

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
27 JANUARY 2022**

COMMUNITY CONSULTATION SESSION GUIDELINES

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

1. The Council may hold a public forum prior to each Ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to Extraordinary Council meetings. The duration of public forums will be 15 minutes, and they will commence at 5.45pm 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, 27 January 2022 at 6.00pm

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Craig Bennett
General Manager

Council

Meeting Date: 4th Thursday of the month commencing at 6.00pm.

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

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

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

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

Membership: Full Council - 7 Councillors.

Quorum: 4 members

Chairperson: The Mayor

Deputy Chairperson: The Deputy Mayor

The Mayor will read the following statement:

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

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

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

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

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

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

Thank you.”

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING WITH PRAYER

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 MINUTES OF PREVIOUS ORDINARY MEETING - 11 JANUARY 2022 TO BE CONFIRMED

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

PECUNIARY:

Nature of conflict:

Action to be taken:

NON-PECUNIARY:

a) Significant Non-Pecuniary

Nature of conflict:

Action to be taken:

b) Non-significant Non-Pecuniary

Nature of conflict:

Action to be taken:

6 MAYORAL MINUTE(S)

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Meetings of Council

Customer Index: NIL

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to provide Councillors with an update on all of the outstanding resolutions from any 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 18 Council Resolutions currently outstanding as at Wednesday, 19 January 2022.

These outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>
2019	1 (1 – December 2021)
2020	2 (2 – December 2021)
2021	14 (15 – December 2021)
2022	1 (0 – December 2021)
TOTAL	18 (18 – December 2021)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>
General Manager	1 (1– December 2021)
Corporate and Community Services	10 (10 – December 2021)
Development, Planning and Regulatory Services	2 (2 – December 2021)
Infrastructure Services	5 (5 – December 2021)
TOTAL	18 (18 – December 2021)

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 one (1) remaining outstanding action from the 2019 year and the two (2) remaining outstanding actions from the 2020 year.

However, this needs to be tempered with the fact that no outstanding actions are to be completed by staff until they are 100% completed. Otherwise, Councillors and the community will lose confidence in the governance framework being used to manage outstanding actions.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Council strives for exceptional or best practice governance.

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

(c) Legislative/Statutory

Nil.

(d) Risk

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

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

Responsible officers are assigned actions after each Council Meeting.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

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

ATTACHMENTS

Annexure A Outstanding Actions Report as at 19.1.22

REPORT TITLE: 7.2 LOCAL GOVERNMENT NSW SPECIAL CONFERENCE

ECM INDEXES:

Subject Index: GOVERNANCE: Conferences

Customer Index: Local Government NSW

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is for Council to consider nominating delegates to attend the **Local Government NSW (LGNSW)** Special Conference which is being held at the Hyatt Regency Sydney from Monday, 28 February 2022 until Wednesday, 2 March 2022, and for Council to consider whether it would like to submit any notices of motions for the conference.

RECOMMENDATION

THAT Council:

- 1. Nominates the Mayor, Deputy Mayor and the General Manager to attend the 2022 Local Government NSW Special Conference, which is being held at the Hyatt Regency Sydney from Monday, 28 February 2022 until Wednesday, 2 March 2022.***
- 2. Determines whether it would like to submit any motions in accordance with the requirements listed in Annexure B (Motion Submission Guide) of this report and that Councillors wishing to propose any motions forward any proposed motions to the General Manager by midday on Friday, 28 January 2022.***

REPORT

(a) Background

In past years it has been common practice for the Mayor, Deputy Mayor and the General Manager to attend the LGNSW Annual Conference.

Due to the COVID-19 pandemic, the 2021 Annual Conference was held as a one-hour online conference in November 2021 in order to report back to members on the financial performance of LGNSW.

The Special Conference will provide the opportunity for member councils to bring forward policy motions for debate and resolution, helping to set the Association's advocacy agenda for the year to come.

Council resolved (in part) at the Ordinary Council Meeting held on Thursday, 23 September 2021:

8.09/21 RESOLUTION

THAT Council:

3. Determines whether it would like to submit any motions to the February/March 2022 LGNSW Annual Conference and that any Councillors wishing to propose any motions forward these proposed motions to the General Manager by close of business on Monday, 1 November 2021.

Following this meeting, the Mayor at the time, Councillor Carol Sparks, spoke to the remaining four (4) Councillors in relation to the proposed motions.

They all agreed that Council should lobby about Health Services and Communications.

(b) Discussion

LGNSW's Special Conference: an opportunity to share ideas, seek inspiration, and help determine our sector's policy directions for the coming year.

The Special Conference follows the online 2021 Annual Conference and will focus on how councils can drive a "Locally Led" employment and economic recovery, as we continue to grapple with the complex challenges posed by the global pandemic.

In order to obtain the 'Early Bird' registration fee, three (3) registrations were completed prior to the 'Early Bird' close date of Friday, 3 December 2021.

The conference program begins with optional Councillor Workshops and is followed by a "Meet the Politicians" Forum.

Topics to be covered during the conference include:

- Keynote Panel: Economy and Jobs focus;
- Climate Change Panel;
- The Housing Crisis in NSW;
- Keynote addresses from:
 - Greig Pickhaver AM, an actor, comedian and writer, who forms one half of the Australian satirical sports comedy duo Roy and HG; and
 - Michael Pascoe, one of Australia's most experienced and thoughtful finance and economic commentators.
- Sponsor addresses from:
 - Active Super;
 - StateCover;
 - Resilience NSW;
 - nbn; and
 - Landcom.

The draft program is attached as **Annexure A**.

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

Members are invited to submit any motions online by midnight (AEST) Sunday, 30 January 2022.

Please refer to the LGNSW Annual Conference Motions Submissions Guide, which is attached as **Annexure B** for information on:

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

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. are consistent with the objects of LGNSW,
2. relate to local government in NSW and/or across Australia,
3. concern or are likely to concern local government as a sector,
4. seek to advance the local government policy agenda of LGNSW and/or improve governance of the Association,
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
6. are clearly worded and unambiguous in nature, and
7. do not express preference for one or several members over one or several other members.

Council members are encouraged to review Action Reports (on the member only pages of the LGNSW website) from previous Conferences and the LGNSW Policy Platform before submitting motions for this year's Special Conference to ensure the proposed motion wording reflects any recent developments and does not duplicate existing positions.

Supporting evidence must accompany the motion.

Such evidence may include an attachment note or extract from the Minutes of the Council Meeting at which Council resolved to submit the motion for consideration by the Conference, or a letter signed by both the Mayor and General Manager.

If submitting a motion, members will be asked to identify if the proposed motion conflicts or likely conflicts with the existing Fundamental Principles and this will be noted for delegates in the Business Paper. Members are also encouraged to be familiar with the LGNSW Policy Platform.

The purpose of this Policy Platform is to consolidate the numerous policies and positions of LGNSW – as determined by members – into a single document for ease of reference for members and stakeholders.

LGNSW will update the Policy Platform document after each Annual Conference and present it to Conference the following year, for members to endorse its Fundamental Principles.

This will occur prior to voting on motions. The LGNSW Policy Platform was introduced at the 2019 Annual Conference.

(c) Options**Option 1**

THAT Council:

1. Nominates the Mayor, Deputy Mayor and the General Manager to attend the 2022 Local Government NSW Special Conference, which is being held at the Hyatt Regency Sydney from Monday, 28 February 2022 until Wednesday, 2 March 2022.
2. Determines whether it would like to submit any motions in accordance with the requirements listed in Annexure B (Motions Submission Guide) of this report and that Councillors wishing to propose any motions forward any proposed motions to the General Manager by midday on Friday, 28 January 2022.

Option 2

THAT Council:

1. Nominates different Councillors to attend the 2022 Local Government NSW Special Conference, which is being held at the Hyatt Regency Sydney from Monday, 28 February 2022 until Wednesday, 2 March 2022, in addition to the General Manager.
2. Determines whether it would like to submit any motions in accordance with the requirements listed in Annexure B of this report and that Councillors wishing to propose any motions forward any proposed motions to the General Manager by midday on Friday, 28 January 2022.

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

Sufficient funding is available for three (3) delegates to attend this Conference.

The 2021/2022 Operational Plan and Budget has the following provisions for Conferences, Training and Seminars and associated travel expenses:

	<u>Conferences, Training and Seminars</u>	<u>Travel Expenses</u>
Councillors	\$ 5,000	\$ 8,000
Mayor	\$ 4,000	\$ 6,000
General Manager	\$ 4,700	\$ 8,600
TOTAL FUNDING AVAILABLE	<u>\$ 13,700</u>	<u>\$ 22,600</u>

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

The travel expenses are the costs for Councillors to travel to the conference, training or seminar and any accommodation and meal expenses whilst they are at the conference, training course or seminar.

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

The travel expenses are the costs for the Mayor to travel to the conference, training or seminar and any accommodation and meal expenses whilst the Mayor is attending the conference, training course or seminar.

The funding for the General Manager is to cover the costs of all conferences and seminars attended by the General Manager and any of the staff in his Directorate during the 2021/2022 Financial Year (including this conference).

The travel expenses are the costs for the General Manager and the staff in his Directorate to travel to the conference or seminar and any accommodation and meal expenses whilst the General Manager and/or staff in his Directorate are attending the conference or seminar.

The Early Bird Registration fee for this conference (which had to be paid by 29 October 2021) was \$979 (including GST) for each person attending the conference.

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

Adequate funding is available to cover the anticipated costs for three (3) representatives to attend this conference.

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

	<u>Conference Costs</u>	<u>Travel Expenses</u>	<u>Grand Total</u>
Deputy Mayor	\$ 1,287	\$ 1,050	\$ 2,337
Mayor	\$ 1,287	\$ 1,050	\$ 2,337
General Manager	\$ 1,287	\$ 1,050	\$ 2,337
TOTAL COSTS	<u>\$ 3,861</u>	<u>\$ 3,150</u>	<u>\$ 7,011</u>

(b) Governance/Policy

The payment of expenses for Councillors to attend the LGNSW Special Conference will be in accordance with Council’s “Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy” (**Annexure C**), and the payment of expenses for the General Manager will be in accordance with Council’s Human Resources Policy Statement Register.

The following notes are provided under clauses 6.27 and 6.28 of the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy, regarding Conferences and Seminars:

6.27 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

6.28 Council will set aside a total amount of \$5,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors except the Mayor who will receive a total amount of \$4,000 annually.

The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably between the Councillors other than the Mayor.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

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

CONCLUSION

Council needs to consider which Councillors it wishes to nominate to attend the LGNSW Special Conference and whether it wishes to submit any motions in accordance with the requirements listed in Annexure B.

ATTACHMENTS

Annexure A	Draft LGNSW Special Conference Program
Annexure B	Conference Motions Submission Guide
Annexure C	Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy

REPORT TITLE: 7.3 **FIXING OF THE DATES AND TIMES FOR ORDINARY COUNCIL MEETINGS AND REVIEW OF THE FIXING OF THE DATE AND TIME OF ORDINARY COUNCIL MEETINGS POLICY**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

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

PURPOSE

The purpose of this report is for Council to set the dates and times for all Ordinary Council Meetings which are proposed to be held for the 8-month period from 1 February 2022 until 30 September 2022 and to present Council with the Fixing of Date and Time of Ordinary Council Meetings Policy (**Annexure A**), for its review.

RECOMMENDATION

THAT Council:

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

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

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

REPORT

(a) Background

The following was resolved by Council at the 23 September 2021 Ordinary Council Meeting:

Moved Cr A Parsons Seconded Cr D Newman

9.09/21 RESOLUTION

THAT Council:

1. Sets the dates and times for all Ordinary Council Meetings which are to be held from 1 October 2021 until 30 September 2022 as follows:

Date	Location	Time
Thursday, 28 October 2021	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 25 November 2021	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 27 January 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 24 February 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 24 March 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 28 April 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 26 May 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 23 June 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 28 July 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 25 August 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm
Thursday, 22 September 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	6.00pm

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

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

For	Against
Cr C Sparks Cr D Newman Cr G Frendon Cr A Parsons Cr J Smith Cr S Toms	Nil

The division was declared carried by 6 votes to 0.

CARRIED

Council has previously resolved to set the dates and times for the Ordinary Council Meetings bi-annually, however, due to the postponement of the September 2020 NSW Local Government Elections until September 2021, the dates and times for the Ordinary Council Meetings were set in September 2020 for one year only in anticipation of the election of the new Council in September 2021.

As the elections were then postponed again until Saturday, 4 December 2021, the dates and times for the Ordinary Council Meetings were set until September 2022 in order to assist with the booking of venues, organising of refreshments and advertising of meetings for the public.

Additionally, Council adopted the revised Ordinary Council Meetings Fixing of Date and Time of Meetings Policy in September 2020.

Council's current Meeting dates are set for the fourth (4th) Thursday of each month commencing at 6.00pm, with the exception of the December meeting, which is usually held on the third (3rd) Thursday of the month due to the Christmas closure.

(b) Discussion

It is now time for the newly elected Council to determine the day and time that it wishes to meet to conduct its Ordinary Council Meetings. Three (3) day / time options have been provided in the options section below. Council needs to select one (1) of these options, or alternatively set a new day and/or time for the Ordinary Council Meetings.

The current Fixing of Date and Time of Ordinary Council Meetings Policy has been attached as Annexure A for Council's information.

If Council elects to revise the date and/or time of the Ordinary Council Meetings, a report will need to be submitted to the next Ordinary Council Meeting (24 February 2022) to adopt the revised Fixing of the Date and Time of Ordinary Council Meetings Policy.

The Fixing of the Date and Time of Ordinary Council Meetings Policy would usually be reviewed every two (2) years in conjunction with the Mayoral elections, however, as the Mayoral term for the Mayor elected in January 2022 will end in September 2022, the Policy will need to be reviewed again in September 2022.

(c) Options

Council has the following options to consider:

Option 1

Council sets the Ordinary Council Meeting on the fourth Thursday of the month, commencing at 9.00am and concluding at 12.00pm (morning meeting), commencing from Tuesday, 1 February 2022.

Option 2

Council sets the Ordinary Council Meeting on the fourth Thursday of the month, commencing at 1.00pm and concluding at 4.00pm (afternoon meeting), commencing from Tuesday, 1 February 2022.

Option 3

Council sets the Ordinary Council Meeting on the fourth Thursday of the month, commencing at 6.00pm and concluding at 9.00pm (night meeting), commencing from Tuesday, 1 February 2022.

Option 4

Council may wish to set a new day and/or time for the Ordinary Council Meetings.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

The Fixing of Date and Time of Ordinary Council Meetings Policy is a part of the newly revised Policy Framework at Council.

(c) Legislative/Statutory

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

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

The previous Council met in October and November of 2021. With the additional eight (8) Ordinary Council Meetings being recommended, and the 27 January 2022 Ordinary Council Meeting, this will make 11 Ordinary Council Meetings from October 2021 until September 2022.

Although an Ordinary Council Meeting was also held on Tuesday, 11 January 2022, this meeting is not counted in the total meetings for the year in line with Section 365 of the *Local Government Act 1993* noted above as the requirement is for Council to meet at least 10 times a year, each time in a different month.

Council did not hold an Ordinary Council Meeting in December 2021 as there was no Council.

(d) Risk

At the meeting held in September 2021, it was noted that there was a risk that after the elections were held, that the date and time set for the Ordinary Council Meetings may not suit the new Councillors, however, it was noted that the date and time of the Ordinary Council Meetings could be revisited at that point in time, if necessary.

The newly elected Council are now being given the opportunity to set the day and/or time that suits them as a newly elected body.

(e) Social

The starting time of Ordinary Council Meetings can have positive and negative effects.

The starting time of 6.00pm may suit Councillors who are employed during ordinary business hours and community members who work during the day and who wish to attend the monthly Ordinary Council Meetings.

However, late afternoon starting times may negatively affect particular Councillors who live out of town and who will have to drive home after sunset, with an increased risk of colliding with a kangaroo or other wildlife.

It may be better for Council to hold the Ordinary Council Meetings during the day – either in the morning or in the afternoon.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Office of Local Government (OLG).

(b) Internal

Management Executive Team (MANEX).

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

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

CONCLUSION

The newly elected Council needs to determine what day and time it proposes to meet from 1 February 2022 until 30 September 2022.

The Fixing of Date and Time of Ordinary Council Meetings Policy is also presented to Councillors for its review.

ATTACHMENTS

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

REPORT TITLE: 7.4 DELEGATES ON THE GENERAL MANAGER'S APPRAISAL COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Craig Bennett - General Manager

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is for Council to resolve the General Manager's nomination onto his appraisal committee from Thursday, 27 January 2022 until Thursday, 22 September 2022.

RECOMMENDATION

THAT Council:

- 1. Endorses Councillor Carol Sparks as the General Manager's Nominated Representative on the General Manager's Appraisal Committee.***
- 2. Removes Councillor Tim Alt as a Council Nominated Representative on the General Manager's Appraisal Committee.***

REPORT**(a) Background**

Council resolved the following (in part) at the Ordinary Council Meeting held on Tuesday, 11 January 2022:

Moved Cr T Alt Seconded Cr L Gresham

1.01/22 RESOLUTION

That:

1. Council nominates the following Councillors and Staff as Council's delegates to sit on the committees from Tuesday, 11 January 2022 until Thursday, 22 September 2022 as detailed in the list below:

NAME OF COMMITTEE	DELEGATES
Councillor/Staff Committees of Council	
General Manager's Appraisal Committee	Mayor, Deputy Mayor, Cr J Parry, Cr T Alt.

The previous Council resolved the following unanimously at the 28 November 2019 Ordinary Council Meeting:

That Glen Innes Severn Council:

1. Appoints Councillor Glenn Frendon as Council's Nominated Representative on the General Manager's Appraisal Committee.
2. Endorses Councillor Steve Toms as the General Manager's Nominated Representative on the General Manager's Appraisal Committee.
3. Appoints McArthur as the external facilitator:
 - (i) To assist in the development and finalisation of the performance agreement between Glen Innes Severn Council and the General Manager, Mr Craig Bennett, and
 - (ii) To facilitate, lead and manage the performance review process with assistance from the members of the General Manager's Appraisal Committee and the General Manager.
4. Delegates to the General Manager's Appraisal Committee the function of performance managing the General Manager.
5. Notes that the Mayor and Deputy Mayor are also Representatives on the General Manager's Appraisal Committee.

It was an oversight of the General Manager not to nominate his Council delegate onto his Appraisal Committee. The General Manager is seeking to address this oversight through this report.

The General Manager wishes to nominate Councillor Sparks to be his delegate on the General Manager's Appraisal Committee.

The General Manager wishes to nominate Councillor Sparks onto his Appraisal Committee for a number of reasons.

These are:

1. Councillor Sparks is the only remaining Councillor from the General Manager's original Appraisal Committee that was established by Council in November 2019.
2. Councillor Sparks has a lot of knowledge and experience from sitting on the original committee. This would be lost if she was not endorsed onto the new General Manager's Appraisal Committee.
3. Councillor Sparks is one of only two (2) females on the new Glen Innes Severn Council. She was one of two (2) female Councillors on the General Manager's original Appraisal Committee.

The General Manager spoke to the two (2) Councillors that were nominated onto the General Manager's Appraisal Committee on Tuesday, 11 January 2022, Councillors Parry and Alt, on Wednesday, 12 January 2022.

Councillor Alt was gracious enough to step down from the inaugural Appraisal Committee after listening to the General Manager's reasons for wanting Councillor Sparks to be on the committee.

Councillor Parry discussed the possibility of Councillor Alt replacing him when the committees are reviewed again in September 2022. The General Manager thought that this was a sensible suggestion and that this would be explored in September 2022.

This would lead to five (5) Councillors having experience on the General Managers Appraisal Committee in the first eighteen months of the Council.

(b) Discussion

The revised makeup of the General Manager's Appraisal Committee will be Councillor Banham (Mayor), Councillor Arandale (Deputy Mayor), Councillor Parry (Council's nomination) and Councillor Sparks (the General Manager's nomination) once Council endorses the recommendation from the General Manager.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

General Managers 5-year contract with the Glen Innes Severn Council. This contract runs from 1 October 2019 until 30 September 2024.

(c) Legislative/Statutory

Guidelines for the Appointment and Oversight of General Managers in NSW Local Government are established under **Section 23A of the Local Government Act 1993 (the Act) (Annexure A)**.

Page 14 of the Guidelines states the following:

2. Establishing the framework for performance management

It is recommended that the whole process of performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager.

The council's governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of general managers.

The role of the review panel includes:

- ✓ conducting performance reviews
- ✓ reporting the findings and recommendations of those reviews to council
- ✓ development of the performance agreement.

The governing body of council and the general manager may agree on the involvement of an external facilitator to assist with the process of performance appraisal and the development of new performance plans. This person should be selected by the governing body of council or the performance review panel. All councillors not on the panel can contribute to the process by providing feedback to the mayor on the general manager's performance.

All councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Matthew McArthur (Chief Executive Officer of McArthur's) and Facilitator of the General Manager's Performance Appraisal Committee.

(b) Internal

Mayor, Deputy Mayor, Councillor Sparks, Councillor Alt and Councillor Parry.

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

It was an oversight of the General Manager not to nominate his preferred representative onto his Appraisal Committee. This is a requirement of the Guidelines issued under Section 23A of the Act (Annexure A to this report).

This report addresses this oversight.

ATTACHMENTS

Annexure A Guidelines for the Appointment and Oversight of General Managers in NSW Local Government

REPORT TITLE: 7.5 COUNCILLOR REPRESENTATIVE ON THE NEW ENGLAND COUNTY COUNCIL

ECM INDEXES:

Subject Index: ENVIRONMENTAL MANAGEMENT: Noxious Weeds

**Customer Index: New England Weeds Authority
Office of Local Government**

Property Index: NIL

AUTHOR: Craig Bennett - General Manager

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is for Council to elect a Councillor to the **New England County Council (NECC)** from Tuesday, 1 February 2022 until Wednesday, 31 January 2024 (two years).

RECOMMENDATION

That Council nominates Councillor.....as Council’s elected representative to the New England County Council from Tuesday, 1 February 2022 until Wednesday, 31 January 2024.

REPORT

(a) Background

The following was resolved by Council at the Ordinary Council Meeting held on Thursday, 25 February 2021:

Moved Cr S Toms Seconded Cr C Price

33.02/21 RESOLUTION

That Council nominates Councillor Carol Sparks as Council’s elected Representative to the New England County Council until Saturday, 4 September 2021.

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

For	Against
Cr C Sparks	Nil.
Cr G Frendon	
Cr A Parsons	
Cr C Price	
Cr J Smith	
Cr S Toms	

The division was declared CARRIED by 6 votes to 0.

CARRIED

Councillor Sparks continued on as Council's representative until Saturday, 4 December 2021. The NECC allowed this to happen as it was the most efficient way of dealing with the additional three (3) month delay for the NSW Local Government Elections.

No meetings were held from Saturday, 4 September 2021 until Saturday, 4 December 2021.

Council has not had a representative on the NECC since Friday, 3 December 2021.

(b) Discussion

Now that a new Council has been elected, it is now appropriate for Council to elect a representative to the NECC from Tuesday, 1 February 2022 until Wednesday, 31 January 2024. Council representatives are elected for a two (2) year term.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's contribution for the 2021/2022 Financial Year to the **New England Weeds Authority (NEWA)** was \$105,134.

(b) Governance/Policy

Currently, **Armidale Regional Council (ARC)** has three (3) representatives, **Walcha Shire Council (WSC)** and **Uralla Shire Council (USC)** have one (1) representative each.

Glen Innes Severn Council (GISC) will also have one (1) representative on the NECC.

A Councillor from GISC is required to be elected to the NECC for two (2) years.

This two (2) year term will be from Tuesday, 1 February 2022 until Wednesday, 31 January 2024.

(c) Legislative/Statutory

The NECC, trading as NEWA is a single purpose Local Government authority, established under Section 387 of the **Local Government Act 1993 (the Act)**, having the function of control authority under the *Biosecurity Act 2015* for scheduled priority and invasive weeds in the ARC, GISC, USC and WSC **Local Government Areas (LGA's)**.

