

# **GLEN INNES SEVERN COUNCIL**

## **BUSINESS PAPER**



**FOR THE ORDINARY  
COUNCIL MEETING**

**TO BE HELD ON  
THURSDAY,  
26 MAY 2022**

## **COMMUNITY CONSULTATION SESSION GUIDELINES**

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, 26 May 2022 at 9.00am**

---

### ORDER OF BUSINESS

1	ACKNOWLEDGEMENT OF COUNTRY.....	5
2	OPENING WITH PRAYER.....	5
3	APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS.....	5
4	MINUTES OF PREVIOUS ORDINARY MEETING - 28 APRIL 2022 AND EXTRAORDINARY MEETING - 9 MAY 2022 TO BE CONFIRMED .....	5
5	DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON- PECUNIARY INTERESTS.....	5
6	MAYORAL MINUTE(S).....	5
7	REPORTS TO COUNCIL.....	6
	7.1 Resolution Tracking Report.....	6
	7.2 Proposed Councillor Workshop Calendar.....	10
	7.3 General Manager's Directorate: Monthly Report for April 2022....	15
	7.4 Delegation to the General Manager.....	20
	7.5 Review of Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.....	27
	7.6 Annual Disclosures by Councillors and Designated Persons.....	33
	7.7 Quarterly Budget Review - March 2022 .....	41
	7.8 Borrowings Proposal .....	47
	7.9 Project Jigsaw Update .....	52
	7.10 Correction of Boundary Realignment request between Glen Innes Severn Council and Tenterfield Shire Council .....	57

7.11	Quarterly Update on the Customer Satisfaction and Priorities Action Plan as at 31 March 2022 .....	62
7.12	Glen Innes Severn Council Staff Engagement Survey - Action Plan Progress Report as at 31 March 2022 .....	66
7.13	Capital Works Program Progress Report as at 30 April 2022 .....	73
7.14	Rates and Charges as at 30 April 2022 .....	79
7.15	Investments Report as at 30 April 2022 .....	84
7.16	Borrowings Report as at 30 April 2022 .....	93
7.17	Workplace Injury Management Report as at 30 April 2022 .....	98
7.18	Aboriginal Consultative Committee - Election of Committee .....	102
7.19	Corporate and Community Services: Monthly Report for April 2022 .....	106
7.20	Review of Enforcement Policy.....	111
7.21	Development, Planning and Regulatory Services: Monthly Report for April 2022.....	115
7.22	Recommendations from the Local Traffic Committee.....	120
7.23	Infrastructure Services: Monthly Report for April 2022 .....	124
8	<b>NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE .....</b>	<b>129</b>
9	<b>CORRESPONDENCE, MINUTES, PRESS RELEASES .....</b>	<b>130</b>
9.1	Audit, Risk and Improvement Committee - Report and Minutes .	130
9.2	Correspondence and Press Releases.....	134
9.3	Minutes of Council Community Committee Meetings for Information.....	136
10	<b>REPORTS FROM DELEGATES .....</b>	<b>137</b>
10.1	Reports from Delegates .....	137
11	<b>MATTERS OF AN URGENT NATURE.....</b>	<b>146</b>
12	<b>CONFIDENTIAL MATTERS .....</b>	<b>146</b>

Craig Bennett  
General Manager

# Council

**Meeting Date:** 4<sup>th</sup> Thursday of the month commencing at 9.00am.

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

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

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

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

**Membership:** Full Council - 7 Councillors.

**Quorum:** 4 members

**Chairperson:** The Mayor

**Deputy Chairperson:** The Deputy Mayor

The Mayor will read the following statement:

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

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

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

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

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

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

Thank you.”

The Mayor will read the following statement of ethical obligations:

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

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



## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

## **2 OPENING WITH PRAYER**

## **3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

## **4 MINUTES OF PREVIOUS ORDINARY MEETING - 28 APRIL 2022 AND EXTRAORDINARY MEETING - 9 MAY 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)**

## 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 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 21 Council Resolutions currently outstanding as at Thursday, 19 May 2022.

There were 14 Council Resolutions outstanding in the report that went to the Thursday, 28 April 2022 Ordinary Council Meeting.

A further 18 outstanding actions were added after the April 28, 2022 Ordinary Council Meeting.

One action was also added following the Extraordinary Council Meeting held on Monday, 9 May 2022.

Therefore, 12 outstanding actions have now been completed since the last Ordinary Council Meeting (workings –  $14 + 18 + 1 = 33 - 21 = 12$ ).

The 21 outstanding resolutions are broken up as follows:

<b><u>YEARS</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
2020	2	(2	April 2022)
2021	4	(4	April 2022)
2022	15	(8	April 2022)
<b>TOTAL</b>	<b><u>21</u></b>	<b><u>(14</u></b>	<b>April 2022)</b>

The outstanding resolutions relate to the following Directorates:

<b><u>DIRECTORATE</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
General Manager	3	(0	April 2022)
Corporate and Community Services	11	(6	April 2022)
Development, Planning and Regulatory Services	2	(2	April 2022)
Infrastructure Services	5	(6	April 2022)
<b>TOTAL</b>	<b><u>21</u></b>	<b><u>(14</u></b>	<b>April 2022)</b>

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 as at 19 May 2022

**REPORT TITLE: 7.2 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 the next three (3) months.

## **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 the next three (3) months:

Date	Topic	Presenter/s
Thursday, 9 June 2022  12pm until 9pm	"Values" workshop From 1 pm until 5 pm  Discussion on Internal Reserves From 6 pm until 9 pm	Facilitated by Stephen Blackadder from Blackadder Associates  Director of Corporate and Community Services / Chief Financial Officer
Thursday, 14 July 2022  6pm until 9pm	Economic Development Strategy and Action Plan	Manager of Economic Development
Thursday, 11 August 2022  6pm until 9 pm	Review of Council Committees	Director of Corporate and Community Services

**(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 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: 7.3 GENERAL MANAGER'S DIRECTORATE: MONTHLY REPORT FOR APRIL 2022**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Reporting**

**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 information on the progress made within the General Manager's Directorate for the month of April 2022.

### **RECOMMENDATION**

*That Council notes the information contained within this report.*

### **REPORT**

#### **(a) Background**

The General Manager's Directorate is currently responsible for the following key functions:

- Economic Development;
- Media and Communications;
- Executive Services;
- Councillor Services;

#### **(b) Discussion**

This report details all the major projects and activities that were undertaken in the General Manager's Directorate for the month of April 2022.

The following projects/activities were undertaken within each department of the General Manager's Directorate:

### **ECONOMIC DEVELOPMENT DEPARTMENT**

- The new **Community and Business Development Officer (CBDO)**, Stevie Newsome commenced her employment with Council on Monday, 4 April 2022. During April she focused on launching the **Highlands Hub (HH)** digital platform, assisting to re-establish suppliers for the build of the physical HH co-working space, governance and operational procedures, a review and build of the online booking system, program development and procurement and Key Performance Indicators (KPI's).
- The Council supported goodnessgravel Glen Innes bike event was successfully held on Saturday, 9 April 2022 and Sunday, 10 April 2022, attracting 140 riders, support people and their families who stayed at least two (2) nights.

Based on 420 people staying two (2) nights the total estimated direct expenditure for the weekend was \$99,120. The organisers, twowheeltours, have requested Council to continue their support of the event for Saturday, 15 April 2023 and Sunday, 16 April 2023.

- The shortened Skywalk design was reviewed and approved to progress to a tender process in May. The experience design was delayed due to the complexity involved in procuring the innovative solution to combine hyper-local mapping technology with audio and Virtual Reality (VR) to deliver a unique visitor experience.
- A Councillor workshop was conducted by the **Manager Economic Development (MED)** on Thursday, 7 April 2022, to review the Powerhouse Museum (PM) business case and present options for Council to submit an **Expression of Interest (EOI)** to purchased or lease the Essential Energy Building.
- The MED procured a **Community Wealth Building (CWB)** research project to deliver an online information session, audit of local CWB opportunities and a report with initial recommendations on how to align and/or adopt CWB into existing strategies and plans.
- The MED and the **Director of Infrastructure Services (DIS)** attended a **New England Rail Trail (NERT)** meeting with **Armidale Regional Council (ARC)**, NERT Incorporated; Regional NSW and Transport for NSW in order to escalate the delay to the funding deed and the Act of Parliament required to progress the project.
- The **Glen Innes Highlands (GIH)** digital marketing campaign continued to deliver reach and engagement results above industry benchmarks and recommendation for further optimisation were implemented.
- The **Marketing Assistant (MA)** developed the content for the **New England High Country (NEHC)** tourism group's three (3) month **Australian Traveller (AT)** campaign, which commences in May 2022.

- The **Tourism and Events Officer (TEO)** is assisting the Emmaville Mining Museum (EMM) Section 355 Committee of Council to attend the museum display training at the Land of the Beardies History House to upskill their volunteers in presentation and preservation practices;
- The MED and **Chief Financial Officer (CFO)** met with the **Management Executive Team (MANEX)** to discuss the challenges around future-asset renewal costs on grant-funded infrastructure projects and ways that Council could attract more income as well as reduce operational expenditure to set-aside the funds and to ensure that the **Long-Term Financial Plan (LTFP)** accommodated for these future costs;
- Council continued to support the Minerama Committee Section 355 Committee of Council in preparation for their **Annual General Meeting (AGM)** on Monday, 9 May 2022;
- Council delivered the **Australian Celtic Festival (ACF)** held from Tuesday, 28 April 2022 until Sunday, 1 May 2022, with 4,300 tickets sold across all four (4) official ACF events.

A debrief will be prepared to enable continual improvement and propose solutions to the major issues affecting the event including a lack of resource to safely run the event and accommodation shortages.

The 2023 ACF will be the year of Scotland.

- **The Visitor Information Centre (VIC)** continued to see an increase in visitor numbers, 2,376 (average monthly visitors for the past quarter was 1,029) during the Easter school holidays and ACF resulting in an increase in sales, \$18,802 (average monthly sales for the past quarter was \$8,629).
- The National Parks and Wildlife Service (NPWS) are working on multiple upgrade and repair projects caused by flood and rain damage (some bridge damage, landslides and erosion). NPWS reported that the Washpool and Gibraltar Range National Park campgrounds were full throughout the Easter school holidays; and
- The total approved grant applications year-to-date is \$14,101,465 (**Annexure A**).

### **MEDIA AND COMMUNICATIONS DEPARTMENT**

The number of 'Page Likes' on the Glen Innes Severn Council Facebook page as at the end of April 2022 were 2,144. There were 31 posts during April.

The most popular posts for the month are provided in the table below:

<b>The Most Popular Facebook Posts for April 2022:</b>	<b>Reach</b>	<b>Post Engagement</b>
ANZAC Day Program	3,532	109
Way too Big for a Brollie (road damage)	2,839	489
Are You on the Same Page? (book sale)	2,335	215

### **Media activity of interest:**

- Local events publicity for the Australian Celtic Festival, Youth Week, library events and upcoming events in May;
- Road closures, trading hours / road closures / program for Easter and ANZAC events / public holidays; and
- Preparation of Resident Newsletter – budget edition; cashless Town Hall information; website redevelopment – budget; public exhibitions from the April 28, 2022 Ordinary Council Meeting.

Media releases have been sent out after Council meetings on key decisions / reports.

### **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 April 28, 2022 Ordinary Council Meeting, there were a total of 19 live views and 31 archive views.

### **EXECUTIVE SERVICES DEPARTMENT**

The General Manager attended the following meetings / events during the month of April 2022:

- ANZAC Day Services on Monday, 25 April 2022;
- Australian Celtic Festival Official Opening, Guardians' Luncheon and Medieval Long Table Dinner on Friday, 29 April 2022.

### **COUNCILLOR SERVICES DEPARTMENT**

The following services have been provided to the Councillors during April 2022:

- Registration and accommodation bookings for the Australian Local Government Women's Association (ALGWA) Conference to be held in Sydney from 7 to 10 June 2022;
- Extension of invitations to Councillors to multiple events via calendar appointments (including celebrations, official openings and announcements from Members of Parliament); and
- Arrangement of wreaths for ANZAC Day services.

#### **(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 Manager of Economic Development and the Media and Communications Officer provided information contained in this report for their respective areas.

**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 information provided in this report is a summary up of everything that has occurred in the General Manager's Directorate for the month of April 2022.

**ATTACHMENTS**

Annexure A Grants and Funding

**REPORT TITLE: 7.4 DELEGATION TO THE GENERAL MANAGER**

**ECM INDEXES:**

**Subject Index: PERSONNEL: Delegation of Functions**

**Customer Index: NIL**

**Property Index: NIL**

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

**APPROVER/S: Craig Bennett - General Manager**

---

### **PURPOSE**

The purpose of this report is for Council to review and endorse the General Manager's draft Instrument of Delegation (***Annexure A***).

### **RECOMMENDATION**

***That Council reviews and adopts the General Manager's draft Instrument of Delegation***

### **REPORT**

#### **(a) Background**

Section 380 of the ***Local Government Act 1993 (the Act)*** states that each council must review all its delegations during the first 12 months of each term of office.

The current Instrument of Delegation to the General Manager was adopted by Council on 22 July 2019.

In general, the current wording of the delegation to the General Manager is comprehensive, with only a small number of exclusions.



**(b) Discussion**

To inform the next iteration of the delegation to the General Manager, a review has been undertaken in relation to delegations provided to General Managers of other councils of a similar size and nature as **Glen Innes Severn Council (Council)**.

Following the review, it is proposed to recommend a varied delegation in the following areas:

- Value of tenders that can be accepted by the General Manager; and
- The amount above which Council must resolve to write off rate charges or debts.

The review of the delegations provided to the General Managers of 13 rural and regional councils in New South Wales is summarised in Table 1.

