercourses, make the GIS LEP consistent with other Local Environmental Plans throughout the State, clarifying dwelling entitlement requirements for ease of planning decisions, introduce measures to assist with dwelling rebuilds from natural disasters and changes to rezoning in special purpose area for Council owned Infrastructure to allow exempt works to be undertaken. Amended to the GIS LEP are listed as follows:

1. Insert a **“Riparian land and watercourses”** clause into the GIS LEP, with the objectives being to protect and maintain water quality within watercourses, the stability of the bed and banks of watercourses, aquatic and riparian habitats, and ecological processes within watercourses and riparian areas.

The proposed provisions and map overlay is aimed at protecting and maintaining water quality within watercourses, the stability of the bed and banks of watercourses, aquatic and riparian habitats, and ecological processes within watercourses and riparian areas within the Glen Innes Severn LGA.

This item is consistent with Action 8.8 of the **Glen Innes Severn Local Strategic Planning Statement (LSPS)**.

Action 8.8: Review the GIS LEP and associated map overlays to include Additional Local Provisions to ensure the GIS LEP managed riparian areas, water catchment areas and ground water sources to avoid potential development impacts.

Action 8.8 will be implemented in this proposal by including a “**Riparian land and watercourses**” clause and map overlay in the GIS LEP. The map overlay has been prepared by the Biodiversity and Conservation Division of DPIE.

Additional Local Provision 7.2 Drinking Water Catchments is already included in the GIS LEP and does not require amendment.

2. Amend Clause 4.2A Erection of dwelling houses and dual occupancies on land in certain rural, residential and environmental protection zones to delete references to land being an “existing holding”.

The term “existing holding” means land that—
4.2A(5):

(a) was a holding on 31 October 1975, and

(b) is a holding at the time the application for development consent referred to in subclause (3) is lodged,

whether or not there has been a change in the ownership of the holding since 31 October 1975.*

Holding means all adjoining land, even if separated by a road or railway, held by the same person or person.

Dwelling Opportunity Maps were introduced into the GIS LEP in 2012. The Dwelling Opportunity Maps identify unused (vacant land) dwelling entitlements that are captured by the existing holding definition above.

Identification of unused dwelling entitlements involved a review of Council’s rates records of land holdings as at the ‘appointed day’ (31 October 1975).

The identification of vacant rural land with a dwelling entitlement on the Dwelling Opportunity Maps is an efficient way of identifying such land holdings, however, it is imperfect and from time-to-time unmapped entitlements are identified by landowners. The Dwelling Opportunity Map can be amended to include additional unmapped entitlements once they are verified.

On this basis, there is no planning obligation to retain subclause 4.2A(3)(d) or 4.2A(5) referring to existing holdings in the GIS LEP and is therefore proposed to be deleted.

3. Insert the Standard Instrument Natural Disaster Clause, consistent with a direction from the DPIE to all Councils to include the clause in their respective Local Environmental Plans.

This clause, which has already been adopted by 32 councils in New South Wales, allows councils to approve appropriate applications to repair or rebuild homes after a natural disaster and is recommended for inclusion in Local Environment Plans by the DPIE.

4. Allocate Special Purpose (SP2) zones for Council owned infrastructure.

The SP2 zones have been recommended for Council owned infrastructure being the Glen Innes Water Treatment Plant, Glen Innes Sewage Treatment Plant, Deepwater Landfill Facility, Deepwater Water Treatment Plant, Deepwater Sewage Treatment Plant and Red Range Waste Transfer Facility.

The allocation of the SP2 Infrastructure zones is the most appropriate for those Council facilities and are reflective of the current and future land uses.

5. Rezone land used for industrial purposes in Deepwater from RU5 Village to IN1 Industrial.

The intention of this rezoning is to differentiate between the mix of uses permissible in the RU5 Village zone and the existing industrial uses within the industrial precinct described below.

Light industries are the only type of industry that are permissible with consent in the RU5 zone, whereas general industries and light industries are permissible with consent in the IN1 zone. This will increase the range of permissible industrial land uses that can be carried out in the Deepwater Industrial Area and will have no effect on the permissible land uses in the RU5 zone.

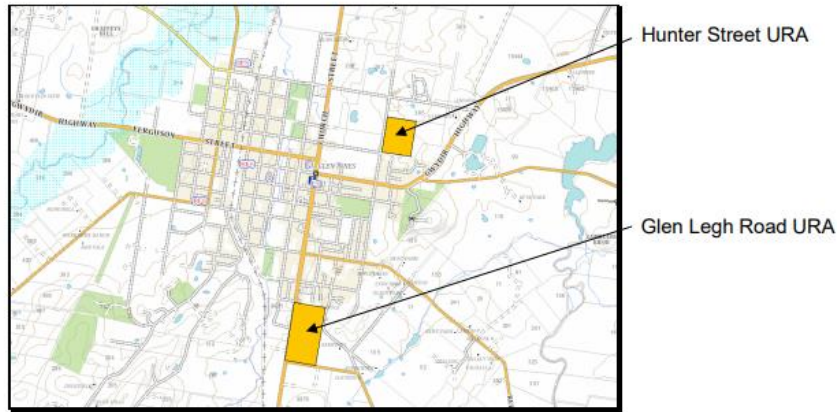
6. Delete two (2) Urban Release Areas (URA) from the GIS LEP, as neither URA require state infrastructure upgrade as detailed in the map below.

The Hunter Street URA has now been rezoned to residential land and a development application has been received for the development of the land into 106 residential lots.

The URA map and the corresponding clauses at Part 6 of the GIS LEP can be deleted rather than amended.

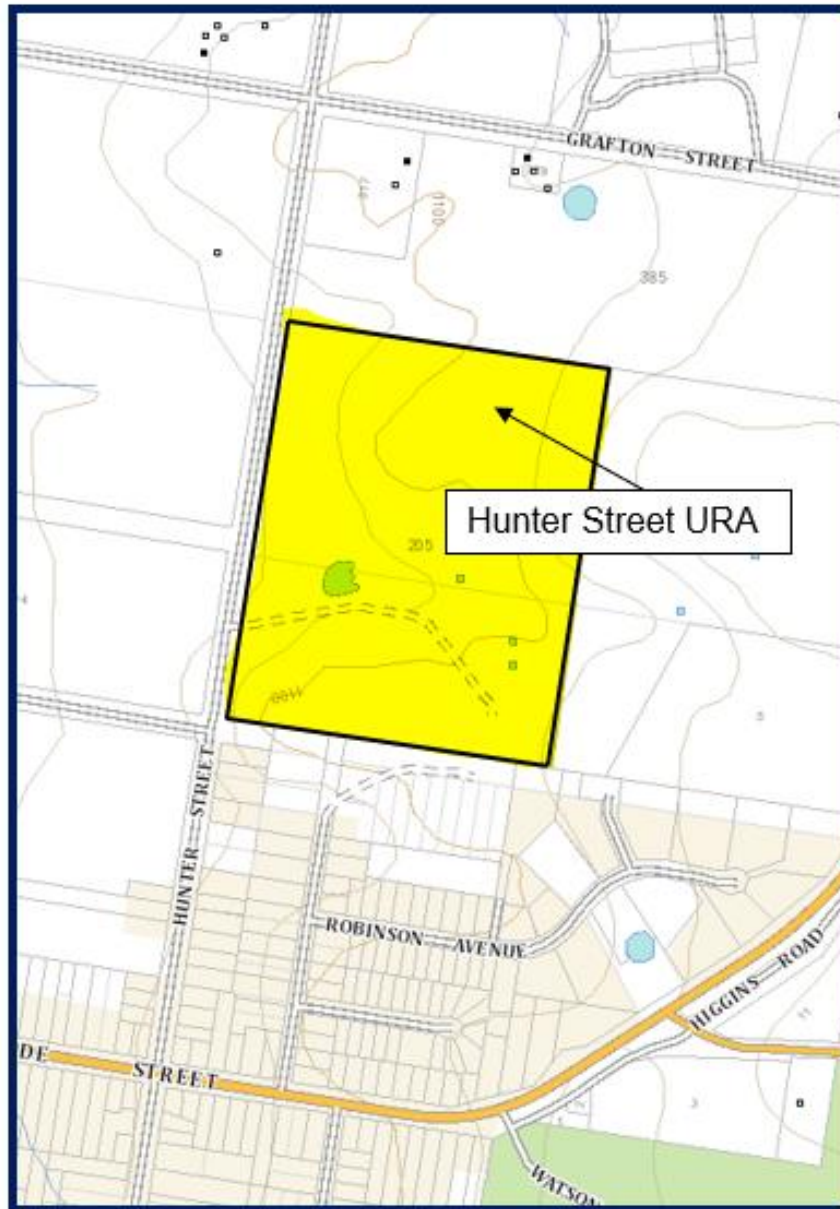
Item 7.23

The image below shows the location of Hunter Street URA and Glen Legh Road URA:



Source: NSW ePlanning Spatial Viewer

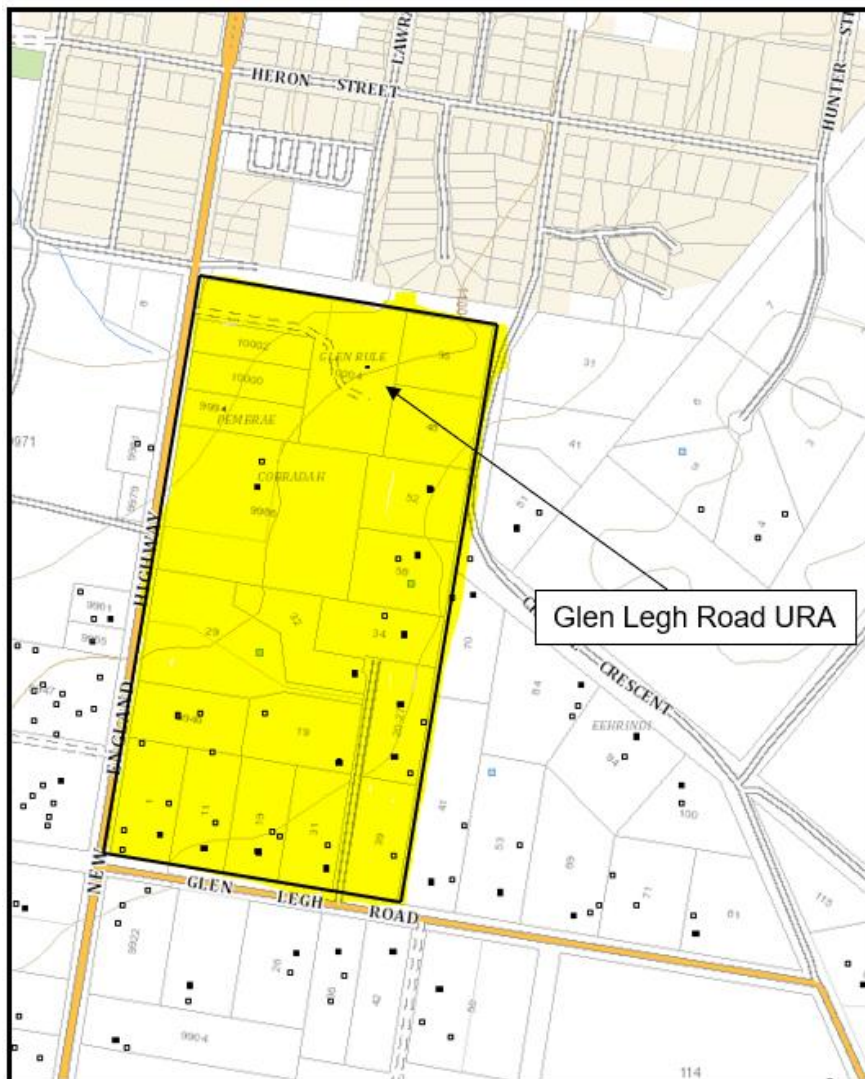
The image below shows the location of Hunter Street URA:



Hunter Street URA Source: NSW Six Maps

The Glen Legh Road URA is considered to be too difficult to pursue as it involves the agreement of multiple land holders and would be unlikely to allow any orderly residential development in the future.