NEWA is now the control authority for weeds under the *Biosecurity Act 2015* for Council's LGA.

In this regard, section 390(3) of **the Act** provides that:

- (1) *A county council must have a governing body elected by its constituent councils.*
- (2) *Provisions concerning the membership of a county council's governing body are to be as prescribed by the proclamation establishing the county council.*
- (3) *A member of a county council is to be elected from among the councillors of the constituent councils in accordance with the regulations.*
- (4) *The governing body of a county council is responsible for managing the affairs of the county council.*

A member of a county council is to be elected from among the councillors of the constituent councils in accordance with the regulations.

Clause 396 of the **Local Government (General) Regulation 2021 (the Regulation)** provides that schedule 9 of the Regulation applies in relation to the election of members of a county council.

(d) Risk

There is a reputational risk to Council if Council failed to elect a Councillor representative to the NECC.

There is a service level and financial risk if Council does not provide a Councillor representative to the NECC in that Council would not have a voice or influence at the Council level which may result in a loss of service to residents of our LGA.

By formally joining the County Council, several risks have been mitigated.

These include:

- The resources required to employ and train a new Weeds Officer;
- The staff resources required to manage the Weeds Officer position from the day-to-day management through to financial management;
- No on-going employee liabilities such as work health safety, superannuation and leave liabilities; and
- The cost of the purchase and subsequent running costs of a suitable vehicle.

(e) Social

There were some reservations from community members concerning Council's earlier delegation of its weeds function to the NEWA, these views have been communicated to various Councillors.

Support for this proposal has been endorsed by representatives of the **Glen Innes Natural Resources Advisory Committee (GLENRAC)**, which has a membership base of over 1,000 members.

The cost of weeds exceeds the combined estimates of the cost of salinity, soil acidity and soil sodicity, all major problems in the farm sector.

The cost of weed control and management demonstrates why weeds continue to dominate the problems listed by farmers in all three major agricultural zones (pastoral, wheat-sheep and high rainfall).

(f) Environmental

Weeds have major economic, environmental and social impacts in Australia, causing damage to natural landscapes, agricultural lands, waterways and coastal areas.

Weeds impact severely on agriculture by competing with production, contaminating produce and poisoning livestock.

Weeds also impact on biodiversity by out-competing native plants and degrading habitat. Weeds, along with other invasive species, now arguably pose one of the most significant threats to biodiversity.

(g) Economic

New economic research undertaken by the **Co-operative Research Centre for Australian Weed Management (Weeds CRC)**, through the **University of New England (UNE)**, has established that weeds cost Australia \$3.9 billion per year in lower farm incomes and higher food costs.

In addition, the Commonwealth, State and Local Governments spend at least \$116.4 million each year on costs of monitoring, control, management and research on weeds.

These costs do not include the loss of services from the natural environment, the impacts of pollen on human health, or the value of the ‘volunteer army’ widely active in weed control around Australia. So, they are conservative estimates of the annual costs of weeds.

(h) Asset Management

As there are no assets to be transferred to the NECC, or staff, therefore there are no asset implications associated with this report.

CONSULTATION

(a) External

NEWA.

(b) Internal

Chief Financial Officer (CFO).

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

This item links to Council’s Delivery Program Council Sustainability, Transparency and Communication Action STC 2.1.11: Strengthen working relationships and cooperation with neighbouring councils by maintaining and nurturing relationships with State and Federal Government agencies, NEJO member councils, and Northern Inland Regional Development Australia (RDANI).

CONCLUSION

Council has had significant savings through the current **Service Level Agreement (SLA)** with NEWA. By continuing to be a member of the NECC these savings and efficiencies will continue, with the additional benefit of providing Councillor representation in the decision-making process.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.6 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 upcoming Councillor Workshops for February and March 2022.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

The idea is for the General Manager to regularly update Councillors on the items that will be presented by staff at future workshops. That way staff and Councillors are 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 Councillor workshops is ultimately the General Manager's call.

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

Due to the significant number of Councillor Induction Programs being held throughout February 2022, it is not proposed to hold a Councillor Workshop during that month.

However, three (3) Councillor Workshops are proposed to be held during March 2022 to discuss the Operational Plan and Budget for the 2022/2023 Financial Year and other associated documents.

Timetables and dates are currently being prepared for these workshops. Councillors will be advised of the dates in the next Councillor Workshop Calendar report that will go to the 24 February 2022 Ordinary Council Meeting.

(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 Glen Innes Severn Council Policy Document Incorporating Guidelines for Councillor Workshops (the Policy) notes that Councillor Workshops will only be held under the following conditions:

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

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

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

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

- Notice of Councillor Workshops to all Councillors and the MANEX is given at least five (5) days in advance by the General Manager or Acting General Manager's Office – preferably by way of electronic communication – clearly indicating the subject matter or matters that are to be discussed;
- Councillors are under no obligation to attend Councillor Workshops;
- Councillor Workshops are chaired by the General Manager or in his/her absence another senior officer. This will assist in placing workshops in their proper perspective, that is, an information sharing forum, and avoid the appearance of a formal Council Meeting which carries the attendant risk of de facto decision-making;
- Councillor Workshops will be conducted in an informal way, but with the necessary acknowledgement and respect shown to the Chair by all participants.

Other relevant Policy and documents include:

- Meeting Practice Note developed by the then Department of Local Government (Practice Note No 16 of August 2009);
- Glen Innes Severn Council Code of Conduct for Councillors;
- Letter of advice from the Department of Local Government dated 29 June 2007, within which it expressed its views with regards to Councillor Workshops;

- Circular Number 10-10, dated 21 May 2010 from the then Division of Local Government regarding the “Implementation of the Revised Meetings Practice Notes”;
- Council’s Code of Meeting Practice;
- Council’s Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

(c) Legislative/Statutory

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

(d) Risk

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.7 **PROTOCOL AND GUIDELINES FOR OFFICIAL OPENINGS AND EVENTS**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Procedures**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: **Helen Grant - Media and Communication Officer**

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

PURPOSE

The purpose of this report is to inform Council of the Protocol and Guidelines for Official Openings and Events that have been documented and formalised and will be included in the operational communication toolkit guiding the efficient management of official openings and events (***Annexure A***).

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

This is the first documentation of Protocol and Guidelines for Official Openings and Events for the Glen Innes Severn Council.

It contains procedures which will enable the efficient management of official openings and events.

It is also part of a toolkit of new documents being developed subsequent to the adoption of the Communication Strategy 2020-2025 in order to set practice and procedure standards for communication throughout the organisation.

(b) Discussion

Official openings and events have currently been managed on an ad hoc basis throughout Council.

This has subsequently raised the following issues:

1. There have been no set requirements articulated in any documented form which act as a checklist for any staff organising official openings and events to ensure that all requirements are met;
2. Staff responsibilities in respect of the organisation of official openings and events have been unclear and at times subject to misunderstandings in internal communication;
3. The absence of standardisation of practice and procedure across the organisation has contributed to the time/cost and effort of managing official openings and events; and
4. This has contributed to under-utilising opportunities for promotion of official openings and events through Council's media and communication platforms.

A spreadsheet "checklist" and an official invitation template will be prepared for staff to use in conjunction with the Protocol and Guidelines for Official Openings and Events when managing official openings and events.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

The formalisation of the Protocol and Guidelines for Official Openings and Events reduces the risk of oversights and misinformation and contributes positively to Council being viewed as a well-managed and highly professional organisation.

(e) **Social**

Nil.

(f) **Environmental**

Nil.

(g) **Economic**

Nil.

(h) **Asset Management**

Nil.

CONSULTATION

(a) **External**

Nil.

(b) **Internal**

This document was developed in conjunction with the Personal Assistant to the Director of Development, Planning and Regulatory Services.

Input was also sought from the Grants Officer, the Personal Assistant to the Director of Corporate and Community Services, the Personal Assistant to the Director of Infrastructure Services, **the Management and Executive team (MANEX)** and the Executive Assistant to the Mayor and the General Manager.

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

This item links to Council's Community Strategic Plan's Council Sustainability, Transparency and Communication Goal STC 1 Continue to improve Council communication with the community, including celebrating successes and achievements.

CONCLUSION

The setting of Protocol and Guidelines for Official Openings and Events formalises procedures which contribute to the efficient management of official openings and events, standardising processes and procedures throughout Council, and supporting the perception that Council is a well-managed and professionally run organisation.

ATTACHMENTS

Annexure A Protocol and Guidelines for Official Openings and Events

**REPORT TITLE: 7.8 ECONOMIC DEVELOPMENT PROGRESS REPORT
FROM 1 OCTOBER 2021 UNTIL 31 DECEMBER 2021**

ECM INDEXES:

**Subject Index: CORPORATE MANAGEMENT: Reporting
ECONOMIC DEVELOPMENT: Planning**

Customer Index: NIL

Property Index: NIL

AUTHOR: Margot Davis - Manager of Economic Development

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is to provide a quarterly progress update to Council on the key actions, activities, projects and programs undertaken in Council's Economic Development Department for the second quarter of the 2021/2022 Financial Year (from 1 October 2021 until 31 December 2021).

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

This Economic Development Department is currently temporarily part of the General Manager's Office of Council (General Managers Directorate).

The Department has been moved to the General Manager Directorate on a temporary basis due to the resignation of Council's previous Director of Development, Planning and Regulatory Services, Mr Graham Price. At this point in time the Department will report to the General Manager from at least 1 January 2022 until 30 June 2022.

Council's current Manager of Planning and Regulatory Services, Mr Kane Duke is currently Acting as the Director of Development, Planning and Regulatory Services from 1 January 2022 until at least 30 June 2022.

The General Manager felt that it was important for Mr Duke to concentrate on leading and managing the Regulatory and Planning Services Department (which incorporates Town Planning, Building and Environmental Health, Rangers, Building Maintenance, Waste and Environmental Health and the Landfills), the Recreation and Open Space Department (which incorporates the Parks and Gardens, Aquatic Centres, Cleaners and other Recreation Facilities and Projects) and the Saleyards.

Council is currently part way through a full organisational review. A review of the structure is also being undertaken as part of this organisational review.

The General Manager will be consulting with all Councillors on the organisational review (including the review of the organisational structure) in March/April of this year.

The General Manager will hold a workshop with the Councillors once he has all of the required information being obtained from the organisational review.

A report is then required to go to Council detailing the findings and outcomes from the review of the organisational structure.

Council is required to review its organisational structure within 12 months of a Council Election. This is a requirement of the *Local Government Act 1993*.

The Economic Development Department sits within the Directorate of Development, Planning and Regulatory Services under Council's approved Organisational Structure.

Economic Development is one (1) of the five (5) strategic directions of the Glen Innes Severn Community Strategic Plan and is responsible for the delivery of the economic development strategy, programs and initiatives incorporating:

1. Developing business, industry, and investment;
2. Tourism and Events and the Visitor Information Centre;
3. Grants Funding; and
4. The marketing and promotion of **Glen Innes Highlands (GIH)**.

(b) Discussion

This report includes progress updates on actions from the **Economic Development Strategy 2020-2040 and Action Plan 2020-2021 (EDS)** and the **Destination Management Plan 2021-2026 (DMP)**. This report also includes an overview of grant and funding opportunities.

A **Management Executive (MANEX)** Report was approved in September 2021 regarding the approach to delivering the EDS and DMP actions across departmental areas outside of the Economic Development team.

Directors are required to ensure that their staff action their areas and provide quarterly updates to the **Manager Economic Development (MED)**.

The Top 10 Highlights from the October to December 2022 Quarter are:

1. **The Grow Glen Innes Think Tank (GIITT)** – Research and development, strategies, and approaches for the next two (2) GIITT’s was completed for: Housing and Investment Attraction; and the 100-year master concept for Glen Innes Highlands.
2. Council was successful in securing nbn to partner in a grant application to the **Regional Connectivity Program (RCP)** to upgrade Deepwater Village to nbn Fibre to the Premises.
3. **New England Rail Trail (NERT)** is progressing with Council under negotiation with **Public Works Advisory’s (PWA)** and the **Bushfire Local Economic Recovery (BLER)** to appoint the Project Manager.
4. There were seven (6) approved grant applications for the second quarter of 2021/2022 totalling \$1,589,710 Ex GST.
5. Council completed the comprehensive Tourism Signage Audit with Jenny Rand and Associates and the Geotourism scoping studies.
6. Council launched the Disused and Underutilised Asset Audit survey to score the ideas from the GIITT more broadly in the community.
7. Strong quarterly results for the **Glen Innes Highlands (GIH)** Visit, Live and Invest campaigns served 4,951,369 times to the target audience across digital channels including Google Display and Search ads, YouTube non-skippable ads and Facebook ads.
8. The MED successfully completed the Horizons Leadership Program and delivered an International Attraction Strategy.
9. The MED made a submission to the Draft New England North West Regional Plan 2041 currently on exhibition until 18 February 2022.
10. The MED made a submission to the National Visitor Economy Strategy: THRIVE 2030 consultation draft.

Economic Development Strategy and Action Plan

1. **Prosperity**

1.1 **Diversification of Agriculture**

The Agri-Business Development Program attracted 12 businesses who have completed the program delivered by Regionality. Four (4) businesses will progress to a Pre-DA lodgement meeting being arranged with the Directorate of Development, Planning and Regulatory Services.

The Circular Economy as part of the Waste Management Strategy Approach will include the investigation of the potential for the Circular Economy to provide low skilled jobs and a sustainable ‘green’ future economy.

1.2 Leveraging Growth Opportunities

Tourism: Significant growth in tourism will be aided by the successful funding of the Tourism Itinerary and Packages Platform. An application has been submitted to the Black Summer Bushfire Fund with an outcome expected by the end of January.

Our new Tourism Packages and Itinerary Planner is a web-based system that provides visitors a seamless end-to-end experience for discovery, planning and booking trips to regional Australia. Built upon best-in-class software, our application is designed to meet the needs of the growing custom package market and regional road-tripper - both domestic and international.

The Department of Foreign Affairs and Trade (DFAT) in partnership with The Regional Australia Institute (RAI) selected 19 people from regional Australia to participate in the Horizons Leadership Program. The Horizons Program is designed for regional shire council members who hope to develop strategies for their region to benefit from international trade, foreign direct investment (FDI) and/or international tourism.

The MED was selected and successfully completed the Horizons Leadership Program delivering an International Engagement Strategy and video pitch on “A proposed aspiring UNESCO Global Geopark Nomination for the New England North West Region.”.

This strategy will be leveraged to lead the region to embrace Geotourism and its framework to achieve GeoRegion status and move towards a UNESCO nomination per the title of the strategy attached as ***Annexure A.***

The MED made a submission to the Draft New England North West Regional Plan 2041 currently on exhibition until 18 February 2022 and to the National Visitor Economy Strategy: THRIVE 2030 consultation draft. The submissions were based around utilising the National Geotourism Strategy and it’s wholistic framework to leverage the natural assets of the region.

Asset-based Placemaking: The NERT funding secured under the BLER fund will see construction commence following the necessary Act of Parliament to re-purpose the rail corridor and lease the rail trail section of the corridor to Council. This is expected to be completed in March/April 2022.

The NERT online survey has seen 2,217 respondents and 392 of those are from Glen Innes which is 8 survey’s short of a representative sample of 400.

Overall, the results indicate positive support for the project with 77.24% of respondents seeing the benefit in preserving the corridor for future use and 78.56% of respondents supportive of the rail trail.

A comprehensive update on the NERT project will be provided to Council in the coming months.

Council completed a **Request for Quote (RFQ)** for a master plan to be developed for the Glen Innes Airport. Council appointed REHBEIN Airport Consulting to the project which will include the delivery of a master plan and **Pavement Condition Assessment (PWA)**. This project is funded from the Bushfire Recovery Agency Grant.

Other projects include: Escape Rooms; Powerhouse Museum; Railway Station Cultural Centre; Highlands Hub Co-working; and Skywalk.

Renewable Energy

In June 2021, the NSW Government ran an open **Registration of Interest (ROI)** process to seek information from proponents of existing and proposed generation, storage and network infrastructure projects in the New England region.

The ROI closed on 23 July 2021 for analysis by EnergyCo. Information received through the ROI will be considered alongside ongoing consultation with local stakeholders led by EnergyCo NSW.

The **New England Renewable Energy Zone (NEREZ)** was formally declared on 17 December 2021 which is the first step in formalising the REZ under the *Electricity Infrastructure Investment Act 2020*.

As required by the Act, the Minister has formally appointed EnergyCo NSW as the Infrastructure Planner for the New England REZ. EnergyCo NSW is a NSW Government-controlled statutory corporation that will lead the coordinated delivery of NSW REZs.

Council is awaiting further engagement as EnergyCo progress through the process of establishing the NEREZ and conducting further community consultation.

1.3 Community Leadership and Advocacy

Council continues to connect local businesses to Business NSW and State and Federal initiatives, support, funding, and incentives through all current communication channels including the economic development newsletter, grants and funding newsletter and Highlands Hub platform.

Council is engaging with partners across the housing and healthcare industries to uncover growth opportunities and to improve local strategies and outcomes.

Council have encouraged the **Glen Innes Highlands Visitor Association (GIHVA)** and **Business In Glen (BIG)** to join into one functional and effective chamber of commerce to better serve the business community alongside Council's strategies and plans.

The MED has secured meetings with AUSTRADE and Regional Planning NSW to discuss the Geotourism opportunity for the New England North West region.

2. People

2.1 Local Jobs Program and Workforce Attraction Strategy

Following the delivery of the Workforce Attraction Strategy and the GGITT Jobs and Skills Gap a 'Local Jobs Program' is to be developed in the 2021/2022 Financial Year.

2.2 Highlands Hub – Education and Jobs Programs and Initiatives

Grant funding has been secured to deliver programs and workshops for its first year of operation commencing from June/July 2022.

The online Highlands Hub, with its new career and community functionality and capability, will be an enabler for connecting, sharing and fulfilling local jobs, volunteering opportunities and more.

The existing Highlands Business Hub will be migrated to the new Highlands Hub in January 2022.

2.3 Digital Connectivity and Remote Readiness

Council continues to liaise with a telco regarding mobile blackspots in key areas within the LGA. An initial estimate has been received for a macro base station at Rangers Valley and further priority areas along the Gwydir Highway.

Council received confirmation from nbn on 13 December 2021 of our successful application to the **nbn™ Regional Co-Investment Fund**.

This secured nbn to partner in a grant application to the **Regional Connectivity Program (RCP)** following the receipt of a build quote to upgrade Deepwater's nbn to Fibre to the Premises and agreement from nbn to contribute funding.

Surveys and templates for letters of support and case studies were designed and approved by nbn to assist with the RCP application merit criteria.

The merit criteria must demonstrate and justify the economic and social benefits of the project to Deepwater Village and the surrounding localities.

The Deepwater Progress Association assisted Council with community consultation to support the application over the Christmas period due to the lack of time to complete the application which is due on 14 January 2022.

3. Place

3.1 Marketing and Promotion of GIH

GIH planned marketing activities included:

- The GIH Visit, Live and Invest digital campaigns were live for three (3) months serving advertisements to the target audiences across Display, Search, Facebook and YouTube.

The results were reported monthly, and recommendations adopted to optimise the campaign;

- E-newsletters, social media, website optimisation and Highlands Business Hub content delivery continued, driving engagement and;
- The development of the new GIH Visitor Guide continued with progress on design and content development;
- Quarterly results for the GIH Visit, Live and Invest campaigns served 6,712,617 times to the target audience across digital channels including Google Display and Search ads, YouTube non-skippable ads and Facebook ads;
- The ads recorded 48,932 clicks which is a promising result for the campaign, with the combined **Click Through Rate (CTR)** performing better than industry average. Optimisation is made each month to ensure we serve the ads to the most receptive audience; and,
- The following table provides a summary of the results for the GIH Digital Campaign from 1 October 2021 until 31 December 2021. The detailed report is attached as **Annexure B:**

Channels	Impressions	Clicks	Click Through Rate (CTR)	Industry Average CTR	Cost Per Click (CPC)	Industry Average CPC
Display	3.90M	30.3k	0.80%	0.04 – 0.10%	n/a	n/a
Search	18.8k	1.3k	8.05%	4.68%	\$1.91	\$2.00
YouTube	153.6k	117	n/a	n/a	n/a	n/a
Facebook	2.63M	17.1k	1.07%	0.90%	\$0.20	\$0.68

Table 1.1 – GIH Q2 Campaign Results

New England High Country (NEHC) activity included delivery of existing marketing campaigns, experience and content development planning, onboarding a Social Media Content Contributor.

NEHC Group marketing and promotion results are attached as **Annexure C** and include the following activity for the quarter:

- Clubs and classic car campaign activity completed in October 2021 and included a combination of print, digital and social through the Practical Motoring and Just Cars brands.
- Australian Traveller Campaign booked and Delivered in October 2021, including print and digital advertisements in November and December 2021.
- The NEHC Brand and Soundtrails campaign second 14-day period of activity across Social, Display and YouTube, launched in November to capture the Christmas traveller market. The final activity will launch in March and be complete by Thursday, 31 March 2022;
- The four (4) NEHC Soundtrails were announced to the public by Media Release on Thursday, 21 October by the Federal Member, Barnaby Joyce;
- Destination NSW (DNSW) supplied correct location definitions on Wednesday, 27 October for all NEHC LGAs to update the **Australian Tourism Data Warehouse (ATDW)**.

Council are awaiting confirmation from **Destination Country and Outback (DNCO)** on the mapping of Warialda and Bingara (Gwydir Shire) before changes can be made on Visit NSW website to recognise the NEHC as a regional destination; and

- Social Media Content Contributor appointed for 12 months to drive consistent engagement, EJ Freelance commenced in November 2021, delivering a total of 19 posts.

3.2 Healthcare and Social Assistance Services

Following the success of the EOI for the “Attract, Connect, Stay” Healthcare Workforce Pilot the first co-design workshop was conducted on 30 September 2021 to establish the governance and management of the program.

The outcome of the meeting was to agree a working group to take the project over from Council and commence setting up the governance requirements in preparation for the formal governance group being appointed post Local Government Elections and the election of the Mayor and Deputy Mayor on 11 January 2022. The working group currently includes:

1. Ms Carol Sparks;
2. Mr Michael McNamara;
3. Ms Sheryn Nourse; and
4. Ms Karen Munster.

Council will continue to assist the working group in the lead up to the next workshop which is scheduled for Monday, 31 January 2022.

This workshop will update the community on the program and also appoint the formal Governance Committee.

3.3 Attracting and Retaining Population

A start-up program and/or initiative will be developed out of the Highland Hub co-working space to provide pathways for high school students and local home businesses to develop and grow their business ideas.

Council has provided local real estate agents with access to the Glen Innes Highlands LIVE promotional video and content to assist with marketing the town to potential movers.

A 'Movers Attraction Strategy' and 'Welcome to Glen Innes Pack' will be developed through a GIIT later in the year.

Council is also establishing ideas and potential solutions to create opportunities for our aging population to move into communal retirement whilst also addressing our future housing gaps and future jobs and skills gaps.

4. Partnerships

4.1 Local Business Growth and Support

The new Highlands Hub Co-working space alongside the Highlands Digital Hub will drive partnerships and connection as well as access for businesses looking to improve leadership, create growth and achieve employment outcomes as well as reduce local economic leakage.

A position description for the new position of Community and Business Development Officer was finalised in December 2021 and the role will be advertised from 6 January 2022. Applications close at 5pm on Monday 24 January 2022.

This position will be part of the Economic Development team and will be responsible for the coordination and on-site management of the Highlands Hub digital platform and co-working space.

The Spend in Glen local promotion was a great success with the Glen Innes and District Services Club as the main sponsor of the event.

Council congratulates the Spend In Glen organisers for their commitment and dedication to this annual event that encourages and converts local spend in local businesses.