**Table 1 – Summary of review:**

<b>Council</b>	<b>Limit on Acceptance of Tenders</b>	<b>Limit on Writing off Debt and Rates/ Charges</b>
<b>Cootamundra-Gundagai</b>	Council Only	Up to \$500
<b>Orange City</b>	Not Stated	Up to \$5K
<b>Mid Coast</b>	Up to \$1M	Up to \$5K
<b>Uralla</b>	Up to \$150K	Not Stated
<b>Bellingen</b>	Not Stated	Not Stated
<b>Nambucca Valley</b>	Up to \$250K	Up to \$5K
<b>Murrumbidgee</b>	Not Stated	Up to \$1K
<b>Shellharbour</b>	Up to \$500K	Up to \$5K
<b>Murray River</b>	Not Stated	Not Stated
<b>Warrumbungle</b>	Not Stated	Up to \$10K Rates/ Charges and up to \$500 for debts
<b>Kempsey</b>	Not stated	Up to \$5K
<b>Brewarrina</b>	Not stated	Up to \$1K
<b>Glen Innes</b>	Not Stated	Not Stated

**Procurement (Tender) Delegations**

Of the 13 other councils compared, eight (8) have not stated a limit on the acceptance of tenders or have not included this delegation, one (1) council had only afforded this responsibility to Council and four (4) councils set a limit ranging from \$150K to \$1M.

Further, in looking at a review carried out by Wollongong City Council of 13 of NSW's largest councils, six (6) councils have no limit on the value of tenders the General Manager can accept, one (1) council sets a \$5M limit, two (2) set a limit of \$2M, one (1) sets a limit of \$500K, two (2) councils set the limit at the \$250K tender threshold in the legislation and one (1) has a \$150K limit.

In Wollongong’s review, the Manager of Governance and Customer Service notes the following in his report to Council on 13 September 2021:

“It is important to note two things in relation to General Managers who have no limit on their delegations in relation to tenders. Firstly, they are still bound by the limitations to accepting tenders in s377(i) of the Act that requires a council resolution for the “acceptance of tenders to provide services currently provided by members of staff of the council”, i.e. outsourcing.

Secondly, the General Manager is not obliged to consider every tender and staff at those councils have advised that the General Manager often refers tenders to the Council for consideration, based on their own informal risk assessment, or perception of controversy and Councillor interest.

The above information generally shows that the majority of large councils delegate to the General Manager/CEO a value well above the tender threshold or place no limit at all. This is because larger councils generally have more tenders/contracts that are of a large value and there are significant efficiency gains in having tenders signed off at General Manager/CEO level.”

In looking at the rural and regional Councils reviewed in this report, the two (2) councils with tender limits above the \$250K tender threshold (as set in section 55(3)(n)(i) of the Act) are much larger councils than Glen Innes Severn. Nambucca Valley Council is similar to Council in size and has the limit set at the tendering threshold.

### **Recommended Tender Delegation Value**

Whilst the requirements for tendering as prescribed in s55 of the Act exclude values on contracts below the tender threshold set in s55(3)(n) (i) and (ii), this does not exclude Council from deciding to go to tender on contracts below that threshold. Providing the General Manager with a delegation that limits the acceptance of tenders to below \$250K seems adequate for a council of this size.

It should be noted that under s377(i) of the Act the Council can only delegate the power to accept tenders to the General Manager. Only the Council, by resolution, can determine to reject a tender or reject and negotiate with another party. This ensures that any tender processes that have unforeseen issues arise in the process and require an alternate outcome will all continue to be considered by the Council.

### **Limit on writing off sundry debts (including rates and charges)**

At present the General Manager cannot write off individual rate charges or debts owed to the Council. This is restrictive and is inconsistent with other reviewed councils that generally have this delegation limit set up to \$5K. As there is an administrative burden that comes with presenting low value amounts to Council for approval to be written off, it is believed that a delegated limit of \$5K would strike a balance between administrative efficiency and appropriate oversight by Council.

(c) **Options**

**Option 1**

That Council reviews and adopts the General Manager's draft Instrument of Delegation.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council advises of amendments to the General Manager's draft Instrument of Delegation.

**Option 3**

That Council resolves not to adopt the General Manager's draft Instrument of Delegation, meaning that the current General Manager's Instrument of Delegation remains in place.

**IMPLICATIONS TO BE ADDRESSED**

(a) **Financial**

Delegations to the General Manager carry the authority to authorise expenditure on behalf of Council and to sub-delegate such authority, including the authority to write off sundry debt (to a maximum of \$5,000).

(b) **Governance/Policy**

Once adopted by Council the Instrument of Delegation will be binding.

(c) **Legislative/Statutory**

***Section 377 of the Local Government Act 1993.***

***Local Government (General) Regulation 2021:***

*131 Procedures for writing off rates and charges*

- (1) The council must, from time to time, by resolution, fix the amount of rates and charges above which any individual rate or charge may be written off only by resolution of the council.*
- (2) An amount of rates or charges of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subsection (1), rates and charges can be written off only by resolution of the council.*

- (3) *A resolution or order writing off an amount of rates or charges must—*
  - (a) *specify the name of the person whose debt is being written off, and*
  - (b) *identify the account concerned, and (c) specify the amount written off, or must refer to a record kept by the council in which those particulars are recorded.*
- (4) *An amount of rates or charges can be written off under this section only—*
  - (a) *if there is an error in the assessment, or*
  - (b) *if the amount is not lawfully recoverable, or*
  - (c) *as a result of a decision of a court, or*
  - (d) *if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.*
- (5) *The fact that an amount of rates or charges is written off under this section does not prevent the council concerned from taking legal proceedings to recover the amount.*
- (6) *The general manager must advise the council of rates and charges written off by written order of the general manager.*

*132 Details of written off rates and charges to be included in annual report The council's annual report must include the amount of rates and charges written off during the year.*

#### *213 Restrictions on writing off debts to a council*

- (1) *This section does not apply to amounts owed to a council for rates or other charges for which the Act, or any other regulation in force under the Act, makes specific provision for writing off those amounts in specified circumstances.*
- (2) *A council must from time to time, by resolution, fix an amount above which debts to the council may be written off only by resolution of the council.*
- (3) *A debt of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subsection (2), the council's debts can be written off only by resolution of the council.*
- (4) *A resolution or order writing off a debt to a council must—*
  - (a) *specify the name of the person whose debt is being written off, and*
  - (b) *identify the account concerned, and*
  - (c) *specify the amount of the debt, or must refer to a record kept by the council in which those particulars are recorded.*
- (5) *A debt can be written off under this section only—*
  - (a) *if the debt is not lawfully recoverable, or*
  - (b) *as a result of a decision of a court, or*

*(c) if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*

*(6) The fact that a debt is written off under this section does not prevent the council concerned from taking legal proceedings to recover the debt.*

**(d) Risk**

The recommended amendments to the General Manager’s Instrument of Delegation are aimed at reducing risk by providing clarification on further limitations and loosening restrictions on writing off sundry debts for the improvement of operational efficiencies.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

The delegations of authority in the councils listed in Table 1, as well as *Item 2, Delegation to the General Manager* of the 13 September Ordinary Meeting of Council at Wollongong City Council, which includes a review of several large NSW Councils, were consulted in the preparation of the draft Instrument of Delegation and the writing of this report.

**(b) Internal**

The Chief Financial Officer.

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

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

## **CONCLUSION**

The draft Instrument of Delegation for the General Manager has been reviewed and is presented to Council for adoption.

## **ATTACHMENTS**

Annexure A Draft Delegation from the Council to the General Manager

**REPORT TITLE:** 7.5 REVIEW OF PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy

**Customer Index:** INTERNAL DEPT - Councillors

**Property Index:** NIL

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

**APPROVER/S:** Craig Bennett - General Manager

---

### PURPOSE

The purpose of this report is to present Council with the Draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy (**Annexure A**), for review and for the draft Policy to then go out for public exhibition, for the required 28 days.

### RECOMMENDATION

**THAT Council:**

- 1. Approves for the Draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy to be placed on public exhibition for 28 days from Thursday, 2 June 2022 until Wednesday, 29 June 2022.**
- 2. Requests the General Manager to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy; otherwise, that the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy be adopted by Council.**

## REPORT

### (a) Background

As a result of the introduction of the *Local Government Amendment (Governance and Planning) Act 2016*, Expenses and Facilities Policies are now required to be adopted by a Council within 12 months of the term of a new Council, instead of annually (as previously required by section 252 of the **Local Government Act 1993 (the Act)**), and amendments are no longer required to be specifically notified to the **Office of Local Government (OLG)** (as previously required by section 253 of *the Act*).

The OLG developed a better practice Councillor Expenses and Facilities Policy template for use by all councils in 2017. The Policy was adjusted in the previous review on 26 August 2021 and adopted on 29 September 2021, to fit this new template.

The policy has recently been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review by Council and then to go out for public exhibition.

### (b) Discussion

The OLG *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW October 2009* do not specify levels, rates or standards for the provision of expenses and facilities to councillors. It is the responsibility of councils to define and establish in their policies what is reasonable, appropriate, responsible and acceptable based on considerations of what is required to enable councillors to effectively carry out their civic duties and what is acceptable to their communities.

#### **Amendments made to the Policy**

General Travel Expenses have been adjusted for Councillors and include the budget for accommodation and meals. Previously this was \$8,000 for all Councillors excluding meals and accommodation. This made budgeting difficult; therefore, a limit of \$14,000 is now proposed which includes meal and accommodation costs.

Limits for accommodation have been changed to allow for Councillors and the Mayor to stay at the venue the conference is being held; this mitigates potential transport costs to and from the venue and adds to the safety and convenience of the Councillor attending. Further, a dollar limit is given for accommodation costs, for both capital cities and conferences held at places other than capital cities when not staying at the venue where the conference is being held.



An increase has been provided for Councillors' conference and seminar costs, up from \$5,000 to a proposed \$6,000. This has been calculated to allow, if needed, for the attendance of at least one (1) conference per councillor per annum.

ICT expenses have increased from \$1,000 to a proposed \$2,500 to cover the costs advised by the Manager of Administration and Human Resources.

The annual reporting requirements have been amended to require details of the provision of expenses and facilities to the Mayor and Councillors to be reported in the Annual Report, including a total expenditure for all Councillors and summarised per individual Councillor. This is in accordance with the requirements under the OLG Guidelines for the payment of Expenses and provision of Facilities to the Mayor and Councillors in NSW.

Part 9 has a minor amendment to indicate the Executive Assistant (to the Mayor and General Manager) where it had previously referred to a "staff in the Mayor's office".

An amendment has been made to the Related Council Policies section to remove a rescinded policy and add the Councillor Induction and Professional Development Policy.

Amendments to 6.22 and 6.23 clarify how the maximum amount for Councillor Professional Development includes Councillor Induction and the delineation between these separate training programs.

(c) **Options**

**Option 1**

1. That Council approves for the draft Payment of Expenses and Provisions of Facilities to the Mayor and Councillors Policy to be placed on Public Exhibition for 28 days from Thursday, 2 June 2022 until Wednesday, 29 June 2022.
2. Requests the General Manager to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy; otherwise, that the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy be adopted by Council.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council requests the General Manager to make amendments to the draft Payment of Expenses and Provisions of Facilities to the Mayor and Councillors Policy before being placed on Public Exhibition.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The Operational Plan and Budget for the 2022/2023 Financial Year includes expenditure votes related to this Policy.

### **(b) Governance/Policy**

Once adopted by Council, the revised policy will become a policy of Council.

### **(c) Legislative/Statutory**

- *Local Government Act 1993;*
- *Local Government (General) Regulation 2021 (the **Regulation**);*
- *Office of Local Government Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW, 2009.*

#### *1.7.5 Annual Reporting*

*In accordance with section 217 of the Regulation and for the purposes of transparency and accountability, councils are required to include detailed information in their annual reports about the payment of expenses and facilities to councillors. This should not be seen as a disincentive for the payment of appropriate expenses and the provision of appropriate facilities to councillors.*

*Councils are required to report separately on:*

#### **General**

- *the total cost of expenses and the provision of facilities for the mayor and all councillors, as well as: Provision of facilities; and*
- *the cost of the provision of dedicated office equipment allocated to councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines and Internet installed in the councillors' homes (including line rental and internet access). This item does not include the costs of using this equipment, such as calls.*

#### **Expenses**

- *the cost of phone calls including mobiles, home located landlines, facsimile and internet services;*
- *spouse/ partner/ accompanying person expenses (limited to circumstances outlined in Part Two of these Guidelines);*
- *conference and seminar expenses;*
- *training and skill development expenses;*
- *interstate travel expenses (including subsistence and out-of-pocket expenses);*
- *overseas travel expenses (including subsistence and out-of-pocket expenses); and*

- *care and other related expenses (of dependants to enable a councillor to undertake his or her civic functions).*

*Whether the above information is reported for each councillor or all councillors as a group is a matter for council to determine. This may be based on considerations of what is appropriate and what the community expects.*

#### *1.7.6 Reporting of additional expenses and facilities*

*In addition to the statutory reporting requirements, councils should report other costs where these are significant. For example, councils should report the cost of any additional significant expenses and/or facilities provided for in their policy.*

#### **(d) Risk**

This Policy aims to mitigate the risk of excessive and unnecessary expenditure by the Mayor and Councillors and clearly defines what expenses and amounts are acceptable for the Mayor and Councillors in carrying out their official functions of office.

#### **(e) Social**

Transparency, controlled expenditure and the proper utilisation of Council resources all have positive social implications.

#### **(f) Environmental**

Nil.

#### **(g) Economic**

Nil.

#### **(h) Asset Management**

Nil.

### **CONSULTATION**

#### **(a) External**

The OLG model template has been used to create this draft policy.

#### **(b) Internal**

The General Manager, the Executive Assistant (to the Mayor and General Manager) and the Manager of Administration and Human Resources have all been consulted when reviewing this policy.