The image below shows the location of Glen Legh Road URA:



Glen Legh Road URA Source: NSW Six Maps

Further detail of the implications of the proposed changes may be found in the PP (Annexure A).

The proposed amendments are recommended to keep the GIS LEP up to date and accurate.

The changes will also provide the best balance in effective planning to achieve and facilitate good development outcomes. Given the complexity of the GIS LEP document and associated mapping, this is an important continuous improvement process.

Should Council adopt the PP, the legal drafting of the GIS LEP Amendment will be undertaken by Parliamentary Counsel's Office upon receipt of instructions from Council.

With the Minister's (or delegate's) approval (known as the making of the GIS LEP Amendment) the PP becomes law and is published on the NSW legislation website, at which point the GIS LEP Amendment becomes active.

(c) Options

Option 1

THAT Council:

1. Adopts the Planning Proposal of Glen Innes Severn Council 5th General Review of Glen Innes Severn Local Environmental Plan 2012 PP2021-5562 Version 3 Post Exhibition Version (December 2021), attached as Annexure A to this report.
2. Pursuant to Section 3.36(2) of the Environmental Planning and Assessment Act 1979, resolves to make the Local Environment Plan as detailed in the Planning Proposal.
3. Requests NSW Parliamentary Counsel's Office to undertake the legal drafting of the Local Environment Plan.
4. Notifies any persons or Government agencies who made submissions on the Planning Proposal of Council's resolution.

THIS IS THE RECOMMENDED OPTION

Option 2

THAT Council does not proceed with the PP and rejects the recommendations provided to Council.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council received an allocation of \$90,000 for planning consultancy through the Bushfire Recovery Exceptional Assistance Immediate Support Package, funded by the Australian Government. This funding was extended until 30 June 2022.

At the time of writing this report an amount of \$62,587 has already been spent or committed from the \$90,000 budget.

Therefore, an amount of \$27,413 is available to cover the cost of this PP. Preparation of the PP and administration costs associated with the PP process are estimated to be approximately \$10,000. The remaining \$17,413 has been allocated to assist with the preparation of the Glen Innes Land Use Strategy.

(b) Governance/Policy

Council adopted a Lobbying of Councillors Policy in February 2019. This Policy was prepared to assist the Mayor and Councillors manage any conflicts of interest that may arise when they receive representations from special interest groups, from individuals with a direct interest in a Council decision or by advocates acting on behalf of others seeking the Councillor to represent their interests in a matter requiring a decision from Council.

(c) Legislative/Statutory

The PP has been prepared in accordance with *Section 3.33 of the Environmental Planning and Assessment Act 1979*, and the NSW Planning and Environment's document "A guide to preparing Planning Proposals". The PP also addresses the provisions of the *New England North West Regional Plan 2036*, and the *Glen Innes Severn Land Use Strategy 2010*.

(d) Risk

There is a risk that if Council does not proceed with the PP as presented, the recommended changes to the GIS LEP will not proceed.

(e) Social

Monitoring and annual review of the GIS LEP allows for minor adjustments to keep the GIS LEP up to date and accurate so that the GIS LEP continues to meet community expectations.

Protection of drinking water catchments has been identified by the community as a key concern for residents.

(f) Environmental

The GIS LEP continues to provide greater certainty and transparency as to where development opportunities exist. This review aims to ensure that development in the Glen Innes Severn LGA continues to be carried out in an environmentally sustainable manner.

(g) Economic

The ongoing review of the GIS LEP aims to ensure clarity of outcomes which assists the Local economy. Review and administering of its provisions and the orderly and economic development of land within the LGA.

(h) Asset Management

The SP2 zones recommended for Council infrastructure, as identified in the body of the report, will allow protection of these assets and greater planning flexibility regarding exempt and complying development.

CONSULTATION

(a) External

An external consultant drafted the PP for Council’s consideration and adoption. This is then to be forwarded to the DPIE for consideration.

The PP was placed on public exhibition for 28 days from Thursday, 28 October 2021 until Thursday, 25 November 2021.in order to allow for submissions to be lodged and considered.

(b) Internal

Council’s Director of Infrastructure Services was consulted regarding the rezoning of Council’s key infrastructure.

Council’s Manager of Governance, Risk and Corporate Planning was consulted on the risk implications section of this report.

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

This item links to Council’s Delivery Program Community Service Action CS 2.1.3: Prepare a revised GIS LEP and lodge it via the Department of Planning's gateway process.

CONCLUSION

This report outlines the submissions received following the public exhibition of the fifth regular “housekeeping” review of the GIS LEP.

This report provides the opportunity for Council to adopt the PP and proceed to the legal drafting of the GIS LEP amendment which gives effect to the PP.

If the PP is adopted, the drafting of the GIS LEP and map amendments is undertaken by the NSW Parliamentary Counsel Office upon receipt of instructions from Glen Innes Severn Council.

ATTACHMENTS

Annexure A Glen Innes Severn Council 5th General Review of Glen Innes Severn Local Environmental Plan 2012 PP2021-5562 Version 3 Post Exhibition Version (December 2021) (*under separate cover*)

REPORT TITLE: 7.24 DRAFT WASTE MANAGEMENT STRATEGY

ECM INDEXES:

Subject Index: WASTE MANAGEMENT: Service Provision

Customer Index: Impact Environmental Consulting

Property Index: 88 Rodgers Road, Glen Innes

AUTHOR: Pramod Lamsal - Waste and Environmental Management Officer

APPROVER/S: Kane Duke - Acting Director of Development, Planning and Regulatory Services

PURPOSE

The purpose of this report is to present Council with the **Draft Waste Management Strategy 2021-2025 (WMS) (Annexure A)** for its review and endorsement to place on public exhibition for 28 days, in order to seek public submissions on the WMS.

RECOMMENDATION

THAT Council:

1. **Approves for the Draft Waste Management Strategy 2021-2025 to be placed on public exhibition for 28 days from Thursday, 3 March 2022 until Wednesday, 30 March 2022.**
2. **Displays the Draft Glen Innes Severn Waste Management Strategy 2021-2025 on Council's website, and that it be made available for viewing at the following locations:**
 - **Council's Town Hall Office;**
 - **Council's Church Street Office; and**
 - **The Village Post Offices at Deepwater, Emmaville and Glencoe.**
3. **Requests the Acting Director of Development, Planning and Regulatory Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Glen Innes Severn Waste Management Strategy 2021-2025; otherwise, that the Draft Glen Innes Severn Waste Management Strategy 2021-2025 be adopted by Council.**

REPORT

(a) Background

Impact Environmental Consulting Pty Ltd (IEC) was commissioned on 22 September 2020 to prepare a Waste Strategy.

The WMS focussed on three (3) areas of Council's waste management services: a Waste Management Needs Analyses (**Annexure B**), a review of Recycling Management Options (**Annexure C**) and a Waste Service Financial Model 2021-2022 (**Annexure D**).

A presentation was provided to Councillors at a Councillor Workshop held on Thursday, 11 February 2021 to provide an update on the progress of the WMS.

On 12 May 2021, a meeting was held between key Council staff and consultants from IEC to discuss Council's waste operations.

A report was then presented to the Thursday, 25 November 2021 Ordinary Council Meeting and the following was resolved at that meeting:

35.11/21 RESOLUTION

That Council defers consideration of the Draft Glen Innes Severn Waste Management Strategy until February 2022.

(b) Discussion

The Waste Strategy objectives have helped to formulate the direction for waste management for the Glen Innes Severn Council.

These objectives are to:

1. Align Council strategies with regional, state and federal waste management strategies;
2. Develop a short-term pathway for the delivery of waste management services to the local community;
3. Align waste management actions with community expectations; and
4. Provide Council with a foundation that will guide future decision making for the delivery of sustainable waste management services.

IEC undertook a review of Council's current waste management operations and identified some key issues and short-term waste management needs.

As a result of this review, it is now recommended that Council consider a five (5) year WMS.

The development of the strategy involved three (3) separate components which were prepared by IEC, being:

1. Waste Management Needs Analyses

The Waste Management Need Analyses (Annexure B) reviewed Council's current waste management practices and includes a broad range of considerations.

This is based on an ongoing need to realise improvements through planned initiatives and programs to ensure Council's investment in waste management services achieve the best possible outcomes.

The Waste Management Need Analyses has been developed as a framework for the deliverer of waste management responsibilities across the Council area and will help in guiding waste management practices and initiatives.

Two (2) key categories of waste management needs have been prioritised with key actions recommended.

Priority 1 contains higher risk items with Council's more urgent responsibilities such as Council compliance responsibilities; site and future infrastructure needs including village landfills; contracts and procurement planning; and financial management including budgets.

Priority 2 contains lower risk responsibilities including strategic and future planning steps; community engagement; and regional opportunities.

Current waste management services in Council's landfill sites are analysed in detail and its kerbside resource recovery performance is compared with a number of similar NSW local Councils that helps to set out next steps of waste and resource recovery management. To achieve this, the study outlines several recommendations/actions under priority 1 and priority 2 waste need with tentative timeframe.

2. Review of Recycling Management Options

The Review of Recycling Management Options (Annexure C) mostly focussed on existing recycling activities of the Council and analysed recycling processing contracts with Glen Industries who manages its **Material Recovery Facility (MRF)**.

Recommendations targeting the short-term period are provided to make recycling services more efficient and sustainable. It also outlines five recycling processing service options.

3. Waste Service Financial Model 2021-2022

The Waste Service Financial Model 2021-2022 (Annexure D) has provided a waste budgeting spreadsheet for a practical financial model for the Council to price its various future waste services charges.

It also included a working manual which provides a clearly documented methodology and a key assumptions document that explains the pricing model which can be used for audit and other governance purposes.

This section of the report concludes that although the overall budget is in surplus, there is insufficient income derived from commercial customers to properly meet their expenses. This means that income gained from domestic customers are subsidising the commercials.