Several businesses registered on the Highlands Business Hub in the quarter which has a total of 86 registered businesses and organisation including:

1. Design Reaction which provides graphic design services;
2. Twelve Points Photography which provides photography, video and audio services;
3. EJ Freelance which provides business and marketing support;
4. Aussie Sapphire which provides lapidary supplied;
5. Fujisaawa Zen Garden and Homestay which provides experiences and accommodation;
6. High Country Writers Retreat which provides a four-day retreat annually; and,
7. Josephine Enoch who provides stem cell health solutions and educates people about organic stem cell regeneration.

4.2 Consultation, Design Thinking and Problem Solving

The GGITT schedule for the year includes:

- Disused and Underutilised Asset Audit – completed in September;
- 100-year Concept Master Plan – February;
- Housing Assessment and Future Strategy + Investment Attraction – February/March
- Movers Attraction / Welcome to Glen Innes /Liveability – April/May;

Council has 54 residents now registered to be a part of this initiative and encourage more locals to join and contribute ideas in delivering the actions of the EDS.

The MED and the **Tourism and Events Officer (TEO)** have contributed to the consultation process for the new Cultural Plan which is in development and led by Arts North West. Culture is part of Destination Management therefore should align to the GIH DMP.

Council is in direct consultation with **Transport for NSW (TfNSW)** regarding the reactivation potential of the Glen Innes Railway Station as a cultural centre.

Gary Estcourt, the Project Manager for Renewal and Heritage, Transport for NSW attended Council's GGITT Disused Asset workshop.

Mr Estcourt and his colleague Sophie De vitas, Renewal Officer, TfNSW met the MED and the TEO for a site visit to inspect the station and discuss ideas with a view to partner in the future. TfNSW have a program that partners with Council's to reactivate assets and can assist with funding.

Destination Management Plan – 2021 – 2026 Actions

1. Improving Customer Experience

1.1 Audit attraction, activity and service signage and implement a signage plan to deliver improvements.

Jenny Rand & Associates completed the signage audit in December 2021. A separate report to Council has been included in the January 27 2022 Ordinary Council meeting business paper.

1.2 Utilise digital solutions and physical interactions to improve service and connection with place, product, and people.

An application has been submitted to the Black Summer Bushfire Grant for the Tourism Packages and Itinerary Platform.

1.3 Evolve the Visitor Information Centre into a next-generation service centre.

A review of the **Accredited Visitor Information Centres (AVIC)** membership is underway and a report to Council will be provided in April 2022.

The team is continually collaborating on improving the self-service opportunities for visitors through Visitor Centre Signage displays.

Should the Tourism Packages and Itinerary Platform be successful in its funding application the opportunity to deliver this action will exponentially improve.

Trend analysis Year-On-Year (YOY) shows the gap closing in visitor numbers pre-covid and now as restrictions are lifted as seen in Chart 1.1 – YOY Visitor Numbers 2018-2021 below:

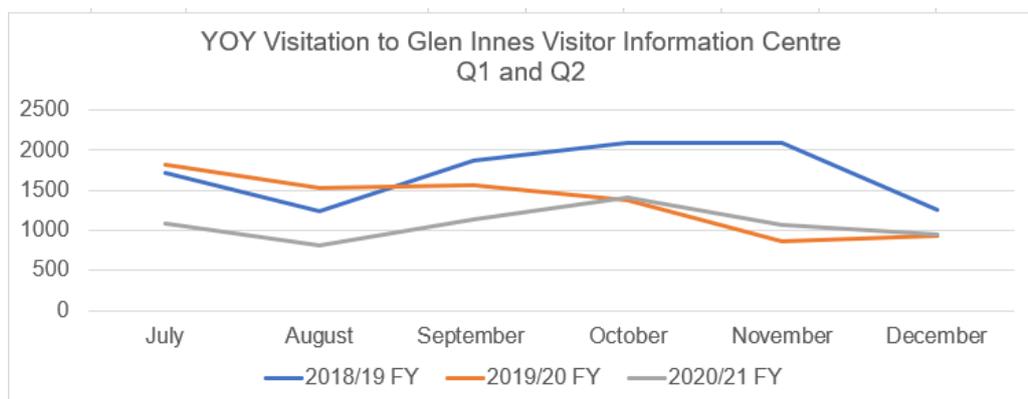


Chart 1.1 – YOY Visitor Numbers 2018-2021

2. **Evolving Brand Positioning**

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

The new positioning is being executed in the new Visitor Guide and the brand refresh project will be completed in June 2022.

2.2 **Facilitate the creation of new content and assets that support the new positioning, experiences and products through grant funding and partnerships.**

This quarter, content and assets created for use in the marketing of GIH across owned and paid channels included:

- **Australian Celtic Festival (ACF)** website updated to reflect the 2022 event;
- Minerama website updated to reflect the details of the 2022 event;
- Five (5) articles have been commissioned for use across GIH channels and will be included in the GIH visitor guide; and,
- GIH Visitor Guide is in production with, itineraries and articles in development.
- A grant application for Minerama was submitted which included a \$20,000 request to deliver to support content development and enhancing the event brand.

This includes a professional photographer/videographer to capture content at Minerama 2022; an Agency to develop content for social and email campaigns to drive engagement and attract visitors to the 2022 event; and the appointment of an agency to deliver a new brand for the event to implement a high, professional standard across all communication and marketing channels.

- A grant application for ACF was submitted which included a \$140,000 request to attract a major drawcard Celtic musician, sporting identities and temporary infrastructure to accelerate the 2022 ACF.
- In November we sought EOI's from the GIH business community to partner with Council to leverage Destination NSW's 'Feel New South Wales campaign'.

Five responses were received, however there was no committed interest by the EOI deadline from local businesses and therefore Council did not submit and EOI to Destination NSW to take part of this campaign.

Develop and Improve Existing Experience

1.1 Support the upgrading, re-development, and improvement of local assets.

Following the GGITT on Disused and Underutilised Assets a survey was launched on 18 October 2021 to score the ideas against a set of criteria that is linked to the EDS and DMP including: Strengthening liveability; Contribution to geotourism; and Local community & visitor benefit.

As of 11 January 2022, there are 29 total responses with the following results to date:

Top three (3) assets ideas to date:

1. Deepwater Walking Tracks along Rail Corridor
2. Glencoe Lagoon Birdwatching Platform
3. Glen Innes Railway Station Upgrade - Music, Art & Culture Precinct

Top three (3) experience ideas to date:

1. Emmaville Mining Tours - Mining, Crystal & Coral (Geological)
2. Stonehenge Bouldering Experience & Events
3. Agricultural Research Station Industry & Education Events

The Australian Standing Stones Members Board has completed two (2) new attractions at the Australian Standing Stones.

An outside Brandubh game which is based on an ancient Viking game and a Human Sun Dial. These games will enhance the Celtic experience and increase time spent at the site.

Cycling has been adopted as the next experience development subject for NEHC.

An audit was completed in December 2021 of existing and upcoming cycling products which will be utilised to develop further product, content and a marketing campaign through NEHC branded channels.

3.2 Grow the Business Conferences and Events sector

The new Highlands Business and Community Hub Co-working space will provide the opportunity to package products and experiences to attract the business conference and events sector.

The Hub will play a central role in the utilisation of other facilities and sites around the LGA to improve overall utilisation.

Council advised the Showground Trust, Country Woman's Association, The Croft and Ben's Falls Retreat as well as other community groups to register as a conference venue in ATDW/Conferences and Events.

4. Create and Deliver New Experiences

4.1. Embrace Geotourism as a holistic approach to featuring natural and cultural heritage into the relevant customer experiences.

GeoTourism Audit - Council has completed the self-assessment scoping study of all the GeoTourism sites and assets in the LGA and the New England North West Region utilising and building on the DMP.

Council have submitted the scoping studies to the NSW Geological Survey and to the National Geotourism Strategy Working Group Chairperson for review.

Ottery Mine Emmaville - Council attended an on-site meeting with representatives from the **Department of Regional Works (DRW)** Regional NSW – Mining, Exploration and Geoscience, Everick Heritage and Crown Lands to view the remediation works which began on 12 July 2021 at the Ottery Arsenic Mine in Emmaville as part of the NSW Government's **Legacy Mines Program (LMP)**.

Council continued to support **Emmaville Mining Museum (EMM)** with social media posts and story development. Council updated their information sheets and relayed grant opportunities for further museum development. EMM, with Council support, are working with Everick Heritage to build stories for the Ottery Mines Project.

National Parks and Wildlife Service – Council partnered with National Parks and Wildlife Service regarding Waratah Watch in the Gibraltar NP.

State Forests - Council also assisted on Geotourism scoping study audit of the State Forest areas given their potential for new Geotrails.

Grants and Funding

Currently, Council has 12 grant applications lodged and pending decision for a total of \$5,068,718 Ex GST.

Required individual reporting was completed and submitted to applicable Government grant departments for the Australian Government and NSW Government funded project streams.

Summary reports on Government grant funded project progress for the previous quarter were sent to the Federal Member for New England, The Hon.

Barnaby Joyce and the State Member for the Northern Tablelands, The Hon. Adam Marshall.

Ongoing grant administration with funding project partners continued for funded projects including:

- **Disaster Recovery Funding Arrangements (DRFA)** Recovery Exceptional Assistance Immediate Support Package: 14 Council and community organisation projects in total;
- **Drought Communities Programme (DCP):** Glen Innes Showground Land Management, Glen Innes Show Society, Glen Innes Pony Club and GISC Grey Street Beautification;
- **Bushfire Local Economic Recovery Fund (BLER):** New England Rail Trail, Highlands and Community Hubs and Programs;
- **Stronger Country Communities (SCC):** Emmaville Mining Museum, Kerry Meade Park;
- **NSW Public Spaces Legacy (NSWPSL):** Centennial Parklands Skywalk;
- **Foundation for Regional Recovery and Resilience (FRRR)** Strengthening Rural Communities: UNE Wyaliba Rises;
- **Regional Tourism Bushfire Recovery (RTBR):** Escape Rooms Visitor Attractions, NEHC National Park Soundtrails; and
- Community Grants Hub: GLENRAC Combatting Priority Local Weeds.

Grants 4-Year Summary

The following table provides a summary of grant information for the year to date compared to the past four (4) years Ex GST:

Description	2021-2022	2020-2021	2019-2020	2018-2019
Number of Grants Approved	6	20	11	29
Total	\$1,589,710	\$25,495,688	\$4,504,252	\$11,005,216
Number of Unsuccessful Grants	2	10	4	6
Total	\$60,000	\$8,389,359	\$1,880,691	\$1,837,753

Table 1.2 – Grants Financial Year Summary

Grants Lodged and Pending a Decision

The following table provides a summary of the grant applications and the value Ex GST of the grant, currently lodged and pending a decision by the relevant grant funding body:

Directorate	Grant Description	Value of Grant
General Manager	Regional Events Acceleration Fund – 2022 Australian Celtic Festival - Attract major drawcard Celtic musician, sporting identities and temporary infrastructure activities.	\$140,000
Development, Planning and Regulatory Services	Black Summer Bushfire Recovery Grant Program - Warwick Twigg Indoor Sports Stadium Development - Solar panels, spectator seating and two (2) outdoor Netball/Basketball courts.	\$413,926
Development, Planning and Regulatory Services and Infrastructure Services	Black Summer Bushfire Recovery Grant Program - Youth and Sport Precinct Upgrades and Connectivity - Skate Park and improved connectivity for access to precinct facilities through new shared pathways.	\$738,523
General Manager	Black Summer Bushfire Recovery Grant Program - Tourism Itinerary and Packages Platform - Web-based system that provides visitors a seamless end-to-end experience for discovery, planning and booking trips to regional Australia.	\$901,369
General Manager, Development, Planning and Regulatory Services and Infrastructure Services	Black Summer Bushfire Recovery Grant Program - Rural Address Signage and Asset Register - Rural address signs across the LGA and establishment of a rural landholder asset register.	\$592,376
General Manager	Black Summer Bushfire Recovery Grant Program - Centennial Parklands Facilities Upgrade - New amenities at Centennial Parklands as part of the Centennial Parklands Master Plan. New outdoor event space and seating.	\$1,341,616
Development, Planning and Regulatory Services and Infrastructure Services	Greater Cities and Regional Sport Facilities Fund – Warwick Twigg Indoor Sports Stadium - Stage Two (2) Development and Shared Pathways. Two (2) x outdoor multi-sport courts, spectator seating, solar panels and shared pathways in West Avenue, Taylor Street through to Ferguson Street.	\$680,392
Corporate and Community Services	State Library NSW Library Priority Grant – funding allocation to be combined with annual State Library NSW Library Subsidy of \$61,500 for Glen Innes Severn Council Library & Learning Centre children’s area upgrades, improved and innovative children’s program and services and additional visual and hearing disability resource.	\$25,000
Corporate and Community Services	Before and After School Care Fund – Establishment Grant – Life Choices OOSH Before School Care Program.	\$39,680
General Manager	Destination NSW – Regional Event Fund, Flagship Event Stream – Marketing for 2022 Minerama Fossicking, Gem and Jewellery Show.	\$20,000
General Manager	Destination NSW – Regional Event Fund, Incubator Stream – Australian Standing Stones Board 2022 Global Greening Event at Centennial Parklands.	\$20,000
General Manager/Development, Planning and Regulatory Services	Stronger Country Communities Fund (SCCF) Round Four (4) – Emmaville War Memorial Hall.	\$131,658
	Total value of grant applications lodged and pending decision	\$5,044,540

Table 1.3 - Lodged and Pending Applications 2021/2022

Grants Approved

The following table provides a summary of the grant applications approved so far for 2021/2022 and the value of the grant Ex GST:

Directorate	Grant Description	Value of Grant
Infrastructure Services	Fixing Local Roads Round Three (3) – Upgrade to Gulf Road, Emmaville	\$1,380,000
General Manager	Building Better Regions – Round Five (5). Creating Capability & Confidence for Community Champions. Project Partner GLENRAC.	\$154,710
Corporate and Community Services	Mosman Council Community Grant – A Glen Innes Severn Council Library & Learning Centre Aboriginal Community Project. Council will partner with Glen Innes Family and Youth Support Services to work with the Aboriginal community to produce a Traditional Burn Etching Artwork Project.	\$5,000
Development, Planning and Regulatory Services	NSW EPA – Council Landfill Program Phase Two (2) – Construction of drainage around landfill site – Glen Innes Landfill	\$15,000
Development, Planning and Regulatory Services	NSW EPA – Council Landfill Program Phase Two (2) – Fencing work around landfill site – Glen Innes Landfill	\$15,000
Development, Planning and Regulatory Services	NSW EPA – Council Landfill Program Phase Two (2) – Staging Plan updates and Landfill Life Review – Glen Innes Landfill	\$20,000
	Total value of grant applications approved	\$1,589,710

Table 1.4 – 2021/2022 Grant Applications - Approved

Grants Unsuccessful

The following table provides a summary of the unsuccessful grant applications and the value of the grant, for 2021/2022 year to date:

Directorate	Grant Description	Value of Grant
General Manager	Destination NSW Tourism Product Development Fund – Refresh and Renew Fund - Glen Innes Visitor Information Centre Upgrade	\$10,000
General Manager	Destination NSW Tourism Industry Marketing Support – Grants Program (TIMS-GP)	\$50,000
	Total	\$60,000

Table 1.5 – 2021/2022 Unsuccessful Grants

(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 various staff members of Council who oversee the respective services that are provided by the Economic Development department.

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

This item links to Council's Delivery Program Community Service Action CS 1.2.5: Investigate ways to promote Glen Innes Highlands as a 'tree change' destination.

This item links to Council's Delivery Program Economic Development Action ED 1.1.1: Undertake a review of the current Economic Development Strategy to ensure Council is capitalising on economic development opportunities in the LGA.

This item links to Council's Delivery Program Economic Development Action ED 3.1.2: Provide incentives to encourage new business to the LGA and assist existing business to expand.

CONCLUSION

The information contained in this report delivers a summary to Council on the key actions, activities, projects and programs undertaken in Council's Economic Development department for the period from 1 October 2021 until 31 December 2021.

ATTACHMENTS

- Annexure A Horizons Internation Attraction Strategy (*under separate cover*)
- Annexure B GIH Q2 Campaign Reports (*under separate cover*)
- Annexure C NEHC Q2 Campaign Report (*under separate cover*)

REPORT TITLE: 7.9 DISCLOSURES OF POLITICAL DONATIONS AND ELECTORAL EXPENDITURE

ECM INDEXES:

Subject Index: GOVERNANCE: Councillors

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 provide information about the electoral disclosure obligations of Councillors elected at the Saturday, 4 December 2021 Local Government Elections.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Elected members must submit political donation and electoral expenditure disclosures to the NSW Electoral Commission for the remainder of their term.

(b) Discussion

Councillors and mayors elected at the Local Government elections on Saturday, 4 December 2021 must submit political donation and electoral expenditure disclosures to the NSW Electoral Commission periodically for their term in office.

The first disclosures must be submitted by **Friday, 25 February 2022**.

The Fact Sheet (**Annexure A**) provides general information on the disclosures, which are due on Friday, 25 February 2022.

There are three (3) types of disclosures to submit each year as an elected member: two (2) half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

In relation to the 2021/2022 financial year, an elected member must also submit disclosures in their capacity as a candidate. These being two (2) half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

The relevant periods each disclosure covers and the lodgement periods for disclosures for 2021/2022 are:

Disclosure type	Disclosure period	Disclosure lodgement period	Disclosure due
1 st half-yearly political donations disclosure	1 July 2021 until 31 December 2021	1 January 2022 until 25 February 2022	Friday, 25 February 2022
2 nd half-yearly political donations disclosure	1 January 2022 until 30 June 2022	1 July 2022 until 28 July 2022	Thursday, 28 July 2022
Annual electoral expenditure disclosure	1 July 2021 until 30 June 2022	1 July 2022 until 22 September 2022	Thursday, 22 September 2022

If an elected member was the lead candidate of a group of candidates at the Local Government elections, they must submit the above disclosures not only as a candidate and elected member, but also on behalf of the group.

If no political donations are made or received or no electoral expenditure is incurred, 'Nil' disclosure forms must still be submitted.

Disclosures can be made through [Funding and Disclosure Online](#), the NSW Electoral Commission's secure, accessible and convenient online portal for electoral participants. Those who do not yet have access can [request access today](#).

Detailed information about disclosures is available on the NSW Electoral Commission [website](#).

Elected member contact details

Elected members who have not provided the NSW Electoral Commission with up-to-date contact details are requested to do so as soon as possible by emailing fdc@elections.nsw.gov.au.

A current email address and mobile number for each elected member is required so that the NSW Electoral Commission can send notifications about when and how to disclose political donations and electoral expenditure.

Elected members who do not comply with disclosure requirements could be penalised, including a fine or prosecution.

More information

More information about electoral funding obligations of elected members can be found on the NSW Electoral Commission [website](#). The *Electoral Funding Act 2018* can be accessed on the [NSW Legislation website](#).

Councillors can contact the NSW Electoral Commission if they have any questions.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

The Electoral Funding Act 2018

(d) Risk

It is the requirement of each elected member to manage their risk in relation to electoral disclosure requirements.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

NSW Electoral Commission.

(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

Information pertaining to Councillor disclosure requirements with the NSW Electoral Office has been provided for the information of all Councillors.

ATTACHMENTS

Annexure A Political Donations Disclosure Fact Sheet

REPORT TITLE: 7.10 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, 25 November 2021.

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. A project timeline has been agreed with Open Office, which anticipates Stage 1 of the Project to “Go Live” on Monday, 2 May 2022.

Current Project Status – Stage 1:

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

- A new Chart of Accounts with associated Dimensions has been created and sent to Open Office to be uploaded. Basic user training to enable online review has taken place;
- Data extract templates for the Rates, Property and Water Billing module have been completed and uploaded into Open Office. Data validation is currently taking place. Basic user training to enable online data validation has taken place;
- Date extract templates for the Payroll module have been completed and uploaded into Open Office. Templates for standard codes e.g. pay transaction codes are being completed and reviewed. Basic user training to enable online data validation has taken place;
- A Job costing ledger is currently being designed and should be completed for review soon;
- The Project Office (old RFS building on Bourke Street) is nearing completion with the required IT setup to completed late January early February;
- Subject matter expert training is to begin in February 2022;
- User acceptance testing is to begin in March 2022;
- End user training will be held in April 2022; and
- Go Live preparation will take place in April and May 2022.

The chart below details the Summary of Key Project Components as at Tuesday, 11 January 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
Contract with Open Office	100% Complete <ul style="list-style-type: none"> Contract negotiation complete Payment Plan agreed Contract signed 22 December 2020 Contract Variation for Enterprise Asset Management (EAM) solution has been agreed and signed 		
Azure Cloud Infrastructure (RMT)	95+% Complete <ul style="list-style-type: none"> RMT build complete Open Office database installation complete Minor configuration ongoing 		
Project Breakout Office	80% Complete <ul style="list-style-type: none"> IT connectivity and furniture is being installed Training commences 27 January onwards 		
Stage 0 – Project Initiation	100% Complete <ul style="list-style-type: none"> Staff Project initiation complete Project Management Plan agreed Draft Project Schedule (Gantt Chart) received and under review. 		
Stage 1 – Core Module Implementation	30% Complete – <ul style="list-style-type: none"> Data migration analysis for Rates/Property/Water completed Data migration analysis for Finance & Payroll completed Data validation has commenced 		
Stage 1 – Chart of Accounts Development	80% Complete <ul style="list-style-type: none"> CoA design completed Sandpit environment established Job/Job Task Codes commenced 		
Stage 2 – Other Module Implementation	10% Complete <ul style="list-style-type: none"> Council to initiate early commencement of Stage 2 modules from January where possible 		

2. Milestone Completion this Report

<i>Milestone</i>	<i>Comments</i>	<i>Status This Report</i>	<i>Status Last Meeting</i>
<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 GISC completed for Finance, Payroll, Rates, Property & 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 & Payroll & Financials data extraction cut 1 complete</i>		
<i>Chart of Accounts Design</i>	<i>CoA design complete</i>		<i>N/A</i>
<i>Test Data Load</i>	<i>Initial data loads for Payroll and Rates/ Property complete and validation commenced</i>		<i>N/A</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 Project Office is ready to be utilised as part of the next stage of the implementation where staff will spend time inputting information and testing the various modules.

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

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.11 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 DECEMBER 2021**

ECM INDEXES:

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

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

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

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

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

Warwick Twigg Indoor Sports Stadium

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



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

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

New Finance System and Implementation

Please refer to Project Jigsaw Update Report, Item 7.10 above.

Projects Revoted from prior year (*Annexure D*):

Rockadooie Bridge

Council's Bridge Team have completed the construction of a new bridge on Ten Mile Road over Rockadooie Creek.

This project was required after the bridge was reportedly damaged during firefighting activities in the summer of 2019.

Image three (3) below shows the completed bridge over the Rockadooie Creek on Ten Mile Road:



Image 2 – Completed bridge over Rockadooie Creek on Ten Mile Road

(c) Options

Nil.

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

The 2019/2020 and 2020/2021 Capital Works Programs were adopted by Council as part of their respective Operational Plans and Budgets.

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.

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

	Adopted Budget (\$)	Revised Budget (\$)	Actual and Committed (\$)	% Expenditure
Capital Works Program Carried Forward from 2019/2020	2,989,929	3,139,929	3,780,380	120.4*
Capital Works Program Carried Forward from 2020/2021	6,188,765	6,192,146	3,802,199	61.4
Capital Works Program 2021/2022	17,464,451	17,312,379	3,064,513	17.7
Capital Works Program Revotes	1,298,626	1,298,626	222,030	17.1
TOTALS	27,941,771	27,943,080	10,869,121	38.9

*The December Quarterly Budget Review will include a requesting for a budget adjustment for the Netball Stadium project.

(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 staff who have ownership of the various projects including all Director's, the Acting Manager of Infrastructure Delivery, the Manager of Library and Learning Centre, the Manager of Community Services and the Technical Support Officer (Assets), to ensure that it includes up-to-date commentary.

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 Friday, 31 December 2021.