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

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

## **CONCLUSION**

Council is required to review and adopt its Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy within 12 months of the term of a new Council.

The Policy has been reviewed by MANEX and it is now presented to Council for review and public exhibition.

## **ATTACHMENTS**

Annexure A      Draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy

**REPORT TITLE:** 7.6 ANNUAL DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS

**ECM INDEXES:**

**Subject Index:** GOVERNANCE: Disclosures by Councillors and Designated Persons Return Register Pecuniary Interest

**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:

- Ensure that all Councillors, Senior Staff and “Designated Persons” complete a Disclosure of Interests Return for the 2021/2022 Financial Year;
- Formally identify those members of committees of Council who exercise Council’s functions (such as regulatory or contractual functions), and delegates of Council to be declared “Designated Persons” as defined in part 4.8 of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors, for the 2021/2022 Financial Year; and
- Formally identify those staff positions within the current Organisational Structure to be declared “Designated Persons” as defined in part 4.8 of the Code of Conduct for Council Staff, for the 2021/2022 Financial Year.

**RECOMMENDATION****THAT:**

1. *All Councillors complete a Disclosure of Interests Return and lodge with the General Manager by 30 September 2022 for the Financial Year 1 July 2021 until 30 June 2022.*
2. *Staff and delegates who occupied the positions below be formally declared Designated Persons by Council in accordance with the Code of Conduct for Council Staff and be required to lodge Disclosure of Interests Return and lodge with the General Manager by 30 September 2022 for the Financial Year 1 July 2021 to 30 June 2022:*

<i>General Manager</i>	<i>Determined by the Local Government Act, 1993</i>
<i>Manager of Economic Development</i>	<i>Deemed to exercise designated persons function</i>
<i>Director of Corporate and Community Services</i>	<i>Deemed by the Local Government Act, 1993</i>
<i>Manager of Administration and Human Resources</i>	<i>Deemed to exercise designated persons function</i>
<i>Manager of Community Services</i>	<i>Deemed to exercise designated persons function</i>
<i>Manager of Library/Learning Centre</i>	<i>Deemed to exercise designated persons function</i>
<i>Chief Financial Officer</i>	<i>Deemed to exercise designated persons function</i>
<i>Management Accountant</i>	<i>Deemed to exercise designated persons function</i>
<i>Financial Accountant</i>	<i>Deemed to exercise designated persons function</i>
<i>Purchasing and Supply Officer</i>	<i>Deemed to exercise designated persons function</i>
<i>Manager of Governance, Risk and Corporate Planning</i>	<i>Deemed to exercise designated persons function</i>
<i>Internal Auditor</i>	<i>Deemed to exercise designated persons function</i>
<i>Director of Development, Planning and Regulatory Services</i>	<i>Deemed by the Local Government Act, 1993</i>
<i>Manager of Recreation and Open Spaces</i>	<i>Deemed to exercise designated persons function</i>
<i>Manager of Saleyards</i>	<i>Deemed to exercise designated persons function</i>

<b><i>Manager of Regulatory and Planning Services</i></b>	<b><i>Deemed to exercise designated persons function</i></b>
<b><i>Building and Environmental Health Officer</i></b>	<b><i>Deemed to exercise designated persons function</i></b>
<b><i>Town Planner</i></b>	<b><i>Deemed to exercise designated persons function</i></b>
<b><i>Director of Infrastructure Services</i></b>	<b><i>Deemed by the Local Government Act, 1993</i></b>
<b><i>Manager of Infrastructure Delivery</i></b>	<b><i>Deemed to exercise designated persons function</i></b>
<b><i>Quarry Manager</i></b>	<b><i>Deemed to exercise designated persons function</i></b>
<b><i>Manager of Asset Services</i></b>	<b><i>Deemed to exercise designated persons function</i></b>
<b><i>Manager of Integrated Water Services</i></b>	<b><i>Deemed to exercise designated persons function</i></b>
<b><i>Works Coordinator</i></b>	<b><i>Deemed to exercise designated persons function</i></b>

## REPORT

### (a) Background

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

- Understand and comply with the standards of conduct that are expected of them;
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439 of the **Local Government Act 1993 (The Act)**); and
- Act in a way that enhances public confidence in Local Government.

Provisions to complete Disclosure of Interests Returns by Councillors are made in Council's Code of Conduct for Councillors and provisions for 'Designated Persons' to complete Disclosure of Interests Returns are made in Council's Code of Conduct for Council Staff, and Code of Conduct for Committees of Council, Council Delegates and Council Advisors.

Further, definitions for what is a designated person are included in the Code of Conduct for Council Staff and the Code of Conduct for Committees of Council, Delegates of Council and Council Advisors.

On 26 September 2019, the **Office of Local Government (OLG)** released a Circular to councils - **Circular No 19-21 / 26 September 2019 / A664471 (the Circular)** providing information on the release of the **Information and Privacy Commission's (IPC) Guideline 1 – Returns of Interests (the Guideline)**.

The Guideline informs councils that Disclosure of Interests Returns are deemed *open access information* under the **Government Information (Public Access) Act 2009 (GIPA Act)** and must be made available on Councils' website unless there is an overriding public interest against disclosure or to do so would impose unreasonable costs on Council. If Council decides that there is an overriding public interest against the disclosure of some of the information contained in a return, consideration should be given to releasing an edited copy of the return (for example redacting the individual's signature and residential address).

Further, the Circular advises that Council should be mindful when identifying a position as a position of a designated person or a committee as a committee whose members are designated persons, that the consequence of this is that Council will be required to publish information contained in those persons' returns of interest on their websites.

#### **(b) Discussion**

The OLG has encouraged councils to review the positions and committee memberships that they currently identify as Designated Persons with the consequences of making the disclosure of interests return publicly accessible on Council's website in mind.

Council has undertaken such a review to identify more clearly those positions that meet the definitions of a Designated Person. Due to having substantial financial delegations and/or delegations pertaining to a significant regulatory function, Council has identified all of Council's Manager positions and some specific roles in the structure as Designated Persons.

In carrying out a review of all section 355 Community Committees of Council it has been determined that no such committee carries out functions of Council such as regulatory or contractual functions that, in their exercise, could give rise to a conflict of interest. These committees are advisory in nature and do not make decisions for Council such as the allocation of Council resources, nor carry out significant functions of Council. Therefore, no Section 355 Community Committee of Council has members who have been identified as a Designated Person.

The Disclosure of Interests Return form is located digitally within Council's Pulse **Delegations and Policy Register (DPR)** and the link to the form will be emailed to all Councillors, Senior staff and Designated Persons, with applicable instructions in July 2022, and are to be lodged (with the General Manager) prior to 30 September 2022. Once completed, the returns will be tabled at the Thursday, 27 October 2022 Ordinary Council Meeting and they will be displayed on Council's website with any requested and approved redactions.

#### **(c) Options**

Nil.



## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Nil.

### **(b) Governance/Policy**

#### **The Code of Conduct for Council Staff**

Clause 4.8 defines “designated persons” as:

- *The general manager;*
- *Other senior staff of council;*
- *A person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest; and*
- *A person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are delegated persons because the functions of the committee involve the exercise of the council’s functions under this or any other Act (such as regulatory functions or contractual function) that, in their exercise could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.*

Clause 4.18 states that:

*A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person’s interests as specified in schedule 1 to this code within 3 months after:*

- (a) becoming a designated person, and*
- (b) 30 June of each year, and*
- (c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).*

Exceptions are detailed at clause 4.19.

#### **The Code of Conduct for Councillors**

Clause 4.9 states that a Councillor:

- *must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor’s interests as specified in schedule 1 to this code within 3 months after:*
  - (a) becoming a councillor, and*

- (b) 30 June of each year, and
- (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

### **The Code of Conduct for Council Committee members, Delegates of Council and Council Advisers**

Clause 4.8 defines a designated person as:

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

Clause 4.15 states that:

*A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:*

- (a) becoming a designated person, and
- (b) 30 June of each year, and
- (c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Exceptions are detailed at clause 4.16.

#### **(c) Legislative/Statutory**

Disclosure of information contained in the returns of the interests of Councillors and Designated Persons is an important public accountability measure. Open access information should be treated as a special class of information when determining information access. Accordingly, the threshold to displace Parliament's intent that it is open access is set at a high level.

The requirement in clause 1(2)(a) of Schedule 1 of the GIPA Regulation that returns of Councillors and Designated Persons be released as part of local councils' open access information should be interpreted as follows:

- The returns should be made publicly available on the Council's website unless there is an overriding public interest against release or to do so would impose unreasonable additional costs on Council;
- The fact that a return of interests is open access information is a factor in favour of disclosure in balancing the public interest;
- In the circumstances where Council decides that there is an overriding public interest against disclosure, consideration should then be given to whether it is practicable to release an edited copy of the record (for example redacting the individual's signature or residential address) in accordance with section 6(4) of the GIPA Act;
- If it is practicable to do so, then the information should be deleted from a copy of the record and the remainder of the return made available on Council's website;
- Where information is deleted from a return, Council should keep a record indicating, in general terms, the nature of the information redacted; and
- Copies of publicly available information about returns may be made in accordance with clause 5(1)(b) of the GIPA Regulation.

Releasing the information contained in the returns of Councillors and Designated Persons in this manner facilitates the legitimate public interest in having access to the information, while respecting other considerations against disclosure including privacy.

**(d) Risk**

Non-compliance with Council's Code of Conduct and the GIPA Act are significant risks that this report aims to mitigate.

**(e) Social**

The requirements to lodge disclosure of interests returns and the mandatory proactive release of such information gives confidence to the community that the Councillors, General Manager, Senior staff and identified Designated Persons are being transparent regarding their interests and any potential conflicts that may arise thereof. This process acts to improve transparency and accountability in Local Government.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Consultation was sought from a NSW Local Government Governance Group, made up of governance professionals in Local Government. Several councils provided direct feedback in how they had carried out the review advised by the OLG in the Circular. Further consultation was carried out with the Governance Department of the OLG.

**(b) Internal**

Nil.

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

This item links to Council's Delivery Program Objective STC 2 'Ensure ongoing organisational sustainability.'

**CONCLUSION**

Councillors, Senior Staff and 'Designated Persons' are to lodge (with the General Manager) Disclosure of Interests returns prior to 30 September 2022. Once completed, the returns will be tabled at the Ordinary Council Meeting to be held on Thursday, 27 October 2022 and they will be displayed on Council's website.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.7 QUARTERLY BUDGET REVIEW - MARCH 2022**

**ECM INDEXES:**

**Subject Index: FINANCIAL MANAGEMENT: Budgeting**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Ann Newsome - Chief Financial Officer**

**APPROVER/S: 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 January 2022 until 31 March 2022 (**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 \$1M being the result of the March 2022 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 (the Code)**. 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 approved changes outlined in the December Quarterly Budget Review in 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 proposed changes outlined in the March Quarterly Budget Review will lead to a decrease to the bottom line from original budget of (\$428K), resulting in a projected Net Operating Result of \$1M (excluding capital grants and contributions of \$23.1M).

The March 2022 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:

Total Continuing Operating Revenue (excluding Capital grants and contributions) – Operating Expenses

---

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 2.65%.

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 March 2022 quarterly review recognise:

- 1) Reduction in income of \$891K (including reduction capital revenue of \$790K), which includes the major revenue items:
  - a. Reallocation of some infrastructure grants to the next financial year, reflecting the impact of the wet weather on the works program;
  - b. Additional grants received for the Netball Stadium of \$738K; and
  - c. Grants of \$112K received for the Australian Celtic Festival.
- 2) Additional expenditure changes include the following major expenditure items:
  - a. Review of the depreciation expenses resulting in an increase in \$318K of expenses; and
  - b. Additional expenditure for the Australian Celtic Festival entertainment of \$112K;

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 March 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 March 2022 quarter occurred on Friday, 1 April 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 a decrease in the Capital Expenditure Budget of \$397K. Details of capital project adjustments are included in Annexure A. This reflects the changes necessary to the capital works program due to wet weather.

## **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 January 2022 to March 2022.



## Consultancy and Legal Expenses

The current expenditure to 31 March 2022 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 \$1M.

### (b) Governance/Policy

Nil.

### (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, the Acting Director of Development, Planning and Regulatory Services, the Acting Manager of Infrastructure Delivery and the 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 proposed changes outlined in the March Quarterly Budget Review will lead to a decrease to the bottom line from original budget of (\$428K), resulting in a projected Net Operating Result of \$1M (excluding capital grants and contributions of \$23.1M).

The current review proposes a decrease in the Capital Expenditure of \$397K. Details of capital project adjustments are included in Annexure A. This reflects the changes necessary to the capital works program due to wet weather.

**ATTACHMENTS**

Annexure A      Quarterly Budget Review for the period from 1 January 2022 until 31 March 2022

**REPORT TITLE: 7.8 BORROWINGS PROPOSAL**

**ECM INDEXES:**

**Subject Index: FINANCIAL MANAGEMENT: Loans**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Ann Newsome - Chief Financial Officer**

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

---

### **PURPOSE**

The purpose of this report is to provide Council with a recommendation to draw down borrowings of \$2.3M as provided for in the **Long Term Financial Plan (LTFP)**.

### **RECOMMENDATION**

***THAT Council:***

- 1. Approves the drawdown of borrowings of \$2.3M.***
- 2. These borrowing be used to underpin Council reserves.***

### **REPORT**

**(a) Background**

Council has previously identified a requirement to draw down additional loan funds to ensure that Council reserves have an adequate cash backing.

**(b) Discussion**

Council has a requirement to hold sufficient funds to cover external and internal reserves in addition to having sufficient working capital for day-to-day operations.