(c) Options

Option 1

THAT Council:

1. Approves for the Draft Waste Management Strategy 2021-2025 to be placed on public exhibition for 28 days from Thursday, 3 March 2022 until Wednesday, 30 March 2022.
2. Displays the Draft Glen Innes Severn Waste Management Strategy 2021-2025 on Council's website, and that it be made available for viewing at the following locations:
 - Council's Town Hall Office;
 - Council's Church Street Office; and
 - The Village Post Offices at Deepwater, Emmaville and Glencoe.
3. Requests the Acting Director of Development, Planning and Regulatory Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Glen Innes Severn Waste Management Strategy 2021-2025; otherwise, that the Draft Glen Innes Severn Waste Management Strategy 2021-2025 be adopted by Council.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council propose changes to the Draft Glen Innes Severn Waste Management Strategy 2021-2025 and then endorses for the strategy to be placed on public exhibition for 28 days.

Option 3

That Council does not endorse the Draft Glen Innes Severn Waste Management Strategy for public exhibition for 28 days.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The total quoted price for the development of the WMS was \$28,920.

A total of \$15,000 was allocated in the Operational Plan and Budget for the 2020/2021 Financial Year to commence the WMS.

Unfortunately, only \$5,400 was spent during the 2020/2021 Financial Year.

The Operational Plan and Budget for the 2021/2022 Financial Year has an allocation of \$15,000, with an amount of \$13,232 being spent for the year to date. There is therefore currently only \$1,768 in funding left in the 2021/2022 Financial Year.

An amount of \$10,288 is still required to be paid to IEC.

That leaves \$8,520 unfunded in the current financial year. This was a direct result of the under expenditure of \$9,600 in the 2020/2021 Financial Year, that was not re-budgeted into the 2021/2022 Financial Year.

Additional funding of \$8,520 will need to be added as part of the March 2022 **Quarterly Budget Review (QBR)**.

Funding for this over expenditure in the 2021/2022 Financial Year will be identified by staff as part the deliberations and preparations for the March 2022 QBR.

The proposed WMS will have financial implications for future budgets, depending on the actions adopted.

(b) Governance/Policy

Delays have been experienced in developing the WMS due to a delay in the NSW Government delivering its 20-year Waste Strategy and the Northern Inland Regional Waste also developing a Regional Waste Strategy.

It is sound governance that Council's WMS is consistent with the NSW Government strategies and other regional Council initiatives.

(c) Legislative/Statutory

The policy complies with relevant legislation as listed below:

- *Local Government Act 1993*;
- *NSW Waste Avoidance and Resource Recovery Act 2001*; and
- *NSW Protection of the Environment Operations Act 1997*.

(d) Risk

The WMS has highlighted a range of high and low risks for Council to consider and manage over the next five (5) years.

(e) Social

There is unlikely to be any adverse social impact with the introduction of a WMS. A well-developed WMS will continue to enhance community wellbeing, by providing a high-quality waste management and recycling service to the community.

(f) Environmental

The WMS will assist in reducing environmental and human health risks associated with waste generation, processing, treatment, and disposal.

(g) Economic

Nil.

(h) Asset Management

Any waste infrastructure needs or upgrades will be considered in relation to future depreciation costs and Council's budget capacity.

CONSULTATION

(a) External

Glen Industries was consulted on the recycling management options.

IEC was consulted to work out waste management needs and waste service financial modelling.

(b) Internal

Acting Manager of Planning and Regulatory Services.

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

This item links to Council's Delivery Program EH1.2: Develop a Waste Management Strategy with particular focus on green waste and promoting industry accepted best recycling practices.

CONCLUSION

The WMS provides direction for the future operation of the Glen Innes, Emmaville, Deepwater and Red Range waste management facilities.

This strategy will provide Council with a foundation to guide the delivery of sustainable waste management services within the Glen Innes Severn Local Government Area now and into the future.

ATTACHMENTS

- Annexure A Draft Waste Management Strategy 2021-2025
- Annexure B Waste Management Needs Analyses (*Confidential*)
- Annexure C Review of Recycling Management Options (*Confidential*)
- Annexure D Waste Services Financial Model 2021-2022 (*Confidential*)

REPORT TITLE: 7.25 UPDATES ON CROWN LAND ACQUISITION FOR FUTURE LANDFILL SITE EXTENSION

ECM INDEXES:

Subject Index: WASTE MANAGEMENT: Service Provision

Customer Index: NSW Crown Lands

Property Index: Lot 721 DP 753282; Lot 7011 DP 92971

AUTHOR: Pramod Lamsal - Waste and Environmental Management Officer

APPROVER/S: Kane Duke - Acting Director of Development, Planning and Regulatory Services

PURPOSE

The purpose of this report is to update Council on the acquisition of Lot 721 DP 753282 and Lot 7011 DP 92971 Blue Hills Road, Glen Innes for the future expansion of the Landfill between Council and NSW Crown Lands.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Council is seeking to extend the Glen Innes Landfill site, located at 88 Rodgers Road, to incorporate land on the adjoining quarry which is Crown Land.

An investigative report on the environmental suitability of extending the landfill into the former quarry site was considered by Council at the May 2018 Ordinary Council Meeting.

The report concluded that the former quarry is geotechnically, geologically and hydrologically suitable for the construction of an engineered landfill.

Council subsequently resolved the following at the Ordinary Council Meeting held on Thursday, 22 October 2020:

21.10/20 RESOLUTION

That Council lodges an application with the NSW Department of Industry - Lands to acquire Lots 721 DP 753282 and Lots 7011 DP 92971 Blue Hills Road.

(b) Discussion

The land parcels (Lot 721 DP 753282 and Lot 7011 DP 92971) are proposed to be acquired for the future expansion of the landfill. The parcels of land were subject to Aboriginal Land Claims. However, a letter from the **Register of the Aboriginal Land Rights Act 1993 (NSW) (RALAR)** advised that the Claim has been fully withdrawn from Lot 721 DP 753282 (**Annexure A**).

With the withdrawal of the Aboriginal Land Claim an acquisition process has commenced for the purchase Lot 721 DP 753282 (**Annexure C**). An Enquiry to purchase has been lodged with Crown Lands under the *Crown Land Management Act 2016*. Included in the application was a Native Title Search Report obtained from National Native Title Tribunal (**Annexure D**).

After a preliminary review, Crown Lands has advised that when land is required for a public purpose, councils rely on their statutory ability to compulsory acquire land through the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*. It has been advised that this is the most expedient way of land transfer available to Council.

The compulsory acquisitions were lodged online, attaching the Crown Land Status Report from **NSW Department of Planning, Industry and Environment (DPIE) (Annexure E)** along with the claim withdrawal proof report obtained from the RALAR.

Lot 7011 DP 92971 (**Annexure B**) is still the subject of an Aboriginal Land Claim. Council has been in discussions with the **New South Wales Aboriginal Land Council (NSW ALC)** regarding this particular Land Claim (**Annexure F**).

The NSW ALC is mediating on behalf of Council with the **Glen Innes Local Aboriginal Land Council (GI LALC)** for the Aboriginal Land Claim over Lot 7011 to be withdrawn.

Whilst these negotiations are progressing, the NSW ALC has indicated that they do not have an interest in the land and would be amiable to withdrawing the Land Claim. Once the Aboriginal Land Claim has been withdrawn, the process to acquire the land can continue.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

A fee of \$765 is required for the proposed compulsory lodgement to the NSW Department of Industry.

A land valuation has been undertaken, with the subject land (Lot 721 DP753282) valued at \$95,000. A further land valuation will be undertaken on Lot 7011 DP92971 after the Aboriginal Land Claim has been withdrawn. A separate land valuation may be undertaken by the Crown Lands to determine final sale prices.

Council currently has \$284,065 in the Operational Plan and current budget to cover the purchase of both parcels of land.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The acquisition of land for future expansion will allow Council to satisfy the requirement of Chapter 5 of the *Local Government Act 1993*, that Council provide the services of waste removal and waste disposal to the community.

(d) Risk

If the subject land is not acquired, it could jeopardise Council's long-term plan to extend the existing landfill site, that could in turn have financial, environmental and community wellbeing risks. The continued work to acquire this land is aimed at mitigating this risk.

(e) Social

In order to avoid social conflict, manage community expectations and ensure an amicable outcome for all stakeholders, Council plans to undertake extensive community consultation during the planning phase of this landfill extension project.

(f) Environmental

Development such as landfill requires in depth environmental assessment. Council therefore may undertake further studies to determine environmental issues and may seek advice from the DPIE.

(g) Economic

Nil.

(h) Asset Management

Land purchases are not subject to depreciation costs.

CONSULTATION

(a) External

NSW Crown Lands, NSW ALC and GI LALC have been consulted as part of the preparation of this report.

(b) Internal

The following staff were consulted as part of the preparation of this report:

- Acting Manager of Planning and Regulatory Services;
- Manager of Governance, Risk and Corporate Planning;
- Chief Financial Officer; and
- Acting Property Officer;

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

This item links to Council's Delivery Program Environment Heritage Action EH 1: Continue to be a leader in environmental sustainability.

CONCLUSION

The proposed acquisition of the subject land will facilitate for a long-term waste facility in close proximity to the township of Glen Innes. Council is currently in the process of acquiring Lot 721 DP 753282 Blue Hills Road, Glen Innes from the NSW Crown Lands.

Lot 7011 DP 92971 is currently the subject of an Aboriginal Land Claim which is proposed to be withdrawn by NSW ALC. Once the Aboriginal Land Claim has been resolved, the process can continue for the acquisition of Lot 7011 DP 92971.

ATTACHMENTS

Annexure A	Aboriginal Land Claim Search 1
Annexure B	Aboriginal Land Claim Search 2
Annexure C	Site Plan for Lot 721 DP 753282
Annexure D	National Native Title Tribunal Search Report
Annexure E	DPIE Land Status Search Report
Annexure F	Partial Aboriginal Claimed Land

REPORT TITLE: 7.26 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR JANUARY 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Kimberley Wilkins - Acting Technical Support Officer

APPROVER/S: Kane Duke - Acting Director of Development, Planning and Regulatory Services

PURPOSE

The purpose of this report is to provide information on the progress of Council's Development, Planning and Regulatory Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2021/2022 Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Development, Planning and Regulatory Services Directorate of Council is currently responsible for the following key functions:

- Sheep Sales
- Cattle Sales
- Stock Transit

Saleyards



- Development Enquiries
- Planning
- Building and Regulatory Services
- Building Maintenance
- Food Regulation and Safety
- Companion Animals

Regulatory and Planning Services



- Parks and Gardens
- Cemeteries
- Swimming Pools
- Cleaners
- CBD and Streetscapes

Recreation and Open Spaces



- Environmental Health
- Waste Management
- Landfills and Recycling

Environment and Waste Management



(b) Discussion

A report of statistical data and updates relating to services and projects across this directorate will be presented to Council each month for comparison purposes, showing the previous year's totals, and the year to date figures for the current year. This report includes information from 1 January until 31 January 2022.