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

Item 7.11

REPORT TITLE: 7.12 INVESTMENTS REPORT AS AT 31 DECEMBER 2021

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Investments

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

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

PURPOSE

The purpose of this report is to provide Council with a reconciliation of Financial Investments as at Friday, 31 December 2021.

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)**.

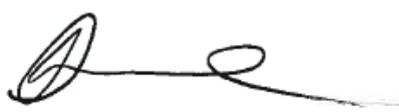
(b) Discussion

Glen Innes Severn Council has \$18.1M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at Friday, 31 December 2021.

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 five (5) responsible investments – four (4) \$1M investments with Westpac's Green Tailored Deposits and one (1) \$1M investment with Commonwealth Bank of Australia Green Term Deposit.

The Bank Reconciliation Statement shown below details what Council had in its bank account as at Friday, 31 December 2021. This considers unrepresented cheques, unrepresented deposits and unrepresented debits compared to what is stated in the General Ledger:

Bank Reconciliation Statement	
Balance as per General Ledger	
Opening Balance 1 December 2021	\$7,071,625.90
December Movements	\$ 649,739.84
Closing Balance 31 December 2021	<u>\$ 7,721,365.74</u>
Less unprocessed Bank Statement Transactions	\$ -
Total:	<u>\$ 7,721,365.74</u>
Balance as per Statement	
	<u>\$ 7,721,560.82</u>
Less Unpresented Cheques	\$ -
Plus Unpresented Debits	\$ -
Less Unpresented Deposits	-\$ 195.08
Total:	<u>\$ 7,721,365.74</u>
	
Responsible Accounting Officer 10 January 2021	

The Summary of Investments set out in the following table, details each of Council's investments. Where each investment is held, maturity date, interest rate and the rating of each investment as at Friday, 31 December 2021.

SUMMARY OF INVESTMENTS:

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

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	27/01/2022	0.43%	CBA (3)	Yes*	1,000,000	4,300.00
A1+/AA-	4/03/2022	0.38%	Westpac Banking Corporation (6)	Yes*	1,000,000	3,800.00
A2/BBB	24/03/2022	0.45%	ME Bank (11)	Yes	700,000	3,150.00
A1+/AA-	24/03/2022	0.34%	Westpac Banking Corporation (1)	Yes*	1,000,000	3,400.00
A1/A	24/01/2022	0.40%	Macquarie Bank (2)	Yes	1,000,000	3,956.16
A1+/AA-	24/04/2022	0.35%	Westpac Banking Corporation (9)	Yes*	1,000,000	3,500.00
A2/BBB	24/03/2022	0.35%	AMP (10)	Yes	700,000	1,832.47
A1/A+	24/06/2022	0.40%	Macquarie (16)	Yes	1,000,000	4,000.00
A1+/AA-	24/06/2022	0.35%	NAB (18)	Yes	1,000,000	2,663.01
A1+/AA-	29/07/2022	0.38%	CBA (15)	Yes	1,000,000	2,663.01
A1+/AA-	31/07/2022	0.29%	NAB (17)	Yes	1,000,000	2,900.00
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	2,663.01
A1+/AA-	9/09/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	24/09/2022	0.35%	CBA (12)	Yes	1,000,000	3,490.41
A1+/AA-	21/11/2022	0.44%	CBA (5)	Yes	1,000,000	4,773.70
A1+/AA-	10/11/2022	0.52%	CBA (8)	Yes	1,000,000	5,200.00
A1+/AA-	9/12/2022	0.60%	Westpac Banking Corporation (4)	Yes*	1,000,000	6,000.00
Expected Average Return 21/22		0.39%	Total Investments		18,100,000.00	67,091.77
Actual Average Return Received YTD		0.59%	Cash on Hand		7,721,365.74	
Total Cash and Investments					25,821,365.74	

The table below details the interest received for the current Financial Year as at Friday, 31 December 2021.

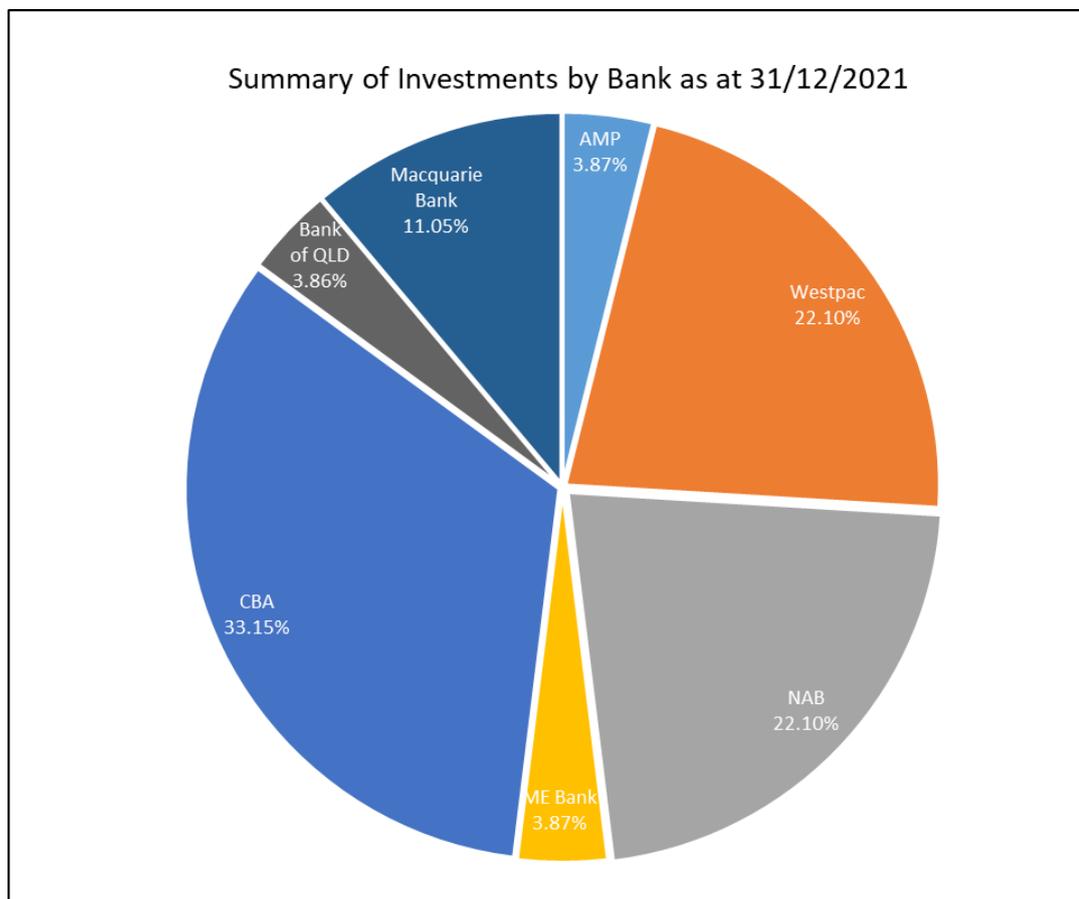
Interest received for year to 31 December 2021	\$42,612.89
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The table below details the monthly movements of investments for December 2021:

Investment Movements	
Opening Balance as at 1 December 2021	18,100,000
Less:	
Maturities (1)	1,000,000
Subtotal	17,100,000
Plus	
Rollovers (1)	1,000,000
New Investments (0)	-
Current Balance as at 31 December 2021	18,100,000

During the month of December 2021, there was one (1) Green tailored investment with the Westpac Bank that matured and was rolled over.

The graph below shows the summary of Investments by Bank:



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

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

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

Certification

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year is 0.59%. This is a reduction on the actual average return of 1.36% 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 December 2021 is 0.03%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 December 2021	18,100,000	15,400,000
Closing Balance 31 December 2021	18,100,000	16,400,000

(b) Governance/Policy

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

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

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

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

All aggregate rating categories are within the policy limits.

Credit Quality Portfolio Compliance

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

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	18,100,000
Yes	AA	77.35%	14,000,000	100%	4,100,000
Yes	A	11.05%	2,000,000	45%	6,145,000
Yes	BBB	11.60%	2,100,000	25%	2,425,000
Yes	Government	0.00%	-	100%	18,100,000
		100.00%	18,100,000		

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

(c) Legislative/Statutory

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

Section 625 of the Act states the following:

How may Councils invest?

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

Section 212 of the Regulation states the following:

Report on Council's Investments

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

(d) Risk

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

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

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

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

(e) Social

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

(f) Environmental

Nil.

(g) Economic

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

(h) Asset Management

Nil.

CONSULTATION

(a) External

Council makes investments through Curve Securities and deals directly with the Commonwealth Bank and the Westpac Bank. During the month all three (3) advisors were contacted to gain advice of daily interest rates.

(b) Internal

The Manager of Governance, Risk and Corporate Planning was consulted regarding the risk implications 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

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: 7.13 BORROWINGS REPORT AS AT 30 NOVEMBER 2021

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

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

Item 7.13

PURPOSE

The purpose of this report is to provide Council with a reconciliation of borrowings as at Tuesday, 30 November 2021.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

The following tables detail the interest rates, loan completion dates, and balances as at Tuesday, 30 November 2021 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	\$	1,717,473.80
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$	619,500.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$	162,940.10
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$	2,083,342.58
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$	155,785.75
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023	\$	281,896.13
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$	394,069.90
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$	1,576,279.59
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$	1,156,047.79
Total General Fund Liability					\$	8,147,335.64

*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	\$	1,657,900.00
Total Water Supply Fund Liability					\$	1,657,900.00

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

TOTAL LOANS LIABILITY					\$	10,751,006.18
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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

Glen Innes Severn Council has Loan Liabilities totalling \$10,751,006.18 as at 30 November 2021.

(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 previously consulted on the risk implications 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: 7.14 BORROWINGS REPORT AS AT 31 DECEMBER 2021

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Loans

Customer Index: NIL

Property Index: NIL

AUTHOR: Amy Watson - Financial Accountant

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

PURPOSE

The purpose of this report is to provide Council with a reconciliation of borrowings as at Friday, 31 December 2021.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

The following tables detail the interest rates, loan completion dates, and balances as at Friday, 31 December 2021 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	\$	619,500.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$	162,940.10
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$	2,083,342.58
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$	125,448.85
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023	\$	281,896.13
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$	367,618.27
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$	1,470,473.08
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$	1,140,554.80
Total General Fund Liability					\$	7,928,556.61

*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	\$	1,657,900.00
Total Water Supply Fund Liability					\$	1,657,900.00

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

TOTAL LOANS LIABILITY					\$	10,532,227.15
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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

Glen Innes Severn Council has Loan Liabilities totalling \$10,532,227.15 as at 31 December 2021.

(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 in relation to risk.

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: 7.15 RATES AND CHARGES AS AT 30 NOVEMBER 2021

ECM INDEXES:

Subject Index: RATES AND VALUATIONS: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Andrea Davidson - Rates Officer

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

PURPOSE

The purpose of this report is to advise Council of funds collected, amounts for outstanding Rates, Water and Sewer charges, along with water consumption charges for the year to date, as at Tuesday, 30 November 2021.

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, Water and Sewer Charges.

(b) Discussion

Amounts outstanding as at 30 November 2021 for both rates and charges and water consumption charges compared to 30 November 2020 are as follows:

	30 November 2021	30 November 2020
Rates and Charges	\$5,754,063.99	\$6,358,743.15
Water Consumption Charges	\$91,873.82	\$55,595.88
Total Outstanding	\$5,845,937.81	\$6,414,339.03

The following table provides details of outstanding rates and charges as at 30 November 2021:

Outstanding Rates and Charges	30 November 2021
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,664,310.32
Pension Concession	-\$393,592.03
Amounts collected as at 30 November 2021	-\$7,297,731.16
Total Outstanding Rates and Charges	\$ 5,754,063.99

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 Tuesday, 30 November 2021 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 \$393,592.03; reducing the amount of income derived from these Rates and Charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$177,116.41. The remaining 55% (\$216,475.62) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding Rates and Charges as at Tuesday, 30 November 2021 of \$5,754,063.99 represents **44.09%** of the total annual Rates and Charges levied and outstanding of \$13,051,795.15, compared with the outstanding Rates and Charges of \$6,358,743.15 at 30 November 2020. This represents **50.20%** of the total annual Rates and Charges levied and outstanding of \$12,667,902.30 as at 30 November 2020.

E-Notices

As at Tuesday, 30 November 2021 there were 846 ratepayers registered for E-Notices. These ratepayers generate 1,168 individual rate notices which are distributed by email. This represents 20.93% of all rate notices issued. These figures are based on the 5,580 rates and water notices issued from 1 July 2021 until 30 November 2021.

Water Consumption Charges

The following table provides details of outstanding water consumption charges as at Tuesday, 30 November 2021:

Outstanding Water Consumption Charges	30 November 2021
Water Consumption Charges and arrears as at 30 June 2021	\$320,412.89
Water Consumption charges and adjustments 2021/2022 year to date (YTD)*	\$315,140.41
Amounts collected as at 30 November 2021	-\$543,679.48
Outstanding Water Consumption Charges	\$91,873.82

The outstanding Water Consumption Charges as at Tuesday, 30 November 2021 of \$91,873.82 represents **14.46%** of \$635,553.30, compared with the outstanding Water Consumption Charges of \$55,595.88 at 30 November 2020. This represents **10.04%** of the total Water Consumption Charges levied and outstanding of \$553,580.68 as at 30 November 2020. 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 95 ratepayers who have entered arrangements for the payment of their rates, totalling \$270,501.17. This is a decrease of \$15,490.69 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, water and sewer 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 water 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 water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors.

(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 as at Tuesday, 30 November 2021 represents **44.09%** of the total annual Rates and Charges levied and outstanding from previous years by Council (compared with **50.20%** as at 30 November 2020).

The outstanding Water Consumption Charges as at Tuesday, 30 November 2021 represents **14.46%** of the total Water Consumption Charges issued and outstanding from previous years (compared with **10.04%** as at 30 November 2020), the variance is due to a difference in timing of payment due dates.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.16 RATES AND CHARGES AS AT 31 DECEMBER 2021

ECM INDEXES:

Subject Index: RATES AND VALUATIONS: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Andrea Davidson - Rates Officer

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

PURPOSE

The purpose of this report is to advise Council of funds collected, amounts for outstanding Rates, Water and Sewer charges, along with water consumption charges for the year to date, as at Friday, 31 December 2021.

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, Water and Sewer Charges.

(b) Discussion

Amounts outstanding as at 31 December 2021 for both rates and charges and water consumption charges. Please note there are no comparison details to the 31 December 2020 available for this report due to there being no Ordinary Council Meeting held in January 2021. Previously the December and January figures were combined in one report and presented at the Ordinary Council meeting in February.

	31 December 2021	31 December 2020
Rates and Charges	\$5,435,815.82	
Water Consumption Charges	\$389,678.20	
Total Outstanding	\$5,825,494.02	

The following table provides details of outstanding rates and charges as at 31 December 2021:

Outstanding Rates and Charges	31 December 2021
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,669,045.36
Pension Concession	-\$393,157.81
Amounts collected as at 31 December 2021	-\$7,621,148.59
Total Outstanding Rates and Charges	\$ 5,435,815.82

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 Friday, 31 December 2021 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 \$393,157.81; reducing the amount of income derived from these Rates and Charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$176,921.01. The remaining 55% (\$216,236.80) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding Rates and Charges as at Friday, 31 December 2021 of \$5,435,815.82 represents **41.63%** of the total annual Rates and Charges levied and outstanding of \$13,056,964.41.

E-Notices

As at Friday, 31 December 2021 there were 864 ratepayers registered for E-Notices. These ratepayers generate 1,184 individual rate notices which are distributed by email. This represents 21.22% of all rate notices issued. These figures are based on the 5,580 rates and water notices issued from 1 July 2021 until 31 December 2021.

Water Consumption Charges

The following table provides details of outstanding water consumption charges as at Friday, 31 December 2021:

Outstanding Water Consumption Charges	31 December 2021
Water Consumption Charges and arrears as at 30 June 2021	\$320,412.89
Water Consumption charges and adjustments 2021/2022 year to date (YTD)*	\$628,296.21
Amounts collected as at 31 December 2021	-\$559,030.90
Outstanding Water Consumption Charges	\$389,678.20

The outstanding Water Consumption Charges as at Friday, 31 December 2021 of \$389,678.20 represents **41.07%** of \$948,709.10 outstanding Water Consumption Charges. Please note the 2nd quarter water accounts have only recently been levied and are in the process of being printed and posted. It should be noted that outstanding charges are not the same as overdue charges.

Agreements to Pay Rates by Arrangement

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

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

There are currently 99 ratepayers who have entered arrangements for the payment of their rates, totalling \$271,712.56. This is an increase of \$1,211.39 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, water and sewer 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 water 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 water charges does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors.

(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 as at Friday, 31 December 2021 represents **41.63%** of the total annual Rates and Charges levied and outstanding from previous years by Council.

The outstanding Water Consumption Charges as at Friday, 31 December 2021 represents **41.07%** of the total Water Consumption Charges issued and outstanding from previous years.

Please note there are no comparison details to the 31 December 2020 available for this report due to there being no Ordinary Council Meeting held in January 2021. Previously the December and January figures were combined in one (1) report and presented at the Ordinary Council meeting in February.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.17 WORKPLACE INJURY MANAGEMENT REPORT AS AT
31 DECEMBER 2021

ECM INDEXES:

Subject Index: WORK HEALTH AND SAFETY: General

Customer Index: NIL

Property Index: NIL

AUTHOR: Ann Blunt - WHS Co-ordinator

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

This report covers Workers Compensation figures from 1 July 2018 until 31 December 2021, as follows:

Item	2018/2019	2019/2020	2020/2021	2021/2022
Total Premium Paid	\$143,153.33	\$152,383.59	\$226,022.88	\$213,206.95 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.50%	1.43%	1.97%	1.83% (estimate)
YTD New Claims (Premium Impacting)	8	4	5	1
YTD New Claims (Non-Premium Impacting)	8	6	10	4
YTD Total New Claims	16	10	15	5
YTD Time Lost Due to Injury (LTI Days)	40	79	29	113
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				3
Open Non-Premium Impacting Claims (Current Year)				3
Total Open Claims				10
Closed Claims that are still Impacting on Council's Premium				7
Total Cost of All Premium Impacting Claims (to date)	\$9,585.00	\$30,792.00	\$35,352.00	\$19,135.00
Scheme Performance Rebates	\$55,620.88	\$24,593.67	\$34,953.89	\$34,265.14

This report covers the two (2) month period from 1 November 2021 to 31 December 2021.

There were two (2) new workers compensation claims during this period, with one (1) being premium impacting and the other non-premium impacting. Four claims were finalised and closed, comprising three (3) from a previous year and one (1) for the current year.

Lost time has increased due to workers being unable to complete their return-to-work duties as anticipated by treatment providers. There has also been a slight increase in claims costs for the period.

Council has received its safety and wellbeing incentive for 2021/2022 from StateCover Mutual, which is \$34,265.14 ex GST. These funds are targeted at safety and wellbeing initiatives across Council.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

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

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

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

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

Nil.

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

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

CONCLUSION

The period 1 November 2021 to 31 December 2021 saw two (2) new workers compensation claims, with four (4) claims finalised and closed. An increase in lost time occurred due to workers being unable to complete their return-to-work duties as anticipated by treatment providers. This has also resulted in a small increase in claims costs for the period.

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.18 PINKETT RECREATION RESERVE MANAGEMENT COMMITTEE - ELECTION OF COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: COMMITTEES OF COUNCIL

Customer Index: Pinkett Recreation Reserve Management Committee

Property Index: NIL

AUTHOR: 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 Pinkett Recreation Reserve Management Committee meeting held on Thursday, 5 August 2021.

RECOMMENDATION

THAT Council:

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

- *Donna Barnes;*
- *Rachael Constable;*
- *Neville Duddy;*
- *Barbra Holliss;*
- *Amy Kempton;*
- *Garret Lawler;*
- *Bernie Miller;*
- *Jack Miller;*
- *Trevor Miller;*
- *John Newberry;*
- *Pat Newberry; and*
- *Ben Newbury.*

- 2. Endorses the election of office bearers within the newly elected Pinkett Recreation Reserve Management Committee as follows:**
- *President - Trevor Miller;*
 - *Senior Vice President - Pat Newberry;*
 - *Junior Vice President - Ben Newbury;*
 - *Treasurer - Amy Kempton; and*
 - *Secretary - Rachael Constable.*

REPORT

(a) Background

The Pinkett Recreation Reserve Management Committee includes representation from interested community members. The Committee is required to consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Pinkett Recreation Reserve Management Committee was held on Thursday, 5 August 2021.

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

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

(b) Discussion

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

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

- Donna Barnes;
- Rachael Constable;
- Neville Duddy;
- Barbra Holliss;
- Amy Kempton;

- Garret Lawler;
- Bernie Miller;
- Jack Miller;
- Trevor Miller;
- John Newberry;
- Pat Newbury; and
- Ben Newberry.

The election of office bearers was also held, with Trevor Miller elected as President. The elected Senior Vice President was Pat Newberry, Ben Newbury was elected as Junior Vice President, Amy Kempton as Treasurer and Rachael Constable was elected as Secretary.

It should be noted that the minutes were not received in adherence with section 3.4 of the **Manual for Community Committees of Council (the Manual)** which states *“Minutes of all Committee meetings must be endorsed by members within two (2) weeks following each meeting”* further *“The endorsed, preferably signed and typed, copy of the minutes are then to be forwarded to Council”*.

Staff made various attempts to request the AGM minutes via the Committee Chairperson and Secretary using both email and telephone. A formal letter was sent on Monday, 11 October 2021, requesting the outstanding AGM minutes and a follow-up phone call made in early November. The AGM minutes were received by Council on Wednesday, 3 December 2021.

For Council to ensure the community asset is being well managed by the Community Committee of Council regular contact is required. In the past concerns have been raised around the Committees non-compliance with the Manual especially in relation to minutes and notice of meetings or correct notice surrounding the use of the facility.

The Committee have expressed their desire to separate from Council and manage the facility themselves. This has been discussed and investigated by staff, with the Committee provided with the following options:

Option 1

As the land is Operational Land it can be sold by Council. This option would allow the Committee to fully separate from Council. Council’s Corporate Property Policy and Corporate Property Policy Guidelines would need to be adhered to and would provide guidance if this option were requested by the Committee. A further report would be submitted to Council to see if this was something to pursue. If a decision was made to dispose of the asset, then a call for expressions of interest / tenders for the sale of the land would be required. It would be possible that multiple prospective buyers make an offer and that Council may not accept the offer submitted by the Committee.

Option 2

The Committee could enter into a Licence Agreement with Council which gives Council more control over the licensor whilst still owning the asset. This option allows Council to be able to enter the property without requiring the permission of the tenant and can also be used for a shorter period or if only a part of the property is going to be used.

Option 3

The Committee could enter into a Lease Agreement which would allow the tenant more exclusive possession of the land / asset and would mean Council have to seek permission to enter the property.

Since the above options were provided to the Committee, Council staff have not heard anything further regarding the Committees discussions or proposed option to pursue.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

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

(b) Governance/Policy

The AGM and election of office bearers has been carried out in accordance with the Manual. All representatives who nominated for the Pinkett Recreation Reserve Management Committee are aware of the conditions as outlined in the Manual.

The Pinkett Recreation Reserve Management Committee has delegated Council powers and responsibilities and are required to adhere especially to section four (4) Financial Management of the Manual to ensure compliance. Further, they provide input into relevant Council policies and strategies as they are formulated and reviewed.

There have been several non-compliance issues with this Committee, which have been reported to Council previously through the Director of Corporate and Community Services Monthly Reports. To summarise for the new Council these issues were:

- Nonattendance or response in relation to compulsory training on Public Liability and Events Management held in October 2019;

- Formal letter in November 2019 requesting outstanding AGM minutes after various attempts were made via email and telephone, along with a request for updated contact details following the AGM;
- Formal letter in January 2020 regarding the AGM minutes which demonstrated the AGM was not held in adherence to the manual and a request to hold a further meeting to vote on the 12 members was required;
- Formal letter in October 2021 requesting outstanding minutes; and
- The recent AGM was advertised for Tuesday, 3 August 2021 however as per the minutes it was held on Thursday, 5 August 2021.