During the preparation for the General Purpose Financial Statements for the year ended 30 June 2021, a shortfall in cash and investments to back Council's reserves was noted, with negative unrestricted funds of \$2M. This is shown in Note C1-3 of the General Purpose Financial Statements for the year ended 30 June 2021 (**Annexure A**).

Council's options to redress this negative balance include requesting a **special rate variation (SRV)**, raising Council fees and charges, and borrowing additional funds.

An allowance for an increase in borrowings was included in the preparation of prior LTFPs but to date no loans have been drawn down. A borrowing of \$2.3M will bring borrowings into line with Council plans.

The current macro-economy is one of rising interest rates and it is considered prudent to draw down the required loan now, locking in lower interest rates.

**(c) Options**

**Option 1**

THAT Council:

1. Approves the drawdown of borrowings of \$2.3M.
2. These borrowing be used to underpin Council reserves.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council does not draw down borrowings of \$2.3M to be used to underpin reserves and further consider other funding options.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Council has Loan Liabilities totalling \$10,063,673.96 as at the end of the reporting month. Additional borrowings are required to ensure that Council has sufficient funds to cover reserves.

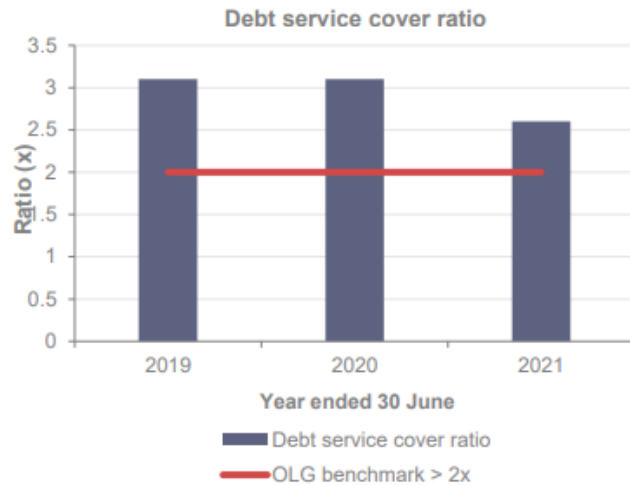
The Debt Service Ratio is one of the key benchmarks Council is required to report on in its Annual Financial Statements. Council has historically performed better than required by the **Office of Local Government (OLG)**.

The Debt Service Ratio for the last three (3) years is as follows:

#### Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.

The Council exceeded the OLG benchmark for the current reporting period.



Additional borrowings of \$2.3M would still allow Council to meet OLG benchmark guidelines.

#### (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 **Local Government Act 1993 (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 *Local Government (General) Regulation 2021* (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**

Nil.

**(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 General Purpose Financial Statements for the year ended 30 June 2021 noted a shortfall in cash and investments to back Council's reserves, with negative unrestricted funds of \$2M. Additional borrowings are required to ensure that Council has sufficient funds to cover reserves and it is therefore recommended that Council approves the drawdown of additional borrowings of \$2.3M.

## **ATTACHMENTS**

Annexure A      General Purpose Financial Statements for the year ended 30 June 2021

**REPORT TITLE: 7.9 PROJECT JIGSAW UPDATE**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Project Jigsaw  
INFORMATION TECHNOLOGY: Acquisition**

**Customer Index: INTERNAL: Project Jigsaw**

**Property Index: NIL**

**AUTHOR: Ann Newsome - Chief Financial Officer**

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

---

### **PURPOSE**

The purpose of this report is to provide an update on the progress of the Corporate Software Implementation Project (Project Jigsaw).

### **RECOMMENDATION**

*That Council notes the information contained within this report.*

### **REPORT**

#### **(a) Background**

Council was last provided with an update for Project Jigsaw at the Ordinary Council Meeting held on Thursday, 24 March 2022.

Project Jigsaw is a major update to Council software. This is a long-term project to replace the current Practical software. The software being implemented is Open Office, an integrated software system designed for local government based on Microsoft Dynamics 365. The software modules being implemented initially include Rates, Property and Water Billing, Payroll, Accounts Receivable, Accounts Payable, Purchasing, Inventory, General Ledger and Reporting.



**(b) Discussion**

Since the last update was provided to Council, Project Jigsaw continues to move forward with staff being kept up to date with the progress through the bi-monthly internal staff newsletters.

The current advised Go Live Stage 1 date is June 2022.

**Current Project Status – Stage 1:**

Actions to progress the project have continued on several fronts, including:

- Configuration of all major modules has been completed (noting that some configuration has been identified as missing during the **User Acceptance Testing (UAT)**);
- Training on all major modules is also complete. Training for Reporting, Module Administration and end user training for general users (e.g. for purchase orders, timesheet completion, general navigation, etc.) is yet to be undertaken;
- The Rates, Property and Water Billing module is currently in UAT, which is testing of the configuration to ensure the software is operating as per requirement;
- The Payroll module is currently in UAT. Three (3) parallel runs, a mirroring of payroll in Open Office and the Practical systems, have been completed. Parallel runs will continue until go live;
- UAT for the Accounts Payable, Accounts Receivable and Purchasing modules will commence in mid May;
- A review of the job costing ledger and potential reporting is currently underway and report training should occur during May;
- End user training will be held in May and June 2022; and
- Go Live preparation will take place in May and June 2022.

The chart below details the Summary of Key Project Components as at Tuesday, 10 May 2022:

**Legend:**

	Issue is unresolved and is impacting project
	Task is incomplete, or concerns are being managed
	Task is on track or is complete

1. Status Summary – Key Project Components

Project Component	Comments	Status This Report	Status Last Meeting
<b>Contract with Open Office</b>	<p>100% Complete</p> <ul style="list-style-type: none"> <li>Contract negotiation complete</li> <li>Payment Plan agreed</li> <li>Contract signed 22 December 2020</li> <li>Contract Variation for Enterprise Asset Management (EAM) solution has been agreed and signed</li> </ul>		
<b>Azure Cloud Infrastructure (RMT)</b>	<p>95+% Complete</p> <ul style="list-style-type: none"> <li>RMT build complete</li> <li>Open Office database installation complete</li> <li>Minor configuration ongoing</li> </ul>		
<b>Project Breakout Office</b>	<p>100% Complete</p> <ul style="list-style-type: none"> <li>IT connectivity and furniture is installed</li> <li>Training has commenced</li> <li>Staff now actively using the facilities (see report item)</li> </ul>		
<b>Stage 0 – Project Initiation</b>	<p>100% Complete</p> <ul style="list-style-type: none"> <li>Staff Project initiation complete</li> <li>Project Management Plan agreed</li> <li>Draft Project Schedule (Gantt Chart) received and under review.</li> </ul>		
<b>Stage 1 – Core Module Implementation</b>	<p>85% Complete –</p> <ul style="list-style-type: none"> <li>Scheduled training in all Finance, Payroll and Rates modules is complete</li> <li>UAT for all modules has commenced – some delays in finalising Pre-Production database which have impacted UAT</li> <li>Payroll parallel runs 1, 2 and 3 completed.</li> </ul>		
<b>Stage 1 – Chart of Accounts Development</b>	<p>95% Complete</p> <ul style="list-style-type: none"> <li>Revised GL Chart, Jobs/Job Tasks and Dimensions is being prepared for go live</li> <li>Alignment with Council Delivery Plan and Budget in progress</li> </ul>		
<b>Stage 2 – Other Module Implementation</b>	<p>10% Complete</p> <ul style="list-style-type: none"> <li>OO requested to schedule the implementation of Customer Services module – yet to be actioned</li> </ul>		

## 2. Milestone Completion this Report

<i>Enterprise Asset Management Contract Variation</i>	<i>Agreed and signed.</i>		
<i>Stage 0 – PMP completed</i>	<i>Agreed and signed.</i>		
<i>Project Kick-off meeting</i>	<i>Meeting held 5 October 2021</i>		
<i>Data Migration Workshops – Stage 1</i>	<i>Workshops with GIS completed for Finance, Payroll, Rates, Property &amp; Water modules.</i>		
<i>Baseline Project Plan V6 agreed</i>	<i>Go Live date set for 5 May 2022</i>		
<i>Stage 1 modules data extraction</i>	<i>Rates/Property/Water &amp; Payroll &amp; Financials data extraction cut 1 complete</i>		
<i>Chart of Accounts Design</i>	<i>CoA design complete</i>		
<i>Test Data Load</i>	<i>Initial data loads for Payroll and Rates/ Property complete</i>		
<i>Training in all Core modules completed</i>	<i>Some minor configuration is continuing</i>		
<i>UAT Commenced for Finance &amp; Rates/Property</i>	<i>GL, Jobs, Budget complete, Purchasing commenced</i>		
<i>Parallel Pay 1 2, and 3 complete</i>	<i>Further runs to continue.</i>		

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

An amount of \$476,825 has been allocated for the Project Jigsaw Open Office Implementation in Council's Operational Plan and Budget for the 2021/2022 Financial Year.

### (b) Governance/Policy

In the modern Local Government environment, it is critical for Council to have the software tools that allow it to meet its governance requirements in an efficient and effective manner. The current Practical Plus finance / information system used by Council is very out-of-date and is unable to meet current requirements, necessitating its urgent replacement.

### (c) Legislative/Statutory

Nil.

### (d) Risk

With a project of this scale and complexity it is vital to have good governance, project management and adherence to timelines and budgets, which is why an external Project Manager with this expertise has been engaged to assist Council with the implementation of Project Jigsaw.

**(e) Social**

Practical Plus is outdated and unable to deliver the level of customer service that Council has committed itself to. Newer systems offer significant enhancements in the areas of customer service and information management, which will be of great benefit to staff in their day-to-day duties and members of the community who are interacting with Council on a range of issues.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

The external Project Manager of Project Jigsaw was consulted and contributed to the contents of this report.

**(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 2.1.07: Review the existing financial accounting software and investigate potential alternative software solutions to ensure that the finance system meets requirements in respect of organisational reporting and asset management.

**CONCLUSION**

The implementation of Project Jigsaw is moving forward with external consultants assisting with the project implementation and data migration.

The current advised go live date for Stage 1 is during June 2022.

Council's key project team continues to meet regularly to ensure that activities are progressing as quickly as possible.

**ATTACHMENTS**

- Annexure A Project Jigsaw - Project Managers Report 10 May 2022
- Annexure B Project Status Report - Open Office

**REPORT TITLE: 7.10 CORRECTION OF BOUNDARY REALIGNMENT  
REQUEST 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: Andrea Davidson - Rates Officer**

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

---

**PURPOSE**

The purpose of this report is to amend the request for 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. The **Office of Local Government (OLG)** has requested that the Item be amended to submit the request to the Minister for Local Government and the Governor instead of the OLG.

**RECOMMENDATION**

***THAT Council:***

- 1. Receives and notes this report as an amendment.***
- 2. Agrees that Tenterfield Shire Council make an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and the Shire of Tenterfield Local Government areas by transferring part Lot 140 DP751487, having an area of 40.47ha, and lots 21, 22, 59 and 60 DP753289, having a combined area of 32.38ha, from the Glen Innes Severn Council Local Government area to the Shire of Tenterfield Local Government area.***
- 3. Recommends to Tenterfield Shire Council that they obtain a prior commitment from the ratepayers involved, and that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Tenterfield Shire Council.***

## **REPORT**

### **(a) Background**

This report was originally put to Council at the Ordinary Council Meeting held on Thursday, 24 February 2022. Subsequent to this report, the OLG requested changes to the wording in the resolution. This report includes the requested amended wording in the recommendation.

At the Ordinary Council Meeting held on Thursday, 24 February 2022 the following was resolved:

### **9.02/22 RESOLUTION**

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.

### **CARRIED**

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 OLG reviews requests for Boundary realignment can take several months;
- In September 2020 an update was provided from TSC to GISC advising that 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 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 the 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 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 TSC upon the receipt of correspondence from two (2) property owners.

**(b) Internal**

Nil.

**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 and 60 DP 753289  
Annexure B    Lot 140 DP 751487

**REPORT TITLE:** 7.11 QUARTERLY UPDATE ON THE CUSTOMER SATISFACTION AND PRIORITIES ACTION PLAN AS AT 31 MARCH 2022

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Planning

**Customer Index:** NIL

**Property Index:** NIL

**AUTHORS:** Peter Sayers - Manager of Administration and Human Resources  
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 January and March 2022 for the information of Council and the community. These updates can be viewed in Annexure A in red text.

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

- The contractor assisting with the review of the Integrated Water Cycle Management Plan will be onsite in June to complete data collection and inspect all integrated water service assets;
- All data migration has been completed for the installation of automated water meters. Contractors will be onsite in May to commence installation of meters; and
- Community consultation occurred in March 2022 as part of the review of the Community Strategic Plan.
- This current Action Plan will continue to be worked on during the 2021/2022 and 2022/2023 Financial Years.

**(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 ***Local Government Act 1993 (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**

Council's Operational Plan and Budget details the activities that Council is to engage in throughout the course of the year to deliver outcomes towards the achievement of the Delivery Program. There is a risk that elements of the Action Plan may not directly link to the adopted Delivery Program.

Any formal action plans of significance that are not directly aiding the Operational Plan actions but may assist in delivering the Delivery Program outcomes must be considered as amendments to the Operational Plan, which requires the amended Operational Plan to go before Council and be placed on Public Exhibition for a minimum of 28 days, before submissions are considered and adoption can take place via a Council resolution; or they are to be considered in the following year's Operational Plan.

The Integrated Planning and Reporting Framework is to be utilised to avoid separate operational action plans and reporting avenues (not integrated), which cause inefficiencies.

**(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:

- The Manager of Integrated Water Services;
- The Manager of Governance, Risk and Corporate Planning;
- The Media and Communications Officer; and
- The Quarry Manager.