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

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

	2021-2022 YTD		2020-2021	
Total Number of DAs Determined	54		117	
Average Determination Time (days) – All Applications	17		11	
Average Determination Time (days) – Minor Development*	18		11	
Average Determination Time (days) – Major Development**	34		18	
Value of DAs	\$10,086,316.94		\$14,746,307	
Number of Single Dwellings	8		27	
	Urban	3	Urban	8
	Village/ Large Lot Residential	1	Village/ Large Lot Residential	6
	Rural	4	Rural	13
Number of Multi Unit Dwellings	0		3	
	Urban	0	Urban	3
	Rural	0	Rural	0
Number of Subdivisions	4		8	
Number of Commercial Developments	4		9	
Number of Industrial Developments	7		4	
Withdrawn	2		2	

* Typically, residential applications such as dwellings, sheds and alterations and additions that don't meet the Complying Development Criteria.

** Commercial and industrial applications requiring referral to Government Departments

10.7 (ZONING) CERTIFICATES ISSUED

Section 10.7 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*. It is compulsory for every property sold to be accompanied by a Section 10.7 Certificate, the table below compares the total number of zoning certificates issued in 2020/2021 compared to the number issued year to date for the current financial year:

2021-2022 YTD	2020-2021
270	421

DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – January 2022

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (herein referred to as “the Act”), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Church Street office. In accordance with Section 4.59 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following table lists the January 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
*DA44/21-22	Construct Dwelling and Shed	261 Glen Legh Road, Glen Innes
*DA48/21-22	Alterations and Additions to Existing Dwelling	25 Walter Street, Glen Innes
#DA47/21-22	Construct Carport	8 Park Street, Glen Innes

* Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest. The development satisfies the relevant aims, objectives and provisions of both the *Glen Innes Severn LEP 2012* and *Glen Innes Severn DCP 2014*. The application was not required to be notified in accordance with Table 2.1 of the Glen Innes Severn DCP 2014.

Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest. The development satisfies the relevant aims, objectives and provisions of both the *Glen Innes Severn LEP 2012* and *Glen Innes Severn DCP 2014*. The application was required to be notified in accordance with Table 2.1 of the Glen Innes Severn DCP 2014.

COMPLYING DEVELOPMENT APPLICATION (CDC) DATA

The table below provides statistical information regarding the number of Complying Development Certificates issued in 2020/2021 compared to the number issued year to date for the current Financial Year:

	2021-2022 YTD		2020-2021	
Total Number of CDCs	4		8	
Value of CDCs	\$214,900		\$533,295	
Number of Single Dwellings	1		1	
	Urban	0	Urban	0
	Rural	0	Rural	1
	Village	1	Village	0

DECLARATION OF INTEREST BY APPLICANT OF A DEVELOPMENT APPLICATION/CONSTRUCTION CERTIFICATE/COMPLYING DEVELOPMENT

The following table provides a list of Development Application/Construction Certificates and Complying Development Applications whereby the applicant has declared to either be an employee of Council or have a relationship with an employee or Councillor. The table compares the number of declarations year to date for the current financial year compared to the total for the 2021/2022 year:

Nature of Interest	Number Received YTD 2021-2022	Number Received 2020-2021
Applicant or owner is an employee of GISC or a Councillor	1	12
Applicant with any relationship to staff or Councillor	0	1

RECREATION AND OPEN SPACES

1. Cemeteries

Funerals are being attended to as required. Graves have been top-dressed as they settle following periods of heavy rain. The Parks crew are trying to get on the front foot with the explosion of grass growth.

2. Parks and Sporting Fields

Parks in Glen Innes are being maintained with mowing continuing throughout them and the sporting fields. Committee working bees have been coordinated at Mead Park in preparation for the start of their Minor League season which has also been booked for the season from March to September. Glen Innes Celts AFL Group have made early season bookings and will commence training at King George Oval shortly.

In the parklands, whipper snipping and edging has been coordinated where required and tree damage has been attended to when identified or reported.

The ANZAC Parklands were host of the Centacare Colour Run during the January school holidays. The parklands made a picturesque backdrop for the bursts of colour and laughter for some fun during the holidays.

Below are images of children enjoying the Colour Run in the Glen Innes Parklands during the January school holidays.



Figure 1.1 Local Faces enjoying the Colour Run in the Glen Innes Parklands

3. Swim Centres

The popular Learn to Swim and Stroke Correction lessons continue to be popular and in high demand during the swim season.

The Glen Innes Pool has played host for swim initiatives that allow parents and guardians to use and redeem their First Lap Vouchers. These vouchers target three (3) to six (6) year old children and provide financial assistance for learn to swim programs.

Expressions of interest have also been called for youth aged between 12 to 16 to register for a 10 week pool access pass through the Active Pools Youth Program. This program will commence on 8 January and will run until 12 March 2022.

Below are images of some of the children learning to swim as part of the intensive First Lap Swim Sessions held at the Glen Innes Pool with instructors Miss Danielle, Miss Veronica and Miss Shelly.



Figure 1.2 First Lap Learn to Swim Intensive Sessions at Glen Innes Pool



Figure 1.3 First Lap Learn To Swim Intensive Sessions at Glen Innes Pool



Figure 1.4 First Lap Learn To Swim Intensive Sessions at Glen Innes Pool

4. Other Open Spaces

The CBD has undergone banner changes as events in Glen Innes move from Christmas to Australia Day. Promotion of the Minerama Gem Festival will be set to take place with another banner change for this event in February.

Courtyards and office areas have been mowed and tidied up as part of the usual maintenance schedule.

The Parks and Recreation team have welcomed a new staff member in Tim Bell-Levy on board as Parks Assistant.

GARAGE SALE TRAIL 2021 WRAP UP

The National Garage Sale Trail was held on two weekends in November 2021. The local and national impact report was provided to Council in early January.

The impact report is provided by Taverner Research Group which details the program's waste reduction, waste education, community participation and economic impacts generated for each community.

Unfortunately, for the second year in a row, New South Wales was negatively impacted by COVID-19 lockdowns.

EDUCATION CAMPAIGN

478	41%	71%
Residents visited the Garage Sale Trail Website	Local Participants learned about the circular economy	Local participants now more aware of what they buy

SALE WEEKENDS

1,989	56	9,485kgs
Residents participated locally as a seller or shopper	Sales and stalls registered locally	Reused locally (31% would have otherwise gone to landfill)

WASTE EDUCATION AND BEHAVIOUR CHANGE

2,663	746,045	71%	90%
Reach of messaging through sellers locally	Total followers of social media challenge entries	Residents now more aware of what they buy	More likely to reduce waste after participating

WASTE AVOIDANCE AND REDUCTION

9,485kgs	353kgs	1,280,113 kgs
Estimated weight of items reused locally	The average weight of items reused per household sale	The estimated weight of items reused nationally

ECONOMIC DEVELOPMENT

\$14,538	\$468	\$677
Amount of money that changed hands locally	Average amount made per household sale	Average amount made per community group sale

SALEYARDS

The following tables provides comparative yarding's for both sheep and cattle for the current year to date and compared to the total number for the previous four (4) years. The total value of sheep sold is also included, since regular cattle sales ceased in 2019 the cattle value data would not provide value to the table.

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat cattle	149	1,321	2,265	11,471	7,650
Cattle weighing	2,191	5,109	4,655	7,278	8,014
Special cattle sale	131	2,989	1,897	9,422	10,337
Total cattle	2,471	9,419	8,817	28,171	26,001

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat sheep	12,704	30,034	29,007	72,143	62,658
Total sheep	12,704	30,034	29,007	72,143	62,658
Sheep gross value	\$2,172,645.50	\$4,894,055	\$3,867,411	\$7,685,449	\$6,472,152

(c) Options

Nil.

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

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The information contained in this report has been collected in consultation with input from departmental managers and staff including:-

- the Acting Town Planner;
- the Saleyard Manager;
- the Manager for Recreation and Open Spaces; and
- the Acting Technical Support Officer.

These staff members oversee the respective services that are provided by the Development, Planning and Regulatory Services Directorate.

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

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council's Community Strategic Plan 2017/2027, Delivery Program 2017/2021 and Operational Plan and Budget for the 2021-2022 Financial Year.

CONCLUSION

The statistics contained in this report deliver information to Council on the key activities undertaken in Council's Development, Planning and Regulatory Services Directorate for the month of January 2022.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.27 TRANSFER OF OWNERSHIP OF THE TORRINGTON WASTE TRANSFER STATION

ECM INDEXES:

Subject Index: WASTE MANAGEMENT: Design and Construction

Customer Index: Tenterfield Shire Council

Property Index: 615 Silent Grove Road

AUTHOR: Cameron MacLachlan - Technical Services Coordinator

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to recommend that the ownership of the Torrington Waste Transfer Station be transferred to **Tenterfield Shire Council (TSC)**.

RECOMMENDATION

That Council authorises the transfer of its share of ownership of Lot 2 DP 751535 (otherwise known as the Torrington Waste Transfer Station) to Tenterfield Shire Council at a price of \$1.

REPORT

(a) Background

Council has recently been made aware that it is a part-owner of the land on which the Torrington Waste Transfer Station is located (NSW Title Search, **Annexure A**).

The site is located on Silent Grove Road, approximately 11.5 km north of the Glen Innes Severn **Local Government Area (LGA)** border and eight (8) kilometres north of Torrington.

On 21 June 1999, the original Torrington landfill site was closed and remediated (Severn Shire Council Minutes, 21 October 1999, **Annexure B**). Shortly thereafter, Council came under criticism for the lack of waste management at Torrington.

In July 1999, both TSC and the Severn Shire Council worked together to identify a new site. The site chosen was Lot 2 DP 751535 on Silent Grove Road. Both Councils decided to run the landfill as a joint venture to reduce costs. The initial cost to Severn Shire Council was half of the total which was estimated to be \$20,500 for site establishment and a yearly operational cost of \$3,110.

TSC has been managing the site since 2000. Moreover, according to current records, **Glen Innes Severn Council (GISC)** has never paid any of the operational costs. The site does not appear in the Council asset registers nor does it form part of Council's waste management portfolio. The only interest GISC has in the current site is that the Council is a part owner and its name appears on the title deed.

TSC has changed the site from a landfill to a waste transfer station wholly at their expense: \$82,762 (TSC, Torrington [Landfill] Information Report, **Annexure C**). Moreover, current annual operating costs of the site has increased significantly to \$47,000.

TSC has recently approached Council requesting for Council to transfer our half-ownership to them.