As mentioned in the discussion part of this report, the Committee has raised its desire to step away as a Section 355 Community Committee of Council. Council are still awaiting further advice as to whether a meeting is to be scheduled with relevant staff and Committee Members to discuss this matter further.

(c) Legislative/Statutory

The Pinkett Recreation Reserve Management 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 the potential risk to committee members not being covered by Council's insurance. Furthermore, there is possible 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.

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

(e) Social

As a Section 355 Committee of Council, the Pinkett Recreation Reserve Management Committee assists and maintains important community assets and infrastructure. It provides and manages a function that is creating interaction and lifestyle opportunities for residents by ensuring the facility is accessible and well utilised.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

The Property Officer was consulted in relation to the options mentioned in the discussion section of the report.

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

This item links to Council’s Delivery Program Community Service Strategy CS 5.1 “Promote partnerships between the community and Council in achieving this objective”.

CONCLUSION

The Pinkett Recreation Reserve Management Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The Pinkett Recreation Reserve Management Committee has elected 12 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 Pinkett Recreation Reserve Management Committee - AGM Minutes - 5/8/21

REPORT TITLE: 7.19 GLEN INNES SEVERN LIBRARY REPORT - OCTOBER, NOVEMBER, DECEMBER 2021

ECM INDEXES:

Subject Index: LIBRARY AND PUBLIC INFORMATION ACCESS: General
COMMUNITY SERVICES: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Kerry Byrne - Manager of Library / Learning Centre

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

PURPOSE

The purpose of this report is to keep Council up to date on the quarterly statistical data and the community cultural program and activities delivered by the Library and Learning Centre.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Under the *Library Act 1939*, Council has a responsibility to be well informed about the management and coordination of the Library. Further, the Manager of the Library and Learning Centre has a reporting obligation under the Glen Innes Severn Learning Centre's Principal Agreement and the Glen Innes Severn Library Committee's Agreement with Council, this report is compiled to fulfil these obligations.

(b) Discussion

The Library delivered COVID safe face-to-face community events and activities during the quarter which were family-orientated and culturally enriching. Local visitations and general usage have been impacted during the year, due to growing regional COVID infections and low community confidence.

October 2021

The Glen Innes Public Library has become involved in the collaborative live streaming of author talks which are supported by the NSW Public Libraries Association and the BAD Sydney Crime Writers' Festival.

These events will be live streamed in the Glen Innes Library and the recorded version was promoted with the author talk links on Facebook for the community to enjoy at home.

Online Author Event – Wednesday, 27 October 2021

Costa Georgiadis was in conversation with Robyn Syphers from the Camden Libraries and supported by the NSW Public Libraries Association.

Mosman Council Community Grant – Traditional Burn Etching Artwork

Council's grant application for the 2021/2022 project was approved in late September 2021. The proposed *Traditional Burn Etching Artwork Project* will be coordinated by the Manager of the Library and Learning Centre in conjunction with Glen Innes Family and Youth Support Services. The final artworks will be on display in the Glen Innes Art Gallery during October 2022.

November 2021

Online Author Event – Friday, 5 November 2021

Author David Hunt was interviewed by Wendy Harmer, Australia's much-loved personality about his latest book, 'Girt Nation, the unauthorised History of Australia – Volume 1'.

Online Author Event – Friday, 19 November 2021

Michael Connelly was interviewed by Ben Hobson about his latest book 'The Dark Hours', the new Renee Ballard and Harry Bosch thriller.

Online Author Event – Wednesday, 24 November 2021

Fiona McIntosh was in conversation with Mel Tong from Macquarie Regional Library on her new spy adventure 'Spy's Wife'.

December 2021

BAD September Mini-Festival

BAD Sydney Crime Writers Festival presented the following three (3) crime writer events, each were streamed live at the Library:

- Thursday, 2 December 2021 - Jane Harper;
- Friday, 3 December 2021 - 'Fresh Blood 1 - featuring Michael Burge, Ruth McIver and Margaret Hickey'; and
- Saturday, 4 December 2021 - Michael Robotham.

High Country Writer's Festival

At the High-Country Writer's Festival on Saturday, 11 December 2021, Trish Donald, a local author and graphic designer, read her book 'Tissywoo and the Worry Monsters'. Trish has published a series of children's book with a social message and a learning tool for children. This session was moderated by a local personality, Amanda Woods who questioned Trish on her writing and publishing skills, insights and experiences.

Following this reading, Trish Donald presented a workshop called 'So, You Wanna Be an Author?' where the participants were able to work on their own book themes, characters and plots.

Christmas Celebrations

The Library participated in several community activities which included the:

- Red Cross Christmas Tree Display;
- Community Christmas Present Donation Tree;
- SANTA Storytelling Session and Photograph opportunity;
- Christmas morning teas at the village libraries; and
- Decorating all three (3) libraries for Christmas.

GLEN INNES ART GALLERY EXHIBITION

'A Time of Colour' Art Exhibition opened on Saturday, 11 October 2021 and was on display until early November. Three (3) artists, Anni Washington, Karen Munster and Rebecca Conduit exhibited landscapes in watercolours, oil / pastel, and acrylics and Polymer jewellery and original cards. This exhibition was viewed online and received a high level of sales during the exhibition.

'The Christmas Exhibition' opened on Monday, 15 November 2021 until Friday, 10 December 2021 and included an assortment of affordable Christmas gifts and decoration.

The Glen Innes Agricultural Station's Display has been arranged in the Gallery and on display following the Christmas closure over December 2021 and January 2022.

LEARNING CENTRE'S CONFERENCE AND MEETING ROOM USAGE

The Learning Centre's bookings are remaining consistent post-COVID shutdowns with a slight increase in comparison to the previous quarter. Usage has been predominantly by Council and the Art Gallery Committee.

	October	November	December	Total
Council	15	13	10	38
Art Gallery	1	1	0	2
TAFE/DET	0	0	1	1
Community/Commercial	7	0	1	8
Total	23	14	12	49

LIBRARY QUARTERLY STATISTICS

The Library's quarterly statistics reflect the cautious return to COVID-19 normal in the Glen Innes Severn Library and village communities. Numbers are consistent across the three (3) months, with Libraries in Glen Innes and the villages closed for Christmas from Wednesday, 22 December 2021.

The Library's e-Resources are not included in the quarterly review but have experienced a 502% increase in online resource usage as members begin to rely more heavily on e-Books, e-Audio, online magazines, and newspapers. Library staff have increased promoting these resources on the Library's Facebook and staff are assisting members to download the Bolinda and PressReader Apps.

Quarterly Library Statistics				
ISSUES	October	November	December	Quarterly Totals
Glen Innes Public	3,133	3,204	2,914	9,251
Library transfers	629	529	302	1,460
TAFE	120	82	125	327
TOTAL	3,882	3,815	3,341	11,038
Branch Library Issues				
Deepwater	123	194	252	569
Emmaville	401	287	256	944
Glencoe	43	33	33	109
TOTAL	567	514	541	1,622
INCOME				
Internet Printing	\$ 124.70	\$ 151.00	\$ 172.50	\$ 448.20
Photocopy/Fax	\$ 10.30	\$ 31.15	\$ 22.20	\$ 63.65
Coffee Machine	\$ 55.50	\$ 132.10	\$ 93.10	\$ 280.70

	October	November	December	Quarterly Totals
Conference Room	\$ -	\$ -	\$ -	\$ -
Inter Library Loan	\$ 18.70	\$ 7.50	\$ -	\$ 26.20
Other*	\$ 43.39	\$ 26.65	\$ 7.45	\$ 77.49
TOTAL	\$ 252.59	\$ 348.40	\$ 295.25	\$ 896.24
<i>*Other includes Replacement of Books and Donation</i>				
Members				
GISC	3,677	3,698	3,700	11,075
Others (outside LGA)	94	95	95	284
TAFE	172	175	175	522
TOTAL	3,943	3,968	3,970	11,881
People Counter	1,654	1,933	1,554	5,141
History Group	0	0	0	0
Internet Usage				
Deepwater	0	5	10	15
Emmaville	15	13	11	39
Public	266	266	306	838
WIFI	175	145	146	466
TAFE	52	57	0	109
TOTAL	508	486	473	1,467
Home Library Service				
Members				
Glen Innes	84	82	82	248
Deepwater	7	7	7	21
Emmaville	8	9	9	26
	99	98	98	295
Issues				
Glen Innes	478	491	511	1,480
Deepwater	74	119	147	340
Emmaville	212	170	183	565
	764	780	841	2,385
Art Gallery Visitors	139	135	58	332
UNE /TNE Study Centre				
UNE Members	27	26	26	
TAFE Members	2	2	2	

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The delivery of Library services together with the facilities of the Learning Centre, including the William Gardner Conference Room, Art Gallery and the University of New England Study Centre are included in the Operational Plan and Budget for the 2021/2022 Financial Year.

(b) Governance/Policy

The Library has relevant operational policies in place and this report is produced to inform Council and the Community of the activities at the Library and Learning Centre.

(c) Legislative/Statutory

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

(d) Risk

All risks associated with operating a public service have been noted through Council's Governance, Risk and Corporate Planning Department and are being appropriately managed.

(e) Social

Monthly cultural activities and educational events support and contribute to the cultural well-being, quality of life, literacy, and intellectual growth of the Glen Innes Severn Community.

(f) Environmental

The Library and Learning Centre has 156 solar panels installed on the Learning Centre's roof to reduce its ecological footprint, to limit its consumption of energy and to ensure sustainability of services for the future.

(g) Economic

Libraries assist communities to increase their economic wealth through education, information, culture endeavours and personal well-being.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

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

This item links to Council's Delivery Program Community Service Action CS 6.1. 'Promote community events, including family-oriented entertainment, culture and arts.'

CONCLUSION

During the last quarter of 2021, the Library staff endeavoured to increase visitation and get back to normal business with face-to-face events and activities. These activities included networking with external partners to deliver online live streamed author talks, weekly Storytime activities and participating in the High-Country Writers Festival.

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.20 CORPORATE AND COMMUNITY SERVICES:
MONTHLY REPORT FOR DECEMBER 2021**

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

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

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

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

(b) Discussion

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

MAYORAL DISCRETIONARY FUND: Bush Bursary Scholarship

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

Two (2) students (a midwife and nurse) have been allocated placement to the Glen Innes / Inverell area for a two (2) week period commencing Monday, 10 January 2022. During the first week they will be spending three (3) days at the Armajun Aboriginal Health Service in Glen Innes and two (2) days at the Armajun Aboriginal Health Service in Inverell. During the second week all five (5) days will be at the Glen Innes Hospital. Both students will be accommodated at the Glen Innes Hospital Student Accommodation.

MEDIA AND COMMUNICATIONS (GENERAL MANAGER'S DIRECTORATE)

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

Facebook	December
Glen Innes Severn Council Facebook 'Page Likes' at the end of the month	2,048
Number of Posts	28

The Most Popular Facebook Posts for December 2021:	Reach	Post Engagement
Road closures	1,907	645
Active pools youth program	1,251	44
Have Yourself a Very Merry Christmas	1,161	164

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

- Website redevelopment Expression of Interest and research and review of submissions;
- Local events – Youth Booth Open Day, Christmas in the Highlands and other Council events;
- Finalise Resident Newsletter December edition and 2022 publications (Celtic Informer / Calendar); and
- Promotion of the Local Government election information; asbestos / contaminated recycling; community consultation on projects / surveys / drop in sessions; vacation care; roadworks / flooding, events, positions vacant and promotional updates.

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 November 25, 2021 Ordinary Council Meeting, there were a total of 31 live views and 22 archive views.

For the January 11, 2022 Ordinary Council Meeting, there were a total of 236 unique live views.

COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM REVIEW

Council is in the midst of reviewing a number of key strategic documents two (2) of which are the 10-year **Community Strategic Plan (CSP)** and three (3) year **Delivery Program (DP)**. These strategic documents assist in guiding Council's decision-making processes in order to achieve the identified objectives within the documents.

Councillors will be informed of the progress of this project during January as part of their induction program. In addition, Councillors will be introduced to the external consultants who are assisting staff with this project and they will be provided the dates, times and venues of the upcoming community consultation sessions.

603 CERTIFICATES

Number of applications for 603 Certificates as to Rates and Charges

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

There were 28 applications for 603 Certificates in December 2021 compared to 40 applications for the same month last year. Year to date, there have been 189 applications compared to 187 applications for the same period last year.

HUMAN RESOURCES**Recruitment: As at 31 December 2021**

There were nine (9) positions advertised during the month. The following table provides an update on positions that have recently been filled or are yet to be filled:

Month	Positions Advertised	Filled
June 2021	Coordinator of Recreation Facilities (Readvertised)	No*
July 2021	Lifestyle Support Facilitator	No
August 2021	Manager of Asset Services (Maternity Relief)	No
	Parks Labourer	No
September 2021	Educator Supervisor	Yes
	Waste and Resources Recovery Coordinator	Yes
October 2021	Creditors Officer (Readvertised)	Yes
	Team Leader Direct Support (Readvertised)	No
	Aquatic Centre Operator (readvertised)	No
	Media and Communications Officer	Yes
	Coordinator Activity and Lifestyle Support	No
	Relief Heavy Plant Operator (2 positions)	No
November 2021	Nil	n/a
December 2021	Three (3) Direct Support Workers (General – Readvertised)	No
	Direct Support Worker (Clinical)	No
	Direct Support Worker (Domestic)	No
	Youth Worker (readvertised)	No
	Management Accountant (readvertised)	No
	Debtors Officer (Internal)	No
	Team Leader Heavy Patching (Internal)	No

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

RISK MANAGEMENT

During the month there were two (2) incidents reported to Council, which are set out in the following table against the area the incident relates to. The table also provides year to date figures for the current year and 2020/2021:

Description	Incidents		
	December	Year to date	2020/2021
Public Incident Report (slip, trip and falls etc.)		3	16
Public Property Damage (including roots, trees, sewers, vehicles)		4	14
Other: Crypto Locker Attacks etc.		0	1
Council Motor Vehicle / Plant Damage	2	7	27
Council Property Damage		1	4
Volunteer Incidents – Personal Injury		0	0
TOTAL	2	15	62

The Council Motor Vehicle damage was to items of plant. No claim has been made.

COMPLAINTS

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

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

All complaints made in December have been resolved. There are no outstanding complaints.

COMMUNITY SERVICES

Facebook – Youth Services

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

	December
Youth Facebook ‘Page Likes’ at the end of the month	832
Number of posts	5

The Most Popular Posts:	Reach	Post Engagement
Youth Booth Open Day. Come down and check it out.	1,600	53
Musicians Needed.	835	47

The Youth Booth Update

Youth have been participating in several activities throughout the month, including focused activities around Mental Health.

Skill building activities throughout the month have consisted of Monopoly games to encourage skills on math as well as communication and team building activities.

Community Services held a Youth Booth Open Day Event. The event was a community event which included Children and Family Services (CAFS), Life Choices - Support Services (LC-SS) and the Community Drug Action Team (CDAT) to engage with the community on the range of community services being offered. The event was held at The Youth Booth on Saturday, 4 December 2021 from 10am until 2pm. Activities for all ages were provided as well as a free sausage sizzle and snacks. The event was a successful, fun filled day.

The youth completed their recycling program with youth recycling all their cans and bottles at the waste centre. The youth have expressed their wishes to utilise their recycled funds to contribute towards creating Mental Health care packages for other youth and people within in the community.

The Youth Booth has also applied for a School Holiday grant to fund several activities in the school holidays. The grant application has been submitted and is awaiting approval.

On the last day of The Youth Booth being opened for the year a Christmas party for the youth was held and included fun Christmas games and pizza. The youth enjoyed celebrating another great year at The Youth Booth.

Youth participating in a team building, problem solving activity (image 1 below).



Image 1

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

The Youth Booth	December
Number of registered members	67
Average number of visits per day	9
Highest number of attendees in one (1) day	13
Number of registered volunteers (as at last day of month)	9

Life Choices - Support Services

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

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

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

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

Number of Consumers by Local Government Area and Funding Source

As at 31 December 2021, the number of consumers accessing services with LC-SS was 419, as detailed in the following table:

Local Government Area	Total Number of Consumers	NDIS	People who are Older (DoH)	Private Funding Source
	December	December	December	December
Glen Innes Severn	308	43	262	3
Gwydir Shire	2	0	2	0
Inverell Shire	69	0	69	0
Tenterfield Shire	40	0	40	0
TOTAL	419	43	373	3

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

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

	December	2021/2022
	Number of booked children (average) per day	Budgeted number of enrolled children per day
After School Care	25.6	23
Vacation Care	26.6	23

In the month of December there was 12 days of After School Care and three (3) days of vacation care.

CAFS – Supported Family Programs

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

Program	Location	December	December
		No. of Families	No. of Children
My Time (for Carers)	Glen Innes	6	3
Supported Playgroup Wyaliba	Wyaliba	10	13
Aboriginal Playgroup	Glen Innes	8	8 + 6 visiting
CAFS Playgroup	Pool House	12	17
NDIS*	Pool House	0	0
TOTAL		36	47

*NDIS services are yet to recommence.

The Wyaliba playgroup has seen significant growth since moving to the Wyaliba Community Area. During COVID-19 restrictions permission was not granted to allow the playgroup to be coordinated from the school however going forward the school will be used as an alternate location on rainy days.

The Aboriginal playgroup has been held in the park at West Avenue, weather permitting, with families indicating this is their preferred venue. This alternative has created publicity for the other supported playgroups as other families have joined the group through increased social interactions. A possible funding opportunity has been suggested and could possibly result in the playgroup running from two (2) separate venues.

SECTION 355 COMMUNITY COMMITTEES OF COUNCIL UPDATE

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

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

- Glen Innes Saleyards Advisory Committee - Wednesday, 9 February 2022;
- Open Spaces Committee - Wednesday, 16 February 2022;
- Roads Consultative Committee - Thursday, 17 February 2022;

- Emmaville Mining Museum Committee - Thursday, 17 February 2022;
- Glen Innes Severn Cemetery Committee - Thursday, 17 February 2022;
- Library Committee – Friday, 18 February 2022;
- Australia Day Committee - Wednesday, 2 March 2022;
- Community Access Committee - Monday, 7 March 2022; and
- Emmaville War Memorial Hall Committee - Wednesday, 16 March 2022.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

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

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.21 DEVELOPMENT APPLICATION 48/21-22 - DWELLING ADDITIONS

ECM INDEXES:

Subject Index: DP&RS – DEVELOPMENT APPLICATIONS – DA48/21-22 – Dwelling Additions

Customer Index: K Taminiau

Property Index: 01922-00000000-000

AUTHOR: Kane Duke - Acting Director of Development, Planning and Regulatory Services

APPROVER/S: Craig Bennett - General Manager

PURPOSE

The purpose of this report is for Council to review and consider approving Development Application 48/21-22, which seeks approval for a one (1) bedroom dwelling to be added to an existing two (2) bedroom dwelling. (*Refer to Annexures A, B, C and D*).

An assessment of the application and a recommendation for approval is attached as *Annexure E*.

RECOMMENDATION

That the Development Application 48/21-22 for dwelling additions be approved subject to the following conditions:

Administrative Conditions

- | | |
|----------|---|
| 1 | <p>Development consent is granted only to carrying out the development described in detail below:</p> <ul style="list-style-type: none">• Additions to dwelling <p>The proposed development being carried out strictly in accordance with the details set out on the application form and any other information submitted with the application.</p> |
|----------|---|

	<p>Note: Any proposal to modify the terms or conditions of this consent, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application under Section 4.55 of the <i>Environmental Planning and Assessment Act 1979</i> for Council's consideration. If amendments to the design result in the development not remaining substantially the same as that approved by this consent, a new development Application will have to be submitted to Council.</p> <p>Reason: To ensure compliance with the development consent.</p>									
2	<p>The development is to be implemented in accordance with the plans set out in the following table except where modified by any conditions of this consent (Development Consent No. DA 48/21-22).</p> <table border="1" data-bbox="272 663 1374 913"> <thead> <tr> <th data-bbox="272 663 898 730">Plan No. / Supporting Document(s)</th> <th data-bbox="898 663 1142 730">Prepared by</th> <th data-bbox="1142 663 1374 730">Dated</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 730 898 842">Site plan, roof plan, elevations and section</td> <td data-bbox="898 730 1142 842">Applicant</td> <td data-bbox="1142 730 1374 842">Undated</td> </tr> <tr> <td data-bbox="272 842 898 913">Statement of Environmental Effects</td> <td data-bbox="898 842 1142 913">Applicant</td> <td data-bbox="1142 842 1374 913">Undated</td> </tr> </tbody> </table> <p>In the event of any inconsistency between conditions of this development consent and the plans referred to above, the conditions of this development consent prevail. The approved plans and supporting documents endorsed with the Council stamp and authorised signature must be kept on site at all times while work is being undertaken.</p> <p>Reason: To ensure compliance with the development consent.</p>	Plan No. / Supporting Document(s)	Prepared by	Dated	Site plan, roof plan, elevations and section	Applicant	Undated	Statement of Environmental Effects	Applicant	Undated
Plan No. / Supporting Document(s)	Prepared by	Dated								
Site plan, roof plan, elevations and section	Applicant	Undated								
Statement of Environmental Effects	Applicant	Undated								
<p>Prescribed Conditions (under the <i>Environmental Planning & Assessment Regulation 2000</i>)</p>										
3	<p>All work must be carried out in accordance with the requirements of the Building Code of Australia.</p> <p>Reason: To comply with the provisions of Clause 98 of the <i>Environmental Planning & Assessment Regulation 2000</i>.</p>									
4	<p>In the case of residential building work for which the <i>Home Building Act 1989</i> requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance is in force before any building work authorised to be carried out by the consent commences.</p> <p>Reason: To comply with the provisions of Clause 98 of the <i>Environmental Planning & Assessment Regulation 2000</i>.</p>									

5	<p>A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out, such sign is to be maintained while the work is being carried out but must be removed when the work has been completed. The sign must include the following:</p> <ul style="list-style-type: none"> • Showing the name, address and telephone number of the principal certifying authority for the work, and • Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and • Stating that unauthorised entry to the work site is prohibited. <p>Reason: To comply with the provisions of Clause 98A of the <i>Environmental Planning & Assessment Regulation 2000</i>.</p>
6	<p>Residential building work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council <u>written notice</u> in accordance with clause 98B <i>Environmental Planning & Assessment Regulation 2000</i>.</p> <p>Reason: To comply with the provisions of Clause 98B of the <i>Environmental Planning & Assessment Regulation 2000</i>.</p>
7	<p>Under clause 97A(2) of the <i>Environmental Planning & Assessment Regulation 2000</i>, it is a condition of this development consent that all the commitments listed in each relevant BASIX Certificate for the development are fulfilled.</p> <p>Reason: To comply with <i>Environmental Planning & Assessment Regulation 2000</i>.</p>

General Conditions

8	<p>Building materials, painting or other external finishes of all buildings are required to be of dark natural tones with low reflective quality, or such other treatment as may be appropriate to ensure that the buildings are not intrusive in the residential setting.</p> <p>Reason: To maintain the amenity of the surrounding area and to comply with the Glen Innes Severn Development Control Plan 2014.</p>
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Conditions to be Completed Prior to Works Commencing

9	<p>A Construction Certificate and Section 68 Local Approval must be lodged and approved prior to commencement of any building or drainage works on the subject land.</p>
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	<p>Reason: To comply with the Building Code of Australia, <i>Local Government Act 1993</i> and the provisions of the <i>Environmental Planning & Assessment Act, 1979</i>.</p>						
10	<p>To prevent soil leaving the site and entering the stormwater system and causing pollution of rivers and creeks erosion and sediment controls are to be installed prior to work commencing and include the following:</p> <p>The installation of a sediment fence with returned ends across the low side of the site so that all water flows through. Drains, gutters, roadways etc shall be kept clean and free of sediment.</p> <p>These measures shall be maintained throughout the course of construction and until all disturbed areas are restored by turfing, paving or revegetation.</p> <p>Reason: To comply with the requirements of the <i>Protection of the Environmental Operations Act 1997</i> and protect the amenity of the local environment.</p>						
11	<p>Toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.</p> <p>Each toilet provided:</p> <p>(a) must be a standard flushing toilet, and</p> <p>(b) must be connected:</p> <p>(i) to a public sewer, or</p> <p>(ii) if connection to a public sewer is not practicable, to an accredited sewage management facility approved by the Council, or</p> <p>(iii) if connection to a public sewer or an accredited sewage management facility is not practicable, to some other sewage management facility approved by the Council.</p> <p>The provision of toilet facilities in accordance with this clause must be completed before any other work is commenced.</p> <p>Reason: To ensure that the development, when constructed, will comply with the <i>Environmental Planning and Assessment Act, 1979</i>.</p>						
<p><u>Conditions to be Undertaken During Construction</u></p>							
12	<p>Construction, demolition and associated work shall be carried out only between the times stated as follows:-</p> <table border="0"> <tr> <td style="padding-right: 40px;">Mondays to Fridays</td> <td>7.00am to 6.00pm</td> </tr> <tr> <td>Saturdays</td> <td>8.00am to 1.00pm</td> </tr> <tr> <td>Sundays & Public Holidays</td> <td>No construction work to take place.</td> </tr> </table>	Mondays to Fridays	7.00am to 6.00pm	Saturdays	8.00am to 1.00pm	Sundays & Public Holidays	No construction work to take place.
Mondays to Fridays	7.00am to 6.00pm						
Saturdays	8.00am to 1.00pm						
Sundays & Public Holidays	No construction work to take place.						