**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 March 2022

**REPORT TITLE: 7.12 GLEN INNES SEVERN COUNCIL STAFF  
ENGAGEMENT SURVEY - ACTION PLAN PROGRESS  
REPORT AS AT 31 MARCH 2022**

**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: Craig Bennett - General Manager**

---

**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**

All actions in the priority area of Recruitment Processes have now been completed. Specific actions that have been completed include:

- Timelines for advertised positions being set and reported to the **Management Executive Team (MANEX)** and the SCC;
- Human Resources staff and panel convenors 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 date of offer;
- Council's e-Recruitment platform, Scout, being updated and further improved to streamline recruitment activities;
- Recruitment and selection skills training being delivered for panel members / managers; and
- Team leaders being 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.

Recruitment times did increase again over the Christmas / New Year period, with the average time to recruit being 10.39 weeks for positions advertised in the three (3) month period from December 2021 to February 2022.

With the Christmas period over, times to recruit are again within the target period. Of 12 positions undergoing recruitment action at the end of April 2022, only two (2) were off track, with the remaining 10 on track to meet the target of eight (8) weeks.

### **Career Opportunities**

- Training in Office 365 and Microsoft Teams was completed in June 2021. Further training was budgeted for 2021/2022; however, due to the demands of the Open Office implementation, this training will be deferred until 2022/2023; 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, the impact of COVID-19 lockdowns, and the demands on staff time and resources imposed by the implementation of Open Office 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. These items may need to be carried over to the 2022/2023 year for completion.

### **Job Fit and Suitability**

There has not been a lot of additional progress with this priority area since the last update went to Council in February this year. The following progress has been made:

- 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
- A revised probationary review form has been developed and is in use. This form will continue to be updated and improved over time.

Further work is required to develop mentoring programs for positions where it may be beneficial. Once completed, this 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. Directors have recently surveyed their individual directorates to determine the effectiveness of communication within their respective areas and this information will be used to further improve the flow of information;
- 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, another on 17 November 2021, and a third meeting held on 9 March 2022;
- Council has recently transferred its mobile phone fleet to a new mobile plan with a large, shared data pool;
- Mobile equipment is currently being reviewed and upgraded across Council to bring it up to standard. This process is ongoing;
- Council has adopted a new ICT Strategic Plan, which sets out further strategies to improve digital information flow to workers, especially remote workers; and
- The next staff engagement survey has been budgeted for and is scheduled to occur in the first quarter of 2022/2023.



Council's internal communications hierarchy will require ongoing development and opportunities for MANEX to meet with staff can possibly be expanded. Other than these items, the Communication priority area has been fully addressed.

### **Collaboration**

No additional progress has been made in this priority area since it was last reported to Council. The following items have been completed or are in the process of completion.

- Council's electronic staff directory / organisational chart 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 for 2022/2023;
- 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. There is a distinct possibility at this point that some of this work may need to carry over to 2022/2023, due to conflicting work priorities.

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**

All items in this priority area have been completed, as follows.

- 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. As stated earlier, Directors have recently surveyed their individual directorates to determine the effectiveness of communication within their respective areas and this information will be used to further improve the flow of information;
- Training in Office 365 and Teams was delivered to 60 staff in June 2021, with further training budgeted for 2022/2023; 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 recently adopted 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. Ideally, all actions should be completed before the next survey early in 2022/2023; however, a small number of actions require further attention and may need to be carried forward to the next year.

### **ATTACHMENTS**

Annexure A      2020 Glen Innes Severn Council Staff Engagement Survey Action Plan as at 31 March 2022

**REPORT TITLE:** 7.13 CAPITAL WORKS PROGRAM PROGRESS REPORT  
AS AT 30 APRIL 2022

**ECM INDEXES:**

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

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Ann Newsome - Chief Financial Officer

**APPROVER/S:** 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 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 began in June 2021. As shown in image one (1), doors and external vents have been installed and construction is progressing well. The project completion has been extended by a month due to rain and is expected to be completed by 30 July 2022.



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

### Airport Master Plan

Rehbein Airport Consulting is continuing 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. It is expected that this will be completed by 30 June 2022.

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

#### New Finance System and Implementation

Project Jigsaw continues to progress with a planned “go live” during June 2022. Project Jigsaw is well into **user acceptance training (UAT)**.

The first of three (3) payroll parallel runs have been completed, with a complete mirrored pay run being entered in Open Office. UAT has commenced with the Rates module, with the rates team commencing UAT with the raising of a rates levy and setting the rates fees and charges. Testing on procurement, inventory, accounts payable, accounts receivable and the general ledger will take place during May.

Stage One implementation includes payroll, procurement, inventory, accounts payable, accounts receivable including general and water rating and general ledger and reporting modules.

#### Installation of Automated Water Meter Reading

This project physically continued in April with meters in Deepwater being vacuum cleaned in preparation for the installation of replacement meters. All meters in Deepwater have now been replaced by automated meters.

Meters are being installed by contractors Taggle Systems and the new meters have started to transmit data. The benefits of the system are very obvious with some customer leaks identified within the first few days.

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

#### Local Roads and Community Infrastructure Grant Phase 3

April has continued to see rain events cause extended delays across the capital works program, with natural disaster recovery work taking precedence to maintain essential access across the network. An example of the damage to the road network is shown in image two (2) damage to Sara River Road.



Image 2: Flood Damage on Sara River Road

**(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 the percentage 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	\$7,515,438	\$6,454,028	85.88%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$6,188,765	\$6,179,003	\$3,981,508	64.44%
CAPITAL WORKS PROGRAM 2021/2022	\$17,464,451	\$19,745,998	\$4,474,843	22.66%
CAPITAL WORKS PROGRAM REVOTES	\$1,298,626	\$1,318,626	\$776,458	58.88%
<b>TOTALS</b>	<b>\$27,941,771</b>	<b>\$34,759,065</b>	<b>\$15,686,836</b>	<b>45.13%</b>

**(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 and Regulatory Services;
- 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 Saturday, 30 April 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: 7.14 RATES AND CHARGES AS AT 30 APRIL 2022**

**ECM INDEXES:**

**Subject Index: RATES AND VALUATIONS: Reporting**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Andrea Davidson - Rates Officer**

**APPROVER/S: 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 the end of the reporting month.

**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 the end of the reporting month for both rates and charges and water consumption charges compared to the same period last year are as follows:

	<b>30 April 2022</b>	<b>30 April 2021</b>
Rates and Charges	\$2,472,143.55	\$2,532,892.76
Water Consumption Charges	\$206,441.54	\$291,219.80
<b>Total Outstanding</b>	<b>\$2,678,585.09</b>	<b>\$2,824,112.56</b>

The following table provides details of outstanding rates and charges as at the end of the reporting month:

<b>Outstanding Rates and Charges</b>	<b>30 April 2022</b>
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,685,848.04
Pension Concession	-\$396,650.81
Amounts collected as at 30 April 2022	-10,598,130.54
<b>Total Outstanding Rates and Charges</b>	<b>\$2,472,143.55</b>

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 the end of the reporting month 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 \$396,650.81; reducing the amount of income derived from these rates and charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$178,492.87. The remaining 55% (\$218,157.94) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding rates and charges at 30 April 2022 were \$2,472,143.55 which represents **18.91%** of the total annual rates and charges levied and outstanding of \$13,070,274.09 compared with the outstanding rates and charges of \$2,532,892.76 at the same time last year. This represented **19.97%** of the total annual rates and charges levied and outstanding of \$12,685,792.10 at the same time last year.

## E-Notices

At the end of the reporting period there were 933 ratepayers registered for E-Notices. These ratepayers generate 1,241 individual rate notices which are distributed by email. This represents 22.23% of all rate notices issued. These figures are based on the 5,582 rates and water notices issued from 1 July 2021 until the end of the reporting month.

## Water Consumption Charges

The following table provides details of outstanding water consumption charges as at the end of the reporting month:

<b>Outstanding Water Consumption Charges</b>	<b>30 April 2022</b>
Water Consumption Charges and arrears as at 30 June 2021	\$320,412.89
Water Consumption charges and adjustments 2021/2022 year to date (YTD)*	\$973,185.93
Amounts collected as at 30 April 2022	-\$1,087,157.28
<b>Outstanding Water Consumption Charges</b>	<b>\$206,441.54</b>

The outstanding Water Consumption Charges as at the end of the reporting month of \$206,441.54 represents **15.96%** of \$1,293,598.82, compared with the outstanding Water Consumption Charges of \$291,219.80 at the same time last year. This represents **23.39%** of the total Water Consumption Charges levied and outstanding of \$1,245,175.05 as at the same time last year. 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 96 ratepayers who have entered arrangements for the payment of their rates, totalling \$175,600.40. This is a decrease of \$27,303.50 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 the end of the reporting month represent **18.91%** of the total annual rates and charges levied and outstanding from previous years by Council (compared with **19.97%** as at the same time last year).

The outstanding Water Consumption Charges at the end of the reporting month represents **15.96%** of the total Water Consumption Charges issued and outstanding from previous years (compared with **23.39%** as at the same time last year). This percentage is higher due to the timing of the accounts being levied for this period.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.15 INVESTMENTS REPORT AS AT 30 APRIL 2022**

**ECM INDEXES:**

**Subject Index: FINANCIAL MANAGEMENT: Investments**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Ann Newsome - Chief Financial Officer**

**APPROVER/S: 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 the end of the reporting month.

### **RECOMMENDATION**

*That Council notes the information contained in this report.*

### **REPORT**

**(a) Background**

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

**(b) Discussion**

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


Council selects banks based on rating, return and term of investment. It is expected that future investments will continue to target returns while aiming to select institutions with a high **Standard and Poor's (S&P)** rating. This is done by rolling investments between banks that meet Council's 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 three (3) responsible investments. Three (3) parcels of \$1M investments with Westpac's Green Tailored Deposits.

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

<b>Bank Reconciliation Statement</b>		
<b>Balance as per General Ledger</b>		
Opening Balance	1 April 2022	\$7,579,857.93
Movements		\$ 5,497,338.49
Closing Balance	30 April 2022	\$ 13,077,196.42
Less unprocessed Bank Statement Transactions		\$ -
<b>Total:</b>		<b>\$ 13,077,196.42</b>
<b>Balance as per Statement</b>		
	30 April 2022	\$ 13,075,337.91
Less Unpresented Payments		-\$ 5,666.39
Plus Unpresented Debits		\$ 7,524.90
Less Unpresented Deposits		
<b>Total:</b>		<b>\$ 13,077,196.42</b>
		
Responsible Accounting Officer		
12 May 2022		

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

### SUMMARY OF INVESTMENTS:

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
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
A3/BBB+	28/07/2022	1.15%	Judobank	Yes	700,000	2,006.99
A1+/AA-	28/07/2022	1.11%	Westpac Banking Corporation (9)	Yes	1,000,000	2,767.40
A1+/AA-	29/07/2022	0.38%	CBA (15)	Yes	1,000,000	3,800.00
A1+/AA-	29/07/2022	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-	23/09/2022	0.35%	CBA (12)	Yes	1,000,000	3,480.82
A1+/AA-	21/10/2022	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
A1+/AA-	6/03/2023	0.94%	Westpac Banking Corporation (6)	Yes*	1,000,000	9,451.51
A2/BBB	21/03/2023	1.25%	AMP (10)	Yes	700,000	8,750.00
A1+/AA-	24/03/2023	1.24%	Westpac Banking Corporation (1)	Yes	1,000,000	12,400.00
A1/A+	5/04/2023	1.60%	Macquarie	Yes	900,000	14,400.00
<b>Expected Average Return 21/22</b>		<b>0.65%</b>	<b>Total Investments</b>		<b>18,000,000.00</b>	<b>96,552.88</b>
<b>Actual Average Return Received YTD</b>		<b>0.55%</b>	<b>Cash on Hand</b>		<b>13,077,196.42</b>	
<b>Total Cash and Investments</b>					<b>31,077,196.42</b>	

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

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

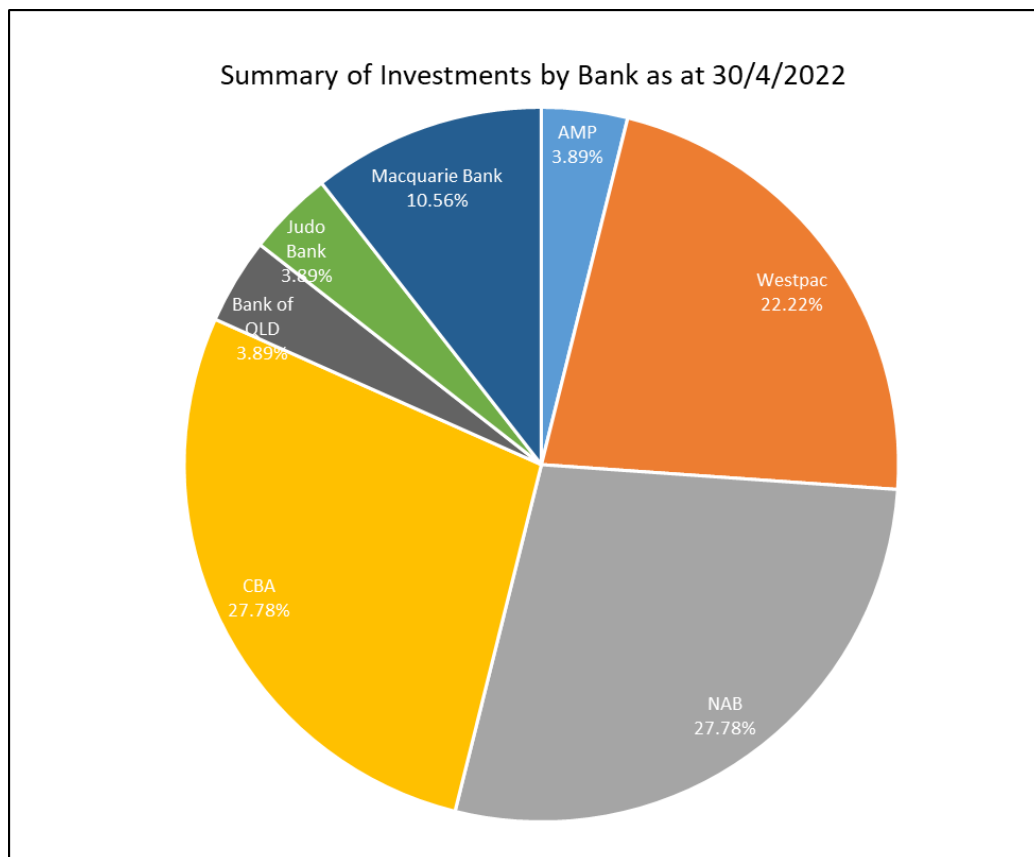
<b>Interest received for year to 30 April 2022</b>	<b>\$65,535.49</b>
--	--------------------

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

<b>Investment Movements</b>	
<b>Opening Balance as at 1 April 2022</b>	<b>17,100,000</b>
<b>Less:</b>	
Maturities (2)	1,700,000
<b>Subtotal</b>	<b>15,400,000</b>
<b>Plus</b>	
Rollovers (2)	1,700,000
New Investments	900,000
<b>Current Balance as at 30 April 2022</b>	<b>18,000,000</b>

During the reporting month, there were two (2) investment maturities with two (2) investments being rolled over and one (1) new investment.