Image 1 below shows the location of the Torrington Landfill (marked by a red star):

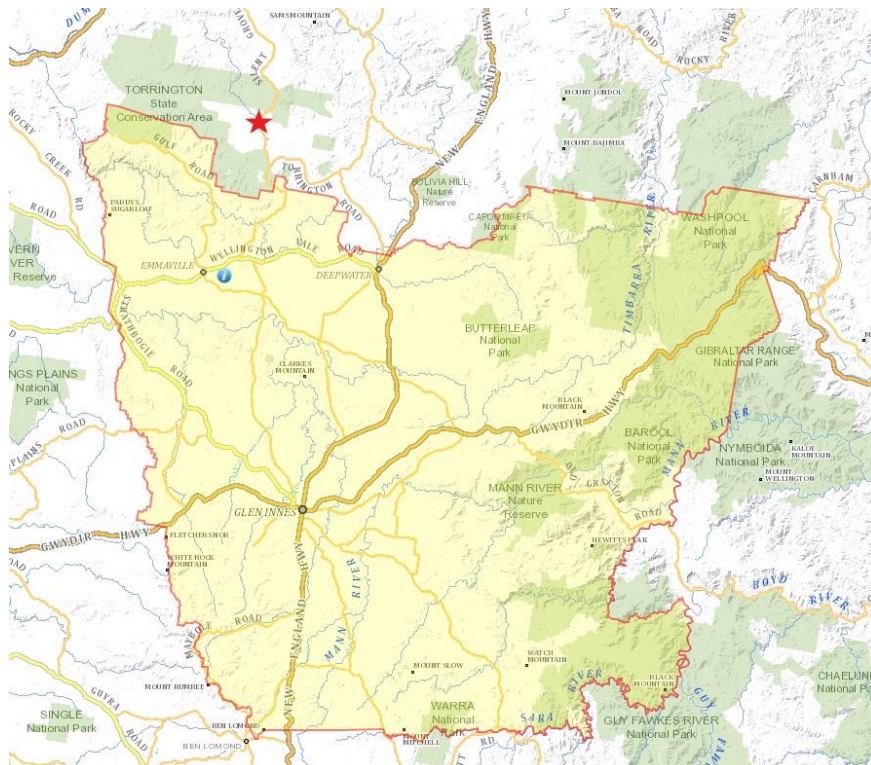


Image 1 – the red star indicates the location of the landfill which is outside of the GISC boundary

Image 2 below shows the aerial view of the Torrington Landfill:



Image 2: Torrington Landfill Site Aerial View

(b) Discussion

GISC did provide funds for the establishment of the site in 2000. However, for the past twenty (20) years, Council has neither provided staff nor paid any operational costs. Operation of the site has fallen solely on TSC. Moreover, Torrington village lies within the TSC LGA. Also, GISC has never included the site within its asset and waste management systems.

Transferring full ownership to TSC would reflect the de facto operational situation and absolve GISC from any liability for operating costs, asset management, pollution licencing, legacy hazardous material issues and site management.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Council will be potentially exposed to the operational risks associated with the site if it chooses not to sell its share of ownership.

(e) Social

Nil.

(f) Environmental

TSC controls the environmental issues associated with the site.

(g) Economic

Nil.

(h) Asset Management

The site is not currently held as an asset of GISC. The recommendation therefore has no asset implications. If Council elected to retain ownership the asset would be recognised as a financial asset, and Council may need to account for future remediation costs.

CONSULTATION

(a) External

TSC, Manager of Water and Waste.

Land Registry Services.

(b) Internal

Acting Director of Development Planning and Regulatory Services.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.12: Maintain and/or further develop advanced Asset Management Plans across all asset classes.

CONCLUSION

TSC has borne all costs (bar site establishment) and administrative burden, site management, licencing fees, hazardous material issues and liability for the Torrington landfill since 2000. GISC has no further interests in this asset. A transfer of Council's part-ownership to TSC would align the title deed with reality of the site's status as a TSC asset.

ATTACHMENTS

- Annexure A NSW Title Search
- Annexure B Excerpt: Severn Shire Council Minutes, 21 October 1999
- Annexure C Tenterfield Shire Council, Torrington [Landfill] Information Report

**REPORT TITLE: 7.28 PROPOSED SALE OF 23 BOURKE STREET
DEEPWATER**

ECM INDEXES:

Subject Index: COUNCIL PROPERTIES: Sale of Council Properties

Customer Index: Glen Innes Severn Council

**Property Index: 23 BOURKE STREET, DEEPWATER – 10430-00000000-000
– GLEN INNES SEVERN COUNCIL**

AUTHOR: Sari James - Acting Property Officer

**APPROVER/S: Cameron MacLachlan - Technical Services Coordinator
Keith Appleby - Acting General Manager**

PURPOSE

The purpose of this report is to request authorisation to call for **Expressions of Interest (EOI)** to dispose of Council owned vacant land at 23 Bourke Street, Deepwater, Lot 32 DP978853.

RECOMMENDATION

That Council calls for Expressions of Interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater.

REPORT

(a) **Background**

On 18 September 2002 Council purchased 23 Bourke Street Deepwater, (**Annexure A**). The lot is adjacent to a Council-owned parcel used for **State Emergency Services (SES)**.

The vacant lot is shown in Image 1 below:



Image 1: 23 Bourke Street

The lot has been used on rare occasions for SES parking, otherwise the property has remained unused. This lot has therefore been identified as a candidate for possible sale. A member of the public has contacted Council asking if they can purchase the land (*Annexure A*). Apparently that person has been maintaining the land on a voluntary basis.

NSW SES has been contacted and confirmed that it has no need for the land (*Annexure B*).

(b) Discussion

There are no current or future uses identified for the land as an asset of Council. The parcel is freehold operational land and therefore able to be sold.

In accordance with the Corporate Property Policy, sale of the land is to be considered as the following are met:

- The land does not fit Council's strategic objectives;
- It is not serving an operational or community need and has no likelihood of being used for such purpose in the foreseeable future; and
- The property disposal would deliver better outcomes for the local community.

The procedure outlined in the Corporate Property Policy Guidelines states that the first action is to bring a report to Council, requesting approval to dispose of the land, and to call for an EOI for the sale of the asset.

The land totals 1366 square metres in area. A recent appraisal estimating the value was provided by Geoff Hayes from Ray White Rural (*Confidential Annexure C*).

The current zoning is RU5 which makes the parcel suitable for a range of domestic, service, or facility uses typical of a rural village.

(c) Options

Option 1

That Council calls for Expressions of Interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council continues to hold the land as an asset of Council.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Any proceeds of the sale will be returned to Council's general fund. This will require adjustment to Council's Operational Budget through the quarterly budget review process as no income has been allocated for the sale of land at this point.

The sale of the property will save Council \$1,664 in rates per year and approximately \$2,170 in maintenance costs: a total of \$3,834.

(b) Governance/Policy

This report is prepared in accordance with Council's:

- Corporate Property Policy.
- Corporate Property Policy Guidelines.

(c) Legislative/Statutory

The transfer of land will occur under the terms of the *NSW Real Property Act 1900*.

(d) Risk

The risk of financial and reputation damage to Council is managed by following the Corporate Property Policy Guidelines, maintaining equity and transparency in the sale of public assets.

(e) Social

Whether used for residential or commercial purpose, an occupied lot will contribute to the social fabric of the village.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The lot will be removed from Council's asset register, creating a decrease to the gross value of the land portfolio of approximately \$23,575. There are no depreciation implications for vacant land.

CONSULTATION

(a) External

The following external stakeholders have been consulted:

- Ray White Rural - Geoff Hayes
- NSW SES - Mitchell Parker
- NSW Land Registry Services

(b) Internal

Council's Town Planner was consulted as part of the preparation of this report.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.08: Oversee Emergency Services within the LGA.

CONCLUSION

The land at 23 Bourke Street, Deepwater, Lot 32 DP978853 is a vacant lot which incurs rate and maintenance expenses for Council. Furthermore, neither Council, nor the SES, require the land for operational purposes.

ATTACHMENTS

- | | |
|------------|---|
| Annexure A | Title Deed Search |
| Annexure B | SES Letter - from Mitchell Parker |
| Annexure C | Appraisal of 23 Bourke Street 30.9.21 - Ray White Rural (<i>Confidential</i>) |

**REPORT TITLE: 7.29 DELEGATES ON THE LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Cameron MacLachlan - Technical Services Coordinator

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to resolve to withdraw the nomination of a Council representative to the **Local Emergency Management Committee (LEMC)**.

RECOMMENDATION

That Council, in accordance with the State Emergency and Rescue Management Act 1989, withdraws the Council Nominated Representative to the Local Emergency Management Committee – Councillor Tim Alt.

REPORT

(a) Background

Council resolved the following (in part) at the Ordinary Council Meeting held on Tuesday, 11 January 2022:

Moved Cr T Alt Seconded Cr L Gresham

8.01/22 RESOLUTION

That:

1. Council nominates the following Councillors and Staff as Council's delegates to sit on the committees from Tuesday, 11 January 2022 until Thursday, 22 September 2022 as detailed in the list below:

NAME OF COMMITTEE	DELEGATES
Community Committees NOT Committees of Council	
Local Emergency Management Committee	Cr T Alt, Director of Infrastructure Services or delegate from Infrastructure Services, Technical Services Coordinator.

It is noted that the Business Paper for the 11 January 2022 Ordinary Council Meeting recommended the following representatives to the Local Emergency Management Committee and did not call for a Councillor delegate nomination:

NAME OF COMMITTEE	DELEGATES
Community Committees NOT Committees of Council	
Local Emergency Management Committee	Director of Infrastructure Services or delegate from Infrastructure Services, Technical Services Coordinator.

Following interest from Councillors to be represented on the committee, Cr Alt was added to the list of delegates.

Upon being notified of this resolution, the **Local Emergency Management Officer (LEMO)** Cameron MacLachlan, as principal executive support officer to the LEMC, identified that the nomination was not in accordance with requirements for the LEMC.

The LEMO recommends that Council withdraw the nomination of a Councillor delegate for the following reasons:

1. The **State Emergency and Rescue Management (SERM Act 1989)**, does not include Councillor delegates as part of the LEMC.
2. The Office of Emergency Management *LEMC Information Guide* does not include Councillor delegates as part of the LEMC.
3. The LEMC is made up of Combat Agencies which lead the response and specialist organisations which have been delegated authority in specific emergency functional areas, and have capability in terms of manpower and assets, to support the Combat Agency.
4. Should the LEMC require political support, the LEMC Chair can request support directly, through the Regional Emergency Management Committee, or (with approval of the LEMC) invite an observer to attend.

(b) Discussion

The current LEMC is a very experienced and knowledgeable cohort which has proven itself during the Natural Disasters, the COVID-19 pandemic, and numerous **Emergency Operation Centre (EOC)** activations. Throughout these response phases, the LEMC has sought advice and invited specialist observers, including Council members, to help with specific issues from time to time.

Furthermore, lessons identified from both the Bushfires of 2019 and the Pandemic response, noted the importance of having a streamlined EOC team with operational members who can commit capabilities and assets.

(c) **Options**

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) **Financial**

Nil.

(b) **Governance/Policy**

Division 3, Section 28 of the *SERM Act 1989* states:

28 Local Emergency Management Committees

(1) *There is established by this Act a Local Emergency Management Committee for each local government area.*

(2) *Each such Committee is to consist of—*

(a) the General Manager of the council of the relevant local government area, who is to be the Chairperson of the Committee, and

(b) a senior representative of each emergency services organisation operating in the relevant local government area, and

(c) a representative of each organisation that—

(i) provides services in a functional area or areas in the relevant local government area, and

(ii) the council of that area determines from time to time is to be represented on the Committee, and

(d) the Local Emergency Operations Controller for the relevant local government area.