	<p>Reason: To ensure that the environmental quality of adjoining land is not adversely affected, such as by the generation of excessive noise levels.</p>
13	<p>All building materials, plant and equipment is to be placed on the building site. Building materials, plant and equipment (including water closets), are not to be placed on footpaths, roadways, public reserves etc.</p> <p>Reason: To ensure pedestrian and vehicular access is not restricted in public places.</p>

Conditions to be Completed Prior to Occupation

14	<p>Occupation or use of extension of the dwelling for the purposes approved by this consent shall not commence until all conditions of this consent have been complied with and the Occupation Certificate has been issued.</p> <p>Reason: To ensure compliance with the provisions of the <i>Environmental Planning and Assessment Act 1979</i>, and Council's terms of consent.</p>
15	<p>Damage caused to Council infrastructure as a result of the building activities shall be rectified by the applicant at their full expense.</p> <p>The adjustment of any existing utility services or installation of new services is to be at the full cost of the developer.</p> <p>Reason: To ensure infrastructure is not damaged as a result of the development and Because the nature of the proposed development may have an impact on the operation of utility services.</p>

Public Notification

Reasons for Conditions

Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest.

Reasons for Approval

The development satisfies the relevant aims, objectives and provisions of both the Glen Innes Severn LEP 2012 and Glen Innes Severn DCP 2014.

Community Consultation

The application was not required to be notified in accordance with Table 2.1 of the Glen Innes Severn DCP 2014.

Advisory Note

- a) A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display/erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under State Environmental Planning Policy (Codes SEPP) 2008 for exempt development.

b) **Dial Before You Dig**

Underground assets may exist in the area that is subject to your application. In the interests of health and safety, and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures. (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before you dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

c) **Telecommunications Act 1997 (Commonwealth)**

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team.

REPORT**(a) Background**

A Development Application has been received from Council's Town Planner, Ms Kathleen Taminiau for the addition of one (1) bedroom to an existing two (2) bedroom dwelling.

(b) Discussion

It is proposed to install an additional bedroom, with ensuite to the existing dwelling with a linked hallway.

The proposed additions have been designed to blend with the existing dwelling. The floor is proposed to be on the same level as the dwelling, elevated on bearers and joist, weatherboard external cladding and metal roof to match the existing dwelling.

The applicant and owner for this application is involved in the Glen Innes Severn Council's Development Approval process.

Both the **Office of Local Government (OLG)** and the **Independent Commission Against Corruption (ICAC)** recommend that Councils put in place procedures to reduce corruption risks in the development approval process.

Council has developed a policy with an aim to ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly to avoid impropriety. It also aims to ensure to avoid any occasion for suspicion and any appearance of improper conduct.

In determining development applications, it is essential that Council is highly conscious of the potential for even the slightest impropriety that may lead to suspicion of misconduct.

The policy recommends that Development Applications where Development, Planning & Regulatory Services staff are involved in development assessment process and are applicants and/or owners that application be considered by full Council.

The application has been assessed independent of the Town Planner. The development complies with Council's Local Environmental Plan and Development Control Plan and is recommended for approval.

(c) Options

Option 1

That Council approves Development Application 48/21-22 for dwelling additions subject to the conditions as attached in the Assessment Report and included in the recommendations.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council refuses Development Application 48/21-22.

Detailed reasons are to be provided by Council for the refusal if this option is selected.

Option 3

That Development Application 48/21-22 be approved as a deferred commencement with conditions.

Detailed conditions in Council's recommendations are to be provided if this option is selected.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Refusing the development application may result in financial implications to Council from any legal action being undertaken by the applicant in the Land and Environment Court.

(b) Governance/Policy

Glen Innes Severn Council's "Limit of Delegated Authority in Dealing with Development Applications and Complying Development Certificates" policy aims to ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly to avoid impropriety. It is recommended that staff applications are always considered by full Council.

Section 2 of the Policy states, inter alia:

2. *Development Applications where Council staff may have a perceived conflict of interest:*

2.1 Where MANEX members, Development, Planning & Regulatory Services and Infrastructure Services staff are involved in development assessment process and are applicants and / or owners:

Recommended Action

- ❖ *Where development does not exceed \$50,000 assessed by independent member of Development, Planning & Regulatory Services and staff and considered by full Council;*

This development application has been lodged by the Acting Manager of Planning and Regulatory Services and the policy recommends the application be considered by full Council.

Council has adopted a Community Participation Plan which outlines what development applications are required to be neighbour notified and /or advertised.

No advertising or neighbour notification was required by the Community Participation Plan for this development application.

(c) Legislative/Statutory

This application has been assessed having regard to the relevant matters for consideration prescribed by *Section 4.15* of the *Environmental Planning and Assessment Act 1979*. The proposal is permissible with consent and is consistent with applicable provisions of the Glen Innes Severn Council Local Environmental Plan 2012. The proposed additions also comply with Councils Development Control Plan 2014 and other legislative requirements.

(d) Risk

Refusing the development application may result in legal action being undertaken by the applicant in the Land and Environment Court.

(e) Social

Nil.

(f) Environmental

Environmental implications have been considered in this assessment pursuant to the *Environmental Planning and Assessment Act 1979*.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The application did not require neighbour notification or advertising under Council's adopted Community Participation Plan.

(b) Internal

The development application was provided to the Acting Director of Development, Planning & Regulatory Services and the Technical Support Officer to provide comments.

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

This item links to Council's Delivery Program Economic Development Action ED 3.1.5: Provide a Planning and Accreditation Service.

CONCLUSION

The applicant and owner for this application is involved in Glen Innes Severn Council development approval process. Council policy requires that Development Applications where Development, Planning & Regulatory Services staff are involved in development assessment process and are applicants and/or owners that the application be considered by full Council for approval or refusal.

ATTACHMENTS

Annexure A	Site Plan
Annexure B	Architectural Plans
Annexure C	Statement of Environmental Effects
Annexure D	Development Application Form
Annexure E	Development Assessment Report

REPORT TITLE: 7.22 FUNDING DEED - ENVIRONMENTAL PROTECTION AUTHORITY (EPA) BUSHFIRE RECOVERY PROGRAM FOR COUNCIL LANDFILL

ECM INDEXES:

Subject Index: WASTE MANAGEMENT: Service Provision

Customer Index: Environmental Protection Authority (EPA)

Property Index: Glen Innes Waste Management Depot

AUTHOR: Pramod Lamsal - Waste and Environmental Management Officer

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

PURPOSE

The purpose of this report is to inform Council on the success of securing a total of \$50,000 funding for three (3) projects for the Glen Innes Landfill as part of NSW Environmental Protection Authority (EPA) Bushfire Recovery Program.

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

In 2019 the **Glen Innes Severn Council (GISC) Local Government Area (LGA)** was affected by bushfires.

The **NSW Environmental Protection Agency (EPA)** engaged GHD Group Pty Ltd, a waste management consultant company, to independently assess the impacts to Council from the acceptance of bushfire waste at its landfill facility.

It was recommended to support projects to strengthen future waste facility infrastructure.

GISC applied for three (3) waste infrastructure projects under the NSW EPA Bushfire Recovery Program on 30 June 2021. Council was successful with the application lodged and was subsequently notified of the funding approval.

The late 2019 bushfires in NSW were a catastrophic event.

In the GISC LGA, several hectares of forest along with approximately 60 homes were burnt and lives were also lost at Wytaliba.

A bushfire Clean-up program over the affected NSW LGAs was organised by the State Government through the NSW EPA and Public Works Advisory, Department of Regional NSW.

The Glen Innes Landfill was used to dispose of bushfire waste, which had come from the burnt-out houses and outbuildings.

The disposal activity lasted for more than a year with a total of almost 3,000 tonnes accepted during that time at the Glen Innes Landfill. Bushfire material was also provided to the Glen Innes landfill from the Tenterfield Shire Council LGA.

(b) Discussion

To compensate the landfill space consumed by disposed bushfire waste and to assist in strengthening the affected Council's landfill infrastructure, NSW EPA opened an application for grants through the 'Bushfire Recovery Program for Council Landfills' in early 2021.

GISC participated in that grant program by applying for three (3) landfill projects.

To facilitate Councils in identifying suitable projects, NSW EPA engaged GHD Australia.

After assessing all of the information on Council's bushfire waste disposal data, Council applied for grant funding and was successful with the grants listed in **Annexures A, B and C**.

The funding Deed allocation of \$50K is broken up as follows:

Deed Number	Project	Funding Amount
CL002	Staging Plan Updates and Landfill Life Review for Glen Innes Landfill	\$20,000
CL004	Fencing Upgrades to Glen Innes Landfill	\$15,000
CL006	Construction of Drainage around parts of the Glen Innes Landfill	\$15,000
	TOTALS	<u>\$50,000</u>

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Grant funding of \$50K was to assist in the operational costs of the Glen Innes Severn Council Landfill.

A **Quarterly Budget Review (QBR)** for the December 2021 QBR has been submitted to recognise the grant income of \$50K that was received by Council.

(b) Governance/Policy

The Execution of Documents Matrix was reviewed as part of the preparation of this report.

(c) Legislative/Statutory

The Glen Innes Severn Council Landfill is Licenced by the NSW EPA and abides by the licencing conditions and other legislative requirements.

(d) Risk

There is a risk that project milestones are not met in accordance with the Funding Deed. This risk is mitigated by strictly following a project management delivery plan to ensure the activities are carried out in correct manner.

There is also a risk of contractor health and safety whilst working on site. All contractors will be inducted to the site.

(e) Social

The upgrading of Landfill infrastructure through this funding will help keep running waste service provisioning costs down for the broader community in the future.

(f) Environmental

Part of the grant funding is to divert surface stormwater runoff from entering the landfill. This will reduce the risk of landfill leachate ponds overflowing in high rainfall events and causing possible environmental harm.

(g) Economic

This grant funding will reduce the amount required to be funded by Council for Council's landfill remediation.

(h) Asset Management

These grant projects will assist in the long-term remediation of the landfill.

CONSULTATION

(a) External

NSW EPA staff and GHD consultants were consulted during the funding process.

(b) Internal

Internal consultation was undertaken with the Acting Manager of Planning and Regulatory Services, the Grants Officer and the Community Recovery Officer.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 4.2.1: Pursue grant funding opportunities as they become available.

CONCLUSION

Glen Innes Severn Council has been successful in obtaining bushfire recovery grant funding provided by the NSW EPA.

This report is to inform Council of the funding deed approvals obtained from the Bushfire Recovery Program for the Glen Innes Severn Council Landfill.

The grant funding covers staging plan updates, landfill life review, fencing upgrades and the construction of drainage infrastructure around parts of the Glen Innes Landfill.

ATTACHMENTS

- Annexure A NSW EPA Funding Deed - Bushfire Recovery Program for Councils Landfills - CL002
- Annexure B NSW EPA Funding Deed - Bushfire Recovery Program for Councils Landfills - CL004
- Annexure C NSW EPA Funding Deed - Bushfire Recovery Program for Councils Landfills - CL006

REPORT TITLE: 7.23 LOCAL ORDERS POLICY NO.1 GUIDELINES FOR THE KEEPING OF ANIMALS FOR DOMESTIC PURPOSES - POLICY REVISION

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Policy

Customer Index: Nil

Property Index: Nil

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

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

PURPOSE

The purpose of this report is to present Council with a Draft Local Orders Policy No 1 - Guidelines for the Keeping of Animals for Domestic Purposes (**Annexure A**) for endorsement and public exhibition for further comment.

RECOMMENDATION

THAT Council:

- 1. Endorses the Draft Local Orders Policy No 1 - Guidelines for the Keeping of Animals for Domestic Purposes and authorises for it to be placed on public exhibition for 28 days in order to seek community submissions.***
- 2. Adopts the Draft Local Orders Policy No 1 - Guidelines for the Keeping of Animals for Domestic Purposes from 1 May 2021 if no significant submissions are received. In the event that significant submissions are received, a report will be presented to the May 27, 2021 Ordinary Council Meeting for the submissions to be considered by Council.***

REPORT

(a) Background

The Local Orders Policy No. 1 - Guidelines for the Keeping of Animals for Domestic Purposes was last adopted by Council on 24 August 2017 and is due for review within 12 months after the declaration of the poll for an election, being December 2021.

The policy was formulated in accordance with the Office of Local Government requirements and is consistent with similar policies adopted by other councils in NSW.

The Policy has been reviewed in consultation with relevant staff and reviewed by Council's **Management Executive Team (MANEX)** at their meeting on 12 October 2021 and is now presented to Council for review and endorsement.

(b) Discussion

The objectives of the policy are:

- To inform the community of the statutory restrictions and acceptable limits which apply to the keeping of certain animals for domestic purposes;
- To give guidance and advice to persons inquiring as to the keeping of animals for domestic purposes;
- To establish standards, acceptable to the community, for the keeping of animals for domestic purposes;
- To publicly notify the circumstances that the Council will consider in determining whether to give an Order under Section 124 of the *Local Government Act 1993*, to prohibit, restrict or in some other way, require things to be done regarding the keeping of animals.

The Policy informs the Glen Innes Severn community of Council's responsibilities and regulatory powers concerning the keeping of animals. The Policy has provided Council's Officers guidance when dealing with both enquiries and complaints regarding the keeping of animals in residential and village areas.

The Policy also informs the community of the reasonable limits (both statutory and advisory), which apply concerning the maximum number of animals and the circumstances under which they may be kept on premises. The Policy applies to the keeping of animals for domestic purposes as companion pets or for hobby interests.

The Policy does not apply to broad scale rural activities or the keeping of animals for commercial purposes. However, where it is intended to keep animals for any other commercial purpose, it is necessary that a Development Application be submitted to Council and planning consent obtained. Consent to the operation of animal establishments may not be allowed where Council considers that the proposal would be detrimental to the amenity of the locality.

The main changes to the Policy include limiting the number of animals to a maximum of two (2) dogs or two (2) cats and a maximum combination of two (2) sheep or cattle. For those that currently exceed the maximum numbers, these animals will be allowed to be maintained on the property until such time as the numbers are naturally reduced.

This will bring the Keeping of Animal's Policy in line with surrounding councils such as Tenterfield Shire, where the policy has been successful in limiting animal complaints. Tenterfield Shire Council's Keeping of Animals Policy also restricts the number of cats and dogs to a maximum of two (2).

Other changes include "Other Hooved and Ruminant Animals except where otherwise specified" in the Table of Requirements. This addition has been included to account for the growing number of Alpacas and Llamas which are being kept in residential and village zones.

A recent enquiry into the keeping of a camel in one of the village zones prompted the inclusion of an all-encompassing requirement for these types of animals. Other updates include that of an administration aspect to update formatting, spelling, and other wording, including updating to current NSW legislation.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The administration of the Policy is financed through the wage allocation within the Animal Control provision of the 2021-22 Operational Plan and Budget. The 2021-22 Operational Plan and Budget has a provision of \$129,672 for wages.

Operational expenses are offset with income from fines, microchipping and commission for dog and cat registrations. It is estimated that the income for 2021-22 will be \$41,800.

(b) Governance/Policy

The draft Policy is recommended to be considered by the newly elected Council in January 2022 and in line with policy revision procedure, be on public exhibition for community consultation and public comment for 28 days.

Once community consultation is undertaken and any submission considered by Council, the revised Local Order Policy No.1 - Guidelines for the Keeping of Animals for Domestic Purposes will become policy of Council if supported.

(c) Legislative/Statutory

Under the provisions of section 160 of the *Local Government Act 1993*:

- (1) The council must give public notice of a draft local policy after it is prepared.
- (2) The period of public exhibition must be not less than 28 days.
- (3) The public notice must also specify a period of not less than 42 days after the date on which the draft local policy is placed on public exhibition during which submissions may be made to the council.
- (4) The council must, in accordance with its notice, publicly exhibit the draft local policy together with any other matter which it considers appropriate or necessary to better enable the draft local policy and its implications to be understood.

The policy complies with relevant legislation, regulations and Codes of Practice such as:

- NSW Animal Welfare Code of Practice;
- *Companions Animal Act 1998*; and
- *Companion Animals Regulation 2018*.

(d) Risk

There is a risk that the community will not support the restriction of the keeping of the number of dogs and cats to two (2) respectively.

(e) Social

The Policy:

- Provides guidance for the community in regard to the statutory restrictions and acceptable limits, which apply to the keeping of certain animals for domestic purposes;
- Gives guidance and advice to persons inquiring as to the keeping of animals for domestic purposes;
- Establishes standards, acceptable to the community, for the keeping of animals for domestic purposes; and

- Gives the public notification of the circumstances that Council will consider in determining whether to give an Order under Section 124 of the *Local Government Act 1993*, to prohibit, restrict or in some other way, require things to be done regarding the keeping of animals.

(f) Environmental

Where it is intended to keep animals for any other purpose than domestic use, it is necessary that a Development Application be submitted to Council and planning consent obtained. Consent to the operation of animal establishments may not be allowed where Council considers that the proposal would be detrimental to the environment and the amenity of the locality.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The draft Policy is required to be placed on public exhibition for 28 days for community consultation.

(b) Internal

The outgoing Director of Development, Planning and Regulatory Services and Rangers have reviewed the existing policy and suggested changes where applicable.

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

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

CONCLUSION

Council's Local Orders Policy No. 1 Guidelines for the Keeping of Animals for Domestic Purposes has been reviewed to include changes that have occurred since the current Policy was adopted in August 2017.

ATTACHMENTS

Annexure A Draft Local Orders Policy No 1 - Guidelines for the Keeping of Animals for Domestic Purposes

REPORT TITLE: 7.24 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORTS FOR NOVEMBER AND DECEMBER 2021

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Kimberley Wilkins - Acting Technical Support Officer

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

PURPOSE

The purpose of this report is to provide information on the progress of Council's Development, Planning and Regulatory Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2021/2022 Financial Year.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Development, Planning and Regulatory Services Directorate of Council is responsible for the following key functions:

(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 November until 31 December 2021.

<ul style="list-style-type: none">• Sheep Sales• Cattle Sales• Stock Transit	<ul style="list-style-type: none">• Development Enquiries• Planning• Building and Regulatory Services• Building Maintenance• Food Regulation and Safety• Companion Animals
Saleyards 	Regulatory and Planning Services 
<ul style="list-style-type: none">• Parks and Gardens• Cemeteries• Swimming Pools• Cleaners• CBD and Streetscapes	<ul style="list-style-type: none">• Environmental Health• Waste Management• Landfills and Recycling
Recreation and Open Spaces 	Environment and Waste Management 

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	51		117	
Average Determination Time (days) – All Applications	15		11	
Average Determination Time (days) – Minor Development*	16		11	
Average Determination Time (days) – Major Development**	34		18	
Value of DAs	\$9,300,316.94		\$14,746,307	
Number of Single Dwellings	7		27	
	Urban	3	Urban	8
	Village/ Large Lot Residential	0	Village/ Large Lot Residential	6
	Rural	4	Rural	13
Number of Multi Unit Dwellings	0		3	
	Urban	0	Urban	3
	Rural	0	Rural	0
Number of Subdivisions	4		8	
Number of Commercial Developments	4		9	
Number of Industrial Developments	7		4	
Withdrawn	2		2	

* Typically, residential applications such as dwellings, sheds and alterations and additions that don't meet the Complying Development Criteria.

** Commercial and industrial applications requiring referral to Government Departments

10.7 (ZONING) CERTIFICATES ISSUED

Section 10.7 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*. It is compulsory for every property sold to be accompanied by a Section 10.7 Certificate, the table below compares the total number of zoning certificates issued in 2020/2021 compared to the number issued year to date for the current financial year:

2021-2022 YTD	2020-2021
233	421

DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – November and December 2021

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (herein referred to as “the Act”), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Church Street office. In accordance with Section 4.59 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following table lists the November and December 2021 determinations to be publicly notified:

DA/CDC Number	Description	Location
*DA37/15-16 Modification	Alterations and Additions to Existing Dwelling and Erection of a Shed	198 Bourke Street, Glen Innes
*DA46/21-22	Construct Shed	75 Lambeth Street, Glen Innes
*DA45/21-22	Construct Shed	Caerleon Road, Glen Innes
*DA5/21-22 Modification	Construct Shed	393 Furracabad Road, Glen Innes
*DA43/21-22	Alterations and Additions to Existing Commercial Premises	167 Grey Street, Glen Innes
*DA42/21-22	Construct Shed	8 Grey Street, Glen Innes
*DA41/21-22	Construct Shed	1 Blacks Road, Glen Innes
*DA38/21-22	Construct Dwelling	Bourke Street, Glen Innes
*DA37/21-22	Construct Dwelling	10857 Old Grafton Road, Glen Innes
#DA34/21-22	Construct Shed	52 Taylor Street, Glen Innes
*DA29/21-22	Construct Shed	O’Keefe Lane, Glen Innes
*DA27/21-22	Construct Dwelling	56 Glen Elm Drive, Glen Innes
*DA25/21-22	Use of Shed for Upholstery Business	19-21 Carl Baer Circuit, Deepwater
*DA24/21-22	Vehicle Sales	Church Street, Glen Innes
*CDC4/21-22	Construct Shed	5 Glen Innes, Emmaville

* Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest. The development satisfies the relevant aims, objectives and provisions of both the *Glen Innes Severn LEP 2012* and *Glen Innes Severn DCP 2014*. The application was not required to be notified in accordance with Table 2.1 of the *Glen Innes Severn DCP 2014*.

Unrestricted consent may affect the environmental amenity of the area and would not be in the public interest. The development satisfies the relevant aims, objectives and provisions of both the *Glen Innes Severn LEP 2012* and *Glen Innes Severn DCP 2014*. The application was required to be notified in accordance with Table 2.1 of the *Glen Innes Severn DCP 2014*.