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. This stance is currently being reviewed as interest rates rise.

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 0.65%. This is a reduction on the actual average return of 1.37% 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 the reporting month is 0.02%.

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

Investment Balances	This Year	Last Year
Opening Balance as at 1 April	17,100,000	16,100,000
Current Balance as at 30 April	18,000,000	15,100,000

**(b) Governance/Policy**

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

**COUNCIL'S PORTFOLIO COMPLIANCE**

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	18,000,000
Yes	AA	77.78%	14,000,000	100%	4,000,000
Yes	A	10.56%	1,900,000	45%	6,200,000
Yes	BBB	11.67%	2,100,000	25%	2,400,000
Yes	Government	0.00%	-	100%	18,000,000
		<b>100.00%</b>	<b>18,000,000</b>		

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

**(c) Legislative/Statutory**

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

Section 625 of the Act states the following:

**How may Councils invest?**

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

Section 212 of the Regulation states the following:

**Report on Council's Investments**

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

**(d) Risk**

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

**Risk Assessment of Investment Portfolio**

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term deposits	Low	Low	18,000,000	100%
<b>Total</b>			<b>18,000,000</b>	<b>100%</b>

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:** 7.16 BORROWINGS REPORT AS AT 30 APRIL 2022

**ECM INDEXES:**

**Subject Index:** FINANCIAL MANAGEMENT: Loans

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Ann Newsome - Chief Financial Officer

**APPROVER/S:** 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 the end of the reporting month.

### **RECOMMENDATION**

*That Council notes the information contained in this report.*

### **REPORT**

#### **(a) Background**

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

**(b) Discussion**

The following tables detail the interest rates, loan completion dates, and balances as the end of the reporting month for each of Council's borrowings in each of the respective funds:

General Fund						
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date		Balance
1	TCORP "Wattle Vale" and RFS Loan	3.95%	12/12/2016	8/12/2036		\$ 1,676,782.80
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036		\$ 598,500.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025		\$ 148,948.33
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027		\$ 1,940,827.33
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022		\$ 94,654.72
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023		\$ 227,036.37
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025		\$ 340,914.72
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025		\$ 1,363,658.88
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035		\$ 1,124,880.27
<b>Total General Fund Liability</b>						<b>\$ 7,516,203.42</b>

\*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		\$ 1,601,700.00
<b>Total Water Supply Fund Liability</b>						<b>\$ 1,601,700.00</b>

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
<b>Total Sewer Fund Liability</b>						<b>\$ 945,770.54</b>

<b>TOTAL LOANS LIABILITY</b>						<b>\$ 10,063,673.96</b>
------------------------------	--	--	--	--	--	-------------------------

## 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 \$10,063,673.96 as at the end of the reporting month. Council's debt service ratio at the 30 June 2021 was 2.61%, which is within Office of Local Government guidelines.

### (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: 7.17 WORKPLACE INJURY MANAGEMENT REPORT AS AT  
30 APRIL 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 30 April 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	2
YTD New Claims (Non-Premium Impacting)	8	6	10	4
YTD Total New Claims	16	10	15	6
YTD Time Lost Due to Injury (LTI Days)	40	79	29	298
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				4
Open Non-Premium Impacting Claims (Current Year)				1
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	\$44,500.00
Scheme Performance Rebates	\$55,620.88	\$24,593.67	\$34,953.89	\$34,265.14

This report covers the month of April 2022. There were no new workers compensation claims during the month and no claims were finalised.

Lost time increased during this period due to one (1) worker being unable to sustain suitable duties. There will be an accompanying increase in claims costs for both medical and wage expenses.

Council, StateCover, the rehabilitation provider, and allied health professionals have put considerable effort and resources into providing and monitoring a sustainable recover at work process for all injured workers.

**(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; however, the Workers Compensation Insurance premium estimate remains for the year at \$213,206.95.

**(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 April to 30 April 2022 saw no new workers compensation claims, and an increase in both lost time and claims costs.

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 ABORIGINAL CONSULTATIVE COMMITTEE -  
ELECTION OF COMMITTEE

**ECM INDEXES:**

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

**Customer Index:** Aboriginal Consultative Committee

**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 for Council to consider endorsing recommendations made at the Aboriginal Consultative Committee meeting held on Wednesday, 4 May 2022.

### RECOMMENDATION

*That Council endorses the following seven (7) community representatives as the elected Aboriginal Consultative Committee:*

- *Rosemary Curtis – Elder representative;*
- *Jessica Hooper – Boorabee Aboriginal Corporation;*
- *Julia Morgillo – Aboriginal Community representative;*
- *Karen Potter - Local Aboriginal Lands Council;*
- *Teniah Villiers – Cooramah Aboriginal Corporation;*
- *Elena Weatherall – Aboriginal Community representative; and*
- *Philip Winzer - Local Aboriginal Lands Council.*

## **REPORT**

### **(a) Background**

The Aboriginal Consultative Committee includes representation from Aboriginal community members. The Committee is required to consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Aboriginal Consultative Committee was held on Wednesday, 4 May 2022. Seven nominations were received for membership of the committee.

The representatives who nominated for the Aboriginal Consultative Committee are aware of the following conditions, as outlined in the **Manual for Community Committees of Council (the Manual)**:

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

### **(b) Discussion**

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

The AGM Minutes of the Aboriginal Consultative Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council.

The following seven (7) people submitted nominations; all being recommended for appointment to the Committee:

- Rosemary Curtis – Elder representative;
- Jessica Hooper – Boorabee Aboriginal Corporation;
- Julia Morgillo – Aboriginal Community representative;
- Karen Potter - Local Aboriginal Lands Council;
- Teniah Villiers – Cooramah Aboriginal Corporation;
- Elena Weatherall – Aboriginal Community representative; and
- Philip Winzer - Local Aboriginal Lands Council.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022, Council's representatives on this Committee are the Mayor (Councillor Rob Banham), Councillor Carol Sparks, the Director of Corporate and Community Services, Manager of Community Services, and Life Choices – Support Services Administration and Quality Officer.

The Mayor performs the function of Chairperson with the secretary role performed by Council administration staff.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

As this is an advisory Committee of Council, the Aboriginal Consultative Committee has no financial delegations. Its purpose is to discuss key issues and make recommendations to Council.

**(b) Governance/Policy**

The AGM has been carried out in accordance with the Manual. All community representatives who nominated for the Aboriginal Consultative Committee are aware of the conditions as outlined in the Manual.

The Aboriginal Consultative Committee does not have any delegated Council powers or responsibilities but provides a forum for residents and interest groups to provide input into Council policies and strategies as they are formulated and reviewed.

**(c) Legislative/Statutory**

The Aboriginal Consultative Committee is a Committee of Council under the provisions of Section 355 of the *Local Government Act 1993*.

**(d) Risk**

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

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

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

**(e) Social**

The Aboriginal Consultative Committee provides a forum between Council and the Aboriginal community to raise, discuss and share issues. This results in increased awareness across the wider Aboriginal community about current services or activities provided in the Local Government Area.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Representatives of the Aboriginal community were consulted with regarding the contents of this report.

**(b) Internal**

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

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

This item links to Council's Delivery Program Action CS 5.1 'Promote partnerships between the community and Council in achieving this objective'.

**CONCLUSION**

The Aboriginal Consultative Committee duly considered the matters brought before it, and the recommendations arising from the AGM require endorsement by Council.

The Aboriginal Consultative Committee has elected seven (7) members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

**ATTACHMENTS**

Annexure A Aboriginal Consultative Committee - AGM Minutes 4/5/2022

**REPORT TITLE: 7.19 CORPORATE AND COMMUNITY SERVICES:  
MONTHLY REPORT FOR APRIL 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 towards completing the objectives in 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 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.

## 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 25 applications for 603 Certificates in April 2022 compared to 31 applications for the same month last year. Year to date, there have been 333 applications compared to 310 applications for the same period last year.

## RISK MANAGEMENT

During the month there were no incidents reported to Council. The below table sets out figures against the area in which an incident relates to. The table also provides year to date figures for the current year and 2020/2021:

Description	Incidents		
	April	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	0	9	27
Council Property Damage	0	1	4
Volunteer Incidents – Personal Injury	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>17</b>	<b>62</b>

## COMPLAINTS

Complaints range across all areas of Council. 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
February	4
March	0
April	7
<b>Year to Date Total</b>	<b>18</b>

Of the seven (7) complaints received in April, six (6) were determined to be valid and one (1) was not valid (not relating to a function of Council). Two of the complaints have been resolved satisfactorily. The remaining four (4) complaints are under investigation.

## COUNCIL POLICIES REVIEWED AND AMENDED NOT REQUIRING COUNCIL ADOPTION (Corporate Governance Policy Framework)

There were no Policies amended during the period of April 2022 that did not require going before Council.

### The Youth Booth Update

The month of April was a busy month for The Youth Booth with both the School Holidays and Youth Week from Monday, 4 April until Friday, 14 April 2022. A grant was received from the NSW Government which allowed for three (3) events to be conducted during Youth Week.

The events as reported in the April Business Paper included the outdoor movie night, an excursion to the Willows and a skate park event, which were enjoyed by the youth in attendance. A total of 26 youth participated in the Community Drug Action Team (CDAT) organised guest speaker workshop to improve their drug and alcohol awareness.

The figures below highlight the statistics for The Youth Booth in March. The highest number in one (1) day was 26 attendees.

The Youth Booth	April
Number of registered members	81
Average number of visits per day	13
Highest number of attendees in one (1) day	26
Number of registered volunteers (as at last day of month)	3
Number of days registered volunteers attended	1

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

The daily number of children booked in to after school care remains above budgeted.

- Vacation Care 25.1 (9days)
- After School Care 24.9 (10 days)

### CAFS – Supported Family Programs

The statistics for the CAFS Supported Family Programs are set out in the table below:

Program	Location	No. of Families	No. of Children
My Time (for Carers)	Glen Innes	0	0
Supported Playgroup Wyaliba	Wyaliba	6	6
Aboriginal Playgroup	Glen Innes	3	3
CAFS Playgroup	Pool House	12	13
NDIS*	Pool House	0	0
<b>TOTAL</b>		<b>21</b>	<b>22</b>

\*NDIS services /early intervention, position is in the recruitment stage.



There was only one (1) week of each playgroup in April and no Mytime in April.

### Life Choices - Support Services

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

As at 30 April 2022, the number of consumers accessing services with LC-SS was 407, as detailed in the following table:

Local Government Area	Total Number of Consumers	NDIS	People who are Older (DoH)	Private Funding Source
Glen Innes Severn	302	38	259	5
Gwydir Shire	2	0	2	0
Inverell Shire	62	0	62	0
Tenterfield Shire	41	0	41	0
<b>TOTAL</b>	<b>407</b>	<b>38</b>	<b>364</b>	<b>5</b>

#### (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 provide 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**

Nil.

**(b) Internal**

Information has been provided from the Debtors Officer, Manager of Governance, Risk and Corporate Planning, Youth Worker, Customer Services Officer (LC-SS) and Educator Assistant.

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

The information contained within this report demonstrates the work carried out by staff in achieving the strategic and operational objectives as outlined in Council's various plans for the 2021/2022 Financial Year.

**CONCLUSION**

The information provided in this report updates Council on the key activities undertaken the Directorate during the last month.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:** 7.20 REVIEW OF ENFORCEMENT POLICY

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Policy

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Emily Leach - Building and Environmental Health Officer

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

---

### PURPOSE

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

### RECOMMENDATION

*That Council adopts the revised Enforcement Policy.*

### REPORT

#### (a) Background

The Enforcement Policy was last adopted by Council on 22 September 2016 and is due for review every three (3) years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review and adoption.

In 2015 the NSW Ombudsman produced a document to assist councils in developing a 'good practice' enforcement guideline. This document set out procedures to help councils act promptly, consistently and effectively in response to allegations of unlawful activity.

**(b) Discussion**

The current Enforcement Policy has provided clear guidelines for regulatory staff in the exercise of discretion in dealing with action requests or complaints about unlawful activity. In December of 2015 the NSW Ombudsman updated and expanded the Enforcement Policy Guidelines for Councils and as a result a new Model Enforcement Policy was developed.

The guidelines assisted Councils to develop better processes for authorised officers when engaging with individuals and businesses who may be breaking the law. The guidelines recognise that choosing the most appropriate regulatory option in a particular circumstance is often not easy. It can require a complex decision-making process that balances competing public interests and priorities. The current Enforcement Policy (**Annexure B**) was minimally amended to keep the policy in line with the 2015 model policy template provided by the NSW Ombudsman. The revised Policy aims to continue to establish clear guidelines and protocols for Council staff in the management of Council's regulatory activities.

The revised Enforcement Policy outlines matters to be considered at the various stages of the enforcement process. This includes from the receipt and investigation of a report alleging unlawful activity, through to what enforcement option Council will choose. This may include whether to commence any legal proceedings.

The reviewed Policy reflects how Council staff deal with complaints and enforcement action in the field. The first step is to discuss the matter with the litigant, then confirm the discussion and the agreed course of action in writing. A large majority of complaints and enforcement action end at this point as the matter is resolved. If the matter has not been resolved then a notice is served, followed by an order if the matter is still unresolved. Failure to resolve the matter after these actions, may result in staff recommending to Council that legal action be undertaken.

It should be noted that Council Officers are delegated with various levels of authority depending on their role or function within Council. However, these delegations do not extend to offences relating to the commencement of legal proceedings. Prior to legal proceedings at the level of or above that of a district court jurisdiction, the matter shall be reported to Council, for action. All Land and Environment Court legal proceedings undertaken by Council require a Council resolution to proceed.

**(c) Options**

**Option 1**

That Council adopts the revised Enforcement Policy.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council does not approve the adoption of the reviewed Enforcement Policy and provides recommendations.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Council may incur a financial cost should legal proceedings eventuate as a result of an unlawful activity not being able to be resolved. Council has a provision of \$5,000 for legal costs in the Operational Plan and Budget for the 2021/2022 Financial Year.

### **(b) Governance/Policy**

Once adopted by Council, the revised Enforcement Policy will become policy of Council.

The Glen Innes Severn Council Enforcement Policy provides guidance to Council's Regulatory Officers, to ensure that a consistent and effective approach is being undertaken in response to unlawful activity.

### **(c) Legislative/Statutory**

Glen Innes Severn Council is imbued with functions under Section 21 of the *Local Government Act 1993*. Further Legislative functions are conferred under Sections 22 of the *Local Government Act 1993*.

### **(d) Risk**

Nil.

### **(e) Social**

The Policy reinforces Council's commitment to:

- Preventing or minimising harm to health, welfare, safety, property or the environment;
- Improving the safety and amenity of residents and visitors to the area;
- The collective good, the welfare of the community or the public interest;
- Promoting social policies (e.g. to preserve or protect the environment);
- Managing risks;
- Upholding social order;
- Meeting the expectations of the community;
- Encouraging the reporting of possible unlawful activity from the community; and
- Making the regulated community aware of their legal obligations and how to comply.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Consultation was undertaken with Regulatory Staff. There was no requirements to undertake any further changes other than readability and legislative references.

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

This item links to Council's Delivery Program Community Service Action CS 7.1.4: Provide an effective regulatory service by way of suitably qualified and trained staff.

**CONCLUSION**

Council's Enforcement Policy has been revised to include changes that have occurred since the current Policy was adopted in 2016. Changes are relatively minor, and the revised Policy is now presented to Council for review and adoption.

**ATTACHMENTS**

Annexure A     Draft - 'Enforcement Policy' V5  
Annexure B     Current - Enforcement Policy 2016

**REPORT TITLE:** 7.21 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR APRIL 2022

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Reporting

**Customer Index:** NIL

**Property Index:** NIL

**AUTHORS:** Tracey Henderson - Acting Personal Assistant (Director of Development, Planning and Regulatory Services)  
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:

- Saleyards;
- Regulatory and Planning Services;
- Recreation and Open Spaces; and
- 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 April until 30 April 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	69	117
Average Determination Time (days) – All Applications	21	11
Average Determination Time (days) – Minor Development*	22	11
Average Determination Time (days) – Major Development**	34	18
Value of DAs	\$13,147,663	\$14,746,307
Number of Single Dwellings	23	27
Number of Subdivisions	4	8
Number of Multi Until Dwellings	1	0
Number of Commercial Developments	7	9
Number of Industrial Developments	3	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

**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	6		8	
Value of CDCs	\$242,900		\$533,295	
Number of Single Dwellings	1		1	
	Urban	0	Urban	0
	Rural	0	Rural	1
	Village	1	Village	0



## DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – April 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 161* of the *Environmental Planning and Assessment Regulation 2021*, the following table lists the April 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
DA100/2018 Modification#	2 Lot Subdivision	51 Caerleon Road, Glen Innes
DA63/21-22	Construct Dwelling	14043 Gwydir Highway, Glen Innes
DA67/21-22	Alterations and Additions to an Existing Dwelling	10 Sayers Close, Glen Innes
DA71/21-22	Boundary Adjustment/Consolidation	166 Ferguson Street, Glen Innes

Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest. The development satisfies the relevant aims, objectives and provisions of both the *Glen Innes Severn LEP 2012* and *Glen Innes Severn DCP 2014*.

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

## RECREATION AND OPEN SPACES

### Cemeteries

Funerals are being attended to as required. Maintenance is being carried out at the cemeteries as time and resources allow.

### Parks and Sporting Fields

The parklands are a picture at the moment with the autumn colour on the trees. Attention was prioritised for ANZAC park with mowing in preparation for the ANZAC ceremony. Building Maintenance staff have assisted Parks and Gardens to repaint the small gazebo in the park and remove the old lattice to reduce the ongoing vandalism and graffiti.

### Aquatic Centres

Both aquatic centres have closed for the swim season with routine checks and maintenance as required.

## Other Open Spaces

CBD event flags will be installed to promote the May Celtic Festival. Maintenance works and mowing were a priority at the end of April to prepare the grounds for this event.

Courtyards and public toilets are all being maintained, and major winter maintenance will commence shortly. Storm damaged street trees have been attended to.

## SALEYARDS

The following tables provide 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	4,407	5,109	4,655	7,278	8,014
Special cattle sale	3,368	2,989	1,897	9,422	10,337
<b>Total cattle</b>	<b>7,924</b>	<b>9,419</b>	<b>8,817</b>	<b>28,171</b>	<b>26,001</b>

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat sheep	26,247	30,034	29,007	72,143	62,658
<b>Total sheep</b>	<b>26,247</b>	<b>30,034</b>	<b>29,007</b>	<b>72,143</b>	<b>62,658</b>
<b>Sheep gross value</b>	<b>\$4,064,728.50</b>	<b>\$4,894,055</b>	<b>\$3,867,411</b>	<b>\$7,685,449</b>	<b>\$6,472,152</b>

### (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.

**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 April 2022.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.22 RECOMMENDATIONS FROM THE LOCAL TRAFFIC COMMITTEE**

**ECM INDEXES:**

**Subject Index: TRAFFIC AND TRANSPORT: Planning  
CORPORATE MANAGEMENT: Meetings - Local Community Committees**

**Customer Index: Local Traffic Committee**

**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 for Council to consider endorsing recommendations made at the **Local Traffic Committee (LTC)** Meeting held on Tuesday, 3 May 2022.

### **RECOMMENDATION**

***THAT Council:***

- 1. Approves recommendation 5.1 from the Glen Innes Local Traffic Committee meeting held on Tuesday, 3 May 2022:***

***“That a permanent bus zone at Glen Innes High School on Edward Street, Glen Innes as outlined in Report 5.1, prepared by Senior Design Officer, Mike Stone, be implemented as unanimously recommended by the voting members of the Committee.”***

- 2. Approves recommendation 5.2 from the Glen Innes Local Traffic Committee meeting held on Tuesday, 3 May 2022:***

***“That the Bus Zone Extension at Emmaville Central School, Park Street Emmaville as outlined in Report 5.2, prepared by Senior Design Officer, Mike Stone, be implemented as unanimously recommended by the voting members of the Committee.”***

## REPORT

### (a) Background

The LTC includes representation from NSW Police, **Transport for NSW (TfNSW)**, **Glen Innes Severn Council (GISC)**, and a nominee of the Member for Northern Tablelands, The Hon. Adam Marshall. The Committee is formed to consider traffic and transport issues within the GISC Local Government Area.

### (b) Discussion

The Minutes of the LTC for the meeting held on Tuesday, 3 May 2022 are attached (**Annexure A**). The following recommendations were made at the meeting for consideration by Council:

- That the recommendation that a permanent bus zone at Glen Innes High School on Edward Street, Glen Innes as outlined in *Report 5.1 (Annexure B)*, prepared by Senior Design Officer, Mike Stone, be implemented; and
- That the recommendation that the Bus Zone Extension at Emmaville Central School, Park Street Emmaville as outlined in *Report 5.2 (Annexure C)*, prepared by Senior Design Officer, Mike Stone, be implemented.

A voting member representing NSW Police was not present at the meeting, however, unanimous support for this recommendation was received by Monday, 9 May 2022 via email from all parties.

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Adequate funds are available in the Operational Plan and Budget for the 2021/2022 Financial Year within the Urban sealed road maintenance budget to procure and install the recommended signage and line marking. The estimated combined cost of both projects is \$3,200.

### (b) Governance/Policy

The LTC is not a committee of Council and there are no policies of Council that particularly relate to this matter.

**(c) Legislative/Statutory**

The *Transport Administration Act 1988* confers the following powers to the TfNSW:

- to exercise the functions relating to safety and traffic management set out in Section 52A;
- to delegate its functions to other public agencies such as councils (Section 50); and
- to give directions to public authorities in relation to TfNSW functions under Part 6 (Section 53A).

The TfNSW document “A guide to the delegation to councils for the regulation of traffic Including the operation of Traffic Committees” outlines the responsibilities Council has in terms of recommendations from the LTC.

Council is obliged to consider the recommendations of the LTC, which may be implemented if Council agrees. In the event that the LTC recommendations are not unanimous, or Council wishes to act contrary to unanimous LTC advice, Council must notify the Police and TfNSW representatives on the LTC and refrain from taking any action for a period of 14 days to allow opportunity for an appeal to the Regional Traffic Committee.

**(d) Risk**

When installing traffic signs and devices on Council's road network, relevant Traffic Control Plans and Safe Work Method Statements will be implemented and followed.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

There are no asset management implications arising from this report as these assets are below the capitalisation threshold and will be captured as an operational cost.

## **CONSULTATION**

### **(a) External**

The LTC facilitates consultation between NSW Police, TfNSW, GISC, and the nominee of the Member for Northern Tablelands, The Hon. Adam Marshall.

### **(b) Internal**

The reports to the LTC were prepared by Council's Senior Design Officer in consultation with the Acting Manager of Infrastructure Delivery and Director of Infrastructure Services. The reports were considered by the Committee.

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

This item links to IM 1.3 Maintain appropriate levels of service across the LGA.

## **CONCLUSION**

The LTC duly considered those issues requiring the use of delegated authority by Council, and it is recommended that the LTC recommendations are adopted.

## **ATTACHMENTS**

- |            |   |
|------------|---|
| Annexure A | Local Traffic Committee Minutes - 3 May 2022  |
| Annexure B | Report 5.1 - Proposed Bus Zone - Glen Innes High School, Edward Street, Glen Innes          |
| Annexure C | Report 5.2 - Proposed Bus Zone Extension - Emmaville Central School, Park Street, Emmaville |

**REPORT TITLE: 7.23 INFRASTRUCTURE SERVICES: MONTHLY REPORT FOR APRIL 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.

### **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 design, construction and maintenance of Council's civil infrastructure including roads, bridges, footpaths, drainage network and aerodrome;
- Maintenance, acquisition and disposal of a modern light and heavy plant fleet;
- Operating and maintaining the Sewer Treatment Facility and the Glen Innes and Deepwater Water Treatment Facilities;
- Glen Innes Aggregates Quarry;



- Assistance and support of emergency services and Community Recovery; and
- Land and Property Management.

(b) Discussion

**INFRASTRUCTURE DELIVERY**

The unfavourable wet conditions during February and March resulted in a delay to scheduled road maintenance and capital projects, with works crews diverted to emergency repairs. Lack of dry gravel supply, and ground conditions remain unfavourable for works in many locations, and this has also played a part in these delays.

Potholes and washouts have appeared throughout our road network as waterlogged pavements struggle to cope. Works crews have also experienced several catastrophic pavement failures with springs breaking out in new areas. Council’s maintenance and capital works programs have been paused, allowing our works crews to be deployed to emergency repairs on flood-damaged roads and during April, Council’s works teams have continued to work on flood-affected roads.

During May, some of the works teams will recommence capital works projects and regular maintenance programs. Council will however continue to allocate much of its resources to flood-affected roads for the foreseeable future.



Image 1 – Progression of works on Ben Nevis Road

A map showing the completion of grading and flood-damaged sections is included as **Annexure A**.

## MAINTENANCE ENQUIRIES AND RESPONSES

**Table 1** below categorises maintenance enquiries into categories based on assigned timeframes. Council aims to have at least 90% of issues resolved within the priority timeframe. Extensive natural disaster recovery issues are having an adverse effect on this key performance indicator.

Year	Total Reports	Out of Time		In Time	
		Completed	Yet to be Completed	Completed	Yet to be Completed
2021	949	60	49	815	25
		11%		89%	
2022	444	7	86	241	110
		21%		79%	

Table 1

## INTEGRATED WATER AND SUSTAINABILITY SERVICES

The Beardy and Deepwater Weirs have remained full and flowing throughout the reporting period. Contractors have commenced the installation of Taggle automatic water meters in Deepwater, enabling the more efficient collection of water data moving forward. This project will be completed in both Glen Innes and Deepwater by the end of June.

Water pumped from the ponds to the **Water Treatment Plant (WTP)** for processing in the month was 36.6ML. Water pumped and processed at Deepwater was 2.21ML. Throughout the reporting period, no traces of blue-green algae were present in the Beardy Weir or the Deepwater Weir.

The **New South Wales (NSW)** Health Drinking Water Monitoring Program Results Report for the month is attached as **Annexure B**. The report shows that 100% of the samples provided were within the **Australian Drinking Water Guidelines (ADWG)** for chemistry with the exception of turbidity. There was one exception count for turbidity in the microbiology results and this is presumed due to sampling issues resulting from dislodgement of accumulated manganese deposits in the reticulation system.

## GLEN INNES AGGREGATES

Blast operations were conducted at **Glen Innes Aggregates (GIA)** on the western side of the old office building, with good results produced by the new drill and blast contractors. GIA now has 27,500 tonnes ready for crush and screening, which will provide **Densely Graded Base (DGB) 20** and aggregates for upcoming road maintenance and construction projects.

Sales have been consistent over the month with select fill and quarry rock being the majority of materials loaded out. Also over the month, 3,000 tonnes of granite was screened and 4,000 tonnes of DGB 20 was mixed and tested for the car park for the new Warwick Twigg Indoor Sports Stadium.

The old weighbridge has been taken offline and the new weighbridge will be ready for use once the approval from the regulator is finalised.

### **PLANT AND FLEET**

Staff vacancies have been creating additional demands on workload. A qualified mechanic role has now been filled by a returning staff member.

Registration inspections have been completed for upcoming renewals.

### **EMERGENCY MANAGEMENT AND RECOVERY**

The **Local Emergency Management Officer (LEMO)** continued meetings with local contractors for the **Emergency Operations Centre (EOC)** Critical Upgrade Program at the Northern Tablelands Fire Control Centre. The project aims to address lessons identified from the 2019 bushfires ahead of the coming fire season.

#### **(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 Carparks Policy, Risk Management Footpath and Cycleway Policy and the Roads Hierarchy 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.

#### **(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Council obtains water analysis data from the NSW Health Drinking Water Database.

**(b) Internal**

Nil.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.03: 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     Grading Accomplishment Map  
Annexure B     Drinking Water Monitoring Program Results Report

## **8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE**

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE -  
REPORT AND MINUTES

### ECM INDEXES:

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

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

Property Index: NIL

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

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

---

### PURPOSE

The purpose of this report is to provide Council with the minutes of the **Audit, Risk and Improvement Committee (ARIC)**; namely ARIC Meeting Minutes Friday, 4 March 2022 (*Annexure A*), and ARIC Meeting Minutes Friday, 10 December 2021 (*Annexure B*).

### RECOMMENDATION

*That Council notes the information contained in this report.*

### REPORT

#### (a) Background

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

The **Office of Local Government (OLG)** has since been working with key stakeholders and industry experts to develop the regulatory framework that will support the operation of ARICs, and the establishment of a risk management and internal audit function in each council.

The OLG released draft *Risk Management and Internal Audit for Local Councils in NSW* Guidelines in August 2021.

Council has established its ARIC based on the requirements outlined in the draft guidelines.

**(b) Discussion**

Council held its inaugural ARIC meeting on Friday, 5 March 2021. Prior to the meeting, an induction was held for the ARIC members to understand the organisational structure of Council, meet key personnel and to understand the strategic risks facing Council.

The ARIC Charter was adopted by Council at the June 25, 2020 Ordinary Council Meeting (Resolution Number 6.06/20). The ARIC endorsed the Charter at its inaugural meeting.

The ARIC also endorsed the Internal Audit Charter at its inaugural meeting with minor amendments recommended around timelines for written responses to interim audit reports, to include Council's values under Core Principles, and to recommend a Chief Audit Executive prior to the next meeting.

A point of discussion was around how the ARIC would interact with Councillors. It is likely that the new Guidelines will allow Councillors to be non-voting members of the committee. Further advice will be provided to Council when the new guidelines are released.

It was discussed that Councillors could be invited to attend the in-camera sessions at the beginning of meetings. The chairman discussed options that other councils use such as providing annual reports to Council or Councillor information sessions.

Deputy Mayor Arandale sat in on the last ARIC meeting held on Friday, 4 March 2022.

The ARIC has been impressed with the progress Council has made on risk management and the understanding of key risk demonstrated by the officers.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

This report provides information on the endorsement of the ARIC Charter and the Internal Audit Charter.

**(c) Legislative/Statutory**

The Act states the following:

*428A Audit, Risk and Improvement Committee*

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

**(d) Risk**

The ARIC is required to keep risk management under review. The ARIC has been impressed with the progress Council has made on risk management and the understanding of key risk demonstrated by the officers of Council who met with the ARIC at the induction and during the meetings.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.



## **CONSULTATION**

### **(a) External**

OLG Draft Guidelines.

### **(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 2.1.14: Ensure the External Audit mechanism is ready for implementation when made compulsory.

## **CONCLUSION**

The minutes of the past two (2) ARIC meetings have been provided (Annexures A and B) for Council's information.

## **ATTACHMENTS**

Annexure A     ARIC Meeting Minutes - 4 March 2022  
Annexure B     ARIC Meeting Minutes - 10 December 2021

**REPORT TITLE: 9.2 CORRESPONDENCE AND PRESS RELEASES**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Reporting**

**Customer Index: NIL**

**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 purpose of this report is to list the documents and press releases that have been circulated to Councillors throughout April 2022.

### **RECOMMENDATION**

*That Council notes the information contained in this report.*

### **Correspondence**

- Australian Local Government Association – newsletters;
- Inside Local Government – newsletters;
- Local Government Information Unit – policy updates;
- Local Government NSW – newsletter;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports and media alerts;
- Office of Local Government – circulars and newsletters; and
- Rotary Inspirational Women’s Awards – nominations request.

## **Press Releases**

- Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce;
- Joint media release – Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce; Minister for Communications, Urban Infrastructure, Cities and the Arts, The Hon. Paul Fletcher MP; Minister for Finance, Leader of the Government in the Senate, Senator for South Australia, Senator The Hon. Simon Birmingham; and
- Member for Northern Tablelands, Mr Adam Marshall.

## **Publications**

- LG Focus – March 2022.

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

**REPORT TITLE: 9.3 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION**

**ECM INDEXES:**

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

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Jeff Carroll - Records Supervisor**

**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 Australian Standing Stones Management Board - 22/04/22  
Annexure B Minerama Committee - 11/04/22

## 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, 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 Tuesday, 11 January 2022:

**8.01/22 RESOLUTION**

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

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

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 April 2022:

Name of Committee	Councillor Delegate(s)	Date
Glen Innes Saleyards Advisory Committee	Cr Banham, Cr Alt, Cr Sparks	6/4/22
Library Committee	Cr Banham	8/4/22
Minerama Committee	Cr Sparks	11/4/22
Australian Standing Stones Management Board	Cr Gresham	20/4/22
Open Spaces Committee (no quorum)	Cr Banham, Cr Sparks, Cr Arandale	20/4/22
Emmaville Mining Museum Committee	Cr Banham	21/4/22
Glen Innes and District Sports Council (AGM - no quorum)	Cr Parsons, Cr Arandale	26/4/22
Emmaville War Memorial Hall Committee (AGM)	Cr Banham	27/4/22

The following is a list of meetings and functions attended by Councillors during April 2022:

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Glen Innes Jockey Club Race Meeting Draw	1/4/22
	Meeting with a landowner regarding approaches to town	1/4/22
	Councillor Workshop: Draft Delivery Program 2022-2024	4/4/22
	<b>Office of Local Government (OLG):</b> Metro Strategic Planning	4/4/22
	Seniors Week Function at the Glen Innes Services Club	5/4/22
	Meeting with Business Owner and the Deputy Mayor regarding Christmas in Glen ideas	5/4/22
	Meeting with Annie Bleeker at the Youth Booth regarding drug issues in our communities	5/4/22
	Saleyards Advisory Committee Meeting	6/4/22
	Guided Tour of the Australian Standing Stones	7/4/22
	Councillor Workshop	7/4/22
	Round table Zoom Meeting with The Hon. Chris Bowen	8/4/22
	Walk through of the Essential Energy building	8/4/22

## Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Lunch with business owners and the Deputy Mayor regarding procurement opportunities	11/4/22
	Meeting with Councillor Gresham	12/4/22
	Councillor Workshop	12/4/22
	View Club lunch with Deputy Mayor	14/4/22
	Open Spaces Committee Meeting	20/4/22
	Australian Standing Stones Management Board Meeting	20/4/22
	OLG Local and Regional Strategic Planning	21/4/22
	Opening of the “2022 Collective” Exhibition at Gawura Gallery	23/4/22
	Anzac Dawn Service at Glen Innes	25/4/22
	Anzac March and Service at Emmaville	25/4/22
	Emmaville Veterans Lunch	25/4/22
	Section 355 Committee Code of Conduct Training	26/4/22
	Business Paper Meeting MANEX	27/4/22
	Emmaville War Memorial Hall AGM	27/4/22
	Pre-briefing meeting	28/4/22
	Ordinary Council Meeting	28/4/22
	Meeting with Rosemary Curtis (Pathfinders) and the Deputy Mayor regarding a homeless person in Glen Innes	28/4/22
	Official Opening of the <b>Australian Celtic Festival (ACF)</b>	29/4/22
	ASSMB Guardians’ Luncheon (ACF)	29/4/22
	ACF Medieval Long Table Dinner	29/4/22
	ACF Dawn Flag Raising Ceremony	30/4/22
	ACF Street Parade	30/4/22
	Meeting with Adam Marshall and the Deputy Mayor	30/4/22
	ACF Guardians Ceremony	30/4/22
Cr T Arandale (Deputy Mayor)	Glen Innes Jockey Club Race Meeting Draw	1/4/22
	Mayoral Meeting with a landowner regarding approaches to town	1/4/22
	OLG Hit the Ground Running online training	2/4/22
	Councillor Workshop: Draft Delivery Program 2022-2024	4/4/22



Councillor	Name of Meeting / Function	Date attended
	Seniors Week Function at the Glen Innes Services Club	5/4/22
	Mayoral Meeting with Business Owner and the Deputy Mayor regarding main street opportunities	5/4/22
	Meeting with Annie Bleeker at the Youth Booth regarding drug issues in our communities	5/4/22
	Guided Tour of the Australian Standing Stones	7/4/22
	Councillor Workshop	7/4/22
	Round table Zoom Meeting with The Hon. Chris Bowen	8/4/22
	Walk through of the Essential Energy building	8/4/22
	Lunch with business owners and the Mayor regarding procurement opportunities	11/4/22
	Meeting with Manager of Economic Development regarding the Powerhouse proposal	11/4/22
	Councillor Workshop	12/4/22
	View Club Lunch with the Mayor	14/4/22
	Open Spaces Committee meeting	20/4/22
	Meeting with resident regarding fees relating to rates	21/4/22
	Opening of the “2022 Collective” Exhibition at Gawura Gallery	23/4/22
	Anzac Dawn Service at Glen Innes	25/4/22
	Anzac Day Breakfast at the Services Club	25/4/22
	Anzac Day March at Glen Innes	25/4/22
	Anzac Day Lunch at the Services Club	25/4/22
	Section 355 Committee Code of Conduct Training	26/4/22
	Pre-briefing meeting	28/4/22
	Ordinary Council Meeting	28/4/22
	Mayoral Meeting with Rosemary Curtis (Pathfinders) regarding a homeless person in Glen Innes	28/4/22
	ASSMB Guardians’ Luncheon (ACF)	29/4/22
	ACF Medieval Long Table Dinner	29/4/22
	ACF Dawn Flag Raising Ceremony	30/4/22

## Item 10.1

Councillor	Name of Meeting / Function	Date attended
	ACF Street Parade	30/4/22
	Meeting with Adam Marshall and the Mayor	30/4/22
Cr T Alt	Guided Tour of the Australian Standing Stones	7/4/22
	Councillor Workshop	7/4/22
	Walk through of the Essential Energy building	8/4/22
	Anzac Dawn Service at Glen Innes	25/4/22
	Anzac Service at Deepwater	25/4/22
	Pre-briefing meeting	28/4/22
	Ordinary Council Meeting	28/4/22
Cr L Gresham	Councillor Workshop: Draft Delivery Program 2022-2024	4/4/22
	Councillor Workshop	7/4/22
	Glen Innes Highlands Visitor Association meeting	11/4/22
	<b>Australian Standing Stones Management Board (ASSMB) meeting</b>	13/4/22
	Pre-briefing meeting	28/4/22
	Ordinary Council Meeting	28/4/22
	ASSMB Guardians' Luncheon (ACF)	29/4/22
Cr J Parry	Councillor Workshop: Draft Delivery Program 2022-2024	4/4/22
	Councillor Workshop	7/4/22
	Councillor Workshop	12/4/22
	Anzac Dawn Service at Glen Innes	25/4/22
	Anzac Day Breakfast at the Services Club	25/4/22
	Anzac Day March at Glen Innes	25/4/22
	Anzac Day Lunch at the Services Club	25/4/22
	Pre-briefing meeting	28/4/22
	Ordinary Council Meeting	28/4/22
	Official Opening of the ACF	29/4/22
Cr A Parsons	Pre-briefing meeting	28/4/22
	Ordinary Council Meeting	28/4/22

Councillor	Name of Meeting / Function	Date attended
Cr C Sparks	Councillor Workshop: Draft Delivery Program 2022-2024	4/4/22
	Seniors Week Function at the Glen Innes Services Club	5/4/22
	<b>Community Drug Action Team (CDAT)</b> presentation	5/4/22
	Saleyards Committee meeting	6/4/22
	Interagency meeting	11/4/22
	Minerama Committee meeting	11/4/22
	Councillor Workshop	12/4/22
	Pre-briefing meeting	28/4/22
	Ordinary Council Meeting	28/4/22
	Official Opening of the ACF	29/4/22
	Volunteer at Ruby Tent at ACF	30/4/22

**(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**