Clarifying paragraph 2a above, the Office of Emergency Management *LEMC Information Guide* page 12, referencing both the *SERM Act 1989* and the **Local Government Act 1993 (the Act)**, states:

The SERM Act 1989 requires the GM of the Council of the relevant LGA to chair the committee. However, there are provisions under the SERM Act 1989 and the Local Government Act for the Chair to either delegate that responsibility or nominate a Deputy to act in their absence.

The *LEMC Information Guide*, pages 13-16, gives detailed descriptions of members and duties. They are summarised as follows:

- LEMC Chair;
- **Local Emergency Officer Controller (LEOCON);**
- Local Emergency Management Officer;
- Regional Emergency Management Officer;
- Emergency Service Organisations; and
- Functional Area Members (nominated by Regional Functional Area Coordinators)

“Other members” are mentioned in instances where additional expertise is required. The *LEMC Information Guide* page 16, referencing the *SERM Act 1989*, states the following:

The SERM Act 1989 specifies that the LEMC may determine what other stakeholders should be members of the LEMC. The LEMC may identify which agencies are appropriate for voting membership and this should be adequately recorded in meeting minutes and contact directories.

Observers may be invited to attend the LEMC. The *LEMC Information Guide* page 16 states the following:

Advice from the State Emergency Management Committee is that the committee may determine that an organisation may be invited to attend meetings, either on an as required or ongoing basis, as observers (non-member).

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Inspector James Parsons, LEOCON
Mr Anthony Byrnes, Regional Emergency Management Officer

(b) Internal

Nil.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.08: Oversee Emergency Services within the LGA.

CONCLUSION

It was an oversight to nominate a Council delegate to the LEMC.

This report addresses this oversight.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.30 REPEAL OF BITUMEN ASPHALT AND RESURFACING POLICY

ECM INDEXES:

Subject Index: ROADS: Maintenance
CORPORATE MANAGEMENT: Policy

Customer Index: NIL

Property Index: NIL

AUTHOR: Jacob Davis - Acting Manager of Infrastructure Delivery

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to seek Council approval to repeal the Bitumen and Asphalt Resurfacing Policy (**Annexure A**), which was last adopted by Council on 24 September 2015.

RECOMMENDATION

That Council repeals the Bitumen and Asphalt Resurfacing Policy.

REPORT

(a) Background

The Principles for Bitumen and Asphalt Resurfacing were developed by the Glen Innes Severn Council to minimise the potential for incidents to occur during hot bitumen sealing works undertaken by Council staff. The policy was established to primarily act as guidance for the construction and maintenance of road surfaces and carparks.

(b) Discussion

The adopted Bitumen and Asphalt Resurfacing Policy statement specifies:

- Council will within its budgetary constraints, carry out bitumen and asphalt road and carpark resurfacing work in a manner that ensures the safety of all users.
- The policy, together with the Best Practice Manual, Bitumen and Asphalt Resurfacing, provides the guidelines for managing the resurfacing works.

Glen Innes Severn Council has now shifted from doing bitumen and asphalt works internally, to contracting the work externally.

Council will continue to ensure contractors abide by the following:

- New South Wales *Civil Liability Act 2002*;
- Australian, New Zealand and International Standard AS/NZS ISO 31000:2009 - Risk management — principles and guidelines; and
- Glen Innes Severn Council Policy — Risk Management.

Council required this policy when it performed its own bitumen resealing works. As the works are now performed under contract, the contractor's own safety and quality systems are used to manage the projects.

(c) Options

Option 1

That Council repeals the Bitumen and Asphalt Resurfacing Policy.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may choose to retain the Bitumen and Asphalt Resurfacing Policy.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once repealed by Council the revised bitumen and asphalt resurfacing policy it will cease to be a policy of Council.

(c) Legislative/Statutory

Nil.

(d) Risk

There are significant risks associated with hot bitumen sealing works. These risks are managed by the utilisation of experienced and specialised contractors.

(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 (DPOP)

This item links to Council’s Delivery Program Infrastructure Management Action IM 1.3.07: Maintain an engineering oversight and customer service delivery function.

CONCLUSION

The Bitumen and Asphalt Resurfacing Policy is no longer required as it is broadly captured within external contractors’ quality and safety systems. The repeal of this policy complies with the need to maintain and update the Policy Register.

ATTACHMENTS

Annexure A Bitumen and Asphalt Resurfacing Policy

REPORT TITLE: 7.31 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR JANUARY 2022

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jai Brummell - Personal Assistant (Director of Infrastructure Services)

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to provide information on the progress of Council's Infrastructure Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2021/2022 Financial Year. This report includes information for the current financial year to the end of the reporting month.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

- The construction and maintenance of Council's civil infrastructure including roads, bridges, footpaths, drainage network and aerodrome;
- The maintenance of an operational workforce;
- Maintenance, acquisition and disposal of a modern light and heavy plant fleet;

- Extensive support to emergency management facilities;
- An engineering design office;
- Operating and maintaining an **Intermittently Decanted Extended Aeration (IDEA)** Sewer Treatment Facility;
- Operating and maintaining extensive water infrastructure including the Glen Innes and Deepwater Water Treatment Facilities;
- Operating Glen Innes Aggregates Quarry producing basalt aggregate from fresh rock for concrete production, unsealed road construction and bitumen road sealing;
- Assistance and support of emergency services functions including NSW Rural Fire Service, NSW Volunteer Rescue Association and NSW State Emergency Services;
- Land and Property Management; and
- Community Recovery from the 2019 Bushfire Season and the COVID-19 pandemic.

(b) Discussion

1.0 INFRASTRUCTURE DELIVERY

1.1 Regional Roads:

Preliminary works for the construction project on Segment 180 of Emmaville Road were commenced in January. The project will incorporate the widening of the road, drainage upgrades and a complete rehabilitation of the road surface.

1.2 Local Sealed Roads:

Pothole patching has been carried out on Strathbogie Road, Rangers Valley Road, Emmaville Road, and on roads in the Glen Innes township. The sealed road network is still being repaired and monitored due to extensive damage due to the unprecedented wet season. The Jetpatcher Operator vacant position is being prioritised and progressing towards being filled. Council is utilising all its resources into ensuring the road network is safe for users.

Council's Drainage Team has completed drainage work on Furracabad Road in preparation for rehabilitation of the road pavement. The Drainage team will be moving to the drainage upgrade project on Bald Nob Road in February, in line with the capital works program.

The Heavy Patch Team have completed works on Red Range Road and Rangers Valley Road. These roads will now be included into Council's resealing program. The Heavy Patching Team have now moved into the Glen Innes Township, commencing work on Blue Hills Road.

Item 7.31

Blue Hills Road has been heavily affected by recent weather events, causing some sections to become soft and deform. A section of Blue Hills Road had to be closed to allow repairs to be undertaken on a segment that had deteriorated to a level that was unsafe.

Repair works involved full excavation of the deteriorated section and construction of a rock mattress as a permeable sub-base layer prior to applying a gravel pavement and resealing.

Image 1 below shows the damage on Blue Hills Road.



Image 1 – Damage on Blue Hills Road

Image 2 below shows repairs underway on Blue Hills Road.



Image 2 – Blue Hills Road during construction

Image 3 below shows Blue Hills Road prior to final seal.



Image 3 – Blue Hills Road before seal has been applied

1.3 Local Unsealed Roads:

Flood recovery works under natural disaster events for July and March 2021 have been completed. Further flood repairs will be conducted under the November 2021 natural disaster event.

Large scale flood work has been completed on Ben Nevis Road where a section of road failed due to large volumes of rain fall. The road needed to be dug out to reach a suitable sub grade before construction a rock subbase and gravel base.

Image 4 below shows the damage on Ben Nevis Road.



Image 4 – Ben Nevis Road subgrade being re-constructed

The Maintenance Grading Teams have continued on their scheduled routes, completing necessary flood repairs as they arrive at areas of concern. Contractors continue to be engaged to repair flood damaged roads that will not be covered by Council’s maintenance grading teams.

Roads graded during January include Yarrowlee Road, Square Range Road, Shannon Vale Road Donnelly’s Road, Ten Mile Road, Kubba Jimba Road, Sunset Road, Morven Road, Strathbogie Road, Edinburgh Street, Fawcett Road, Ayr St, Dibley Road, Stonehenge Road, Old Kookra Road, Yahna Road and Lambs Valley Road.

A map showing grading accomplishment to date is included as **Annexure A**.

1.4 Bridges and Causeways:

The Bridge Team have cleared flood debris off many bridges, with major clearing works undertaken on the Henry River Bridge on Old Grafton Road. The Bridge Team is currently undertaking upgrades to drainage on Ten Mile Road and will then move to Bald Nob Road to support the Drainage Team.

Contractors Weir Built are continuing work on the replacement of the bridge on Shannon Vale Road over the Mann River.

1.5 Town and Village Works:

Ongoing maintenance works, street sweeping, and pothole repairs have been completed in various locations.

1.6 Budget Monitoring:

Table 1.2 below shows local road and bridge maintenance expenditure against each of the maintenance budgets to date. It also shows the percentage of the maintenance budget already expended for the 2021/2022 Financial Year:

LOCAL ROAD AND BRIDGE MAINTENANCE EXPENDITURE				
Ledger	Description	Budget	Expenditure to the end of January	Percent Complete
5030-2330	Sealed Urban Road Maintenance	\$ 205,145.00	\$ 105,433.69	51%
5030-2331	Urban Roads: Maintenance Wages	\$ 125,547.00	\$ 52,803.09	42%
5033-2330	Unsealed Urban Road Maintenance	\$ 25,769.00	\$ 11,839.92	46%
5033-2331	Urban Roads Unsealed - Maintenance Wages	\$ 11,515.00	\$ 8,172.10	71%
5050-2330	Regional Roads Maintenance	\$ 52,522.00	\$ 41,803.90	80%
5050-2331	Regional Roads Maintenance Wages	\$ 72,668.00	\$ 22,252.49	31%
5070-2330	Sealed Rural Road Maintenance	\$ 234,404.00	\$ 166,846.57	71%
5070-2331	Sealed Rural Road Maintenance Wages	\$ 155,038.00	\$ 79,617.37	51%
5090-2330	Unsealed Rural Road Maintenance	\$ 874,837.00	\$ 387,039.25	44%
5090-2331	Unsealed Rural Road Maintenance Wages	\$ 499,013.00	\$ 251,333.09	50%
	TOTAL	\$ 1,757,445.00	\$ 875,808.38	50%

Table 1.2

2.0 MAINTENANCE AND WORKS REQUESTS

2.1 Status Updates on Councillor Works Requests:

Table 2.1 below shows the status of works requests received from Councillors:

Councillor	Enquiry	Location	Date Submitted	Status/Response
Sparks	Shoulder erosion and vegetation removal	Bald Nob Road	25/01/2022	Scheduled.
Sparks	Rough surface on bridge	Wentworth Street	03/02/2022	Bridge is getting replaced in capital program and approaches will be fully rehabilitated as part of that project. Jetpatching will maintain the surface until bridge work commences.
Alt	Pothole Repairs	Glen Legh Road	28/01/2022	Completed.
Alt	Washouts to be repaired	Nant Park Road	01/02/2022	Completed.
Banham	Poor condition of road	Wycliffe Road	01/02/2022	Completed.
Banham	Grid approaches damaged	Wycliffe Road	02/02/2022	Completed.

Table 2.1

Scheduling of maintenance works is subject to weather and varying demands of Council's resources.

Council is regularly inspecting roads at the request of residents.

3.0 MAINTENANCE ENQUIRIES AND RESPONSES

3.1 Maintenance Enquiries Received:

Annexure B summarises all maintenance enquiries received since the last report.

Table 3.1 below categorises maintenance enquiries received in each calendar year into the following categories based on assigned timeframes:

- Completed out of assigned timeframe;
- Yet to be completed and already out of assigned timeframe;
- Completed within assigned timeframe; or
- Yet to be completed but still within assigned timeframe.

	Total Reports	Out of Time		In Time	
		Completed	Yet to be completed	Completed	Yet to be completed
2016	407	84	2	321	0
		21%		79%	
2017	976	181	19	776	0
		20%		80%	
2018	842	57	5	779	1
		7%		93%	
2019	612	50	8	553	1
		9%		91%	
2020	801	54	21	720	6
		9%		91%	
2021	949	54	78	767	50
		14%		86%	
2022	125	1	6	57	61
		6%		94%	

Table 3.1 – Maintenance Enquiries

Council aims to have at least 90% of issues resolved within the priority timeframe. The significant volume of emergency flood repairs has been impacting on this key performance indicator. The Christmas and New Year closure period also contributed to a decrease in job completion over December. Outstanding works from prior years tend to be related to heavy patch and drainage repairs that have been assessed as low priority. These will be addressed over time through the heavy patching and drainage teams programs.

4. INTEGRATED WATER AND SUSTAINABILITY SERVICES

4.1 Water Quantity and Quality:

Image 5 below shows the Deepwater Weir and **Image 6** below shows the Beardy Weir:



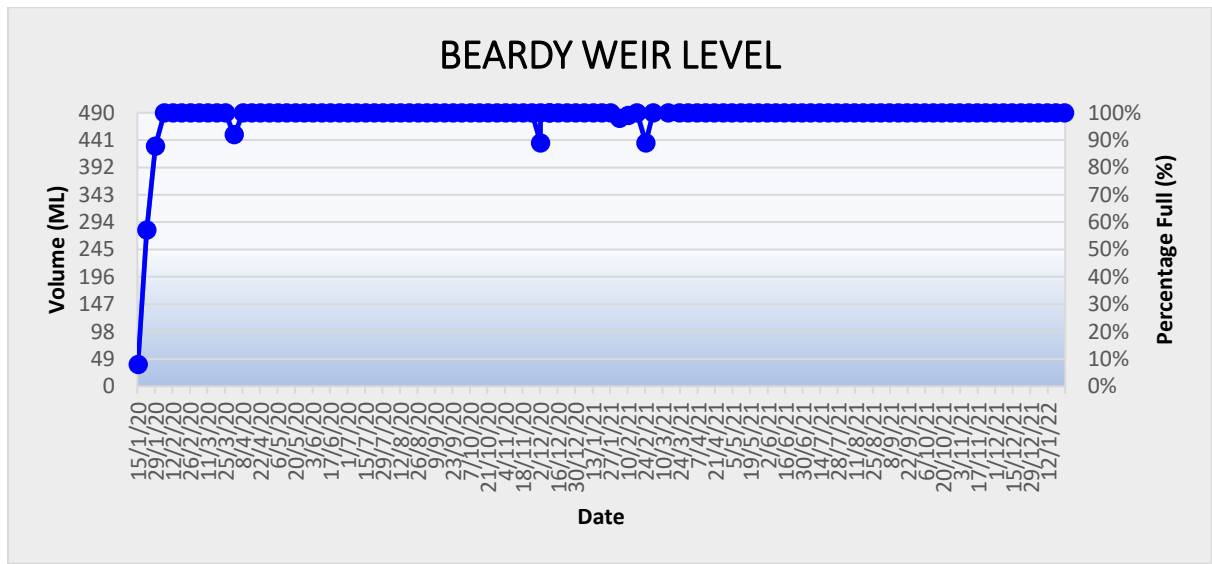
Image 5: Deepwater Weir



Image 6: Beardy Weir

The Beardy and Deepwater Weirs have remained full and flowing throughout the reporting months.

Graph 1 below shows Beardy Weir water levels from the lowest point during the 2019/2020 drought to date:



Graph 1

The Eerindii Ponds are filled on weekends to replace town water consumed during each week, utilising the off-peak electricity rate. The Ponds have been maintained at an average weekly level of 100% of capacity throughout the reporting period.

Water pumped from the ponds to the **Water Treatment Plant (WTP)** for processing in the month of January was approximately 41.9ML.

Water pumped and processed at Deepwater was approximately 2.4ML for January.

No traces of blue green algae were present in the Beardy Weir or Deepwater Weir throughout the reporting period.

The **New South Wales (NSW)** Health Drinking Water Monitoring Program Result Summary Reports for the month are attached as **Annexure C**.

The report shows that 100% of the samples provided were within the **Australian Drinking Water Guidelines (ADWG)** for microbiology. Results for chemistry are not reported for this period as samples were collected in early February have not yet been processed by NSW Health.

The Glen Innes Severn **Local Government Area (LGA)** remains on permanent level one (1) water restrictions. This includes the use of town water carted to the smaller villages from the Glen Innes and Deepwater water supply systems.

4.2 Water - Works:

The following works were carried out during January 2022:

General

- The Beardy Weir is 100% full with no trace of blue green algae and Deepwater is also 100% full after recent rain in the catchment;
- Dosing of Powder Activated Carbon into the raw water at the Eerindii Ponds is carried out to reduce any taste and odour;
- Dosing of chlorine tablets into the Blue Hills tank is carried out weekly to maintain chlorine residual;
- Special water meter reading was carried out as required;
- Water meter replacements were carried out per the meter replacement program; and
- All works requests were attended to in a timely manner.

Water Mains

- A leaking fire hydrant has been replaced in front of 14 Veness Street;
- A 100mm asbestos water main has been repaired at the Chandler Street pumping station;
- The water main has been repaired opposite 198 Church Street;
- The stop valve has been repaired in front of 242 Meade Street.

Water Services

- A water service was renewed at 155 Herbert Street;
- A new 20mm water service was connected at 2A Robinson Avenue;
- A new 25mm water service was connected for 25 Fawcett Road;
- A new 50mm ball valve was installed at the Tattersalls Motel on Grey Street; and
- Water services were repaired at the following locations:
 - Wilson Park, Grey Street.

4.3 Sewer - Works:

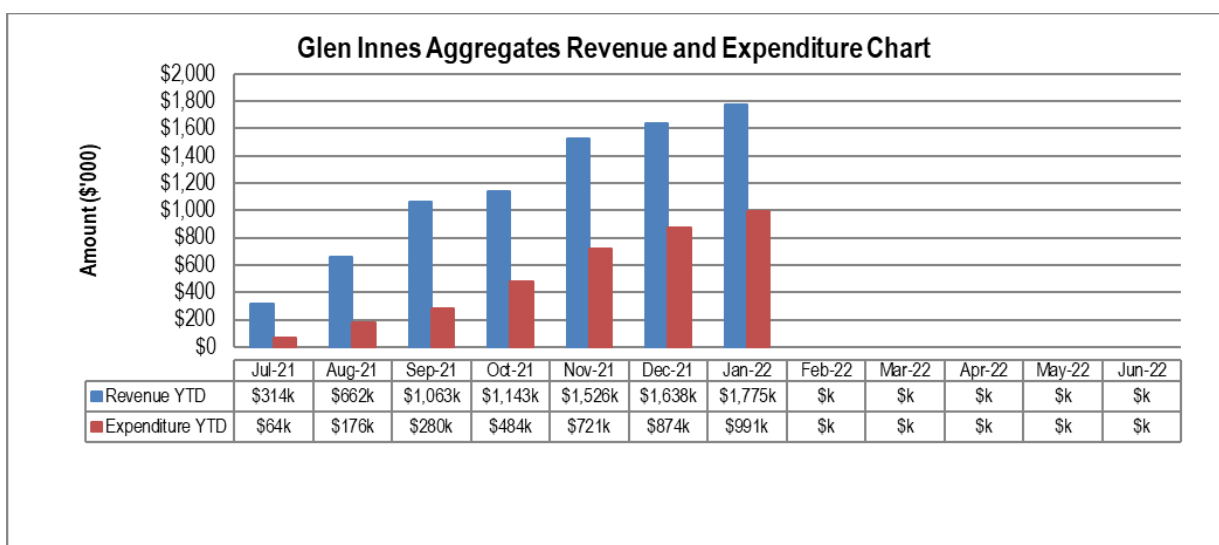
The following works were carried out during January 2022:

- There was a new sewer connection for 43 Grovers Lane and 2A Robinson Avenue;
- No 1 and No 4 Aerators at the Sewer Treatment Plant have been serviced;
- The sewer pumping station has been cleaned regularly; and
- Sewer chokes were cleared at the following locations:
 - 22 Scott Street.

5. GLEN INNES AGGREGATES

The total **Year to Date (YTD)** revenue at 31 January 2021 is \$1,775,104 (exclusive of GST).

Graph 2 below shows **Glen Innes Aggregates (GIA)** Revenue and Expenditure for the 2021/2022 Financial Year:



Graph 2

January has been a catch up month for **Glen Innes Aggregates (GIA)**, with the Christmas shut down period seeing a lot of flood damage on Council's road network. Drainage Rock has been the bulk of sales for the month, along with 60mm Minus Scalps mixed with Unsealed Road Base for use as a bridging layer.

Pipe work on the new office weigh bridge entrance has started and the weigh bridge traffic lights, driver station, camera and office software have been installed. The bridge will now be verified and registered with the National Measurement Institute prior to receiving public weighbridge status in the coming weeks. This will allow the shutdown of the old weighbridge so work can then commence stripping the overburden for the next drill and blast operation.

The Natural Recourses Regulator registration and environmental study work has been completed at a borrow pit located on Kangaroo Flat Road to supply road construction material for the upgrade of the road. The site has been pegged so that topsoil removal and processing work can commence and will target 15,000 to 18,000 tonnes of material that will be loaded straight out onto the road.

6. PLANT AND EQUIPMENT

The following major works were carried out during January 2022:

- 2212 - Komatsu: AdBlue fault;
- 1451 / 1459 – Sheppard: Carry out six (6) monthly inspections;
- 1107 - Hino: Repair oil leak at power steer box and clear defects;
- 1108 - Volvo: Rego repairs and clear defects;
- 2306 - John Deere: Carry out 9,750hr service;
- 2112 - Hino: Repair right-hand mudguard;
- 2314 - Toro: Replace deck wheel bearings and replace front deck belts;
- 1102 - Hino: Repair damage after being bogged;
- 2109 - Volvo: Carry out six (6) monthly service and repair air dryer;
- 2101 - Volvo: Carry out six (6) monthly service;
- 1216 – Komatsu WA250: Repair reverse alarm;
- 2114 - Hino: Replace right-hand seatbelt stalk;
- 1204 – John Deere: Carry out 750hr service;
- 1206 – John Deere: Replace leaking tandem seals;
- 1214 - JCB: Replace battery;
- 2311 - Kubota: Carry out service and clean out radiator;
- 2409 - Beavertail: Replace rear ramp springs;
- 1459 - Sheppard: Replace tarpaulin;

- 2118 - Hino: Carry out 20,000km service;
- 1101 - Isuzu: Adjust brakes;
- 2213 - Cat: Replace hydraulic hose;
- Inspections at Sewer Treatment Plant;
- MRF Depot – Replace blower fan and other repairs;
- Registration checks on light and heavy vehicles and paperwork for **Common Expiry Date (CED)** Registrations;
- Various plant inductions; and
- RFS vehicles: Repair faults and repairs as required.

7. EMERGENCY

Council's **Local Emergency Management Officer (LEMO)** function has been performed by Council's Technical Services Coordinator, Cameron MacLachlan. This position supports the **Local Emergency Operations Controller (LEOCON)** by coordinating all supporting agency activity through the **Emergency Operations Centre (EOC)**, **Local Emergency Management Committee (LEMC)**, and smaller ad-hoc working groups.

LEMO and LEOCON have been closely monitoring the COVID-19 outbreak since its beginning. At the height of the Delta outbreak (September to October) the EOC was meeting virtually whilst the LEMC met twice weekly. In late November the Regional EOC requested that all LEMCs review their situation and NSW Health's support requirements with a view to standing down operations if appropriate. The LEMC completed this review and both NSW Health and LEOCON agreed to revert the LEMC to its normal quarterly meeting schedule from the 8th of December. No support requests were received from NSW Health throughout January. LEMO and LEOCON continue to maintain a watching brief of the COVID situation.

Council and RFS held discussion on upgrades to the **Northern Tablelands Fire Control Centre (FCC)** and the EOC Critical Upgrade Grant. RFS proposed to fit-out a purpose-built EOC at the southern end of the State Mitigation Team building (formerly Anderson's Carpets). Council is awaiting confirmation of funding and delivery dates before committing to moving the current EOC from within the FCC.

8. COMMUNITY RECOVERY

Wyaliba fortnightly visits are continuing in order to maintain effective communications between the bushfire impacted community and Council. The **Community Recovery Officer (CRO)** has been liaising with the **New South Wales Rural Fire Service (NSW RFS)** to provide bushfire mitigation works through the state mitigation grants. **Personal Protection Equipment (PPE)** distribution has continued throughout the **Local Government Area (LGA)** including villages.

The next **Community Resilience Network (CRN)** meeting date has yet to be confirmed at the time of authoring this report but is expected to be in late February. COVID-19 and the lack of **Rapid Antigen Tests (RATs)** available within the LGA is the constant issue being related to the CRO from all areas of the community. Continued lobbying of Resilience NSW (ResNSW) has failed to produce any assistance overcoming the RAT supply issue to date.

The continued lack of access to RATs has the effect of not providing accurate case numbers to assess impact and provide adequate welfare for the needs of those isolating. At the moment there is no way of knowing accurate COVID numbers, rate of spread or impacted areas due to the lack of testing occurring. The hospital testing is available for advised close contacts or people with symptoms.

Booster and child vaccinations are an issue with most people choosing to travel outside the LGA rather than wait for the services to be provided here. As COVID is impacting the community now the delays in these services may potentially compound the issues.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

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

Plant and Fleet items are managed in line with the Plant and Fleet Policy.

(c) Legislative/Statutory

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

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

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

(d) Risk

Council manages the risks associated with infrastructure through the adaption of various NSW StateWide Best Practice Manuals into policy. This generally involves a process of routine asset inspection against defined intervention levels, with priority assigned to the intervention based on the assessed level of 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

Nil.

CONSULTATION

(a) External

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

(b) Internal

This report is compiled with input from departmental managers and staff including the Acting Manager of Infrastructure Delivery, Quarry Manager, Acting Manager of Integrated Water Services, Coordinator of Integrated Water Services, Plant and Fleet Coordinator, Technical Services Coordinator and Community Recovery Officer.

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

This item links to Council's Delivery Program Economic Development Action ED 4.1.5: Manage the maintenance and renewal of the rural road drainage network according to adopted service levels.

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.03: Implement maintenance infrastructure works according to adopted service levels.

CONCLUSION

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

ATTACHMENTS

- Annexure A Maintenance Grading Map January 2022
- Annexure B Maintenance Items Reported January 2022
- Annexure C Drinking Water Monitoring Program Results

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL Dept – Council Meeting Reports and Resolutions

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

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 - 5/01/22 (redacted)
Annexure B Emmaville Mining Museum Committee - 17/12/21
Annexure C Open Spaces Committee - 9/06/21
Annexure D Open Spaces Committee - 3/11/21

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

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

RECOMMENDATION

That Council notes the information contained within 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: four (4);
- Community Committees of Council: 20;
- Groups of Council: three (3);
- Delegates of Council: two (2);
- Community Committees NOT Committees of Council: 17.

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

Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, delegates to committees were only reassigned at the August 26, 2021 Ordinary Council Meeting until Saturday, 4 December 2021.

Following the elections, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022.

These delegates will remain in place until Thursday, 22 September 2022.

(b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on 26 August 2021:

4.08/21 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.

In order 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 and every Councillor will meet this commitment that they have all agreed to.

A record of these attendances is recorded on a monthly basis 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 January 2022:

Name of Committee	Councillor Delegate(s)	Date
Australia Day Committee	*	5/1/22
Minerama Committee	*	10/1/22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	19/1/22

* Due to the Local Government Elections being held on Saturday, 4 December 2021, there were no Councillor delegates to Committees prior to Tuesday, 11 January 2022.

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Pre-Meeting Briefing Session.	11/1/22
	Ordinary Council Meeting – election of Mayor and Deputy Mayor.	11/1/22
	Meeting with the General Manager and Deputy Mayor.	12/1/22
	Mayor and Deputy Mayor Grey Street meet and introduction.	12/1/22
	Pre-Meeting Briefing Session.	27/1/22
	Ordinary Council Meeting.	27/1/22
	Meeting with the General Manager and Deputy Mayor.	31/1/22
Cr T Arandale (Deputy Mayor)	Pre-Meeting Briefing Session.	11/1/22
	Ordinary Council Meeting – election of Mayor and Deputy Mayor.	11/1/22
	Meeting with Mayor and General Manager.	12/1/22
	Meeting with John Burgess, John Niesh (Helpful Solutions) and the General Manager regarding the external review of the Community Strategic Plan 2022-2032 (CSP) and Delivery Program 2022-2024 (DP).	18/1/22
	Meet with Judi Toms regarding the 30 th Anniversary Ceremony of the Australian Standing Stones. Spoke about the history of the Stones had a tour of the Stones and discussed my obligation if the Mayor was unavailable.	18/1/22
	Councillor Induction.	18/1/22
	GLENRAC: Meet with the steering group assembled through grant application success in addressing efficiency and recruitment in volunteer organisations.	19/1/22

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Councillor Induction.	19/1/22
	Meet with the Australia Day Committee over dinner at the Services Club. Presented the Australia Day Ambassador, William Chann, with the Australia Day Ambassador pin.	25/1/22
	Australia Day Celebrations including conducting the Citizenship Ceremony.	26/1/22
	Meet with the Australia Day Committee over dinner to de-brief the day's events.	26/1/22
	Pre-Meeting Briefing Session.	27/1/22
	Ordinary Council Meeting.	27/1/22
	Meet with the Mayor and General Manager.	31/1/22
	Meeting with the Attract Connect Stay Steering Group to elect office bearers for the official committee.	31/1/22
Cr T Alt	Pre-Meeting Briefing Session.	11/1/22
	Ordinary Council Meeting – election of Mayor and Deputy Mayor.	11/1/22
	Councillor Induction.	18/1/22
	Councillor Induction.	19/1/22
	Australia Day Celebrations.	26/1/22
	Pre-Meeting Briefing Session.	27/1/22
	Ordinary Council Meeting.	27/1/22
Cr L Gresham	Pre-Meeting Briefing Session.	11/1/22
	Ordinary Council Meeting – election of Mayor and Deputy Mayor.	11/1/22
	Councillor Induction.	18/1/22
	Councillor Induction.	19/1/22
	Australian Standing Stones Management Board Meeting.	19/1/22
	Australia Day Celebrations.	26/1/22
	Pre-Meeting Briefing Session.	27/1/22
	Ordinary Council Meeting.	27/1/22
Cr J Parry	Pre-Meeting Briefing Session.	11/1/22
	Ordinary Council Meeting – election of Mayor and Deputy Mayor.	11/1/22
	Councillor Induction.	18/1/22

Councillor	Name of Meeting / Function	Date attended
	Councillor Induction.	19/1/22
	Pre-Australia Day Dinner.	25/1/22
	Australia Day Celebrations and Dinner.	26/1/22
	Pre-Meeting Briefing Session.	27/1/22
	Ordinary Council Meeting.	27/1/22
Cr A Parsons	Australia Day Committee Meeting.	5/1/22
	Ordinary Council Meeting – election of Mayor and Deputy Mayor.	11/1/22
	Australia Day Committee Special Meeting	18/1/22
	Councillor Induction.	18/1/22
	Councillor Induction.	19/1/22
	Pre-Meeting Briefing Session.	27/1/22
	Ordinary Council Meeting.	27/1/22
Cr C Sparks	Glen Innes Races.	8/1/22
	Pre-Meeting Briefing Session.	11/1/22
	Ordinary Council Meeting – election of Mayor and Deputy Mayor.	11/1/22
	Showground Committee Meeting.	12/1/22
	Basecamp ACS Meeting.	14/1/22
	Councillor Induction.	18/1/22
	Councillor Induction.	19/1/22
	Safe In Our Town Meeting.	20/1/22
	Youth Booth Volunteer Gardening.	25/1/22
	Australia Day Celebrations.	26/1/22
	Community Drug Action Team (CDAT) Meeting (Teams) – postponed.	27/1/22
	Pre-Meeting Briefing Session.	27/1/22
	Ordinary Council Meeting.	27/1/22

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Although the majority of 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

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

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Personal Assistant (Director of Corporate and Community Services) provided the information regarding the meetings held by Section 355 Community Committees of Council.

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

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

This item links to Council's Community Strategic Plan Objective CS 5 'Celebrate and encourage community committees (volunteerism) and CS 5.1 'Promote partnerships between the community and Council in achieving this objective'.

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

CONCLUSION

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

Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATION

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

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Consideration of Tender T21-01 Tender for Supply of Bridge Components</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>

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

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

RECOMMENDATION

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