COMPLYING DEVELOPMENT APPLICATION (CDC) DATA

The table below provides statistical information regarding the number of Complying Development Certificates issued in 2020/2021 compared to the number issued year to date for the current Financial Year:

	2021-2022 YTD		2020-2021	
Total Number of CDCs	4		8	
Value of CDCs	\$214,900		\$533,295	
Number of Single Dwellings	1		1	
	Urban	0	Urban	0
	Rural	0	Rural	1
	Village	1	Village	0

DECLARATION OF INTEREST BY APPLICANT OF A DEVELOPMENT APPLICATION/CONSTRUCTION CERTIFICATE/COMPLYING DEVELOPMENT

The following table provides a list of Development Application/Construction Certificates and Complying Development Applications whereby the applicant has declared to either be an employee of Council or have a relationship with an employee or Councillor. The table compares the number of declarations year to date for the current financial year compared to the total for the 2021/2022 year:

Nature of Interest	Number Received YTD 2021-2022	Number Received 2020-2021
Applicant or owner is an employee of GISC or a Councillor	1	12
Applicant with any relationship to staff or Councillor	0	1

RECREATION AND OPEN SPACES

1. Cemeteries

Funerals are being attended to as required. Cemetery maintenance has been met as required and the cemeteries have been sprayed for weeds.

Recreation Staff are endeavouring to catch up with the mowing and weeds due to good growth season and the Council closure period over the Christmas/New Year.

2. Parks and Sporting Fields

Parks in Glen Innes are being maintained with mowing continuing throughout them and the sporting fields. Gardens are being weeded with the help of casual labour, which has also assisted with maintenance of the courtyards and other garden areas.

3. Swim Centres

Learn to swim class numbers at Glen Innes Aquatic Centre have exceeded expectations with all lessons since the start of the pool swim season have been booked out. Promotion of swimming lessons for the start of 2022 will be advertised.

There have been between 15 – 20 people at each of the four (4) aqua sessions held each week and early morning swimming is popular with both good numbers from the Redfins Swim Club and the general public attending. Council has also started to run a Men's aqua program on a Monday morning on a trial period.

Staff have also undergone emergency scenario training sessions to maintain the skills required at our centres.

Emmaville is also recording good attendance numbers, with the Emmaville Central School being a recipient for a grant from the State Government which has allowed for the purchase of family season passes for all the students who are enrolled at Emmaville Central School.

4. Other Open Spaces

The areas around Equestrian, Apex Parks, Showground and Taylor Street have been mowed. Other areas that have had maintenance carried out include the Library, Church Street Nature strip, courtyards, office lawns and weed spraying through the CBD.

WARWICK TWIGG INDOOR SPORTS FACILITY COMPLEX

Development of the Warwick Twigg Indoor Sports Facility continues with the concrete slab and walls for the amenities building being completed. Construction and installation of the steel frame commenced throughout November and December, however progress has been hindered on some days by wet weather, Covid19 quarantining and with the lack of availability of tradespeople.

SALEYARDS

The following tables provides comparative yarding's for both sheep and cattle for the current year to date and compared to the total number for the previous four (4) years. The total value of sheep sold is also included, since regular cattle sales ceased in 2019 the cattle value data would not provide value to the table.

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat cattle	149	1,321	2,265	11,471	7,650
Cattle weighing	1689	5,109	4,655	7,278	8,014
Special cattle sale	131	2,989	1,897	9,422	10,337
Total cattle	1,969	9,419	8,817	28,171	26,001

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat sheep	11,683	30,034	29,007	72,143	62,658
Total sheep	11,683	30,034	29,007	72,143	62,658
Sheep gross value	\$2,035,861.50	\$4,894,055	\$3,867,411	\$7,685,449	\$6,472,152

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The information contained in this report has been collected in consultation with various staff members of the department who oversee the respective services that are provided by the Development, Planning and Regulatory Services Directorate.

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

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council's Community Strategic Plan 2017/2027, Delivery Program 2017/2021 and Operational Plan and Budget for the 2021-2022 Financial Year.

CONCLUSION

The statistics contained in this report deliver information to Council on the key activities undertaken in Council's Development, Planning and Regulatory Services Directorate for the months of November and December 2021.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.25 TOWN HALL COFFEE SHOP LEASE ARRANGEMENT

ECM INDEXES:

Subject Index: COUNCIL PROPERTIES: Leases

Customer Index: Town Hall Tea and Coffee Shop

Property Index: 269 GREY STREET, GLEN INNES - 00351-39800000-000 -
GLEN INNES SEVERN COUNCIL

AUTHOR: Sari James - Acting Property Officer

APPROVER/S: Cameron MacLachlan - Technical Services Coordinator
Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to seek a rent reduction as requested in correspondence from the lessee of the Town Hall Coffee Shop (**Annexure A**).

RECOMMENDATION

That Council offers the lessee of the Town Hall Coffee Shop a further rental discount comprising the amount calculated in confidential Annexure B to this report.

REPORT

(a) Background

COVID-19 restrictions have had a considerable effect on some small businesses. Supporting economic development in our community, Council has considered requests for support from local businesses.

In 2020, during the lockdowns, Council received a letter (1 April 2020) from the lessee of the Town Hall Coffee Shop asking for a rent reduction. Council approved a rent waiver by resolution:

5.04/20 RESOLUTION

That Council offers the lessee of the Town Hall Tea and Coffee Shop a six-month rental discount from 1 May 2020 until 31 October 2020 at the percentage recommended in confidential Annexure C to this report, due to the unprecedented circumstances around COVID-19.

In 2021, Glen Innes experienced two (2) further lockdowns:

- *Public Health Order 2021*, amended 14 August 2021, covering: 14 August to 11 September 2021 (**Annexure C**); and
- *Public Health Order (No 2) Amendment (No 11) Order*, covering: 17 to 24 September 2021 (**Annexure D**).

Council received a letter (20 August 2021) from the lessee of the Town Hall Coffee Shop, asking Council for a rent reduction covering the 2021 lockdowns.

(b) Discussion

The first key point to discuss is the impact of the lockdown on the lessee. A letter from R.V Arthur, Public Accountant (**Annexure E**) outlines a decline in revenue of the Town Hall Coffee Shop compared to the same period the year before.

The second key point is to determine Council's obligations. The Australian Federal Government, in Retail and Other Commercial Leases (COVID-19) Regulation 2021 (**Annexure F**) and National Cabinet Mandatory Code of Conduct – SME Commercial Leasing Principles During COVID-19 2020 (**Annexure G**) state that businesses can be provided rent assistance following certain principles.

Following the above regulations, Council must reduce (either waive or defer) a portion of the rent due corresponding to the lessee's decline in revenue, however, Council cannot defer more than 50% of this overall reduction.

MANEX reviewed the draft of this report on 14 December 2021 with the recommendation that Council waive the full calculated amount of rental reduction for the lessee of the Town Hall Coffee Shop.

(c) Options

Option 1

That Council offers the lessee of the Town Hall Coffee Shop a further rental discount comprising the amount calculated in confidential Annexure B to this report.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council waives half, and defers the other half, of the mandated rental reduction for the lessee of the Town Hall Coffee Shop, referencing the amount calculated in confidential Annexure B to this report.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The financial implications are discussed in confidential Annexure B.

(b) Governance/Policy

As the lease between Council and the lessee does not provide rental relief clauses, any rental reduction needs to be resolved by Council.

(c) Legislative/Statutory

The Australian Federal Government, in Retail and Other Commercial Leases (COVID-19) Regulation 2020 (**Annexure F**) and National Cabinet Mandatory Code of Conduct – SME Commercial Leasing Principles During COVID-19 2020 (**Annexure G**) state that businesses can be provided rent assistance following certain principles. In particular, Leasing Principle No. 3 in the National Code of Conduct requires landlords to offer rent reductions, in the form of waivers or deferrals of rent, proportionate to lessees' reductions in turnover.

(d) Risk

Nil.

(e) Social

The Town Hall Coffee Shop is a popular venue with tourists and locals alike. It provides a gathering place for the community and is part of the Glen Innes social fabric.

(f) Environmental

Nil.

(g) Economic

Economic development is one of Council's primary strategic objectives. Supporting local business through difficult times is a key enabler of this goal.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The Lessee Town Hall Coffee Shop provided evidence in support of turnover figures.

(b) Internal

The Director of Corporate and Community Services was consulted with regard to previous rent reductions.

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

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

CONCLUSION

Council is obliged under Federal Government regulation, as a lessor during the COVID-19 pandemic, to offer a rent reduction or waiver equal to the percentage downturn in turnover to a lessee if requested. Council staff have received such a request from the lessee of the Town Hall Coffee Shop. It is recommended that Council offer the maximum allowable rent waiver under the relevant government regulation.

ATTACHMENTS

Annexure A	Letter from Lessee 2021 (<i>Confidential</i>)
Annexure B	Financial Considerations (<i>Confidential</i>)
Annexure C	Public Health Order 14 August 2021
Annexure D	Public Health Order 17 September 2021
Annexure E	Letter from Robert Arthur from R.V Arthur Public Accountant, showing decline in turnover 2021 (<i>Confidential</i>)
Annexure F	NSW Retail and other Commercial Leases (COVID-19) Regulation 2020
Annexure G	National Cabinet Mandatory Code of Conduct - SME Commercial Leasing Principles During COVID-19 2020

REPORT TITLE: 7.26 GRAZING LEASE ON "WATTLE VALE NORTH"

ECM INDEXES:

Subject Index: COMMERCIAL ACTIVITIES: Glen Innes Aggregates Quarry

Customer Index: NIL

Property Index: 10598-00000000-000

AUTHOR: Sari James - Acting Property Officer

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

The purpose of this report is to consider public interest in taking up a grazing licence at "Wattle Vale North".

RECOMMENDATION

THAT:

- 1. Council agrees to a holding over period of the current license between JR & AL Ritchie Rural Pty Ltd and Council for the occupation and use of "Wattle Vale North" from 13 March 2022 to 30 June 2022.**
- 2. The General Manager be authorised to sign any necessary documentation to afford JR & AL Ritchie Rural Pty Ltd the occupation and use of "Wattle Vale North" for a further five (5) year term commencing 1 July 2022 under the terms offered.**

REPORT

(a) Background

The current grazing licence at Wattle Vale North expires on 12 March 2022.

The terms of the current agreement allow for a holding over period from the date of expiry on a month-by-month basis on agreement of both parties.

The licensee requested that the start of the new licence period be delayed, and that current arrangements continue on a monthly basis until the end of financial year to provide enough time after the decision of Council to give notice to tenants of the house on the property, that is sublet by the licensee.

For this reason, the new licence is offered from 1 July 2022 for a five-year period.

Expressions of Interest (EOI) were advertised on Council's website, Facebook page, and the Glen Innes Examiner with the forms available on the website or at the Glencoe, Emmaville, and Deepwater Post Office's for the period 23 November 2021 to 7 January 2022.

Applicants were required to acknowledge the following conditions on the submission form:

- The Licensee will be required to sign a Licence to Occupy Standard Deed and provide a current copy of public liability policy for the grazing of stock, prior to License commencing.
- Licensee fees to be paid quarterly in advance.
- Licensee to keep and maintain fencing and gates in a proper state of repair.
- Licensee to keep land free of noxious plants and animals.
- Allow representatives of Council access, at any reasonable time.
- Licensee not to sublet without the prior written consent of Council.
- Council reserves the right to cancel leases at any time after giving 60 days' notice.
- Council will consider the offers received and may not necessarily accept the highest offer.

One (1) EOI was received from the current licensee **JR & AL Ritchie Rural Pty Ltd (*Confidential Annexure A*)**. No other applications were received.

(b) Discussion

The applicant has provided information supporting their application including improvement costs incurred over the last five (5) years. The applicant has installed nine (9) troughs, water supply tanks, over 2.5 km of poly water pipe and a pump for the tanks. Council staff have observed that the property is being kept in good condition, with a noticeable improvement in pasture quality a key consideration of the long-term value of the property.

Noxious weeds such as blackberry have recently been sprayed by the applicant with a good kill observed.

The applicant has provided information regarding how the property will be managed moving forward, with a change in practice toward regenerative agriculture and the targeted application of natural fertilisers based on soil testing.

(c) Options

Option 1

That:

1. Council agrees to a holding over period of the current license between JR & AL Ritchie Rural Pty Ltd and Council for the occupation and use of “Wattle Vale North” from 13 March 2022 to 30 June 2022.
2. The General Manager be authorised to sign any necessary documentation to afford JR & AL Ritchie Rural Pty Ltd the occupation and use of “Wattle Vale North” for a further five (5) year term commencing 1 July 2022 under the terms offered.

THIS IS THE RECOMMENDED OPTION.

Option 2

That Council declines the current EOI and readvertises.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The property is currently leased for \$8,937.78 per Quarter (\$35,751 per year exc. GST). In addition, the licensee is required to provide evidence of \$12,000 per year in value of pasture and fertiliser applications to the property. The revised offer moving forward is contained in the confidential annexure to this report.

(b) Governance/Policy

Wattle Vale North was advertised for an EOI for more than 28 days as required in Council’s Corporate Property Policy Guidelines. Council started advertising on 23 November 2021 and expressions of interest closed on 7 January 2022.

(c) Legislative/Statutory

Nil.

(d) Risk

There is a risk of default of payment, and degradation of assets if a property is not leased to a suitable applicant. The applicant in this case is known to Council and has demonstrated that they are a trustworthy tenant who manages the land well.

(e) Social

Nil

(f) Environmental

The licensee will be responsible for environmental management of the property. Noxious weeds in particular are to be managed by the licensee.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The Current Licensee of Wattle Vale North was consulted with regard to handover planning in the event that they were not successful in obtaining a continuing licence to occupy.

(b) Internal

Council's Manager of Recreation and Open Spaces was consulted with regard to noxious weed management.

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

This item links to Council's Delivery Program Economic Development Action ED 3.1.2: Provide incentives to encourage new business to the LGA and assist existing business to expand.

CONCLUSION

Council has called for expressions of interest for the licence to graze "Wattle Vale North". A single application was received from the current tenant. It is recommended that the application be accepted.

ATTACHMENTS

Annexure A EOI Wattle Vale North Ritchie (*Confidential*)

REPORT TITLE: 7.27 RECOMMENDATIONS FROM THE ROADS CONSULTATIVE COMMITTEE

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Roads Consultative 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 **Roads Consultative Committee (RCC)** meeting held on Thursday, 18 November 2021.

RECOMMENDATION

THAT Council:

- 1. Prioritises the conversion of the deteriorated sealed sections of Cherry Tree Road between the intersection with West Furracabad Road through to the intersection with Hillside Road from bitumen to gravel for inclusion in the Capital Works Program for 2021/22 via the December quarterly budget review process; and*
- 2. Names the bridge being constructed over the Mann River on Shannon Vale Road “Dowling Bridge”; and*
- 3. Names the new bridge over the Mann River on Old Grafton Road “Wyaliba Bridge”.*

REPORT

(a) Background

The RCC representatives include Councillors, relevant Council staff, residents of various urban and rural localities and representatives from the commercial or public transport sector. The Committee is required to consult constructively regarding the management of the road network and make recommendations to Council with regard to road infrastructure matters.

The committee last met on Thursday, 18 November 2021.

(b) Discussion

The Minutes of the RCC for the meeting held on Thursday, 18 November 2021 are attached (**Annexure A**). The following recommendations were made at the meeting for consideration by Council:

- That the Roads Consultative Committee recommends that Council considers the conversion of the deteriorated sealed sections of Cherry Tree Road between the intersection with West Furracabad Road through to the intersection with Hillside Road from bitumen to gravel for inclusion in the Capital Works Program for 2021/22 or 2022/23; and

Following the November meeting of the Roads Consultative Committee, further feedback was received from local property owners regarding the unsafe conditions on Cherry Tree Road. Upon inspection it was deemed necessary to utilise maintenance resources to make a 450m length of this section of the road safe by removal of the existing seal and replacing this with a 100mm layer of gravel. This work was completed in December. A further 800m of the section requires treatment.

Image 1 below shows the section of Cherry Tree Road prior to repair work being undertaken:



Image 1 – Damaged section of Cherry Tree Road

Image 2 below shows the same section of Cherry Tree Road after the bitumen was removed and 100mm layer of gravel was applied:



Image 2 – Section of Cherry Tree Road post repair

- That the Roads Consultative Committee recommends that Council considers naming the new bridge over the Mann River on Shannon Vale Road “Dowling Bridge”; and
- That the Roads Consultative Committee recommends that Council considers naming the new bridge over the Mann River on Old Grafton Road “Wytaliba Bridge”.

(c) Options

RECOMMENDATION 1 – CHERRY TREE ROAD

Nil Options.

RECOMMENDATION 2 – NAMING OF BRIDGE OVER MANN RIVER ON SHANNON VALE ROAD

1. Names the bridge being constructed over the Mann River on Shannon Vale Road “Dowling Bridge”.

THIS IS THE RECOMMENDED OPTION.

2. Council may elect to not name the new bridge over the Mann River on Shannon Vale Road “Dowling Bridge”.

RECOMMENDATION 3 – NAMING OF BRIDGE OVER MANN RIVER ON OLD GRAFTON ROAD

1. Names the new bridge over the Mann River on Old Grafton Road “Wytaliba Bridge”.

THIS IS THE RECOMMENDED OPTION.

2. Council may elect to not name the new bridge over the Mann River on Old Grafton Road “Wytaliba Bridge”.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

In the 2020/21 budget, Council allocated \$48,867 to remove the damaged seal and replace it with a 100mm layer of gravel on this section of Cherry Tree Road. This budget was removed as it was thought preferable at the time to wait until sufficient funds were available to rehabilitate the section as a sealed road. As part of the works have already been undertaken, a budget of \$32,000 will be required to complete the remainder of the section. This budget will be required to be processed through a quarterly budget review if the recommendation is adopted. The budget can be allocated within the Roads to Recovery program where an unallocated amount remains available within the grant due to savings on the Rangers Valley Road re-sheet project.

Adequate funds are available in the Operational Plan and Budget for the 2021/22 Financial Year to procure and install the recommended signage for bridge names. The estimated combined cost of both signage projects is less than \$500 including labour.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

The risk of liability for damages as a result of traffic accidents occurring on roads is mitigated by Council assessing the risk associated with road conditions, allocating an appropriate budget within its means and undertaking the works in a timely manner.

Working near traffic carries inherent risks to worker safety. When undertaking works 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

The proposed works on Cherry Tree Road amount to asset renewal and will assist Council to meet its asset renewal requirements. The depreciation cost of the replaced asset will be approximately \$1500 per annum.

CONSULTATION

(a) External

The RCC facilitates consultation between Glen Innes Severn Council and a number of community members representing various localities within the Local Government Area as well as the commercial transport sector. The quorum is seven (7) members, comprising at least two (2) Councillors, three (3) community representatives and two (2) Council staff, at least one of whom must be representing Council's Management Executive Team (Manex).

(b) Internal

Reports to the RCC have been prepared by Council's Senior Design Officer.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.1.1: Support the existing Roads Committee and Access Committee. This item also links to Council's Delivery Program Infrastructure Management Action IM 1.3.01: Implement Capital Roads infrastructure works according to adopted service levels.

CONCLUSION

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

ATTACHMENTS

Annexure A Roads Consultative Committee Ordinary Meeting Minutes 18 November 2021.

REPORT TITLE: 7.28 INFRASTRUCTURE SERVICES: MONTHLY REPORTS FOR NOVEMBER AND DECEMBER 2021

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jai Brummell - Personal Assistant (Director of Infrastructure Services)

APPROVER/S: Keith Appleby - Director of Infrastructure Services

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The Infrastructure Services Directorate of Council is responsible for the following key functions:

- The construction and maintenance of Council's civil infrastructure including roads, bridges, footpaths, drainage network and aerodrome;
- The maintenance of an operational workforce;
- Maintenance, acquisition and disposal of a modern light and heavy plant fleet;
- Extensive support to emergency management facilities;

- An engineering design office;
- Operating and maintaining an **Intermittently Decanted Extended Aeration (IDEA)** Sewer Treatment Facility;
- Operating and maintaining extensive water infrastructure including the Glen Innes and Deepwater Water Treatment Facilities;
- Operating Glen Innes Aggregates Quarry producing basalt aggregate from fresh rock for concrete production, unsealed road construction and bitumen road sealing;
- Assistance and support of emergency services functions including NSW Rural Fire Service, NSW Volunteer Rescue Association and NSW State Emergency Services;
- Land and Property Management; and
- Community Recovery from the 2019 Bushfire Season and the COVID-19 pandemic.

(b) Discussion

1.0 INFRASTRUCTURE DELIVERY

1.1 Regional Roads:

The commencement of the construction project on Segment 180 of Emmaville Road has been delayed due to widespread issues with wet weather, this work is now scheduled to commence in January.

1.2 Local Sealed Roads:

Pothole patching has been carried out on Strathbogie Road, Rangers Valley Road, Shannon Vale Road, and on roads in the Emmaville village and Glen Innes township. The sealed road network has suffered an abnormal amount of damage due to the wet season and continues to be monitored for damage. In addition, staffing changes have occurred with the Jetpatcher Operator position currently vacant. Council is utilising other staff in the interim and is prioritising the recruitment of a permanent operator.

The Heavy Patching Team have completed works on Red Range Road and will be moving to Rangers Valley Road in January. One heavy patch on Red Range Road failed due to a spring developing in the area after completion of works, this will require rock blanket drains to be installed.

In October Council was successful in receiving \$3.019M in grant funding under Round Two (2) of the state government's Fixing Local Roads Program. The approved scope of works involves the application of a graded aggregate bitumen seal to 84 km of gravel road at eight (8) locations. This is a low cost treatment option that builds on the gravel re-sheet program that Council has undertaken over the last four (4) years.

Council has been implementing a gravel re-sheeting program on its unsealed roads over the last four (4) years using a high-quality crushed gravel. This has provided a good foundation for the graded aggregate seal option which was first trialled by Council on the Old Grafton Road to assist with recovery from bushfire impact in that area. With the success of that project Council has extended the sealing program substantially through the Fixing Local Roads Round 2 fund. Yarraford Road (6km) and Maybole Road (2.9km) were the first two roads completed, followed by Mt Mitchell Road (8.7km) and West Furracabad Road (first 2.5km completed). Further works will be undertaken on West Furracabad, Strathbogie, Pinkett, Ten Mile and Tent Hill roads when cooler weather returns.

These works will significantly improve the level of service for residents on these roads, with a reduction in dust and damage caused by the normal wear and tear of an unsealed road. The sealing of 84 km of gravel roads represents a massive improvement in the level of service that will be provided to the community across the Glen Innes Severn local government area and will also reduce the ongoing maintenance of these roads.

Council has recently applied for funding for the upgrade of Gulf Road and a further 15km of that road will be sealed in Round 3 of the Fixing Local Roads program.

Image 1 below shows the graded aggregate bitumen seal being applied on Old Grafton Road:



Image 1 – A graded aggregate bitumen seal being applied on Old Grafton Road

1.3 Local Unsealed Roads:

The flood recovery work under natural disaster events for July and March 2021 has been completed. Further flood repairs will be conducted under the November 2021 natural disaster event.

The maintenance grading teams will continue on their scheduled routes. The teams will complete necessary flood repairs as they arrive at areas of concern. Contractors continue to be engaged to repair flood damaged roads that will not be covered by Council's maintenance grading teams prior to February.

Roads graded during November and December include the unsealed streets within the Red Range village, Loosemores Road, Mitchell Lane, Newsomes Road, Rayners Road, Springfield Road, Strachan Road, Nine Mile Road, Six Mile Road, Bushy Park Road, Bargens Road, Streeters Road and Hamburg Road.

Maintenance was undertaken on the following roads to address sections damaged by flood: Haymarket Road, West Furracabad Road, Kings Plains Road, Polhill Road, Reedy Creek Road and Shannon Vale Road.

A map showing grading accomplishment to date is included as **Annexure A**.

Council's Drainage Team has been delayed due to rain events in November and December. This team will continue to work on Furracabad Road where they are undertaking drainage upgrades prior to rehabilitation of the Furracabad Rd pavement.

1.4 Bridges and Causeways:

Council's Bridge Team have completed the construction of a new bridge on Ten Mile Road over Rockadooie Creek. The Bridge Team will be undertaking upgrades to drainage along Ten Mile Road in the new year.

Contractors Weir Built are continuing work on the replacement of the bridge on Shannon Vale Road over the Mann River.

1.5 Town and Village Works:

Ongoing maintenance works, street sweeping and pothole repairs have been completed in various locations.

The extension of Dumaresq Street to service Council's industrial land subdivision is complete.

1.6 Budget Monitoring:

Table 1.2 below shows local road and bridge maintenance expenditure against each of the maintenance budgets to date. It also shows the percentage of the maintenance budget already expended for the 2021/2022 Financial Year:

LOCAL ROAD AND BRIDGE MAINTENANCE EXPENDITURE				
Ledger	Description	Budget	Expenditure to the end of December	Percent Complete
5030-2330	Sealed Urban Road Maintenance	\$ 205,145.00	\$ 86,947.57	43%
5030-2331	Urban Roads: Maintenance Wages	\$ 125,547.00	\$ 43,605.49	35%
5033-2330	Unsealed Urban Road Maintenance	\$ 25,769.00	\$ 9,334.01	36%
5033-2331	Urban Roads Unsealed: Maintenance Wages	\$ 72,668.00	\$ 19,283.82	27%
5070-2330	Sealed Rural Road Maintenance	\$ 234,404.00	\$ 144,010.64	61%
5070-2331	Sealed Rural Road Maintenance Wages	\$ 155,038.00	\$ 65,033.41	42%
5090-2330	Unsealed Rural Road Maintenance	\$ 874,837.00	\$ 267,122.85	31%
	TOTAL	\$1,693,408	\$635,338	38%

Table 1.2

The maintenance budgets have not been used to normal capacity as staff have been diverted to flood recovery work that is funded from natural disaster grant programs.

2.0 MAINTENANCE AND WORKS REQUESTS

2.1 Status Updates on Councillor Works Requests:

Table 2.1 below shows the status of works requests received from Councillors:

Councillor	Enquiry	Location	Date Submitted	Status/Response
Sparks	Repair edge break on Bourke Street	Bourke Street	02/11/2021	Completed
Sparks	Pothole near police station	Meade Street	02/11/2021	Completed
Sparks	Large ruts in road	Conyard Road	15/11/2021	Completed
Smith	Pothole Repairs	Herbert Street	18/11/2021	Completed
Smith	Washouts to be repaired	Conyard Road	18/11/2021	Completed
Sparks	Pothole Repairs	Emmaville Road	22/11/2021	Completed

Table 2.1

Scheduling of maintenance works is subject to weather and varying demands of Council's resources.

Council is regularly inspecting roads at the request of residents.

3.0 MAINTENANCE ENQUIRIES AND RESPONSES

3.1 Maintenance Enquiries Received:

Annexure B summarises all maintenance enquiries received since the last report.

Table 3.1 below categorises maintenance enquiries received in each calendar year into the following categories based on assigned timeframes:

- Completed out of assigned timeframe;
- Yet to be completed and already out of assigned timeframe;
- Completed within assigned timeframe; or
- Yet to be completed but still within assigned timeframe.

	Total Reports	Out of Time		In Time	
		Completed	Yet to be completed	Completed	Yet to be completed
2016	407	84	2	321	0
		21%		79%	
2017	976	181	19	776	0
		20%		80%	
2018	842	57	5	779	1
		7%		93%	
2019	612	50	8	553	1
		9%		91%	
2020	801	54	21	719	7
		9%		91%	
2021	959	47	86	727	99
		14%		86%	

Table 3.1

Council aims to have at least 90% of issues resolved within the priority timeframe. The significant volume of emergency flood repairs has been impacting on this key performance indicator. The Christmas and New Year closure period also contributed to a decrease in job completion over December.

4. INTEGRATED WATER AND SUSTAINABILITY SERVICES

4.1 Water Quantity and Quality:

Image 3 below shows the Deepwater Weir and **Image 4** below shows the Beardy Weir:



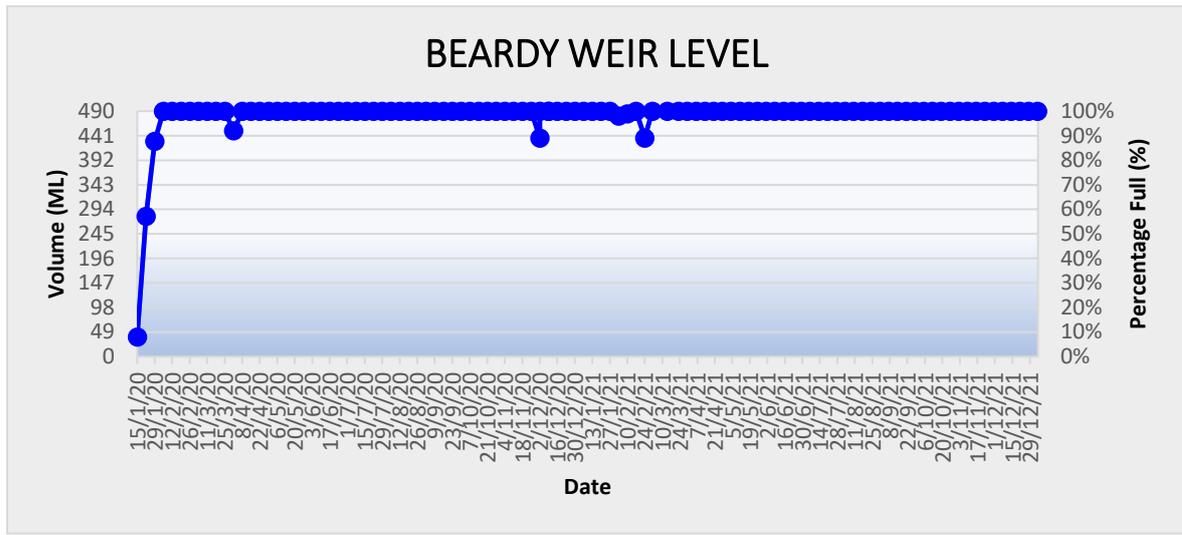
Image 3: Deepwater Weir



Image 4: Beardy Weir

The Beardy and Deepwater Weirs have remained full and flowing throughout the reporting months.

Graph 1 below shows Beardy Weir water levels from the lowest point during the 2019/2020 drought to date:



Graph 1

The Eerindii Ponds are filled on weekends to replace town water consumed during each week, utilising the off-peak electricity rate. The Ponds have been maintained at an average weekly level of 100% of capacity throughout the reporting period.

Water pumped from the ponds to the **Water Treatment Plant (WTP)** for processing was approximately 38.3ML in November and 39.4ML in December.

Water pumped and processed at Deepwater was approximately 2.1ML for November and 1.5ML for December.

No traces of blue green algae were present in the Beardy Weir or Deepwater Weir throughout the reporting period.

The **New South Wales (NSW)** Health Drinking Water Monitoring Program Result Summary Reports for the month are attached as **Annexure C**.

The report shows that 100% of the samples provided were within the **Australian Drinking Water Guidelines (ADWG)** for microbiology. Results for chemistry are not reported for this period as Council is awaiting a resupply of sampling equipment for this test type.

The Glen Innes Severn **Local Government Area (LGA)** remains on permanent level one (1) water restrictions. This includes the use of town water carted to the smaller villages from the Glen Innes and Deepwater water supply systems.

4.2 Water - Works:

The following works were carried out during November and December 2021:

General

- Water main flushing has been completed in Glen Innes;
- Water meter reading for Glen Innes and Deepwater was completed;
- The three (3) sand filters at the Water Filtration Plant were pressure cleaned and chlorinated;
- Dosing of chlorine tablets into the Blue Hills Tank was completed weekly to maintain the chlorine residual;
- Dosing of Powder Activated Carbon into the raw water at the Eerindii Ponds was carried out to reduce any taste and odour;
- The White's Pit pump has been operated to reduce water level pressure against the Glen Innes landfill in accordance with the landfill management plan;
- The stormwater lines have been cleaned in Salisbury Place and George Street;
- Water staff attended *Working at Heights* and *Working in Confined Spaces* training sessions;
- Contractors Zokal Safety have completed their six (6) monthly check on all safety equipment;
- Water staff attended to the digging of six (6) graves with the excavator;
- Special water meter reading was carried out as required;
- Water meter replacements were carried out per the meter replacement program; and
- All works requests were attended to in a timely manner.

Water Mains

- The 100mm flange socket has been repaired in front of 148 Taylor Street;
- All water mains have been connected adjacent to 200 Church Street;
- 18 metres of 100mm blue brute water main was installed for 45 Grovers Lane; and
- 67 metres of 100mm blue brute water main was installed in Dumaresq Street for a water mains extension.

Water Services

- Galvanised water services were renewed with poly pipe at 103 Oliver Street and at 96 Forbes Street, Deepwater;
- New 20mm water services were connected at 14 Lambeth Street, 16 Lambeth Street, and 43 Oliver Street;

- A new 25mm fire line service was connected for 118 Wentworth Street; and
- Water services were repaired at the following locations:
 - 250 Meade Street;
 - 170 Coronation;
 - 155 Herbert Street; and
 - 265 Meade Street.

4.3 Sewer - Works:

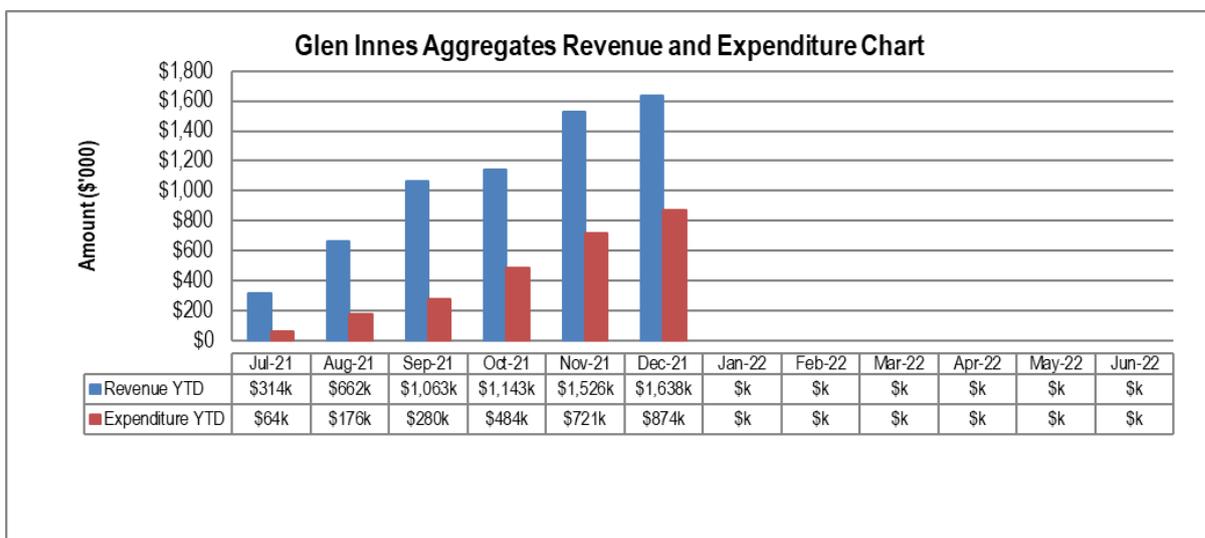
The following works were carried out during November and December 2021:

- The sludge dehydrator is running daily at the Sewerage Treatment Plant;
- The bio solids at the Sewerage Treatment Plant were removed with the Vermeer track machine and refilled with sludge;
- Sewer chokes were cleared at the following locations:
 - 22 Scott Street;
 - 185 Lang Street; and
 - The Glen Innes Regional Saleyards Truck Wash.

5. GLEN INNES AGGREGATES

The total **Year to Date (YTD)** revenue at 31 December 2021 is \$1,638,382 (exclusive of GST).

Graph 2 below shows **Glen Innes Aggregates (GIA)** Revenue and Expenditure for the 2021/2022 Financial Year:



Graph 2

For November and December at **Glen Innes Aggregates (GIA)**, due to climatic conditions and restricted movements over the last 12 months BMR Quarries, crush and screen contractors have made the decision to not take up an extension and cease their contract with Glen Innes Aggregates. BMR Owner and Manager Brian Crow advised Council that he regretted having to make this this decision but has other commitments in the Tamworth area to fulfill. This will affect our stockpiles in the short term as production was minimal while weather conditions were working against us.

A plan has been put in place with local contractor Taylors Civil Construction being asked to upsize operations to crush and screen at Glen Innes Aggregates. Taylors have been working out of our borrow pits over the last nine (9) months, but this work has in the past been completed by two (2) crush and screen contractors. This work will potentially generate local jobs if Taylors can reach an acceptable level of production output. Taylors are providing the service under the wet hire of plant contract that was tendered in 2021.

Mixing and supply of **Densely Graded Base (DGB)** 20 road base to the Dumaresq Street upgrade job was completed along with delivery of unsealed road base to flood recovery projects.

Work has continued on the new quarry weighbridge and office and will continue in January with pipe work at the entrances still to be put in place.

Sales have been consistent for the two months comprising mainly raw road base material to fix washouts and repair driveways.

It is now the end of the line for North's Pit, a very important and strategically placed pit that has provided thousands of tonnes for the Glen Innes Severn Council road network on the Eastern side of the local government area over many years. Rehabilitation benching work has now been completed. Desilting the floor area is underway and the pit will be taken offline once vegetation reestablishment work is completed.

At Morven Road Pit weather conditions have hampered crushing operations but some material from this pit has been distributed for flood recovery work.

6. PLANT AND EQUIPMENT

The following major works were carried out during November and December 2021:

- 1556 - Isuzu: 30,000 km service;
- 1717 – Four (4) inch pump: Disassemble pump housing, assess damage, and rebuild;
- 5204 - Komatsu WA 470 loader: Rebuild park brake and replace any leaking O-rings;
- 2212 - Komatsu Loader: 2,500 hour service;
- 2110 - Isuzu Jetpatcher: Replace all conveyer belt bearings, drive sprockets and chain;

- 2218 - Komatsu PC45 Excavator: 2,250 hour service;
- 3505 - Holden Colorado: 190,000km service;
- 1222 - Komatsu D65EX: Remove seat and replace blown hydraulic hoses above transmission;
- 2103 - Hino: Fit new ring feeder;
- 2101 - Volvo: Replace tailgate valve and fit new belt tensioner to remove belt noise;
- 1614 - Atlas compressor: Service;
- 2314 - Toro: 1,500 hour service;
- 1305 - New Holland TD85: Service;
- 2355 - Slasher: Service;
- 1532 - Ford Ranger: 270,000km service;
- 2362 - Dynapac: Service;
- 2409 - Beavertail: Set up per Councils' requirements and register;
- 2314 - Toro: Deck bearings;
- 2202 - John Deere: Repair ripper fault;
- 2104 - Mitsubishi Fuso: Remove radiator, repair, and refit;
- 1533 - Toyota RAV4: 190,000km service;
- 1315 - Toro: Deck repairs;
- 2510 - Ford Ranger: ABS fault;
- 2215 - JCB 3CX: 5,250 hour service;
- Disassemble, clean, and reassemble alum feeder at the Glen Innes Water Treatment Plant;
- Registration checks on light and heavy vehicles;
- Various plant inductions; and
- RFS vehicles: Repair faults and repairs as required.

7. EMERGENCY

Council's **Local Emergency Management Officer (LEMO)** function has been performed by Council's Technical Services Coordinator, Cameron MacLachlan. This position supports the **Local Emergency Operations Controller (LEOCON)** by coordinating all supporting agency activity through the **Emergency Operations Centre (EOC)**, **Local Emergency Management Committee (LEMC)**, and smaller ad-hoc working groups.

LEMO and LEOCON have been closely monitoring the COVID-19 Delta outbreak since its beginning. At the height of the Delta outbreak (September to October) the EOC was meeting virtually whilst the LEMC met twice weekly. In late November the Regional EOC requested that all LEMCs review their situation and NSW Health's support requirements with a view to standing down operations if appropriate. The LEMC completed this review and both NSW Health and LEOCON agreed to revert the LEMC to its normal quarterly meeting schedule from the 8th of December. No support requests were received from NSW Health throughout December. LEMO and LEOCON continue to maintain a watching brief of the COVID situation.

LEMO and LEOCON completed a full After-Action Review and submitted it to the Regional Emergency Management Committee and NSW Police on 17 December.

On 1 December, the LGA was added to the Natural Disaster Declaration (AGRN 987) for the ongoing rain and flooding which began in early November. Council staff completed the damage assessment and submission on 13 December. A total of 83 roads were damaged by this flood event.

Resilience NSW conducted a successful liaison visit on 8 – 9 December. LEMO, LEOCON, and Community Resilience Officer were able to share views on Emergency Management and Resilience matters and to seek some advice.

8. COMMUNITY RECOVERY

Since the last **Community Recovery Officer (CRO)** report, fortnightly visits to Wyaliba have observed a noticeable change in community motivation levels towards rebuilding and recovery. The installation of a solar network powering the community centre has been quite an advancement for the community and supports community resilience during future disasters.

The **Community Resilience Network (CRN)** was established in December. The initial meeting was to introduce to those present the CRN concept and how it relates to the National Emergency Management framework and NSW **State Emergency & Rescue Management Act 1989 (SeRM Act)**. The CRN also provides local community based information to the **Local Emergency Management Committee (LEMC)** for the review and updating of the **Local Emergency Management Plan (LEMPan)** and **Local Recovery Action Plan (LRAP)** It also serves to relay community issues to the **Emergency Operations Centre (EOC)** during times of disaster. A further point discussed at the meeting was "who else needs to be at the table" to ensure all community sectors are adequately represented.

It was requested that the setting the date for the next CRN meeting be delayed until after the January 2022 Council meeting is held. GISC **Local Emergency Management Officer (LEMO)**, Cameron MacLachlan, presented to the CRN advising how the LEMO and LEMC can best utilise the CRN and what information is pertinent for emergency management purposes. The continued involvement of GISC in the CRN beyond the current CRO program will likely be required for it to continue to function as an effective entity.

For those interested in learning more about **Emergency Management (EM)**, **Resilience NSW (ResNSW)** has a series of 20 minute courses for those new to the EM sector. Courses can be accessed via the ResNSW website at www.emtraining.nsw.gov.au/course-catalogue/. The Emergency Management Overview and the Local Emergency Management Committee Foundations courses (both online) are a good place to start.

Personal Protection Equipment (PPE) in the form of face masks, hand sanitiser and sanitising wipes continue to be distributed amongst the community with the vulnerable the priority and all community members having some access. This will continue until ResNSW discontinues supply or there is a significant reduction in the risk of COVID transmitting within our community. Over 300,000 face masks have now been distributed.

(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.

Plant and Fleet items are managed in line with the Plant and Fleet Policy.

(c) Legislative/Statutory

Town Water is supplied in Glen Innes and Deepwater in accordance with the *Australian Drinking Water Guidelines (updated 2018)* and the *NSW Public Health Act 2010*.

The Glen Innes sewerage system is operated under an Environmental Protection Licence no. 576.

Council manages its responsibilities as the road authority under the *Roads Act 1993*.

(d) Risk

Council manages the risks associated with infrastructure through the adaption of various NSW StateWide Best Practice Manuals into policy. This generally involves a process of routine asset inspection against defined intervention levels, with priority assigned to the intervention based on the assessed level of risk.

(e) Social

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

(f) Environmental

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

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

This report is compiled with input from departmental managers and staff including the Acting Manager of Infrastructure Delivery, Quarry Manager, Acting Manager of Integrated Water Services, Coordinator of Integrated Water Services, Plant and Fleet Coordinator, Technical Services Coordinator and Community Recovery Officer.

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

This item links to Council's Delivery Program Economic Development Action ED 4.1.5: Manage the maintenance and renewal of the rural road drainage network according to adopted service levels.

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.03: Implement maintenance infrastructure works according to adopted service levels.

CONCLUSION

The statistics provided in this report provide information to Council on the key activities undertaken within Council's Infrastructure Services Directorate within the current Financial Year.

ATTACHMENTS

- Annexure A Maintenance Grading Map December 2021
- Annexure B Maintenance Items Reported November and December 2021
- Annexure C Drinking Water Monitoring Program Results November and December 2021

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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 November 2021 and until Friday, 3 December 2021, due to the Local Government Elections, no correspondence was forwarded following this date.

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Australian Local Government Association – newsletters;
- Arts North West – newsletter;
- Inside Local Government – newsletters;
- Local Government NSW – newsletters;
- Local Government Information Unit – policy updates;
- Local Land Services – newsletters;

- Member for Northern Tablelands, Minister for Agriculture and Western New South Wales, The Hon. Adam Marshall – weekly reports and media alerts;
- Murray Darling Association – CEO update;
- NSW Department of Primary Industries – COVID-19 updates; and
- Office of Local Government – circulars, COVID-19 updates and newsletters.

Press Releases

- Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce;
- Local Government Professionals; and
- Member for Northern Tablelands, Minister for Agriculture and Western New South Wales, The Hon. Adam Marshall.

Publications

- LG Focus – November 2021.

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

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

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A	Australia Day Committee - 03/11/2021
Annexure B	Australia Day Committee - 01/12/2021
Annexure C	Australian Standing Stones Management Board - 17/11/2021
Annexure D	Community Access Committee - 18/10/2021
Annexure E	Community Access Committee - 13/12/2021
Annexure F	Emmaville Mining Museum Committee - 21/10/2021
Annexure G	Emmaville War Memorial Hall Committee - 14/10/2021
Annexure H	Glen Elgin Federation Sports Committee - 11/11/2021
Annexure I	Glen Innes and District Sports Council - 15/11/2021
Annexure J	Minerama Committee - 08/11/2021
Annexure K	Minerama Committee - 13/12/2021
Annexure L	Roads Consultative Committee - 20/05/2021
Annexure M	Roads Consultative Committee -18/11/2021
Annexure N	Saleyards Advisory Committee - 10/11/2021

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

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Meetings – Local Community Committees

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

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

GLENRAC Committee of Management	8/10/21
GLENRAC Committee of Management	3/12/21
Local Traffic Committee	4/05/21
Local Traffic Committee	3/08/21
Local Traffic Committee	2/11/21

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 9.4 MINUTES OF OTHER ORGANISATIONS FOR INFORMATION

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Meetings – Other Organisations

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

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

PURPOSE

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

Arts North West Board	22/11/21
Country Mayors Association of NSW	5/11/21

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Country Mayors Association of NSW - 5/11/21

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL DEPT - Councillors

Property Index: NIL

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

APPROVER/S: Craig Bennett - General Manager

PURPOSE

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

RECOMMENDATION

That Council notes the information contained within this report.

REPORT

(a) Background

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

- Councillor/Staff Committees of Council: four (4);
- Community Committees of Council: 20;
- Groups of Council: three (3);
- Delegates of Council: two (2);
- Community Committees NOT Committees of Council: 17.

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

Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, delegates to committees were only reassigned at the August 26, 2021 Ordinary Council Meeting until Saturday, 4 December 2021.

Following the elections, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022.

These delegates will remain in place until Thursday, 22 September 2022.

(b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on 26 August 2021:

4.08/21 RESOLUTION

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

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

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

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

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

A record of these attendances is recorded on a monthly basis as a part of this report. This record provides valuable information to the community on what meetings all Councillors are attending.

Due to the Local Government Elections being held on Saturday, 4 December 2021, there were no Councillor delegates from Friday, 3 December 2021. Future reports will list the meetings and functions attended by all Councillors during the preceding month.

The following is a list of meetings and functions attended by Councillor Sparks and Councillor Parsons on 1, 2 and 3 December 2021:

Councillor	Name of Meeting / Function	Date attended
Cr S Sparks	Rail Trail Workshop	1/12/21
	Meeting with Royal Far West	2/12/21
	Cultural Plan Community Consultation	3/12/21
	Library Committee Meeting	3/12/21
	Library Learning Centre Management Committee Meeting	3/12/21
Cr Parsons	Australia Day Committee Meeting	1/12/21

(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, delegates to committees were reassigned at the August 26, 2021 Ordinary Council Meeting until Saturday, 4 December 2021.

Following the elections, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS