

**GLEN INNES  
SEVERN COUNCIL**

**BUSINESS PAPER**



**FOR THE ORDINARY  
COUNCIL MEETING**

**TO BE HELD ON  
THURSDAY,  
28 APRIL 2022**

## **COMMUNITY CONSULTATION SESSION GUIDELINES**

1. The Council may hold a public forum prior to each Ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to Extraordinary Council meetings. The duration of public forums will be 15 minutes, and they will commence at 8.45am on the day of a set Council meeting.
2. Public forums are to be chaired by the Mayor or their nominee. Only the names of speakers, the organisation that they are representing and the topic that they are speaking about will be recorded in Council's Meeting Minutes
3. To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 12 noon on the Tuesday before the meeting, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
4. A person may apply to speak on no more than two (2) items of business on the agenda of the Council meeting.
5. Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
6. The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
7. No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.
8. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.
9. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the Mayor's nominated Chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
10. Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no more than one (1) day before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.
11. The General Manager or their delegate is to determine the order of speakers at the public forum.
12. Each speaker will be allowed a maximum of five (5) minutes to address the Council. This time is to be strictly enforced by the Chairperson.
13. Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
14. A Councillor (including the Chairperson) may, through the Chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
15. Speakers are under no obligation to answer a question put under clause 14. Answers by the speaker, to each question are to be limited to two (2) minutes.
16. Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.
17. The General Manager or their nominee may, with the concurrence of the Chairperson, address the Council for up to three (3) minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
18. Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
19. When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly

conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.

The Mayor or Chair will be guided by Section 10A(2)(a) – (i) of the *Local Government Act 1993*, in not allowing members of the public during community consultation sessions to deal with or discuss or disclose any information with regards to the matters mentioned in this section and subsections of the Act.

The opinions expressed by community members are not reflective or representative of the views of Council and hence Council cannot be held responsible or liable.

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

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

### **Local Government Act 1993**

#### **Section 10A(2) (a) – (i)**

The matters and information are the following:

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





# GLEN INNES SEVERN COUNCIL

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

That will be held at the Glen Innes Severn Learning Centre,  
William Gardner Conference Room, Grey Street, Glen Innes on:  
Thursday, 28 April 2022 at 9.00am

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Craig Bennett  
General Manager

# Council

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

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

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

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

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

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

**Quorum:** 4 members

**Chairperson:** The Mayor

**Deputy Chairperson:** The Deputy Mayor

The Mayor will read the following statement:

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

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

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

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

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

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

Thank you.”

The Mayor will read the following statement of ethical obligations:

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

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

## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

## **2 OPENING WITH PRAYER**

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

## **4 MINUTES OF PREVIOUS ORDINARY MEETING - 24 MARCH 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

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### PURPOSE

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

### RECOMMENDATION

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

### REPORT

#### (a) Background

Resolutions of Council are resolved at each Ordinary and Extraordinary Council Meeting.

It is very important that all Council Resolutions are then followed up by staff in a timely and professional manner.

The Outstanding Actions Report which is attached to this report (Annexure A) provides a framework to monitor and manage all of the Outstanding Council Resolutions.

**(b) Discussion**

There are now 14 Council Resolutions currently outstanding as at Thursday, 21 April 2022.

There were 20 Council Resolutions outstanding in the report that went to the Thursday, 24 March 2022 Ordinary Council Meeting.

A further 19 outstanding actions were added after the March 24, 2022 Ordinary Council Meeting.

Therefore, 25 outstanding actions have been completed since the last Ordinary Council Meeting (workings –  $20 + 19 = 39 - 14 = 25$ ).

These 14 outstanding resolutions are broken up as follows:

<b><u>YEARS</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
2020	2	(2	March 2022)
2021	4	(6	March 2022)
2022	8	(12	March 2022)
<b>TOTAL</b>	<b><u>14</u></b>	<b><u>(20</u></b>	<b>March 2022)</b>

The outstanding resolutions relate to the following Directorates:

<b><u>DIRECTORATE</u></b>	<b><u>OUTSTANDING ACTIONS</u></b>		
General Manager	0	(1	March 2022)
Corporate and Community Services	6	(5	March 2022)
Development, Planning Regulatory Services	2	(4	March 2022)
Infrastructure Services	6	(10	March 2022)
<b>TOTAL</b>	<b><u>14</u></b>	<b><u>(20</u></b>	<b>March 2022)</b>

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

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

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

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

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

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

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Council strives for exceptional or best practice governance.

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

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

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

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

Responsible officers are assigned actions after each Council Meeting.

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

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

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

**CONCLUSION**

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

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

**ATTACHMENTS**

Annexure A Draft Outstanding Actions List as at 21.4.22

**REPORT TITLE: 7.2 GLEN INNES POWERHOUSE MUSEUM PROJECT**

**ECM INDEXES:**

**Subject Index: ECONOMIC DEVELOPMENT: Planning**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Margot Davis - Manager of Economic Development**

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

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### PURPOSE

The purpose of this report is for Council to review the Draft Powerhouse Museum Business Case (**Annexure A**) and consider if it wishes to endorse the submission of the draft **Expression of Interest (EOI) (Annexure B)** for the **Essential Energy (EE)** building and its use for the development of the **Glen Innes Powerhouse Museum (GI-PM)**.

### RECOMMENDATION

*THAT Council selects Option number .....*

### REPORT

#### (a) Background

The **Destination Management Plan Summary 2021 – 2026 (DMP)** and the supporting Destination Management Plan Background Analysis Report 2021 were adopted by Council at the Ordinary Council Meeting held on Thursday, 22 July 2021.

The following was resolved at that meeting:

#### **19.07/21 RESOLUTION**

That Council adopts the revised Destination Management Plan Summary 2021-2026 and the supporting Destination Management Plan Background Analysis Report.

The DMP included seven (7) opportunities for growth and potential game-changers that could significantly increase visitation and/or enhance the visitor experience.

The concept of the Powerhouse Museum was one (1) of those opportunities leading to the following Action item:

4.2.1 Deliver the proposal and business case for the Glen Innes Powerhouse Museum to Council to determine funding and building purchase of the EE building.

The final **Economic Development Strategy 2020-2040 and the Action Plan 2020-2025 (EDS&AP)** was adopted by Council at the Ordinary Council Meeting held on Thursday, 25 March 2021 with the following resolution:

### 22.03/21 RESOLUTION

That Council adopt the Economic Development Strategy 2020-2040 and Action Plan 2020-2025.

The community, through the EDS&AP consultation process, identified the following growth and local opportunities. The table below demonstrates how the Powerhouse Museum Proposal meets seven (7) of the 10 community ideas:

Community Growth and Local Opportunities	Met by Powerhouse Museum proposal
Open and green spaces for adventure activities	No
Utilising disused assets e.g. Airport	Yes
Renewable Energy and Climate change opportunities	Yes
Bring major attractions to town e.g. Motor Sport complex	Yes
More housing and promoting housing and renting affordability	No
Leveraging the two highways by creating a cross-roads initiative	Yes
Utilising disused assets (physical/social/natural) – e.g. Rail Trail	Yes
Becoming an ‘Adventure Playground’ for children to attract families	Yes
Capitalise on COVID-19 to drive more businesses online, attract digital businesses and more people through remote working	No
More Council support for Economic Development	Yes

*Table 1 – Community growth and local opportunities*

The Powerhouse Museum project was established initially in collaboration with the New England Heritage Traction Club, the Men’s Shed and Council’s **Manager of Economic Development (MED)** as a community-led opportunity.

Council engaged Chris Earl, Regional Renewal Consultant with a particular interest in regionalising museum assets, to conduct a preliminary appraisal for the idea of reinstating the Glen Innes Powerhouse Museum with the following ambition:

*“To bring to the regional community of Glen Innes in the NSW New England High Country a collaborative partnership with Powerhouse Museum Sydney through the sharing of its collection and the creation a Regional NSW Powerhouse, including either first run exhibitions or exhibitions given a regional run following the Sydney showcase – sharing the state’s historic collection with regional NSW, growing regional destination tourism and local economies”.*

The report clearly outlined that the central repository model of collection and exhibition does not fully share the treasures of history and achievement with rural and regional communities and diminishes their ability to carve out a unique place in regional destination tourism.

Several meetings later, Council supported the concept through the development of a proposal and business case. The former Director of Development, Planning and Regulatory Services managed a Request for Quote procurement process with **Regional Development Australia Northern Inland (RDANI)**, the successful proponent.

#### (b) Discussion

The GI-PM would involve the retention, remediation and repurposing of an iconic architectural structure and power-generating machinery – the now - defunct Glen Innes Power Station in Church Street, a site owned by EE into a state of the art, multi-disciplinary, community-accessible, heritage and cultural destination.

The GI-PM would seek to differentiate itself from other local heritage museums by delivering an interesting, educational, and interactive story line about the progression of power generation and associated equipment in the region.

An important part of this story is the current development of a Renewable Energy Zone in the areas surrounding the Glen Innes **Local Government Area (LGA)**, a story which is still unfolding today. Enlisting the support of the firms developing these solar, wind and battery farms will be critical to making the museum relevant to a large proportion of the intended audience.

No other destination will offer a power generation time-line story of this type, with modern interactive exhibits, displays and video presentations on power generation past, present, and future.

In partnership with the Sydney Powerhouse Museum, the new attraction would not only display local heritage artefacts, but also exhibition material from the Sydney Museum which has over 500,000 objects collected over 135 years.

The Museum will contribute economically to the region in two (2) ways: through admission revenues and through increased visitation from the increasing cultural heritage and education tourism market.

The Museum will be an important regional heritage institution that will draw tourists to the New England region by capitalising on the region's strengths in cultural heritage, the science and education.

Council wrote to the Leasing and Sales Officer of EE on Wednesday, 24 February 2021 requesting for direct negotiations regarding 148 Church Street outlining the case for two (2) potential projects, both of which have compelling public interest and significant potential socio-economic benefit to the community.

The following response was received on Wednesday, 23 March 2022:

*“Your letter of the 24<sup>th</sup> February 2021 was forwarded onto our Corporate Governance team for review. They are supportive of expediting the commencement of the process to divest this property from our portfolio and have advised that the property should be placed on the open market to allow all interested parties to participate in a competitive market process to secure the property.*

*This process has commenced and I will be passing your details onto the marketing agent once they have been appointed.”*

The EOI process is in action and submissions are due at 5pm on Friday, 13 May 2022. Following the Councillor workshop conducted on Thursday, 7 April 2022 it was agreed to draft an EOI for Council's endorsement.

The draft EOI form to be submitted is attached (**Annexure C**) and includes the following Contract Terms and Special Conditions:

**Glen Innes Severn Council (GISC)** would like to use this site to operate a Powerhouse Museum (see attached Concept Plan and Business Case). It is proposed that either:

1. *Essential Energy retain ownership of the site and lease it to GISC for a peppercorn rent; or*
2. *Essential Energy gift the site to GISC.*

*This is in recognition of the fact that the site was originally owned by previous Glen Innes Councils and was commandeered by the NSW Government at no cost due to a change of legislation.*

In addition, the gifting of the site to Council is possible at the NSW Treasurer's Direction (**Annexure C**). That is made possible under the *Government Sector Finance Act 2018* where the property:

- is genuinely surplus to the agency's requirements.
- cannot be transferred, with or without payment, to another agency which requires or can use the property.
- a sale at fair value would be uneconomical and at least one of the following conditions is met.

The property:

- holds historical or symbolic significance for the proposed recipient.
- holds some other special significance for the proposed recipient, and there are compelling reasons to justify gifting the government property to that recipient.
- is a low value asset, and the gifting supports the achievement of a NSW Government policy objective.

The gifting of the site to GISC for the purpose of creating the Powerhouse Museum meets all of the above conditions.

There is also precedent where the Member for Northern Tablelands, the Hon. Adam Marshall MP has supported a similar situation to retain the Armidale Courthouse for community ownership and future local use (**Annexure D**).

**(c) Options**

Council needs to determine which option it would like to take:

**Option 1**

THAT Council:

1. Reviews the updated Powerhouse Museum Business Case for the Glen Innes Powerhouse Museum project;
2. Determines that it wants to submit an Expression of Interest for 148 Church Street, Glen Innes by 5pm on Thursday, 12 May 2022;
3. Requests the Member for Northern Tablelands, the Hon. Adam Marshall MP to provide a letter of support to accompany the Expression of Interest.
4. Requests the Member for Northern Tablelands, the Hon. Adam Marshall MP to make a formal representation on behalf of Council to the Hon. Matthew John Kean, MP for intervention and support of the Powerhouse Museum Expression of Interest;
5. Requests the Member for Northern Tablelands, the Hon. Adam Marshall MP to make a formal representation on behalf of Council to the CEO of EE, Mr John Cleland for intervention and support of Council's Powerhouse Museum Expression of Interest;
6. Requests the Mayor to advocate to the Member for Northern Tablelands, the Hon. Adam Marshall MP regarding the Expression of Interest, following submission, in full support of the Powerhouse Museum Business Case.

OR

## Option 2

That Council does not submit an Expression of Interest for 148 Church Street, Glen Innes.

### IMPLICATIONS TO BE ADDRESSED

#### (a) Financial

After further investigation of EE's plans for this site, it appears that only two (2) options for operating the museum are available to Council:

1. EE retains ownership of the site and leases it to Council at a peppercorn rate (\$0).
2. EE gift the site to Council.

The key financial parameters for these two (2) options (in the base case) which will be important for Council are as follows:

1. Peppercorn Lease Option:
  - a) Building modifications and fit-out - \$2.5M grant funded;
  - b) Maintenance/repairs - \$25,000 per annum; and
  - c) Future asset renewal costs - \$150,00 per annum.
2. Gifted to Council Option:
  - a) Building modifications and fit-out - \$2.5M grant funded;
  - b) Maintenance/repairs - \$30,000 per annum; and
  - c) Future asset renewal costs - \$160,00 per annum.

Despite EE placing the site on the open market, these options seem reasonable given that previous Glen Innes Councils were the original owners of the site before a change in legislation which saw the site handed over to the NSW Government at no cost.

Under these two (2) options, with a base case capital cost of \$2.5M for the new museum works and with annual operating costs of \$442,000 to \$457,000, the project generates a favourable **Benefit-Cost Ratio (BCR)** of 1.16 to 1.26, driven by the additional visitor expenditure.

This is important for applying for grant funding as the minimum BCR required is 1 (one).

Table 2 below shows the BCR as positive and above 1 (one).

Profit / Loss	With Asset Renewal Costs		Without Asset Renewal Costs	
	Peppercorn lease, 1% maintenance cost	Gifted to GISC, 1% maintenance cost	Peppercorn lease, 1% maintenance cost	Gifted to GISC, 1% maintenance cost
CAPEX				
\$1M	1.96	1.72	2.28	2.02
\$2M	1.43	1.30	1.81	1.64
\$2.5M	1.26	1.16	1.64	1.49
\$3M	1.13	1.05	1.49	1.38
\$4M	0.93	0.87	1.27	1.19
\$5M	0.79	0.75	1.11	1.04

Base Case Results

*Table 2: Summary of Benefit-Cost Results*

Under most scenarios examined, the project would run at a net loss which would be borne by Council if they were the museum operator. In the base case, this operational loss is \$144,000 to \$159,000 per annum.

This operational loss is driven largely by the need for Council to set aside funds for the renewal of the museum assets.

**(b) Governance/Policy**

Council has an Investment Policy which incorporates the provisions of Section 625 of the *Local Government Act 1993*, Section 212 of the *Local Government (General) Regulations 2021*, the Investment Policy Guidelines and the current Ministerial Investment Order enacted on 11 February 2011.

The Investment Policy guides the investment process for Council including:

- Investment philosophy;
- Overall risk philosophy;
- Investment objectives and expectations;
- Identifying the roles for those involved in the investment process; and
- Detailing the requirements for compliance with the policy’s goals and procedures.

**(c) Legislative/Statutory**

Section 625 of the *Local Government Act 1993*

s.625 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.

Editorial note: See Gazettes No 152 of 24.11.2000, p 12041; No 94 of 29.7.2005, p 3977; No 97 of 15.8.2008, p 7638 and No 160 of 24.12.2008, p 13140.

- 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 5.6 of the *Government Sector Finance Act 2018* provides that a person handling government resources cannot make a gift of government property unless:

- (a) The property was acquired or produced to use as a gift,
- (b) The gift has been authorised by the Treasurer in writing,
- (c) The gift was made in accordance with the Treasurer’s directions, or
- (d) The gift was authorised by or under any law

The circumstances in which a “gift” is made may be clarified in regulations. Treasury does not presently intend to issue regulations for this purpose. A fact sheet is attached (**Annexure E**) for further information.

The Treasurer’s Direction on gifting of government property has been issued to specify circumstances for the purposes of s5.6(1)(c) above and requires gifting to be made in accordance with specific values and principles and that records are maintained.

**(d) Risk**

The Draft Powerhouse Museum Business Case provides a Project Risk Matrix on page 63 which outlines the project risks and the risk mitigation strategies to be adopted should the GI-PM project progress.

The most immediate risk to be considered is the inability for Council to purchase the premises because of the need for future asset renewal costs to be set aside and the GI-PM project in its current conceptual scope being lost as a result.

Despite Council's request to EE on Wednesday, 24 February 2021 to open direct discussions on the premises (refer to Appendix 1 (one) in the Business Case), EE rejected this approach to progress with their intention to sell the property on the open market

A full risk assessment would need to be conducted on any future investments in alignment with the Investment Policy and Council's overall risk philosophy.

**(e) Social**

The GI-PM project has several social objectives that could be met including:

- Preservation, storage and improvement of important local heritage / cultural assets;
- An economic boost to the Glen Innes economy through increased visitor expenditure;
- Local job creation;
- Reduced youth unemployment / disengagement;
- A partnership with an internationally recognised museum (Sydney Powerhouse) providing a regional location for their displays and skills training for local museum staff;
- Partnerships with local renewable energy providers;
- Local volunteer opportunities and a place for enthusiasts to maintain and share their mechanical / restoration skills;
- Fact-based audience development and educational opportunities; and
- A place for families, both local and traveling.

**(f) Environmental**

Nil.

**(g) Economic**

Historically, like most regional centres in Australia, Glen Innes Highlands has relied on agriculture as the driver for its economy and this remains the case today with economic output and employment dominated by the agriculture sector, particularly livestock grazing enterprises.

A heavy dependence upon agriculture leaves the local economy vulnerable to the negative effects of climate, internationally determined commodity prices and the political whims of foreign government trade policies.

Agriculture has become increasingly capital-intensive, shedding labour resulting in an ongoing reduction in employment opportunities for locals.

Across a range of key economic and demographic measures there is a clear indication that the performance of the LGA is declining. New economic opportunities are required to reverse this trend.

A number of commercial / economic objectives could be met including:

- Increased turnover in existing local businesses which support the visitor economy;
- The development of a heritage trail / heritage tours which financially benefit a number of venues in the region;
- Greater exposure to Sydney Powerhouse Museum exhibits;
- Improve local tourism and heritage display skills;
- A local heritage museum which is financially self-sufficient and not a major drain on local ratepayers; and
- Financial input from local renewable energy firms.

It is estimated the museum would attract an additional 18,000 new visitors annually to the Glen Innes Severn LGA, 7,100 new day visits and 30,400 new overnight stays with 50% of these visitors from outside of NSW.

An estimated \$4.6M of additional tourist expenditure from these visitors would generate another 28 jobs for the local economy.

Most of this new expenditure is made in the food and accommodation sectors, however, would also benefit local business patronage more broadly.

A cost-benefit analysis of the project has been conducted.

This differs from the operating budget analysis as it captures the broader economic benefits to the Glen Innes economy (i.e., the benefits of additional tourist visits and overnight stays).

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

The operational loss is largely driven by the need for Council to set aside funds for the depreciation (asset-renewal costs) of the museum asset.

Responsibility for asset management will depend on the operating structure as an outcome of the EOI.

Table 3 below provide the profit / loss scenarios with and without depreciation.

Profit / Loss	With Asset Renewal Costs		Without Asset Renewal Costs	
	Peppercorn lease, 1% maintenance cost	Gifted to GISC, 1% maintenance cost	Peppercorn lease, 1% maintenance cost	Gifted to GISC, 1% maintenance cost
<b>CAPEX</b>				
\$1M	-\$38,810	-\$53,810	\$21,190	\$16,190
\$2M	-\$108,810	-\$123,810	\$11,190	\$6,190
\$2.5M	<b>-\$143,810</b>	<b>-\$158,810</b>	\$6,190	\$1,190
<b>\$3M</b>	-\$178,810	-\$193,810	\$1,190	-\$3,810
<b>\$4M</b>	-\$248,810	-\$263,810	-\$8,810	-\$13,810
<b>\$5M</b>	-\$318,810	-\$333,810	-\$18,810	-\$23,810

Base Case Results

*Table 3: Summary of Profit and Loss Results*

**CONSULTATION**

**(a) External**

1. A representative from The Men’s Shed;
2. New England Heritage Traction Club, Chairperson and Members;
3. History House Museum former and current President;
4. Council’s Heritage Adviser;
  
5. Sydney Powerhouse Museum;
  - Chief Executive, Museum of Applied Arts and Sciences; and
  - Director, Curatorial, Collections and Exhibitions, Museum of Applied Arts and Sciences;
6. Regional Development Australia Northern Inland (RDANI);
  - Executive Director, RDANI; and
  - Senior Project Officer, RDANI;
7. EE Leasing and Sales Officer; and
8. Regional Renewal Consultant, Chris Earl.

**(b) Internal**

1. The Manager of Governance, Risk and Corporate Planning; and
2. The Management Executive team (MANEX) and Councillors through a workshop.

**CONCLUSION**

Council can make an informed decision on the Powerhouse Museum project and decide to endorse an EOI to EE.

The EOI and other recommendations propose to lease or purchase the EE Building at 148 Church Street, Glen Innes, NSW 2370 for a 'peppercorn' amount.

This is to present EE with the business case for the Glen Innes Powerhouse Museum to be reinstated with the return of the building and its historic assets to the community and utilise as a driver of visitation and socio-economic prosperity opportunities to the Glen Innes community.

**ATTACHMENTS**

Annexure A	Glen Innes Powerhouse Museum Business Case
Annexure B	EOI Essential Energy Building -148 Church Street
Annexure C	Treasurer's Direction - Gifts of government property
Annexure D	Land Claim on Old Armidale Court Refused - Adam Marshall
Annexure E	Fact Sheet - Gifts of Government Property - March 2020

**REPORT TITLE:** 7.3 GLEN INNES HIGHLANDS HOUSING ASSESSMENT AND DRAFT GLEN INNES HIGHLANDS HOUSING STRATEGY 2022-2041

**ECM INDEXES:**

**Subject Index:** ECONOMIC DEVELOPMENT: Planning

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Margot Davis - Manager of Economic Development

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

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## PURPOSE

The purpose of this report is to present Council with the **Draft Glen Innes Highlands Housing Assessment (GIH-HA) (Annexure A)** and the **Draft Glen Innes Highlands Housing Strategy 2022-2041 (DGIH-HS) (Annexure B)**, for their review and then to go on public exhibition.

## RECOMMENDATION

***THAT Council:***

- 1. Approves the revised Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022.***
- 2. Displays the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 on Council's website and the Glen Innes Highlands website, and that they be made available for viewing at the following locations:***
  - Council's Town Hall Office;***
  - Council's Church Street Office; and***
  - The Village Post Offices at Deepwater, Emmaville and Glencoe.***

3. *Requests the Manager of Economic Development to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041; otherwise, that the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 be adopted by Council.*

## REPORT

### (a) Background

The GIH-HA and DGIH-HS are both new documents that are presented to Council for review. The documents have recently been reviewed by Council's **Management Executive Team (MANEX)** and are now recommended to be placed on public exhibition for 28 days, in order to receive feedback from the public.

The **Regional Australia Institute (RAI)** launched its Liveability Toolkit at the **2021 Regions Rising National Summit (the Summit)** in Canberra.

The toolkit was launched by the Hon. Mark Coulton, the then Minister for Regional Health, Regional Communications and Local Government. The **Manager of Economic Development (MED)** attended the Summit, which was held in March 2021.

The six (6) indicators of Liveability as outlined in the Liveability Toolkit are:

1. Health services;
2. Education services;
3. Cost of living;
4. Amenity;
5. Connections to community, friends and place; and
6. Lifestyle and opportunity.

The final **Economic Development Strategy 2020-2040 and the Action Plan 2020-2025 (EDS&AP)** was adopted by Council at the Ordinary Council Meeting held on Thursday, 25 March 2021.

The EDS&AP took a place-based approach to local economic development. Intuitively the EDS&AP included tasks that referenced five (5) of the above indicators. The one (1) missing indicator was the Cost of Living.

As the RAI has outlined in its **Understanding Regional Liveability Discussion Paper (Annexure C)** 'housing is an emerging component of liveability'.

The overarching objective of the project is to ensure housing affordability and housing development do not become a barrier to population retention and growth.

With Council's place-based approach to local economic development the project is also intended to ensure our residents can access affordable housing and not be displaced as we prepare for a potential upwards shift in population growth.

Council therefore embarked on a procurement process to utilise the services of a suitability qualified and experienced consultant to deliver a GIH-HA and the DGIH-HS.

The GIH-HA would provide a detailed assessment of the **Local Government Area's (LGA)** housing situation as well as uncover the key challenges in the local housing supply. The GIH-HA assessment would then be accounted for in the resulting DGIH-HS.

Council appointed **Project JSA's Jack Archer (Jack)** following a Request for Quote process to achieve the following outcomes:

- Assess the current housing situation in the LGA and provide a gap analysis;
- Propose a strategy to deliver housing into the future to ensure 'affordability' remains a Unique Selling Proposition for Glen Innes to attract new residents and address any causes of dysfunction in the community as a result of the housing ecosystem;
- Identify development initiatives and ways to potentially fill future gaps and attract housing developments that meet our needs;
- Provide a recommendation on Council's role and any potential opportunities within the local housing market, such as developing an affordable or investment housing portfolio; and
- Ensure that the strategy reviews align to relevant State and Regional Housing Plans and State Planning Hierarchy.

## **(b) Discussion**

The GIH-HA included a review and analysis of:

1. Glen Innes Population Trends and Contribution of Housing to the Local Economy;
2. Local Housing Market Conditions;
3. Assessment of Local Land Supply and Development Activity;
4. Housing and Economic Development in Glen Innes Severn;
5. Housing and Sustainability in Glen Innes; and
6. Key Issues and Strategic Priorities for the Future.

In summary the GIH-HA concluded the following:

Housing is a key part of the local economy and a high value potential source of new local jobs and economic growth in Glen Innes.

Despite pessimistic state population predictions, it's clear that Glen Innes currently has a relatively stable population that may either decline or grow slightly in the coming decades depending on net migration.

Ageing and outmigration drive the risk of decline with positive recent net migration trends working in the opposite direction.

Currently land supply is constrained in Glen Innes by a lack of subdivision activity. Dwelling construction is constrained by a small local workforce that is mainly engaged in building new housing for existing residents and renovation of existing stock.

This provides limited opportunity for the needs of renters and new residents to be met through the provision of new dwellings.

In the last four (4) years, the rate of subdivisions and dwelling approvals has contracted significantly, contributing to a tightening market for houses and rentals.

The recent rise in demand for regional living has flowed through to increased demand for houses and rentals in Glen Innes.

This is improving the case for investment but stretching affordability and availability for vulnerable residents.

Most new residents come from nearby areas, with some migration from Brisbane.

To ensure community well-being and economic development, there is a need for additional housing supply.

Developments targeting the specific needs of older residents and expanding social housing and key worker accommodation should be a priority.

Development of new 1–2-bedroom properties as well as potentially some executive level accommodation for doctors and other key professionals is the main point of need.

A need for an increased supply of temporary worker and visitor accommodation may also arise depending on renewable energy projects and tourism development outcomes in the area.

To support future housing needs, this assessment identifies a series of priorities for Council to consider in the development of the DGIH-HS.

These include:

- Intervening to ensure a supply of new housing lots in Glen Innes through Council led or facilitated developments if subdivision activity does not increase in the short term;
- Working with partners to develop priority new housing types; and
- Encouraging sustainability, particularly by looking for funding or partnership opportunities that will enable the installation of renewable energy and insulation on older local housing stock.

Following the completion of the GIH-HA and the DGIH-HS, both documents are now provided to Council and the Community for consultation.

This DGIH-HS identifies a series of ways in which Council can work with the State Government, the private sector, community housing providers and local industry to improve the quality and supply of local housing in the future.

The following outlines the key elements of the DGIH-HS:

1. **Vision:**

The Glen Innes community has access to good quality housing that meets their needs, is affordable and supports a great local lifestyle. Housing facilitates a growing population and successful local services and industries.

2. **Mission:**

Glen Innes Severn Council will actively facilitate the land development and housing construction to provide a sustainable flow of new housing and targeted improvements in the quality of existing housing stock.

3. **Key Strategies and Outcomes:**

- i. Expand supply to critical groups to ensure:
  - a. An increased supply of housing supports growth in the Glen Innes population and workforce; and
  - b. Older residents and members of the community requiring social or affordable housing are adequately housed.
- ii. Increase contribution of the housing industry to the local economy to ensure:
  - a. The contribution of the housing industry to local jobs increases as a share of the economy; and
  - b. Development of the tourism and renewable energy sector is enabled by an increased supply of dedicated.

iii. Improve the sustainability and liveability of local housing to ensure:

a. Housing stock is sustainably constructed or retrofitted to reduce environmental impacts and increase the liveability and affordability of housing for the community.

iv. Ensure future land supply and dwelling development opportunities to ensure:

a. The long-term capacity for future growth of key settlements in the Glen Innes region is assured.

The DGIH-HS advises that while Council must take the lead on these issues on behalf of the community for change to occur, it will rely substantially on partnerships and investment from other levels of government, local industry, and the property sector to be successful.

Council will need to be a strong advocate and proactive partner to catalyse a broader effort for change.

For each key strategy area and priority, a series of key actions are included in the Action Plan as well as Key Performance Indicators for the four (4) key strategies so that Council can monitor progress and keep the local community informed.

### (c) Options

#### Option 1

THAT Council:

1. Approves the revised Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022.
2. Displays the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 on Council's website and the Glen Innes Highlands website, and that they be made available for viewing at the following locations:
  - Council's Town Hall Office;
  - Council's Church Street Office; and
  - The Village Post Offices at Deepwater, Emmaville and Glencoe.

3. Requests the Manager of Economic Development to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041; otherwise, that the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 be adopted by Council.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council does not approve for the Draft Glen Innes Highlands Housing Assessment and the Draft Glen Innes Highlands Housing Strategy 2022-2041 to go on public exhibition in order to make amendments or request further analysis and/or considerations.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The GIH-HA and the DGIH-HS is fully funded out of the Bushfire Disaster Recovery – Planning Support project funding for \$30,000 plus GST.

The NSW Office of Local Government has a Low-Cost Loans Initiative (***Annexure D***) to support local councils to borrow up to \$500M for infrastructure that enables new housing supply by halving the cost of interest on their loans.

This would allow Council to bring forward delivery of planned infrastructure in new housing areas.

**(b) Governance/Policy**

Once adopted by Council, the GIH-HA and the DGIH-HS will become endorsed documents of Council.

Council has an Investment Policy which incorporates the provisions of Section 625 of the *Local Government Act 1993*, Section 212 of the *Local Government (General) Regulation 2021*, the Investment Policy Guidelines and the current Ministerial Investment Order enacted on 11 February 2011.

The Investment Policy guides the investment process for Council including:

- Investment philosophy;
- Overall risk philosophy;
- Investment objectives and expectations;
- Identify the roles for those involved in the investment process; and
- Detail the requirements for compliance with the policy's goals and procedures.

**(c) Legislative/Statutory**

**Section 625 of the *Local Government Act 1993***

*s.625 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.*

*Editorial note: See Gazettes No 152 of 24.11.2000, p 12041; No 94 of 29.7.2005, p 3977; No 97 of 15.8.2008, p 7638 and No 160 of 24.12.2008, p 13140.*

- 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.*

**(d) Risk**

A full risk assessment would need to be conducted on any future investments in alignment with Council's Investment Policy and Council's overall risk philosophy.

**(e) Social**

There is a need for additional housing supply in Glen Innes.

The housing assessment has identified specific shortages in housing supply that should be a priority for Council given the impact housing shortages are having on some vulnerable groups.

Developing new housing for these vulnerable groups will also free up some existing housing stock to support wider population growth.

Target groups for housing support under the strategy include:

- Rental accommodation for key workers that enable the provision of local health and education services;
- Older residents living independently; and
- Social housing.

Providing improved housing options for each of these groups is important to supporting population growth and to community well-being.

**(f) Environmental**

Older housing stock is often poorly insulated, leading to high energy costs and increased environmental impacts.

Homes currently generate around 13 per cent of Australia's greenhouse gas emissions and are also a source of large amounts of waste.

A sustainable home is one that requires less energy to heat and cool, and so is cheaper to run and are more resilient to climate and weather extremes.

Sustainability also involves optimising the use of land and using materials that are reusable or recyclable.

Housing is an important contributor to sustainability of the Glen Innes Severn LGA.

The Glen Innes Highlands is a lower income community and so sustainability requirements need to ensure they reduce rather than add to the cost of constructing and living in local housing.

**(g) Economic**

Housing is fundamental to the future growth and well-being of the Glen Innes community.

By facilitating an increase in housing development through Strategies one (1) and four (4) of the DGIH-HS, Council can directly contribute the creation of sustainable local employment and economic activity.

As well as the benefits to the local environment and community well-being, there are significant economic opportunities associated with housing and sustainability, with the right approaches saving Council and residents from unnecessary future expenditure and generating local employment during construction and installation.

Housing and a proactive housing development strategy can play a significant role in implementing economic development actions and realising local growth opportunities.

The supporting housing assessment identified a series of links between the EDS&AP and development of housing as a fundamental pillar for the local economy.

**(h) Asset Management**

Any investment in infrastructure would have to consider the future asset renewal costs and the need for Council to cover the cost of maintenance and repairs.

A business case would need to be developed to ensure that all viable options were assessed inclusive of depreciation.

## **CONSULTATION**

### **(a) External**

- Jack Archer, Project JSA;
- REMPLAN;
- Regional Housing Taskforce; and
- Local Builders.

### **(b) Internal**

- The Director of Infrastructure Services;
- The Acting Director of Development Planning and Regulatory Services;
- The Chief Financial Officer;
- The Manager of Governance, Risk and Corporate Planning; and
- The Acting Manager of Planning and Regulatory Services.

## **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 Community Service Action CS 2.1.1: Review the Glen Innes Severn LEP 2012 so as to ensure that minimum lot sizes meet the needs of the incoming population, including lifestyle changers, but do not impact on the productivity of agricultural land.

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 3.1.4: Hold "Development Assessment Unit" meetings with developers to provide them with an opportunity to discuss their developments with key Council staff before the actual Development Applications are lodged.

## **CONCLUSION**

Housing is a key part of the local economy and a high value potential source of new local jobs and economic growth in the Glen Innes Highlands.

The GIH-HA and DGIH-HS outlines the need for additional housing supply being crucial to facilitate population growth.

Council has the opportunity to consider intervening and investing in the local housing market to facilitate developments that meet the needs of the existing and the future community.

## ATTACHMENTS

- Annexure A Glen Innes Highlands Housing Assessment
- Annexure B Draft Glen Innes Highlands Housing Strategy
- Annexure C Regional Australia Institute Understanding Regional Liveability Discussion Paper
- Annexure D Office of Local Government Low Cost Loans

**REPORT TITLE:** 7.4 REGIONAL SPORTS FACILITY FUNDING DEED -  
WARWICK TWIGG INDOOR SPORTS STADIUM AND  
PRECINCT PATHWAY

**ECM INDEXES:**

**Subject Index:** GOVERNANCE: Policy - Governance  
GRANTS AND SUBSIDIES: Programs – Grants and  
Subsidies  
INFORMATION MANAGEMENT: Legal Documents –  
PENDING SIGN AND SEAL

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Richard Quinn - Grants Officer

**APPROVER/S:** Margot Davis - Manager of Economic Development  
Craig Bennett - General Manager

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## PURPOSE

The purpose of this report is to seek Council's authorisation for the Common Seal of the Glen Innes Severn Council to be affixed to the Funding Deed (**Annexure A**) between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by the NSW Office of Sport in relation to its **Regional Sports Facility Fund (RSFF)** grant allocation for stage two (2) of the **Warwick Twigg Indoor Sports Stadium (WTISS)** and the **Sports Precinct Shared Pathways (SPSP)**.

## RECOMMENDATION

**THAT Council:**

- 1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Regional Sports Facility Fund 2021/2022 Funding Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by the NSW Office of Sport.*
- 2. Authorises for the Mayor and the General Manager to execute all documents relating to the Regional Sports Facility Fund 2021/2022 Funding Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by the NSW Office of Sport.*

## REPORT

### (a) Background

A NSW Office of Sport and the **Greater Cities and Regional Sports Facility Fund (GCRSFF)** 2021/2022 Round Two (2) grant application was endorsed by the then Director of Development, Planning and Regulatory Services in September 2021 to support the stage two (2) development of the WTISS and the SPSP in September 2021.

A grant application was submitted on Friday, 8 October 2021 (**Annexure B**) with Council notified of funding approval on Friday, 21 January 2022 (**Annexure C**).

Subsequent and required steps have been successfully completed to enable the Funding Deed from the Crown in right of the State of New South Wales represented by the NSWOS for Glen Innes Severn Council to sign, seal and deliver.

### (b) Discussion

A NSW Office of Sport and the GCRSFF 2021/2022 Round Two (2) approved grant funding will be for:

- Stage Two (2) development of the WTISS and will include construction of two (2) additional multi-sport outside courts, solar panels, aligning with Council's 2020 Renewable Energy Action Plan and increased internal seating; and
- Shared pathways linking Wilson Park Sporting Precinct venues, Taylor Street Skate Park through adjoining parkland to Ferguson Street, Glen Innes.

### (c) Options

#### Option One

THAT Council:

1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Regional Sports Facility Fund 2021/2022 Funding Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by the NSW Office of Sport.
2. Authorises for the Mayor and the General Manager to execute the Regional Sports Facility Fund 2021/2022 Funding Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by the NSW Office of Sport.

**THIS IS THE RECOMMENDED OPTION.**

### **Option Two**

That Council decides not to sign the Funding Deed, meaning that Council would forfeit the allocated monetary grant allocation.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

The Funding Deed total allocation is \$734,763 exclusive of GST.

Milestone Instalment one (1) payment of \$367,382 excluding GST is payable to Council from the GCRSFF upon the affixing of the Common Seal and execution of the Funding Deed.

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

The Funding Deed is required to be executed under Council's Common Seal and therefore must go before Council with the wording detailed in the recommendation.

The Execution of Documents Matrix provides the specific wording for the resolution regarding the application of the Common Seal of Council.

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

Section 400 of the *Local Government (General) Regulation 2021* sets out the requirements for the use of Council's Seal. It states the following:

#### **400 Council Seal**

- (1) The seal of a council must be kept by the mayor or the general manager, as the council determines.
- (2) The seal of a council may be affixed to a document only in the presence of:**
  - (a) **the mayor and the general manager**, or
  - (b) at least one councillor (other than the mayor) and the general manager, or
  - (c) the mayor and at least one other councillor, or
  - (d) at least 2 councillors other than the mayor.
- (3) The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause (2)) attest by their signatures that the seal was affixed in their presence.

- (4) **The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.**
- (5) For the purposes of subclause (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.

**(d) Risk**

If Council does not approve the signing of the Funding Deed, then the funding allocation will be withdrawn and the project will not progress.

**(e) Social**

The construction of the WTISS Centre will provide a facility for social interaction and infrastructure for netball, basketball and other sports both for local and regional events.

**(f) Environmental**

Nil.

**(g) Economic**

The construction of the building whilst providing a state-of-the-art indoor sports stadium for the Glen Innes Severn **Local Government Area (LGA)** will also increase participation in sport and physical activity.

The project will also stimulate regional sporting activities.

The approved funding will provide the opportunity for Glen Innes Severn sporting clubs based at the WTISS and LGA schools to host larger intrastate and interstate competitions, training activities and presentation functions. Businesses would also have an opportunity to hire the venue and host commercial events at the stadium.

This could provide positive flow-along economic benefits for LGA accommodation, hospitality, retail and tourism businesses from regional or interstate visitors to the stadium. The solar panels installation could significantly decrease energy costs and carbon emissions at the venue.

**(h) Asset Management**

Council will assume responsibility for the asset management and operational responsibilities, as it will be the owner and operator of the stadium.

The project does not deviate from Council's core business of infrastructure delivery and customer service.

The project will be managed on an ongoing basis within the Operational Plan of Council, comprising corporate Asset Management Plans, Long Term Financial Plans, Risk Management Plans, WHS Management Plan, Procurement Plan and various site-specific plans covering all aspects of the management of the site and the building.

For most maintenance items, in-house maintenance staff will have the necessary skills and equipment to undertake the works, however, for selected items, specialist services will be required to be contracted.

### **CONSULTATION**

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

Glen Innes Severn Council has consulted with the NSW Government Office of Sport regarding the Governance, Legislative and Statutory requirements for signing, sealing and delivery of the Funding Agreement.

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

Nil.

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

This item links to Council's Delivery Program Community Service Action CS 1.2.2: Implement Council's adopted Open Spaces Hierarchy through the Open Spaces and Recreation team.

### **CONCLUSION**

The NSW Government GCRSFF 2021/2022 Round Two (2) grant application for the WTISS stage two (2) and the SPSP has been approved for a funding allocation by The Crown in right of New South Wales, represented by the NSW Office of Sport.

All required steps by the GCRSFF to reach the Deed Agreement stage have been met in readiness for Council's permission to authorise for the Common Seal of the Glen Innes Severn Council to be affixed to the Funding Deed.

### **ATTACHMENTS**

Annexure A	GCRSFF-2122-0139 Funding Agreement
Annexure B	GCRSFF-2122-0139 - Application
Annexure C	GCRSFF-2122-0139 - Successful Letter

**REPORT TITLE: 7.5 REGIONAL EVENTS ACCELERATION FUNDING DEED  
- AUSTRALIAN CELTIC FESTIVAL**

**ECM INDEXES:**

**Subject Index: GOVERNANCE: Policy - Governance  
GRANTS AND SUBSIDIES: Programs – Grants and  
Subsidies  
INFORMATION MANAGEMENT: Legal Documents –  
PENDING SIGN AND SEAL**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Richard Quinn - Grants Officer**

**APPROVER/S: Margot Davis - Manager of Economic Development  
Craig Bennett - General Manager**

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## **PURPOSE**

The purpose of this report is to seek Council’s authorisation for the Common Seal of the Glen Innes Severn Council to be affixed to the Funding Deed (***Annexure A***) between the Glen Innes Severn Council and The Crown in right of New South Wales as represented by Regional NSW, in relation to its **Regional Events Acceleration Fund (REAF)** grant allocation for the 2022 **Australian Celtic Festival (ACF)**.

## **RECOMMENDATION**

***THAT Council:***

- 1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Regional Events Acceleration Fund between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.***
- 2. Authorises for the Mayor and the General Manager to execute all documents relating to the Regional Events Acceleration Fund between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.***

## **REPORT**

### **(a) Background**

A NSW Government REAF grant application was endorsed by the Director of Development, Planning and Regulatory Services and Manager of Economic Development to support the acceleration of the ACF in 2022.

A grant application was submitted on Friday, 22 October 2021 with Council notified of funding approval on Tuesday, 15 February 2022.

Subsequent and required steps by the REAF administrators have been completed by the General Manager (**Annexure B**) to enable the Funding Deed from The Crown in right of the State of New South Wales represented by Regional NSW for Council to sign, seal and deliver.

### **(b) Discussion**

The 2022 ACF is the 30th Anniversary of the Festival. This grant application was submitted to fund the following acceleration activities:

- Secure a major drawcard musical artist and up to two (2) sporting personalities to restore and build attendance;
- Purchase temporary fencing that will be COVID-19 compliant;
- Hire additional marquees, staging, audio visual, seating and lighting;
- Hire additional portable toilet facilities to cater for the anticipated growth in attendance; and
- Provide complimentary bus transfer to the main festival site from Armidale and Inverell for attendees staying in accommodation in these locations.

### **(c) Options**

#### **Option One:**

THAT Council:

1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Regional Events Acceleration Fund Funding Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.
2. Authorises for the Mayor and the General Manager to execute the Regional Events Acceleration Fund Funding Agreement between the Glen Innes Severn Council and The Crown in right of New South Wales, as represented by Regional NSW.

**THIS IS THE RECOMMENDED OPTION.**

**Option Two:**

That Council does not sign the Funding Deed, meaning that Council would forfeit the allocated monetary grant allocation.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

The Funding Deed total allocation is \$140,000 excluding GST.

Milestone Instalment one (1) payment of \$112,000 excluding GST is payable to Council from the REAF upon the affixing of the Common Seal and execution of the Funding Deed.

**(b) Governance/Policy**

The Funding Deed is required to be executed under Council's Common Seal and therefore must go before Council with the wording detailed in the recommendation.

The Execution of Documents Matrix provides the specific wording for the resolution regarding the application of the Common Seal of Council.

**(c) Legislative/Statutory**

Clause 400 of the *Local Government (General) Regulation 2005* sets out the requirements for the use of Council's Seal. It states the following:

**400 Council Seal**

- (1) The seal of a council must be kept by the mayor or the general manager, as the council determines.
- (2) **The seal of a council may be affixed to a document only in the presence of:**
  - (a) **the mayor and the general manager**, or
  - (b) at least one councillor (other than the mayor) and the general manager, or
  - (c) the mayor and at least one other councillor, or
  - (d) at least two (2) councillors other than the mayor.
- (3) The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause (2)) attest by their signatures that the seal was affixed in their presence.

- (4) **The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.**
- (5) For the purposes of subclause (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.

**(d) Risk**

If Council does not approve the signing of the Funding Deed, then the funding allocation will be withdrawn, and the event will not be accelerated in its 30<sup>th</sup> Anniversary Year.

Given the lack of time between the funding approval and the event securing the major drawcard musical will have to be repealed given the announcements have been made publicly.

**(e) Social**

The ACF provides a positive social impact to the community providing a national event full of cultural experiences and activities to enable and develop communication and social networks within the community including:

- Enhanced community spirit;
- Built networks within the communities and outside of the community;
- Improved skills of the residents of the community;
- Fostered sense of place and a sense of pride among residents;
- Facilitating residents of the area in creating a vision for their locality that they didn't have before; and
- Uniting families.

**(f) Environmental**

Nil.

**(g) Economic**

The economic impact can be illustrated by comparison of 2010 ticket sales of \$87,500, compared to 2019 ticket sales of \$122,500. In 2019, the ticketed attendance at the Australian Standing Stones venue was approximately 5,100 adults.

The increase in visitor numbers is 1,400 which provides the following direct uplift estimates:

- \$284,260 total estimated uplift in expenditure (output);
- \$127,000 total uplift in value-added benefit; and

- Gross Regional Product is estimated to increase by \$0.190 million (0.04%) to \$494.091 million considering the direct, supply-chain and consumption effects.

**(h) Asset Management**

The purchase of additional temporary fencing is one (1) part of this grant allocation deliverable, which may be subject to replacement costs at the end of life.

**CONSULTATION**

**(a) External**

Regional NSW regarding the Governance, Legislative and Statutory requirements for signing, sealing and delivery of the Funding Deed.

**(b) Internal**

Nil.

**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 Community Service Action CS 3.7.01: Promote a welcoming and inclusive community that strengthens positive attitudes and behaviours towards people of all abilities.

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

**CONCLUSION**

The NSW Government REAF grant application for the 2022 ACF has been approved for a funding allocation by The Crown in right of New South Wales, represented by Regional NSW Office.

All required steps by the REAF to reach the Deed Agreement stage have been met in readiness for Council's permission to authorise for the Common Seal of the Glen Innes Severn Council to be affixed to the Funding Deed.

**ATTACHMENTS**

- Annexure A Funding Deed Agreement - REAF 237 2022 ACF - Unsigned and Unsealed
- Annexure B Signed Letter Acceptance of Conditional Offer

**REPORT TITLE: 7.6 REPEAL OF MAYORAL LUNCHEON POLICY**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Policy**

**Customer Index: NIL**

**Property Index: NIL**

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

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

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## **PURPOSE**

The purpose of this report is to request Council to repeal the Mayoral Luncheon Policy (*Annexure A*).

## **RECOMMENDATION**

*That Council repeals the Mayoral Luncheon Policy.*

## **REPORT**

### **(a) Background**

In September 2016, Council resolved to hold a Mayoral Luncheon/Dinner in November 2016 and then annually during the week following the September Ordinary Council Meeting, based on the pretext that it be held as a fundraiser and that attendees pay for their own tickets to attend the function, with annual profits being directed back to worthy community organisations through delegated authority to the Mayor.

The Mayoral Luncheon Policy was developed to formalise the September 2016 resolution and was last reviewed by Council on 27 September 2018 (Resolution No: 9.09/18). The Policy was due for review in September 2020 following the election of the new Council, however, the review of the policy was subsequently deferred due to the delay of the Local Government elections which were postponed twice (September 2020 and 4 September 2021) before being held on Saturday, 4 December 2021.

**(b) Discussion**

In the past, the Mayoral Luncheon has provided an opportunity for Council to raise funds to be donated back to the community. The event has not been held as a Mayoral Luncheon for the past two (2) years due to restrictions in place relating to the COVID-19 pandemic. The Mayoral Luncheon Policy is very prescriptive regarding the context of the event and the date to which it is to be held.

As a part of the review process of the Mayoral Luncheon Policy, discussions were held with the newly elected Mayor, Councillor Rob Banham, who recommended that the policy be repealed. It should be noted that the repeal of the policy would not prohibit Council from holding some other fundraising activity.

**(c) Options**

**Option 1**

That Council repeals the Mayoral Luncheon Policy.

**THIS IS THE RECOMMENDED OPTION.**

**Option 2**

That Council retains the Mayoral Luncheon Policy.

**Option 3**

That Council reviews and makes changes to the Mayoral Luncheon Policy.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

In the past, the Mayoral Luncheon has been held as a fundraiser, therefore tickets to the luncheon needed to cover the costs of the event as well as an additional amount to ensure that profits were available to donate back to the community.

**(b) Governance/Policy**

Once repealed by Council, the Mayoral Luncheon Policy will no longer be a policy of Council.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

Nil.

**(e) Social**

An annual Mayoral Luncheon provides an opportunity to communicate Council's aspirations and achievements to key members of the community – contributing to building pride and confidence in the community, as well as raising funds for donation to local community groups.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Mayor.

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

In the past, the Mayoral Luncheon has provided an opportunity for Council to communicate with members of the public and links to Council's Community Strategic Plan goals STC 1 'Continue to improve Council communication with the community, including celebrating successes and achievements', and STC 1.1 'Consistently communicate the role of Council to the Community (i.e., what Council does and does not do)'.

**CONCLUSION**

The review of the Mayoral Luncheon Policy was deferred due to the postponement of the Local Government Elections. The newly elected Mayor would like to repeal the policy and has noted that the repeal of this policy does not prohibit Council from holding some other fundraising activity.

**ATTACHMENTS**

Annexure A     Mayoral Luncheon Policy

**REPORT TITLE: 7.7 PROPOSED COUNCILLOR WORKSHOP CALENDAR**

**ECM INDEXES:**

**Subject Index: GOVERNANCE: Councillor Workshops**

**Customer Index: INTERNAL DEPT - Councillors**

**Property Index: NIL**

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

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

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## **PURPOSE**

The purpose of this report is for the General Manager to inform Councillors about the proposed Councillor Workshops for the next three (3) months.

## **RECOMMENDATION**

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

## **REPORT**

### **(a) Background**

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

### **(b) Discussion**

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

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

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

The following Councillor Workshops are proposed to be held during the next three (3) months:

Date	Topic	Presenter/s
Thursday, 12 May 2022 6pm until 9pm	Presentation from Arts North-West  Risk Management  Asset Management	Caroline Downer OAM, Executive Director  Manager of Governance, Risk and Corporate Planning  Director of Infrastructure Services
Thursday, 9 June 2022	"Values" workshop   Internal Reserves	Facilitated by Stephen Blackadder from Blackadder Associates  Director of Corporate and Community Services / Chief Financial Officer
Thursday, 14 July 2022 6pm until 9pm	Economic Development Strategy and Action Plan	Manager of Economic Development

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

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

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

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

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

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

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

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

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

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

Other relevant Policy and documents include:

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

**(c) Legislative/Statutory**

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

**(d) Risk**

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

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Nil.

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

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

**CONCLUSION**

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

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:** 7.8 **MONTHLY REPORT FROM THE GENERAL MANAGER'S DIRECTORATE FOR THE MONTH OF MARCH 2022**

**ECM INDEXES:**

**Subject Index:** **CORPORATE MANAGEMENT: Reporting**

**Customer Index:** **NIL**

**Property Index:** **NIL**

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

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

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**PURPOSE**

The purpose of this report is to provide information on the progress made within the General Manager's Directorate for the month of March 2022.

**RECOMMENDATION**

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

**REPORT**

**(a) Background**

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

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

**(b) Discussion**

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

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

**ECONOMIC DEVELOPMENT DEPARTMENT**

- Highlands Hub Co-working space - demolition and building work ceased due to the resignation of Council's Building Maintenance Officer. The **Manager of Economic Development (MED)** is sourcing a builder to continue the works;
- The **New England Rail Trail (NERT)** escalated through the **Bushfire Local Economic Recovery (BLER)** Fund and Regional NSW has not brought forward any solutions to date;
- The Skywalk project progressed with structural and civil design. There was an issue raised by Infrastructure Services regarding the proximity of the chlorine gas at the Water Treatment Works due to another project assessing the plants safety. The design of the Skywalk will be adjusted to accommodate this issue;
- Geotourism has been formally recognised in the Latest *Australian Government Tourism Strategy, THRIVE 2030*. The aspiring Glen Innes GeoRegion and the National Geotourism strategy are prominently displayed as a case study in the Strategy;
- The MED and Tourism and Events Officer attended a meeting at the Agricultural Research Centre to discuss opportunities for greater utilisation and provide advice on leveraging **Glen Innes Highlands (GIH)** brand and assets;
- The MED hosted the Regional Jobs Program Taskforce in Glen Innes sharing the Highlands Hub vision and a tour of a local business to discuss local training and employment challenges;
- The MED commenced investigations into traineeships with the Department of Education and Training to determine if there are opportunities for succession planning for the Economic Development team;
- The GIH Digital Marketing Campaign continued to deliver reach and engagement results above industry benchmarks;
- The **New England High Country (NEHC)** Group booked a three (3) month campaign with Australian Traveller commencing in May 2022 following the success of the AT campaign delivered in November 2021. The Marketing Assistant will lead the delivery of this campaign with support from the Inverell Shire Council;
- The final activity for the Australian Government funded NEHC Brand and Soundtrails Digital Marketing Campaign commenced on 7 March 2022 and ended on 31 March 2022. The final campaign summary report will be available in April;
- The NSW Government funded Military Memorial Wing was officially opened at the Emmaville Mining Museum;

- Council is assisting with the Emmaville Mining Museum being included in the Australian Standards Program for Museums and Galleries. This will assist the development of a Strategic Plan to ensure the Museum’s ongoing success;
- Council continued to support twowheeltours, the organisers of the goodnessgravel Glen Innes bike event to be held 9 and 10 April 2022;
- Council continued to support the Minerama Section 355 Committee of Council post the successful event to collate feedback and finalise administrative tasks in preparation for the development of the event debrief;
- Council received funding for the **Australian Celtic Festival (ACF) (Annexure A)** to enhance the visitor experience:

A media release announcing John Williamson as the headline act was sent on 22 March 2022.

Council has secured return bus transportation to the ACF for up to 450 people staying in Armidale, Guyra and Inverell, given local accommodation is exhausted.

- The Visitor Information Centre continued to see an increase in visitor numbers with enquiries for traffic information, road closures and accommodation advice due to the Northern NSW floods; and
- Total approved grant applications year-to-date is \$13,101,465. The current status of all grants and funding can be viewed as part of **(Annexure A)**.

### **MEDIA AND COMMUNICATIONS DEPARTMENT**

The number of ‘Page Likes’ on the Glen Innes Severn Council Facebook page as at the end of March 2022 were 2,136. There were 45 posts during March.

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

<b>The Most Popular Facebook Posts for March 2022:</b>	<b>Reach</b>	<b>Post Engagement</b>
Closure Old Glen Innes Road (temporary closure)	2,444	108
Local Economic Development Support Fund	2,071	73
New public art launched	1,980	617

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

- Website redevelopment – preparation of materials/information for selection panel including rechecking costs / terms and conditions / scheduling / stages / staff input;
- Local events for Youth Week, Seniors Festival, Minerama, International Women’s Day, library events and pre-event publicity/planning for the Celtic Festival;
- Community Strategic Plan; media/social media; and

- Budgeting/actions/projects for Communication (Operational Plan and Delivery Program) for the 2022/2023 Financial Year.

The publicity/media focus during March has been on the Community Strategic Plan, Life Choices – Support Services survey, maintenance/closures of roads, various local events such as the ParkRun, public art, Men’s Table, free day at the Glen Innes Aquatic Centre and flood fund-raising.

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

### **Live Streaming of Council Meetings**

Council is Live Streaming monthly Council meetings and statistics are being received from InterStream on the number of views. For the March 24, 2022 Ordinary Council Meeting, there were a total of 64 live views and 93 archive views.

### **EXECUTIVE SERVICES DEPARTMENT**

The following executive services have been provided to the Mayor and General Manager during March 2022:

- Registration and accommodation arrangements for the Mayor, Deputy Mayor and General Manager to attend the National General Assembly 2022 which is being held in Canberra from Sunday, 19 June 2022 until Wednesday, 22 June 2022.

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

- The Local Government NSW Conference from 28 February 2022 until 2 March 2022 in Sydney with the Mayor and Deputy Mayor;
- The New England Joint Organisation Board Meeting on Monday, 7 March 2022 with the Mayor in Warialda;
- Multiple Community Consultation Sessions held throughout the Local Government Area from Tuesday, 8 March 2022 until Friday, 11 March 2022; and
- The Local Government Professionals NSW General Manager and Director Forum on Wednesday, 16 March 2022 in Sydney.

### **COUNCILLOR SERVICES DEPARTMENT**

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

- Extension of invitations to Councillors to multiple events via calendar appointments (including celebrations, official openings and announcements from Members of Parliament); and
- Provision of assistance and support to Councillors, for example, how to access Teams Meetings.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Nil.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

Nil.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Manager of Economic and the Media and Communications Officer have provided the information contained in this report for their respective areas.

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

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

**CONCLUSION**

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

**ATTACHMENTS**

Annexure A Grants and Funding

**REPORT TITLE:** 7.9 OPPORTUNITY FOR ADJUSTMENT TO THE 2022-2023 RATE PEG

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Planning  
GOVERNANCE: Planning  
FINANCIAL MANAGEMENT: Budgeting

**Customer Index:** NIL

**Property Index:** NIL

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

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

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### PURPOSE

The purpose of this report is to clarify Council's position on the Office of Local Government issued Circular 22-03 (**Annexure A**) on Monday, 7 March 2022. The circular was advising that the **Independent Pricing and Regulatory Tribunal (IPART)** will accept and process an additional round of 2022-2023 special variation applications from councils.

### RECOMMENDATION

**THAT Council:**

- 1. Resolves that the General Manager makes an immediate application under the Additional Special Variation (ASV) one-off process for the 2022-2023 financial year to ensure the percentage increase in rating revenue is two percent (2%), applied permanently to the rate base as specified in the modelling and adopted in the Long Term Financial Plan.**
- 2. Receives a further report from the General Manager once an application determination has been received from the Independent Pricing and Regulatory Tribunal (IPART).**
- 3. Participates in the IPART review of the rate peg methodology, including the Local Government Cost Index and advocate for further analysis into the new population growth component.**

**4. Notes the preparation of the next suite of Integrated Planning and Reporting documents on the assumption that the two percent (2%) increase will be approved.**

**REPORT**

**(a) Background**

The Office of Local Government issued Circular 22-03 (Annexure A) on Monday, 7 March 2022 advising that IPART will accept and process an additional round of 2022-2023 ASV from councils.

In essence this process allows Council to apply for a variation to the rate-peg determination of 0.7% for the 2022/2023 Financial Year. This is to be commensurate with the two percent (2%) increase modelled in our adopted **Long Term Financial Plan (LTFP)** for the 2022/2023 Financial Year (**Annexure B**).

The timing associated with the process as outlined in the circular is as follows:

- IPART will accept applications until Friday, 29 April 2022;
- IPART will publish applications to enable community consultation for a period of at least three (3) weeks; and
- IPART will notify Councils of its decision no later than Tuesday, 21 June 2022.

The recommendation is seeking an immediate application with the expectation that the sooner the application is received by IPART the sooner it can be processed and a determination considered by Council.

Given the above timing for the ASV process it is recommended that an assumption be made that the two percent (2%) increase will be approved for the purpose of preparing the 2022/2023 Budget and resourcing strategy, including the revised LTFP.

**(b) Discussion**

This is the first financial year that the rate peg is made up of two (2) components. The traditional cost component and the new population growth component, which is understood to be the reason for the delay of the rate peg announcement. The rate peg is typically provided in September or October each year allowing councils the chance to consider if a **special rate variation (SRV)** application would be required.

On Monday, 13 December 2021 IPART advised that the traditional cost component of the rate peg for 2022-2023 would be 0.7%. For Glen Innes Severn Council, IPART modelling for the population growth factor was negligible providing no further increase to the 0.7% traditional cost component. This is the lowest rate peg in two (2) decades and less than half the previous record low of 1.5%, applied in 2017/2018.

Council's LTFP had modelled the assumption based on previous years rate peg amounts with an increase of two percent (2%) retained across the life of the plan.

It was devastating news for councils already struggling with financial sustainability issues in the wake of drought, bushfire, floods and the COVID-19 pandemic. There was significant advocacy across the Local Government sector with the Minister for Local Government and relevant State Government agencies. This ASV process is a positive outcome from that advocacy. Perhaps more importantly it is the commitment by IPART, as advised in the circular, to undertake a broader review of its rate peg methodology. Considering the Local Government Cost Index in the review is expected to shape rate peg determinations for future years.

It is also recommended that the broader review by IPART should also include further analysis on the new growth rate formula that uses reflective population data, which boosted the rate cap for some councils in recognition of rising populations. It is noted that 78 of the state's 128 councils miss out. For Glen Innes Severn Council a 0% population factor was determined for 2022-2023.

In summary, it is recommended that an immediate application under the one-off ASV be applied for. This will help to make up the difference between the 0.7% rate peg that IPART advised in December 2021 on the basis that a two percent (2%) increase was modelled in our 2021-2022 Integrated Planning and Reporting documents.

### (c) Options

#### **Option One**

THAT Council:

1. Resolves that the General Manager makes an immediate application under the Additional Special Variation (ASV) one-off process for the 2022-2023 financial year to ensure the percentage increase in rating revenue is two percent (2%), applied permanently to the rate base as specified in the modelling and adopted in the Long Term Financial Plan.
2. Receives a further report from the General Manager once an application determination has been received from the Independent Pricing and Regulatory Tribunal (IPART).
3. Participates in the IPART review of the rate peg methodology, including the Local Government Cost Index and advocate for further analysis into the new population growth component.

4. Notes the preparation of the next suite of Integrated Planning and Reporting documents on the assumption that the two percent (2%) increase will be approved.

**THIS IS THE RECOMMENDED OPTION.**

**Option Two**

That Council does not apply for the ASV and maintain a 0.7% increase only.

It is important if supporting this option that Councillors note that the annual application of a rate peg has much longer-term cumulative impacts on Council's LTFP. Should Council not seek to apply for the ASV this will have long-term impacts on Council operations and will see the need for a reduction in services.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Applying for the ASV will ensure Council can secure the additional revenue forecast in the LTFP. It is important to note however that Council continues to face other financial constraints including increases in the Emergency Services Levy, significant increases in insurance, fuel, electricity and materials costs along with reduced fees and charges revenue through COVID-19 impacts. Should the ASV determination be successful the inclusion of this revenue will likely still result in a deficit operating position.

**(b) Governance/Policy**

If adopted by Council the additional special rate variation will impact Council policy direction in future years.

**(c) Legislative/Statutory**

The ASV process would be administered by IPART under section 508(2) of the Local Government Act 1993 (the Act).

**(d) Risk**

The most significant risk in not supporting the recommendation provided in this report is Council's financial sustainability and capacity to deliver services to our community. Ongoing cost escalations outside of our control and reduced revenue opportunities through an unrealistic rate peg of 0.7% significantly impacts on the annual and long-term operating position of Council.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

The Office of Local Government and IPART have acknowledged that, due to the delayed council elections and the later than normal determination of the 2022-2023 rate peg (December 2021) at a lower rate than councils had forecast, many councils would not have sufficient funds to pay for required infrastructure and services. As outlined earlier in this report this would have significant immediate and long-term financial and economic impacts for the Glen Innes community.

**CONSULTATION**

**(a) External**

Nil.

**(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 2.2.1: Seek funding opportunities to assist in offsetting annual Operational Plan expenditure.

**CONCLUSION**

In summary, it is recommended that an immediate application under the one-off Additional Special Variation (ASV) be applied for to make up the difference between the 0.7% rate peg that IPART advised in December 2021 on the basis that a two percent (2%) increase was modelled in our 2021-2022 Integrated Planning and Reporting documents.

**ATTACHMENTS**

Annexure A     The Office of Local Government Circular 22-03  
Annexure B     Long Term Financial Plan 2022/2023 Financial Year

**REPORT TITLE:** 7.10 ENDORSEMENT OF THE COMMUNITY STRATEGIC PLAN 2022-2032 FOR PUBLIC EXHIBITION

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Integrated Planning and Reporting

**Customer Index:** NIL

**Property Index:** NIL

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

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

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### PURPOSE

The purpose of this report is to present Council with the revised Draft Community Strategic Plan 2022-2032, for exhibition (**Annexure A** - under separate cover).

### RECOMMENDATION

**THAT Council:**

1. **Approves for the revised Draft Community Strategic Plan 2022-2032 to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022.**
2. **Displays the revised Draft Community Strategic Plan 2022-2032 on Council's website, and that it be made available for viewing at the following locations:**
  - **Council's Town Hall Office;**
  - **Council's Church Street Office; and**
  - **The Village Post Offices at Deepwater, Emmaville and Glencoe.**
3. **Requests the Manager of Governance, Risk and Corporate Planning to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Community Strategic Plan 2022-2032; otherwise, that the Draft Community Strategic Plan 2022-2032 be adopted by Council.**

## **REPORT**

### **(a) Background**

The Community Strategic Plan 2017-2027 was last adopted by Council on Thursday, 22 June 2017 (2.06/17 Resolution). The document has recently undergone a rigorous process of review, including extensive community consultation and has been reviewed by Council's **Management Executive Team (MANEX)** and is recommended for adoption in a revised version.

### **(b) Discussion**

The **Community Strategic Plan (the Plan)** is the highest-level plan that a council will prepare. The purpose of the Plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals.

Following an ordinary election of councillors, Council must review the Plan before 30 June the following year. Council may endorse the existing Plan, endorse amendments to the existing Plan, or develop and endorse a new Plan as appropriate to ensure that the area has a Plan covering at least the next 10 years.

#### **General requirements of the Plan**

The Plan has been developed and delivered as a partnership between Council, state agencies, business and industry groups, community groups and individuals. It addresses a broad range of issues that are relevant to the whole community.

Council has ensured that the Plan:

- Addresses civic leadership, social, environmental and economic issues in an integrated manner;
- Is based on social justice principles of equity, access, participation and rights;
- Is adequately informed by relevant information relating to civic leadership, social, environmental and economic issues; and
- Is developed having due regard to NSW Government's State priorities and other relevant state and regional plans.

#### **Information that has been considered when preparing the Plan**

Key issues and challenges for the Glen Innes Severn **Local Government Area (LGA)**, and for the surrounding region have been considered. These were presented over the nine (9) consultation sessions held for special interest groups, the Community, and Council employees in March 2022 in an accessible format so members of the community could participate in the planning process.

In addition to the legislative requirement to consider State Government priorities, Council has considered relevant state plans as well as relevant regional plans, strategies and priorities, including the Statements of Strategic Regional Priority that were available at the time of preparing the Plan.

Further, Council has given due consideration to the levels of service that the community has indicated it expects. This has helped to shape the priorities of the Plan and inform other plans within the framework.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Financial implications have been dealt with in the Long Term Financial Plan (a part of Council's Resourcing Strategy), which a revision of is included annually in Council's Operational Plan and Budget.

**(b) Governance/Policy**

Once adopted by Council, the revised Draft Community Strategic Plan 2022-2032 will be the over-arching strategic plan guiding Council's delivery outcomes.

Whilst Council has a custodial role in initiating, preparing and maintaining the Plan on behalf of the LGA, it is not wholly responsible for its implementation. Other partners, such as state agencies, non-government organisations, business and industry, joint organisations and community groups may also be engaged in delivering the strategies of the Plan.

**(c) Legislative/Statutory**

Following is a summary of the requirements of *section 402* of the *Local Government Act 1993* relating to the Community Strategic Plan:

- Each LGA is to have a Plan that has been developed and endorsed by Council on behalf of its community;
- The Plan is to identify the main priorities and aspirations for the future of the LGA;
- The Plan must cover a minimum timeframe of 10 years;
- The Plan must establish strategic objectives together with strategies to achieve those objectives; and
- Council must review the Plan before 30 June in the year following an ordinary election of council. Council may endorse the existing plan, or develop and endorse a new Community Strategic Plan, as appropriate, to ensure that the LGA has a Community Strategic Plan covering at least the next 10 years.

**(d) Risk**

Risk is defined in the Australian Standard (AS ISO 31000:2018) as the effect of uncertainty on objectives; therefore, Council's Enterprise Risk Management system will be reviewed to ensure risk considerations are aligned with the revised Plan so that coordinated activities may be used to direct and control Council regarding risk.

**(e) Social**

Council's community engagement in reviewing the Plan has been based on the four (4) social justice principles of equity, access, participation and rights, along with other elements and considerations as detailed in Council's Community Engagement Strategy.

**(f) Environmental**

Environmental considerations have been rigorously considered in the Plan's review.

**(g) Economic**

Economic considerations have been rigorously considered in the Plan's review.

**(h) Asset Management**

The Asset Management Strategy is a key element of the Resourcing Strategy that sits alongside the Plan and guides Council in relation to asset management.

**CONSULTATION**

**(a) External**

Council engaged professional assistance, namely Helpful Solutions, to review the Plan. Helpful Solutions assisted in reviewing the current Plan, relevant state and regional plans, Council strategies and plans and providing a first draft of the Plan that was used in community engagement seeking feedback and endorsement.

All community feedback has been thoroughly considered and added to the Draft Community Strategic Plan 2022-2032 (Annexure A) where applicable.

Some of the Community Consultation undertaken involved:

- A 2020 statistically accurate Micromex survey of a cross section of LGA residents; and

- Seven widely advertised workshops were held in March 2022, including with:
  - Community organisations;
  - Economic Development / Tourism special interest businesses, organisations and individuals;
  - The indigenous community;
  - Individuals at Glen Innes, Deepwater, Emmaville, Glencoe and Pinkett; and
  - Council staff.

**(b) Internal**

All Council staff have had some part in internal consultation. Lengthy workshops have been held with MANEX, Managers and Councillors throughout the process.

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

Reviewing the Plan is an integral part of the Integrated Planning and Reporting Framework and forms the overarching plan to guide future Delivery Programs and Operational Plans.

**CONCLUSION**

Council must review the Plan before 30 June in the year following an ordinary election of Council. Council may endorse the existing Plan, or develop and endorse a new Community Strategic Plan, as appropriate, to ensure that the LGA has a Community Strategic Plan covering at least the next 10 years.

The Plan has been revised and the draft has been reviewed by MANEX and is put to Council to endorse the draft Plan for Public Exhibition.

**ATTACHMENTS**

Annexure A     Draft Community Strategic Plan 2022-2032 (*under separate cover*)

**REPORT TITLE:** 7.11 ENDORSEMENT OF THE DELIVERY PROGRAM 2022-2025 FOR PUBLIC EXHIBITION

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Integrated Planning and Reporting

**Customer Index:** NIL

**Property Index:** NIL

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

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

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### PURPOSE

The purpose of this report is to present Council with the Draft Delivery Program 2022-2025, for exhibition (**Annexure A** - under separate cover).

### RECOMMENDATION

**THAT Council:**

1. **Approves for the Draft Delivery Program 2022-2025 to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022.**
2. **Displays the Draft Delivery Program 2022-2025 on Council's website, and that it be made available for viewing at the following locations:**
  - **Council's Town Hall Office;**
  - **Council's Church Street Office; and**
  - **The Village Post Offices at Deepwater, Emmaville and Glencoe.**
3. **Requests the Manager of Governance, Risk and Corporate Planning to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Delivery Program 2022-2025; otherwise, that the Draft Delivery Program 2022-2025 be adopted by Council.**

## **REPORT**

### **(a) Background**

The Delivery Program 2017-2021 was adopted by Council on Thursday, 22 June 2017. The period of a Delivery Program, as required under the **Local Government Act 1993 (the Act)**, is for the four-year term of Council.

Due to the NSW Public Health Orders, the ordinary Local Government elections were postponed (on two occasions) being finally held on Saturday, 4 December 2021. This meant that the current Delivery Program 2017-2021 was extended until 30 June 2022, with the new Delivery Program 2022-2025 being shortened to fit in with the current term of Council.

The document has recently undergone a rigorous process of review and has been reviewed by Council's **Management Executive Team (MANEX)** and is recommended for adoption.

### **(b) Discussion**

The Delivery Program is the point where the community's strategic goals are systematically translated into actions. The Delivery Program identifies the principal activities to be undertaken by Council to perform all its functions, including implementing the strategies established by the Community Strategic Plan 2022-2032, using the resources identified in the Resourcing Strategy.

Following an ordinary election of councillors, Council must review the Community Strategic Plan and create a new Delivery Program before 30 June the following year.

The Delivery Program is a statement of commitment to the community from each newly elected Council. In preparing the Delivery Program, Council is accounting for its stewardship of the community's long-term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be.

The Delivery Program is designed as the single point of reference for all principal activities undertaken by Council during its term of office. All plans, projects, activities and funding allocations must be directly linked to this Program.

Supporting the Delivery Program are annual Operational Plans. These spell out the details of the Delivery Program – the individual projects and actions that will be undertaken in that year to achieve the commitments made in the Delivery Program.

## **General requirements of the Delivery Program**

To encourage continuous improvement across Council's operations, the Delivery Program identifies areas of service that the council will review during its term, and how Council will engage with the community and other stakeholders to determine service level expectations and appropriate measures.

The Delivery Program addresses ongoing improvements to the efficiency, productivity, financial management and governance of the council.

When preparing the Delivery Program, Council has considered the priorities and expected levels of service, expressed by the community during the engagement process.

## **Basic structure of the Delivery Program**

The Delivery Program:

- Directly addresses the objectives and strategies of the Community Strategic Plan 2022-2032 and identifies the principal activities that Council will undertake to meet the objectives and implement the strategies;
- Ensures that the principal activities cover the full range of Council functions and operations; and
- Includes a method of assessment to determine the effectiveness of each principal activity detailed in the Delivery Program in achieving the objectives.

The Delivery Program allocates high-level responsibilities for each activity or set of activities to a responsible officer, either at the senior management or management level. Where Council has an oversight role for a Community Strategic Plan strategy but is not the key delivery agent, the Delivery Program includes only the activities which reflect the role that Council will play in relation to the strategy, and how it will monitor its delivery.

## **Monitoring and reviewing the Delivery Program**

The General Manager will ensure that progress reports are provided to Council, with respect to the principal activities detailed in the Delivery Program, at least every six (6) months.

Council will review its Delivery Program each year when preparing the Operational Plan.

Where an amendment to the Delivery Program is proposed, it will be included in a Council Business Paper which outlines the reasons for the amendment. The matter will be tabled and resolved to be noted at that meeting, and must be considered by Council at its next meeting (i.e. time must be set aside for the amendment to be considered). Where significant amendments are proposed, the Delivery Program will be re-exhibited for a period of at least 28 days.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Financial implications have been considered in the Long Term Financial Plan (a part of Council's Resourcing Strategy) which a revision of is included annually in Council's Operational Plan and Budget.

**(b) Governance/Policy**

Once adopted by Council, the Draft Delivery Program 2022-2025 will be the Program guiding Council's delivery outcomes and annual Operational Plans.

**(c) Legislative/Statutory**

Following is a summary of the requirements of section 404 of the Act:

- Council must have a Delivery Program detailing the principal activities to be undertaken by Council to perform its functions (including implementing the strategies set out in the Community Strategic Plan) within the limits of the resources available under the Resourcing Strategy; and
- Council must establish a new Delivery Program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.

**(d) Risk**

Risk is defined in the Australian Standard (AS ISO 31000:2018) as the effect of uncertainty on objectives; therefore, Council's Enterprise Risk Management system will be reviewed to ensure risk considerations are aligned with the outcomes of the new Delivery Program so that coordinated activities may be used to direct and control Council regarding risk.

**(e) Social**

Social implications have been addressed within the Delivery Program.

**(f) Environmental**

Environmental implications have been addressed within the Delivery Program.

**(g) Economic**

Economic implications have been addressed within the Delivery Program.

**(h) Asset Management**

The Asset Management Strategy is a key element of the Resourcing Strategy and the Asset Management Plans have all been addressed within the Delivery Program.

**CONSULTATION**

**(a) External**

Council engaged professional assistance, namely Helpful Solutions, to review the Community Strategic Plan. The Community Strategic Plan is the primary and overarching document that has guided the development of the Draft Delivery Program 2022-2025.

**(b) Internal**

All Managers at Council have been engaged in the development process of the Draft Delivery Program 2022-2025.

Further, lengthy workshops have been held with MANEX and Councillors throughout the process.

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

Developing the Delivery Program is an integral part of the Integrated Planning and Reporting Framework and systematically translates the Community Strategic Plan into principal activities.

**CONCLUSION**

Council must adopt the Delivery Program before 30 June in the year following an ordinary election of Council.

The Draft Delivery Program 2022-2025 has been developed and reviewed by MANEX and is put to Council to endorse the Draft Delivery Program for Public Exhibition.

**ATTACHMENTS**

- Annexure A     Draft Delivery Program 2022-2025 (*under separate cover*)
- Annexure B     Draft Delivery Program 2022-2025 part b (*under separate cover*)

**REPORT TITLE:** 7.12 ENDORSEMENT OF THE WORKFORCE  
MANAGEMENT STRATEGY 2022-2025 FOR PUBLIC  
EXHIBITION

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Integrated Planning and  
Reporting

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Peter Sayers - Manager of Administration and Human  
Resources

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

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### PURPOSE

The purpose of this report is to present Council with the Draft Workforce Management Strategy 2022-2025, for exhibition (**Annexure A** - under separate cover).

### RECOMMENDATION

**THAT Council:**

1. **Approves for the Draft Workforce Management Strategy 2022-2025 to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022.**
2. **Displays the Draft Workforce Management Strategy 2022-2025 on Council's website, and that it be made available for viewing at the following locations:**
  - **Council's Town Hall Office;**
  - **Council's Church Street Office; and**
  - **The Village Post Offices at Deepwater, Emmaville and Glencoe.**
3. **Requests the Manager of Administration and Human Resources to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Workforce Management Strategy 2022-2025; otherwise, that the Draft Workforce Management Strategy 2022-2025 be adopted by Council.**

## **REPORT**

### **(a) Background**

The current Workforce Plan 2017-2021 was adopted by Council on Thursday, 22 June 2017. It forms part of Council's Resourcing Strategy, which explains to the community how Council intends to implement the strategies set out in the Community Strategic Plan.

Each council is required to endorse a Workforce Management Strategy to address the human resourcing requirements of the council's Delivery Program. The period of a Delivery Program, as required under the **Local Government Act 1993 (the Act)**, is for the four-year term of Council.

Due to the NSW Public Health Orders, the ordinary Local Government elections were postponed (on two (2) occasions) being finally held on Saturday, 4 December 2021. This meant that the current Delivery Program 2017-2021 was extended until 30 June 2022, with the new Delivery Program 2022-2025 being shortened to fit in with the current term of Council.

Accordingly, the term of the Draft Workforce Management Strategy has been shortened to correspond with the shortened Delivery Program and will have a life of three (3) years (2022-2025). It is recommended for adoption.

### **(b) Discussion**

As explained above, the Delivery Program is the point where the community's strategic goals are systematically translated into actions. It identifies the principal activities to be undertaken by Council to perform its functions, including implementing the strategies established by the Community Strategic Plan 2022-2032, using the resources identified in the Resourcing Strategy.

Following an ordinary election of councillors, Council must review the Community Strategic Plan and create a new Delivery Program before 30 June the following year.

As part of this process, councils must address long-term financial planning, workforce management planning and asset management planning. In addition to a Long-Term Financial Plan and Asset Management Strategy, councils must have a Workforce Management Strategy. These documents form part of a council's Resourcing Strategy.

#### **General requirements of the Workforce Management Strategy**

The Workforce Management Strategy addresses the human resourcing requirements of Council's Delivery Program. Strategies set out in the Workforce Management Strategy must be reflected in the Delivery Program and Operational Plan and the costs associated with delivering the Workforce Management Strategy must be reflected in the Long-term Financial Plan.

## **Structure of the Workforce Management Strategy**

The Workforce Management Strategy is intended to be a proactive document that shapes the capacity and capability of the workforce to achieve Council's strategic goals and objectives. It should identify how future staffing and skills requirements will be met, such as through recruitment, staff progression and development, internal redeployment, and succession planning.

The Workforce Management Strategy should, ideally, include the following elements:

- A workforce snapshot (headcount, gender ratios, diversity, full-time equivalent (FTE) numbers, age groups, length of service, etc.);
- Statement regarding desired workplace culture (e.g. achievement oriented, collaborative);
- Workforce environment scan (skills shortages, aging workforce, staff retention, technological change, financial challenges, employment market, policy and legislative changes, community expectations, 'workplace of choice' opportunities);
- Financial considerations (e.g. global salary increases, annual Award variation, provision for on-costs and leave entitlements); and
- Workforce objectives, the strategies required and how progress will be measured.

## **Delivery, Monitoring and Review of the Workforce Management Strategy**

The Workforce Management Strategy should be completed at the same time as the Delivery Program to ensure integration between the documents.

Strategies in the Workforce Management Strategy are to be reflected in the Delivery Program and Operational Plan and Budget. Costs associated with delivering the Workforce Management Strategy are reflected in the Long-Term Financial Plan.

The Workforce Management Strategy is a public document that must be readily available to the community, so that any member of the community can understand its purpose and intent.

Measurement of the effectiveness of the projects, programs and activities outlined in the Workforce Management Strategy are to be determined through suitable targets and measures integrated into the Delivery Program and Operational Plan, with progress identified within the relevant reports.

The Workforce Management Strategy must be continually monitored and adjusted when required, to ensure that it is responsive to new workforce or organisational issues. This should be achieved by regular monitoring, an evaluation process, the use of performance indicators, and feedback from stakeholders.

## Key Workforce Management Challenges

Significant workforce challenges facing Council over the coming years include:

- The long-term financial sustainability of Local Government, for example, in the face of rate pegging rises that do not keep up with the rising costs of employment and services faced by the Local Government industry as a whole;
- The impact of funding and licencing requirements on community services, including Life Choices - Support Services (LC-SS) and Children and Family Services (CAFS), and the constant pressure to remain competitive in this environment;
- Council's ageing workforce, with baby boomers departing the workforce now and in coming years;
- The current and impending retirement of long-term staff in specialised or senior roles;
- Making employment in Local Government more attractive to younger people and attracting, retaining and meeting the demands of new generations;
- Changing the workforce culture to meet new demands for improved quality and more responsive customer service;
- The capacity of Council's current organisation structure to deliver modern services in a constantly evolving work environment;
- Greater participation of woman in the Local Government workforce, especially in senior roles, which is expected to increase;
- Ensuring that there are adequate staff resources for the delivery of key services to the community and the need to achieve more with less; getting more efficient and working smarter, especially in core functions;
- Ensuring that there is an adequate skilled workforce to deal with emerging new issues and challenges, such as those posed by climate change;
- Opportunities and challenges provided by emerging computer technology, for example, cloud computing, hybrid work and machine learning, and the challenges involved in ensuring that staff are equipped to make full use of such technologies;
- Opportunities for Council to engage more closely with young people, for example, through traineeships and work experience programs; and
- Impacts on tourism planning and local economic development.

The Draft Workforce Management Strategy includes a three (3) year Action Plan, which attempts to address these issues and others. The Action Plan is based on the following five (5) key strategic workforce planning outcomes:

### 1. Become an Employer of Choice

*Council is recognised as a preferred employer within the local community and beyond, through the creation of a welcoming, inclusive and engaging workplace.*

## **2. Foster a One Council Culture**

*Unified by its values, Council's workforce is committed, cohesive and service-oriented.*

## **3. Create a Sustainable Workforce**

*The workforce now and over time is ready, willing and capable of delivering efficient and effective services.*

## **4. Promote Health and Well-Being**

*Council's health, safety and well-being practices are embedded in its culture and work systems.*

## **5. Resource the Future**

*Council's workforce planning programs, activities and initiatives are visionary, proactive, pragmatic and flexible; accounting for and accommodating changing strategic, operational and organisational priorities over time.*

The Draft Workforce Management Strategy will fulfil its role as a robust and relevant part of Council's Delivery Program over the next three (3) years.

### **(c) Options**

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Financial implications have been considered in the Long-Term Financial Plan, which forms part of Council's Resourcing Strategy and is revised annually as part of Council's annual Operational Plan and Budget preparations.

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

Once adopted by Council, the Draft Workforce Management Strategy 2022-2025 will effectively become policy of Council, which will contribute to delivery outcomes and annual Operational Plans.

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

The *Local Government Act 1993* and the *Local Government (General) Regulation 2021* require Council to have a Community Strategic Plan, which is supported by a Delivery Program and Resourcing Strategy. The Workforce Management Strategy forms a key part of the Resourcing Strategy.

**(d) Risk**

Council's Workforce Management Strategy is integral to effective risk management, identifying potential risks and opportunities and setting strategies and actions to address these.

**(e) Social**

Social implications identified in the Community Strategic Plan and Delivery Program are directly impacted on by Council's ability to effectively manage its finances, assets, and workforce. The Workforce Management Strategy is integral to effective management.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Council engaged professional assistance, namely Helpful Solutions, to review its Community Strategic Plan. This in turn guided the development of the Draft Delivery Program 2022-2025 and Resourcing Strategy, which the Draft Workforce Management Strategy forms part of.

**(b) Internal**

All Managers at Council have been engaged in the development process of the Draft Delivery Program 2022-2025. MANEX has directly contributed to the development of the Workforce Management Strategy.

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

The Draft Workforce Management Strategy forms part of the Resourcing Strategy, which translates the Community Strategic Plan's strategic goals into specific actions. It will also inform the development of future Operational Plans.

**CONCLUSION**

Council must adopt its Workforce Management Strategy, which forms part of the Resourcing Strategy, before 30 June in the year following an ordinary election of Council. The draft Workforce Management Strategy 2022-2025 has been developed and is now put to Council to endorse for Public Exhibition.

**ATTACHMENTS**

Annexure A     Draft Workforce Management Strategy 2022-2025 (*under separate cover*)

**Item 7.12**

**REPORT TITLE: 7.13 ENDORSEMENT OF THE CULTURAL PLAN 2022-2025 FOR PUBLIC EXHIBITION**

**ECM INDEXES:**

**Subject Index: RECREATION AND CULTURAL SERVICES: Planning – Recreation and Cultural Services  
CORPORATE MANAGEMENT: Integrated Planning and Reporting**

**Customer Index: INTERNAL DEPT: Policies / Publications**

**Property Index: NIL**

**AUTHOR: Anna Watt - Director of Corporate and Community Services**

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

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### **PURPOSE**

The purpose of this report is to present Council with the revised **Cultural Plan 2022-2025 (Cultural Plan) (Annexure A - Under Separate Cover)**, for its review and its endorsement for it to be placed on public exhibition for 28 days.

### **RECOMMENDATION**

***THAT Council:***

- 1. Endorses for the Draft Cultural Plan 2022-2025 to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022.***
- 2. Displays the Draft Cultural Plan 2022-2025 on Council's website, and that it be made available for viewing at the following locations:***
  - Council's Town Hall Office;***
  - Council's Church Street Office; and***
  - The Village Post Offices at Deepwater, Emmaville and Glencoe.***
- 3. Requests the Director of Corporate and Community Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Cultural Plan 2022-2025; otherwise, that the Cultural Plan 2022-2025 be adopted by Council.***

## REPORT

### (a) Background

The Cultural Plan was last adopted by Council on Thursday, 22 June 2017.

The document has recently been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for adoption.

The Cultural Plan is a strategic document along with a number of other Resourcing Strategy documents under the Integrated Planning and Reporting Framework that align with, help facilitate and support the goals and strategic actions of the **Community Strategic Plan (CSP)**.

### (b) Discussion

Council plans and policies should not exist in isolation; they are interconnected. The Integrated Planning and Reporting Framework allows Council to draw its various plans together and understand how they interact to enable greater planning holistically and sustainably for the future.

A Cultural Plan is a purposeful, strategic approach to cultural development in a community.

Council acknowledges it works in partnership with its community to enrich and foster an inclusive and creative place to live.

The following themes have been developed in the Plan to in order to provide the direction for arts and culture in the region:

- Inclusive community engagement with arts and culture (An Attractive Quality of Life);
- Sustainable investment in arts and culture (A Prosperous Local Economy);
- Optimal use of public assets for the arts (Fit for Purpose Public Infrastructure); and
- Public Art development to enhance place-making and identity (An Appealing Sense of Place).

In conjunction with Council, **Arts North West (ANW)** facilitated a Community Consultation Arts and Cultural Planning Session in December 2021.

In late January and early February 2022 an online survey was conducted. Information was collected through these forums to contribute to the feedback for the review of the revised Cultural Plan.

Feedback being sought had a focus on what arts and culture mean to people, how people experience culture in their daily life and how they think arts and culture can help to create an inclusive and vibrant community.

Staff within Community Services, Economic Development, Library and Learning Centre and Parks and Gardens provide cultural development within their activities ranging from workshops, events, festivals, presentations, guest speakers, sponsorships, community donations, sport and recreational areas.

In addition, Council is a financial member of ANW and utilises their networking and expertise of arts and cultural development and grants.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

All actions contained within the Draft Cultural Plan 2022-2025 have been considered during the development of the Operational Plan and Budget for the 2022-2023 Financial Year. Annual and future actions will be considered in the development of future Operational Plans.

**(b) Governance/Policy**

The Draft Cultural Plan 2022-2025 replaces the existing Cultural Plan 2017-2021. It has been developed following direct consultation with community and with ANW.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

There is a risk to reputation, environment and community if a strong focus is not conveyed on culture.

Adequate time, resources and finances need to be considered and invested towards the continuing growth, support and development to expand the cultural assets within the community.

**(e) Social**

Cultural awareness and development can help to enhance quality of life and increase the overall wellbeing of individuals and the community.

The revision of the Cultural Plan helps build on the current social capital and map out what resources are currently available in the Glen Innes Local Government Area, in relation to cultural assets and activities including, but not limited to, the natural and built environment, arts, festivals, music, theatre, sporting and social activities.

**(f) Environmental**

The development of the Cultural Plan takes into account the uniqueness of the natural environment in and around Glen Innes as a key aspect of “who we are” as a community.

**(g) Economic**

The development of the Cultural Plan acknowledges the importance of “Culture as a sense of place” as a key driver of economic development and prosperity.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

ANW assisted in conducting a community consultation workshop, seeking feedback via a community survey and reviewing the information and how it ties in with the review of the Cultural Plan.

Various community members and groups attended the workshop or completed the survey to provide feedback on Arts and Culture in the Glen Innes Severn Local Government Area.

**(b) Internal**

MANEX.

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

This item links to Council’s Delivery Program Environment Heritage Action EH 5.1.2: Provide annual monetary provisions for public art projects

This item links to Council’s Delivery Program Council Sustainability, Transparency and Communication STC 1.2.1: Provide access to the Community Strategic Plan, Delivery Program, Annual Operational Plan and Budget (along with associated resourcing documents) on Council’s website for viewing or downloading by the public.

**CONCLUSION**

The review of Council’s Cultural Plan has been conducted in a way that demonstrates Council’s role to facilitate and nurture the cultural fabric of the community by working with community groups and individual stakeholders.

Cultural Planning requires a purposeful, strategic approach to cultural development in a community. The Cultural Plan sets the direction for an inclusive community engaging in arts and culture, sustainable investments in arts and culture, optimal use of public assets for the arts and public art development to enhance place-making and identity.

**ATTACHMENTS**

Annexure A Draft Cultural Plan 2022-2025 (*under separate cover*)

**REPORT TITLE:** 7.14 ENDORSEMENT OF THE DISABILITY INCLUSION ACTION PLAN (DIAP) 2022-2025 FOR PUBLIC EXHIBITION

**ECM INDEXES:**

**Subject Index:** INTERNAL DEPT: Community Services  
COMMUNITY SERVICES: Disability Inclusion

**Customer Index:** INTERNAL DEPT: Community Services Manager

**Property Index:** NIL

**AUTHOR:** Anthony Williams - Manager of Community Services

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

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### PURPOSE

The purpose of this report is to present Council with the revised Draft **Disability Inclusion Action Plan (DIAP) 2022-2025** for exhibition (**Annexure A** - under separate cover).

### RECOMMENDATION

**THAT Council:**

1. **Approves for the Draft Disability Inclusion Action Plan (DIAP) 2022-2025 to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022.**
2. **Displays the Draft Disability Inclusion Action Plan (DIAP) 2022-2025 on Council's website, and that it be made available for viewing at the following locations:**
  - **Council's Town Hall Office;**
  - **Council's Church Street Office; and**
  - **The Village Post Offices at Deepwater, Emmaville and Glencoe.**
3. **Requests the Manager of Community Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Disability Inclusion Action Plan (DIAP) 2022-2025; otherwise, that the Draft Disability Inclusion Action Plan (DIAP) 2022-2025 be adopted by Council.**

## REPORT

### (a) Background

The Glen Innes Severn Council Disability Inclusion Action Plan (DIAP) 2017-2021 was last adopted by Council on Thursday, 27 April 2017. A replacement document has been created and is now recommended for adoption.

### (b) Discussion

The *NSW Disability Inclusion Act 2014* was passed in August 2014 and requires all government departments and some public authorities, including councils in NSW to have a DIAP and a focus on inclusion. Voice, Choice and Control, is only practicable when the community in which a person who has a disability lives, is inclusive. Inclusiveness leads to acceptance of real diversity and creates opportunities for people with a disability including those with physical, intellectual, cognitive, sensory disabilities and mental illness to be able to access and be engaged across their community.

Council will take a leadership role within the community to work towards the achievement of the principles of the four (4) Key Outcome Areas listed below. Actions included in the Delivery Program and subsequent Operational Plan documents will further underpin these principles.

#### **1: Key Outcome Area – Attitudes and Behaviours**

**Principle:** To have a welcoming community that demonstrates the positivity and benefits of an inclusive community.

#### **2: Key Outcome Area - Liveable Communities**

**Principle:** To have an accessible community that supports and encourages access by people of all abilities.

#### **3: Key Outcome Area – Employment**

**Principle:** To have a supportive community that creates opportunities for learning and employment for people of all abilities.

#### **4: Key Outcome Area – Systems and Processes**

**Principle:** Encourage community connectivity and cohesion for people of all abilities conducting regular reviews of the formats and platforms Council uses for communication to ensure suitability for people of all abilities.

### (c) Options

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

All actions contained within the Draft DIAP 2022-2025 have been considered during the development of the Operational Plan and Budget for the 2022-2023 Financial Year. Annual and future actions will be considered in the development of future Operational Plans.

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

The Draft DIAP 2022-2025 replaces the existing DIAP 2017-2021. It has been developed following direct consultation with community and the Glen Innes Community Access Committee.

Once adopted by Council, the new DIAP will become a current Plan of Council and will fulfil Council's obligation to develop a DIAP. Furthermore, the document will guide Council to complete the actions outlined within the Plan.

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

The *NSW Disability Inclusion Act 2014* (DIA) was passed in August 2014 and requires all government departments and some public authorities, including councils, in NSW to have a DIAP.

### **(d) Risk**

Risk is defined in the Australian Standard (AS ISO 31000:2018) as the effect of uncertainty on objectives; therefore, Council's Enterprise Risk Management system will be reviewed to ensure risk considerations are aligned with the revised Plan so that coordinated activities may be used to direct and control Council regarding risk.

### **(e) Social**

Council's community engagement in reviewing the Plan has been based on the four (4) social justice principles of equity, access, participation, and rights, along with other elements and considerations as detailed in Council's Community Engagement Strategy.

Other social implications of the plan include a focus on inclusion and diversity with an acknowledgement that people with a disability have the same human rights as those who do not.

### **(f) Environmental**

Nil.

### **(g) Economic**

Nil.

## (h) Asset Management

The Asset Management Strategy sits alongside the Plan and guides Council in relation to any asset management implicated by the Plan.

## CONSULTATION

### (a) External

Community engagement and consultation was conducted via surveys and meetings. All community feedback has been thoroughly considered and added to the Draft DIAP 2022-2025 (Annexure A) where applicable.

### (b) Internal

Disability Support Workers from the **Life Choices - Support Services (LC-SS)** Activity Support Team.

The LC-SS Administration and Quality Officer.

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

This item links to Council's Delivery Program Community Service Action C.S 3.7 Complete actions within the Disability Inclusion Action Plan.

## CONCLUSION

The *NSW Disability Inclusion Act 2014* was passed in August 2014 and requires all government departments and some public authorities, including Councils, in NSW to have a DIAP. Council's new DIAP 2022-2025 includes a focus on inclusion and diversity with an acknowledgement that people with a disability have the same human rights as those who do not.

Once adopted by Council, the new DIAP will become a current Plan of Council and will fulfil Council's obligation to develop a Disability Inclusion Action Plan. Furthermore, the document will guide Council to complete the actions outlined within the Plan.

The Draft DIAP 2022-2025 has been revised and is now presented to Council to endorse for Public Exhibition.

## ATTACHMENTS

Annexure A Draft Disability Inclusion Action Plan 2022-2025 (*under separate cover*)

**REPORT TITLE: 7.15 DISCLOSURES BY COUNCILLORS - PRIMARY RETURN**

**ECM INDEXES:**

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

**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**

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### **PURPOSE**

The purpose of this report is to table the Primary Disclosure of Interest Returns prepared by Councillors within three (3) months of being declared elected.

### **RECOMMENDATION**

*That Council notes the tabled Primary Disclosure of Interests Returns by Councillors, in accordance with Section 440AAB of the Local Government Act 1993.*

### **REPORT**

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

The purpose of the Disclosure of Interest Returns is to provide Councillors (and Designated Persons) with the opportunity to disclose any items where there may be a Pecuniary Interest which may affect the decision of the person completing the return.

The Primary Return is to be completed by each Councillor before being lodged with the General Manager, within three (3) months after becoming a Councillor (calculated from the day of declaration).

Once completed and lodged, the returns are required to be tabled at an Ordinary Council Meeting in accordance with section 440AAB of the **Local Government Act 1993 (the Act)**.

**(b) Discussion**

All Councillors have completed their Primary Returns and all returns are being tabled at this Council Meeting.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Code of Conduct for Councillors:

[Disclosure of interests in written returns](#)

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

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

***A person need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:***

- (a) they made and lodged a return under that clause in the preceding 3 months, or
- (b) they have ceased to be a councillor in the preceding 3 months.

**(c) Legislative/Statutory**

General Managers should ensure returns are tabled in accordance with Section 440AAB of the Act which states the following:

**440AAB REGISTER AND TABLING OF RETURNS**

- (1) *The General Manager must keep a register of returns disclosing interests that are required to be lodged with the General Manager under a code of conduct.*
- (2) *Returns required to be lodged with the General Manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged.*

Council must make all returns of interests publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the NSW Information Commissioner.

If any Councillor is concerned that their safety or the safety of their family may be put at risk if information about their home address is disclosed in their return of interests, the Councillor may request that the information be redacted under section 739 of the *Local Government Act 1993*. Such a request should be made to the General Manager in writing.

**(d) Risk**

Disclosures of Interests Returns aim to promote transparency and mitigate the risk of conflicts that may arise in carrying out the duties and functions of public office via pecuniary interests.

Those who do not complete Returns are effectively in breach of Council's applicable Code of Conduct of which disciplinary action may be taken if a complaint is made.

**(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. It is a legislative requirement to table returns and making a return is provided in the Codes of Conduct.

**CONCLUSION**

The Primary Disclosures of Interests Returns that have been provided by Councillors to the General Manager, have been tabled at this meeting in accordance with section 440AAB of the Act.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.16 REVIEW AND REPEAL OF ABORIGINAL EMPLOYMENT STRATEGY**

**ECM INDEXES:**

**Subject Index: POLICY REGISTER – Glen Innes Severn Council**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Peter Sayers - Manager of Administration and Human Resources**

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

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## **PURPOSE**

The purpose of this report is to present Council with the current Aboriginal Employment Strategy (***Annexure A***) for review and possible repeal.

## **RECOMMENDATION**

***THAT Council:***

- 1. Repeals the Aboriginal Employment Strategy;***
- 2. Approves the transfer of relevant actions from the current Aboriginal Employment Strategy to the Equal Employment Opportunity (EEO) Management Plan as part of the review of the latter document later this year; and***
- 3. Approves a trigger point being added to the Workforce Management Strategy to develop a new Aboriginal Employment Strategy if Aboriginal employment decreases below Council's target for two (2) consecutive years as reported in Council's Annual Report.***

## **REPORT**

### **(a) Background**

The **Aboriginal Employment Strategy (AES)** was last adopted by Council on 28 June 2018 and is due for review every three (3) years.

**(b) Discussion**

As highlighted in the current version of the AES, the Glen Innes Severn **Local Government Area (LGA)** has a significantly higher proportion of Aboriginal or Torres Strait Islander people than the wider NSW community.

The 2016 Census of Population and Housing showed that 534 people in the Glen Innes Severn LGA identified as Aboriginal or Torres Strait Islander, representing 6% of the overall population of the LGA. This compared with 2.9% in NSW and 2.8% across Australia.

According to the Australian Bureau of Statistics website, 2021 Census data will not be released until June 2022, meaning that 2016 data is the most recent available. It is unlikely, however, that the figures shown above will have altered significantly in the intervening five (5) years.

Historically, Aboriginal people have been underrepresented in the Australian workforce. The 2016 Census data shows that Aboriginal employment levels at the time sat at 22%, compared with 8% for the non-Aboriginal population.

Council's Annual Report 2017 shows that 2.16% of the Council workforce identified as Aboriginal or Torres Strait Islander, although this figure may be slightly understated due to some employees not clearly identifying themselves as belonging to these groups.

Based on the assumption that 40% to 50% of the Aboriginal population would be eligible for and potentially seeking employment, Council would be expected to have an Aboriginal employment rate of between 2.4% and 3% in 2017. The actual reported figure of 2.16% does not fall too far short of this.

Since 2017, Council's Annual Reports have reported the following statistics for Aboriginal or Torres Strait Islander employment within the Council workforce:

- 30 June 2018 - 4.73%;
- 30 June 2019 - 4.52%;
- 30 June 2020 - 4.35%; and
- 30 June 2021 - 5.24%.

It is clear from these figures that Council is not only meeting its target for Aboriginal employment but is consistently exceeding it.

Also apparent is that Aboriginal or Torres Strait Islander employment levels within Council's workforce have achieved a high level of stability, without the erratic highs and lows of earlier years. This is borne out by the observations of Human Resources staff as well, where it is noted that when an Aboriginal employee leaves, they are quite often replaced by another person from the Aboriginal community.

It is apparent that the improved statistics are being achieved mainly because of the efforts and skills of the Aboriginal community itself. Aboriginal candidates are now winning positions on the strength of their applications and interviews, that is, on merit alone. This is an ideal outcome that does not rely on the AES and will ensure continued strong employment results.

Such has been the success of Aboriginal people in winning positions with Council over the last five (5) years, it has now come time to consider if the AES is contributing any meaningful outcomes or whether it has reached the end of its useful life. It is accurate to say that the AES has contributed little to employment outcomes for Aboriginal people since the current version was adopted in 2018, with Aboriginal candidates rising to the challenge independent of Council's efforts.

It is also extremely difficult to continually come up with meaningful actions and outcomes for revised versions of the AES, especially when faced with ongoing difficulties in consulting with the Aboriginal community. The **Aboriginal Consultative Committee (ACC)**, Council's primary means of consultation, has not met for perhaps 12 months or more.

Some members of the ACC had also expressed very vocal frustration with Council's refusal to create any Aboriginal designated positions within Community Services. This decision had been made by Council due to the ongoing difficulty in attracting and retaining suitably qualified and skilled Aboriginal staff in such positions; however, it was not received well by some ACC members.

When the ACC was functioning reasonably well and meeting regularly, it was still very difficult to consult on the review of the AES. The last time this was attempted, three (3) members of the ACC volunteered to contribute to the review; however, it proved almost impossible to get the group together. In the end, only one (1) member contributed, and it took 12 months to achieve this.

There is little doubt that the AES set the foundations for improved employment opportunities for Aboriginal people within Council's workforce in the past and has been a valuable document in this respect. It appears, however, that the Aboriginal community itself has taken the initiative and is now no longer in need of the AES to achieve representative and stable employment. Overall, this is a great outcome.

It is therefore proposed to repeal the AES and to transfer any relevant or worthwhile actions to the **Equal Employment Opportunity (EEO)** Management Plan. In this way, the AES will not disappear completely but will live on in part within the EEO Management plan, which is due for review by 30 June this year.

When this matter was considered by Council's **Management Executive Team (MANEX)**, it was also recommended that a trigger point be added to the Workforce Plan (Strategy) to identify that a new AES should be developed if Aboriginal employment decreases below Council's target for two (2) consecutive years as reported in Council's Annual Report.

This latter measure is seen as a necessary safeguard to remove any possible negative consequences that might arise from repealing the AES.

**(c) Options**

**Option One**

THAT Council:

1. Repeals the Aboriginal Employment Strategy;
2. Approves the transfer of relevant actions from the current Aboriginal Employment Strategy to the Equal Employment Opportunity (EEO) Management Plan as part of the review of the latter document later this year; and
3. Approves a trigger point being added to the Workforce Management Strategy to develop a new Aboriginal Employment Strategy if Aboriginal employment decreases below Council's target for two (2) consecutive years as reported in Council's Annual Report.

**THIS IS THE RECOMMENDED OPTION.**

**Option Two**

That Council retains and reviews the Aboriginal Employment Strategy, to make it current for the next three (3) years.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

If repealed by Council, the revised AES will cease to be a policy of Council in its own right; however, elements of the existing Strategy will live on as part of Council's policy direction in the Workforce Management Strategy and EEO Management Plan.

**(c) Legislative/Statutory**

Council must comply with requirements of the NSW *Anti-Discrimination Act 1977* in all employment matters.

**(d) Risk**

Nil.

**(e) Social**

Clearly, there is a significant social benefit in ensuring that all groups within the LGA have equal opportunity for meaningful employment. Council is an EEO employer, and this is reflected in its recruitment practices.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Council has consulted with the ACC on all past reviews of the AES; however, no specific consultation has occurred to date with the current review.

**(b) Internal**

Consultation on this matter has occurred with MANEX.

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

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

**CONCLUSION**

Council's AES is due for review; however, it appears that the document may have reached the end of its useful life, with Aboriginal and Torres Strait Islander employment within Council having more than reached representative levels for several consecutive years, independent of the actions in the AES.

For this reason and the difficulties in consulting on the AES, it is recommended that the AES be repealed, that any relevant or worthwhile actions be transferred to the EEO Management Plan, and that a trigger point be added to the Workforce Strategy to regenerate the AES if it is needed in the future.

**ATTACHMENTS**

Annexure A Aboriginal Employment Strategy 2018-2021

**REPORT TITLE: 7.17 REVIEW OF THE PUBLIC AND TAFE LIBRARY INTERNET POLICY**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Policy**

**Customer Index: INTERNAL – LIBRARY AND LEARNING CENTRE**

**Property Index: NIL**

**AUTHOR: Kerry Byrne - Manager of Library / Learning Centre**

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

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## **PURPOSE**

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

## **RECOMMENDATION**

***That Council adopts the revised Public and TAFE Library Internet Policy.***

## **REPORT**

### **(a) Background**

The Public and TAFE Library Internet Policy was last adopted by Council on Thursday, 24 April 2019 and is due for review every three (3) years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review and adoption.

### **(b) Discussion**

The revised Public and TAFE Library Internet Policy has been updated to be consistent with the new policy template.

Amendments have been made to:

- Add roles and responsibilities for the Policy;
- Add a definitions section;

- Add amendments from the reviewed and updated State Library NSW Internet Policy Guidelines for NSW Public Libraries; and
- Add amendments from changes to Legislation, Regulation and Industry Standards adopted since April 2019.

The reviewed Public and TAFE Library Internet Policy is attached (Annexure A) with suggested changes noted in red text.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Once adopted by Council, the revised Public and TAFE Library Internet Policy will become policy of Council.

**(c) Legislative/Statutory**

Council has a legal responsibility under the *Library Act 1939* (Section 10) to provide library and information services to the community which include information resources obtained through the Internet and Public Access Computers.

**(d) Risk**

This policy outlines the privacy and confidentiality risks on using online resources and that Library users need to be aware of and take responsibility for the risks and for the safe and legal use of public access computers.

**(e) Social**

Libraries provide essential gateways to the Internet and equality of access to information for personal development, education, stimulation, cultural enrichment, economic activity and social interaction.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

The NSW Public Library Network was consulted for policy standards.  
The State Library NSW – Library Council of NSW.  
TAFE NSW.

**(b) Internal**

Library Team.

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

This item links to Council's Delivery Program Community Service Action C.S 7.1 Provide safe community spaces.

**CONCLUSION**

Council's Public and TAFE Library Internet Policy has been revised to include changes that have occurred since the current Policy was adopted on Thursday, 24 April 2019. Changes are minor. With the introduction of the new policy template, several additions have been added and the legislations, standards and guidelines have been reviewed with the updates included in these documents. The revised Policy is now presented to Council for its review and adoption.

**ATTACHMENTS**

Annexure A Draft Public and TAFE Library Internet Policy

**REPORT TITLE: 7.18 REVIEW OF THE PUBLIC AND TAFE LIBRARY YOUNG PEOPLE'S POLICY**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Policy**

**Customer Index: INTERNAL – LIBRARY AND LEARNING CENTRE**

**Property Index: NIL**

**AUTHOR: Kerry Byrne - Manager of Library / Learning Centre**

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

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## **PURPOSE**

The purpose of this report is to present Council with the revised Glen Innes Public and TAFE Library Young People's Policy (***Annexure A***) for its review and adoption.

## **RECOMMENDATION**

***That Council adopts the revised Glen Innes Public and TAFE Library Young People's Policy.***

## **REPORT**

### **(a) Background**

The Glen Innes Public and TAFE Library Young People's Policy was last adopted by Council on Thursday, 24 April 2019 and is due for review every three (3) years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for review and adoption.

### **(b) Discussion**

The revised Public and TAFE Library Young People's Policy has been updated to be consistent with the new policy template. The policy has been updated to reflect changes to the reviewed and updated Library Council of NSW Children's Policy Guidelines for NSW Public Libraries.

The reviewed Public and TAFE Library Young People's Policy is attached (Annexure A) with suggested changes noted in red text.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

Once adopted by Council, the revised Public and TAFE Library Young People's Policy will become policy of Council.

**(c) Legislative/Statutory**

Council has a legal responsibility under the *Library Act 1939* (Section 10) to provide library and information services to the community which includes the support of young people through the provision of collections and programs that foster and appreciation of literature, promotes the development of information literacy skills, and responsible access to and use of Internet resources and sites.

**(d) Risk**

This policy is designed to manage the provision of Library services for young people while addressing children protection, parental responsibility, and an unbiased level of service offered, in a clear statement.

**(e) Social**

Libraries provide essential gateways to unbiased sources of information and ideas which assist with access to information for personal development, education, stimulation, cultural enrichment, economic activity and social interaction.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

## **CONSULTATION**

### **(a) External**

The NSW Public Library Network was consulted and for policy standards.  
The State Library NSW – Library Council of NSW.  
TAFE NSW.

### **(b) Internal**

Library Team.

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

This item links to Council's Delivery Program Community Service Action C.S 7.1  
Provide safe community spaces.

## **CONCLUSION**

Council's Public and TAFE Library Young People's Policy has been revised to include changes that have occurred since the current Policy was adopted on Thursday, 24 April 20. Changes are relatively minor and include changes to be in line with the introduction of the new policy template, several additions have been added and the legislations, standards and guidelines have been reviewed and the updates included in these documents. The revised Policy is now presented to Council for its review and adoption.

## **ATTACHMENTS**

Annexure A Draft Public and TAFE Library Young People's Policy

**REPORT TITLE:** 7.19 GLEN INNES SEVERN LIBRARY REPORT -  
QUARTERLY REPORT

**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

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### **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 during January, February and March 2022.

### **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 lifting of COVID restrictions in late February 2022, has brought a more positive attitude to the Library and its members visiting the Glen Innes and village Libraries.

In January, staffing levels halved. With the resignation of a staff member, and another staff member commencing six (6) month's leave without pay. Staffing was further complicated as the TAFE Librarian has been on sick leave since November 2021.

To manage the low level of staffing, the weekly Storytime sessions, Children's and Youth activities and Inter-Library Loans Services have been cancelled until further notice. Casual staff are being used to help operate the Customer Service desk and village Libraries are occasionally closed to keep the Glen Innes Library open. The Emmaville Library was closed on Friday, 25 February 2022 and Friday, 4 March 2022 to help staff the Glen Innes Severn Library.

### **January 2022**

#### **Library Team Workshop**

The Library Team commenced their January workshop with a three (3) hour Resilience Workshop by Rebecca Jaegar, a Mental Toughness Coach, who gave staff some insight into managing stress and coping skills. Staff were given the option to contact her for free follow up sessions. This workshop was followed by a manual evacuation awareness refresher, an evacuation drill, and an internal and external risk assessment of the Library and Learning Centre.

On the second day of the workshop, staff travelled to the Armidale War Memorial Library to network with the Armidale staff and to learn about their technology and service developments. This was followed by a visit to the Armidale Folk Museum and the **University of New England (UNE)** Natural History Museum for staff professional development.

#### **Library Mobile Application (App)**

The Library commenced a promotional campaign of its new Library Mobile App for members to access services via their devices. Members can check the catalogue to find a resource, reserve a resource online, log into an e-book, e-audio book, or e-newspaper from the comfort of their home or car.

The App can be used to access the online information databases and images for school assignments or higher education courses.

### **February 2022**

#### **'Love Your Library' – February 2022**

During February, the 'Love Your Library' campaign was a popular event with our members. It commenced on Monday, 14 February 2022, Valentine's Day. Special displays of the romance collection, a 'Show the Love' colouring competition and member's 'Share your Love' feedback sheets for staff and Library, were organised for the month.

### **Glen Innes Show Exhibits – Friday, 11 February 2022 until Sunday, 13 February 2022**

The Library's Lego Group exhibited a Show Day Lego Display and received First Prize for their efforts.

### **Senior's Card Writer's Workshop – Tuesday, 22 February 2022**

The Senior's Card Writers Workshop was coordinated by Colleen Parker, Project Manager, from Fellowship of Australian Writers NSW Incorporated. Colleen assists seniors to tell their stories and to write them down and to enter them into the Seniors Card Short Story Competition 2022. Selected stories from these workshops are published in the NSW Seniors Card Story Volumes which are valuable historical record of the lives of NSW seniors. These volumes are circulated to all NSW Public Libraries each year.

### **Author Event – LIVE Online – Thursday, 24 February 2022**

On Thursday, 24 February 2022, an evening online LIVE event was screened at the Library featuring Dinuka McKenzie in conversation with Dani Vee who questioned Dinuka on her new book 'The Torrent'. Community members enjoyed the safe moving conversation on the author's style, interests and how to publish in a very competitive author's market.

### **March 2022**

### **International Women's Day (IWD) – Friday, 11 March 2022**

Four inspiring local women, Kelly Foran, CEO of Smiling Faces and Helping Hands Foundation, Zaylie and Nicole Hyde from Sweetie Pie's Bake Shop and Cassandra Hill from Mr and Mrs Hill Lighting, were the star attractions for the IWD event held at the Library on Friday, 11 March 2022.

The individual servings of hot and cold finger food was supplied by Sweetie Pie's Bake Shop.

This was a combined annual event and effort by Community Services and Library Services staff.

### **Bad Sydney Crime Writers Festival – Thursday, 31 March 2022**

On Thursday, 31 March 2022, an evening online LIVE event was screened in the Library featuring Lynda La Plante in conversation with Sue Turnbull. This event was lively and very popular with the audience.

## GLEN INNES ART GALLERY EXHIBITION

The Glen Innes Art Gallery was closed during January 2022 the Gallery's first exhibition for the year commenced in February 2022.

The February Art Gallery Exhibition was the 'Lockdown Life' Exhibition. It included all artwork mediums and was open from Monday, 7 February 2022 until Friday, 25 February 2022.

During March, the 'Beyond The Lawn' Exhibition organised by the Australian Garden History Society was open from Monday, 7 March 2022 until Friday, 25 March 2022. It comprised of an historic photograph display of the local gardens from the 1950s.

This exhibition was open for the IWD event as an additional element of interest for the participants.

## 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.

	January	February	March	Total
Council	13	23	15	51
Art Gallery	1	1	2	4
TAFE/DET	0	0	2	2
Community/Commercial	1	0	3	4
<b>Total</b>	<b>15</b>	<b>24</b>	<b>22</b>	<b>61</b>

## LIBRARY QUARTERLY STATISTICS

The Library's quarterly statistics reflect a slow return to business in the Glen Innes Severn Library and village communities. Numbers are consistent across the three (3) months.

The Library's e-Resources are not included in the quarterly review but usage has increased in online resource usage as members begin to rely more heavily on e-Books, e-Audio, online magazines, and newspapers.

ISSUES	January	February	March	Quarterly Totals
Glen Innes Public	3,508	3,637	3,660	10,805
Library transfers	363	369	620	1,352
TAFE	129	110	82	321
<b>TOTAL</b>	<b>4,000</b>	<b>4,116</b>	<b>4,362</b>	<b>12,478</b>
<b>Branch Library Issues</b>				
Deepwater	85	224	327	636
Emmaville	301	279	406	986
Glencoe	13	13	15	41
<b>TOTAL</b>	<b>399</b>	<b>516</b>	<b>748</b>	<b>1,663</b>

<b>ISSUES</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Quarterly Totals</b>
<b>INCOME</b>				
Internet Printing	\$149.05	\$201.00	\$203.60	\$553.65
Photocopy/Fax	\$24.30	\$41.90	\$125.55	\$191.75
Coffee Machine	\$44.00	\$63.90	\$28.00	\$135.90
Conference Room	-	-	-	-
Inter Library Loan	-	\$15.00	-	\$15.00
Other*	-	\$4.20	-	\$4.20
<b>TOTAL</b>	<b>\$217.35</b>	<b>\$326.00</b>	<b>357.15</b>	<b>\$900.50</b>
<i>*Other includes Replacement of Books and Donation</i>				
<b>Members</b>				
GISC	3,724	3,630	3,741	11,095
Others (outside LGA)	97	98	98	293
TAFE	177	178	179	534
<b>TOTAL</b>	<b>3,998</b>	<b>3,906</b>	<b>4,018</b>	<b>11,922</b>
<b>People Counter</b>	1,237	1,672	1,551	4,460
<b>History Group</b>	0	0	0	0
<b>Internet Usage</b>				
Deepwater	10	3	5	18
Emmaville	14	2	15	31
Public	326	378	0	704
WIFI	146	97	264	507
TAFE	20	32	0	52
<b>TOTAL</b>	<b>516</b>	<b>512</b>	<b>284</b>	<b>1,312</b>
<b>Home Library Service</b>				
<b>Members</b>				
Glen Innes	81	81	74	236
Deepwater	7	7	4	18
Emmaville	9	9	6	24
	97	97	84	278
<b>Issues</b>				
Glen Innes	525	611	507	1,643
Deepwater	37	136	61	234
Emmaville	132	120	145	397
	694	867	713	2,274
<b>Art Gallery Visitors</b>	0	84	121	205
<b>UNE /TNE Study Centre</b>				

ISSUES	January	February	March	Quarterly Totals
UNE Members	7	7	8	
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**

The events and activities over the past quarter have been well attended as the Glen Innes community gained increased confidence in the COVID safe event organised by Library Services. The cancelling of regular children's and youth services activities will continue until two (2) Library Assistant positions can be filled. This will impact on the visitor's numbers at the Library and Learning Centre.

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.20 CAPITAL WORKS PROGRAM PROGRESS REPORT  
AS AT 31 MARCH 2022**

**ECM INDEXES:**

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

**Customer Index: NIL**

**Property Index: NIL**

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

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

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### **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 began in June 2021, as shown in image one (1) plasterboard has been installed and is progressing well. Delays occurred due to the recent rain and flooding on the coast which limited the availability of Woollam Constructions and contractors. The project is approximately 80.3% completed and is expected to be completed by 30 June 2022.



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

### Airport Master Plan

Rehbein Airport Consulting are continuing to develop the master plan in consultation with key stakeholders. This plan will identify essential aviation infrastructure requirements and potential economic development activities at the airport. It is expected that this will be completed by 30 June 2022.

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

#### New Finance System and Implementation

Project Jigsaw continues to progress with a planned “go live” during June. Project Jigsaw is moving from the subject matter expert training phase to user acceptance training.

The first of three (3) payroll parallel runs is nearing completion, with a complete mirrored pay run being entered in Open Office. Rates training has been completed and system testing will commence after Easter. Testing on procurement, inventory, accounts payable, accounts receivable and the general ledger will take place during April and May.

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

#### Installation of Automated Water Meter Reading

This project physically commenced in March with water meter boxes in Deepwater being vacuum cleaned in preparation for the installation of replacement meters.

Meters will be installed by contractors Taggle Systems from 26 April, and the project will continue into the Glen Innes network. Both areas are expected to be fully installed by the end of May.

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

#### Kangaroo Flat Road - Gravel Re-sheet

Gravel re-sheeting of Kangaroo Flat Road has been completed with materials sourced from a new rural gravel pit on adjoining private property. The works involve full re-sheeting of the entire length of road and are funded under the Local Roads and Community Infrastructure Grant.



Image 1: Kangaroo Flat Road Re-sheeted section

### Local Roads and Community Infrastructure Grant Phase 3

Bitumen resealing works were completed on Red Range Road, Waterloo Road, Rangers Valley Road and a construction seal applied to the new section of Dumaresq Street.



Image 1: Waterloo Road Bitumen Resealing

March has continued to see rain events cause extended delays across the capital works program, with natural disaster recovery work taking precedence to maintain essential access across the network.

**(c) Options**

Nil.

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

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

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

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

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

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

	ADOPTED BUDGET	REVISED BUDGET	Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$2,989,929	\$7,515,438	\$6,238,348	83.01%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$6,188,765	\$6,179,003	\$3,936,562	63.71%
CAPITAL WORKS PROGRAM 2021/2022	\$17,464,451	\$19,745,998	\$4,164,172	21.09%
CAPITAL WORKS PROGRAM REVOTES	\$1,298,626	\$1,318,626	\$735,342	55.77%
<b>TOTALS</b>	<b>\$27,941,771</b>	<b>\$34,759,065</b>	<b>\$15,074,424</b>	<b>43.37%</b>

**(b) Governance/Policy**

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

**(c) Legislative/Statutory**

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

**(d) Risk**

Maintaining Council's assets in order to minimise legal and risk exposure.

**(e) Social**

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

**(f) Environmental**

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

**(g) Economic**

Nil.

**(h) Asset Management**

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

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

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

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

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

## [CONCLUSION](#)

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

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

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

## [ATTACHMENTS](#)

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

**REPORT TITLE: 7.21 RATES AND CHARGES AS AT 31 MARCH 2022**

**ECM INDEXES:**

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

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Andrea Davidson - Rates Officer**

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

**Item 7.21**

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### **PURPOSE**

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

### **RECOMMENDATION**

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

### **REPORT**

**(a) Background**

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

**(b) Discussion**

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

	<b>31 March 2022</b>	<b>31 March 2021</b>
Rates and Charges	\$2,987,147.39	\$3,054,809.41
Water Consumption Charges	\$412,714.78	\$61,088.62
<b>Total Outstanding</b>	<b>\$3,399,862.17</b>	<b>\$3,115,898.03</b>

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

<b>Outstanding Rates and Charges</b>	<b>31 March 2022</b>
Rates and Charges in arrears as at 30 June 2021	\$781,076.86
Rates and Charges levied and adjustments for 2021/2022	\$12,683,626.88
Pension Concession	-\$395,743.27
Amounts collected as at 31 March 2022.	-10,081,813.08
<b>Total Outstanding Rates and Charges</b>	<b>\$ 2,987,147.39</b>

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

It should be noted that the rates and charges for the 2021/2022 levied amount is reduced by the pensioner concession of \$395,743.27; reducing the amount of income derived from these rates and charges.

Of this concession, Council's contribution is 45%, which represents an amount of \$178,084.47. The remaining 55% (\$217,658.80) is reimbursed to Council by the State Government, by way of a rebate.

The outstanding rates and charges at 31 March 2022 were \$2,987,147.39 which represents **22.86%** of the total annual rates and charges levied and outstanding of \$13,068,960.47 compared with the outstanding rates and charges of \$3,054,809.41 at the same time last year. This represented **24.10%** of the total annual rates and charges levied and outstanding of \$12,677,577.26 at the same time last year.

## E-Notices

At the end of the reporting period there were 915 ratepayers registered for E-Notices. These ratepayers generate 1,221 individual rate notices which are distributed by email. This represents 21.88% of all rate notices issued. These figures are based on the 5,581 rates and water notices issued from 1 July 2021 until the end of the reporting month.

## Water Consumption Charges

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

<b>Outstanding Water Consumption Charges</b>	<b>31 March 2022</b>
Water Consumption Charges and arrears as at 30 June 2021	\$320,412.89
Water Consumption charges and adjustments 2021/2022 year to date (YTD)*	\$972,818.78
Amounts collected as at 31 March 2022	-\$880,516.89
<b>Outstanding Water Consumption Charges</b>	<b>\$412,714.78</b>

The outstanding Water Consumption Charges as at the end of the reporting month of \$412,714.78 represents **31.91%** of \$1,293,231.67, compared with the outstanding Water Consumption Charges of \$61,088.62 at the same time last year. This represents **7.06%** of the total Water Consumption Charges levied and outstanding of \$864,804.27 as at the same time last year. Please note these figures include the third (3<sup>rd</sup>) quarter water consumption accounts that have only recently been levied 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 101 ratepayers who have entered arrangements for the payment of their rates, totalling \$202,903.90. This is a decrease of \$17,876.93 from last month. It should be noted that this figure includes the annual rates and charges levied for the 2021/2022 Financial Year. These arrangements for payments are within the requirements of Council's Debt Recovery Policy.

## Debt Recovery Agency

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

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Nil.

**(b) Governance/Policy**

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

**(c) Legislative/Statutory**

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

**(d) Risk**

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

## CONSULTATION

(a) **External**

Nil.

(b) **Internal**

Nil.

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

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

## CONCLUSION

All payment arrangements are consistent with Council's current Debt Recovery Policy. The outstanding rates and charges at the end of the reporting month represent **22.86%** of the total annual rates and charges levied and outstanding from previous years by Council (compared with **24.10%** as at the same time last year).

The outstanding Water Consumption Charges at the end of the reporting month represents **31.91%** of the total Water Consumption Charges issued and outstanding from previous years (compared with **7.06%** as at the same time last year). Please note that the current year figure includes the third (3<sup>rd</sup>) quarter water consumption accounts that have only recently been levied and posted.

## ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE:** 7.22 INVESTMENTS REPORT AS AT 31 MARCH 2022

**ECM INDEXES:**

**Subject Index:** FINANCIAL MANAGEMENT: Investments

**Customer Index:** NIL

**Property Index:** NIL

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

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

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### PURPOSE

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

### RECOMMENDATION

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

### REPORT

(a) **Background**

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

(b) **Discussion**

Council has \$17.1M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

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

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

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

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

<b>Bank Reconciliation Statement</b>		
<b>Balance as per General Ledger</b>		
Opening Balance	1 March 2022	\$7,217,093.41
February Movements		\$ 362,764.52
Closing Balance	31 March 2022	\$ 7,579,857.93
Less unprocessed Bank Statement Transactions		\$ -
<b>Total:</b>		<b>\$ 7,579,857.93</b>
<b>Balance as per Statement</b>		
	31 March 2022	\$ 7,610,667.57
Less Unpresented Payments		-\$ 30,809.64
Plus Unpresented Debits		\$ -
Less Unpresented Deposits		
<b>Total:</b>		<b>\$ 7,579,857.93</b>
		
Responsible Accounting Officer 13 April 2022		

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

### SUMMARY OF INVESTMENTS:

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	28/04/2022	0.35%	Westpac Banking Corporation (9)	Yes*	1,000,000	3,490.41
A3/BBB+	28/04/2022	0.70%	Judobank	Yes	700,000	1,221.64
A1+/AA-	23/05/2022	0.40%	NAB (2)	Yes	1,000,000	1,304.11
A1/A+	24/06/2022	0.40%	Macquarie (16)	Yes	1,000,000	4,000.00
A1+/AA-	24/06/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	29/07/2022	0.38%	CBA (15)	Yes	1,000,000	3,800.00
A1+/AA-	29/07/2022	0.29%	NAB (17)	Yes	1,000,000	2,892.05
A1+/AA-	09/08/2022	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-	09/09/2022	0.39%	CBA (19)	Yes	1,000,000	3,900.00
A1+/AA-	09/09/2022	0.30%	NAB (18)	Yes	1,000,000	3,000.00
A1+/AA-	23/09/2022	0.35%	CBA (12)	Yes	1,000,000	3,480.82
A1+/AA-	21/10/2022	0.44%	CBA (5)	Yes	1,000,000	4,400.00
A1+/AA-	10/11/2022	0.52%	CBA (8)	Yes	1,000,000	5,200.00
A1+/AA-	09/12/2022	0.60%	Westpac Banking Corporation (4)	Yes*	1,000,000	6,000.00
A1+/AA-	06/03/2023	0.94%	Westpac Banking Corporation (6)	Yes*	1,000,000	9,451.51
A2/BBB	21/03/2023	1.25%	AMP (10)	Yes	700,000	8,750.00
A1+/AA-	24/03/2023	1.24%	Westpac Banking Corporation (1)	Yes*	1,000,000	12,400.00
<b>Expected Average Return 21/22</b>		<b>0.53%</b>	<b>Total Investments</b>		<b>17,100,000.00</b>	<b>82,090.54</b>
<b>Actual Average Return Received YTD</b>		<b>0.55%</b>	<b>Cash on Hand</b>		<b>7,579,857.93</b>	
<b>Total Cash and Investments</b>					<b>24,679,857.93</b>	

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

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

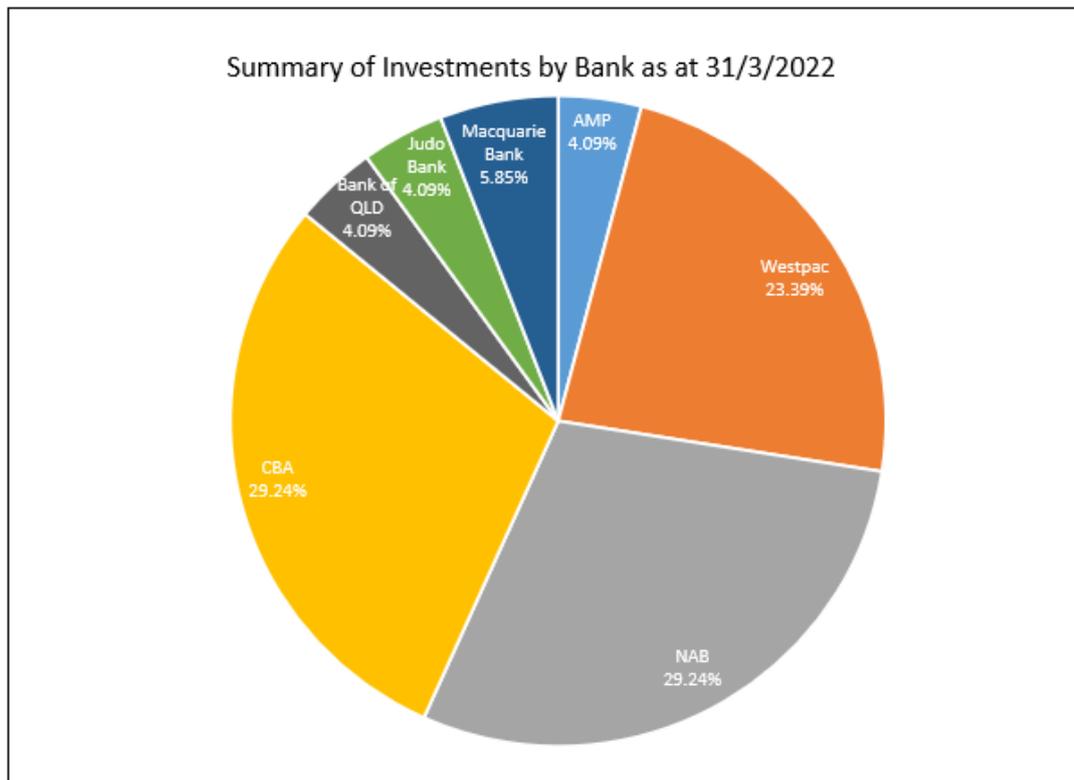
<b>Interest received for year to 31 March 2022</b>	<b>\$62,045.08</b>
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The table below details the monthly movements of investments for March 2022:

<b>Investment Movements</b>	
<b>Opening Balance as at 1 March 2022</b>	<b>17,800,000</b>
<b>Less:</b>	
Maturities (4)	3,400,000
<b>Subtotal</b>	<b>14,400,000</b>
<b>Plus</b>	
Rollovers (3)	2,700,000
New Investments	-
<b>Current Balance as at 31 March 2022</b>	<b>17,100,000</b>

During the month of March 2022, there were four (4) investment maturities with three (3) investments being 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 0.53%. This is a reduction on the actual average return of 1.43% for the 2020/2021 Financial Year, which reflects the downward trend in interest rates over the past few years. The Bloomberg Ausbond Bank Bill Index one (1) year return rate for March 2022 is 0.02%.

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

Investment Balances	This Year	Last Year
Opening Balance as at 1 March	17,800,000	15,400,000
Current Balance as at 31 March	17,100,000	16,100,000

**(b) Governance/Policy**

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

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

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

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

All aggregate rating categories are within the policy limits.

***Credit Quality Portfolio Compliance***

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

**COUNCIL'S PORTFOLIO COMPLIANCE**

<b>Compliant</b>	<b>Credit Rating</b>	<b>Invested</b>	<b>Invested \$</b>	<b>Policy Limit</b>	<b>Available \$</b>
Yes	AAA	0.00%	-	100%	17,100,000
Yes	AA	81.87%	14,000,000	100%	3,100,000
Yes	A	5.85%	1,000,000	45%	6,695,000
Yes	BBB	12.28%	2,100,000	25%	2,175,000
Yes	Government	0.00%	-	100%	17,100,000
		<b>100.00%</b>	<b>17,100,000</b>		

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

**(c) Legislative/Statutory**

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

Section 625 of the Act states the following:

**How may Councils invest?**

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

Section 212 of the Regulation states the following:

**Report on Council's Investments**

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

**(d) Risk**

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

**Risk Assessment of Investment Portfolio**

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term deposits	Low	Low	17,100,000	100%
<b>Total</b>			<b>17,100,000</b>	<b>100%</b>

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

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

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

**(h) Asset Management**

Nil.

## **CONSULTATION**

### **(a) External**

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

### **(b) Internal**

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

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

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

## **CONCLUSION**

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

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.23 BORROWINGS REPORT AS AT 31 MARCH 2022**

**ECM INDEXES:**

**Subject Index: FINANCIAL MANAGEMENT: Loans**

**Customer Index: NIL**

**Property Index: NIL**

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

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

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**Item 7.23**

## **PURPOSE**

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

## **RECOMMENDATION**

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

## **REPORT**

### **(a) Background**

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

**(b) Discussion**

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

General Fund						
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date		Balance
1	TCORP "Wattle Vale" and RFS Loan	3.95%	12/12/2016	08/12/2036		\$ 1,676,782.80
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036		\$ 609,000.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025		\$ 148,948.33
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	01/11/2027		\$ 2,012,674.30
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	09/12/2022		\$ 94,654.72
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	27/02/2023		\$ 227,036.37
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025		\$ 340,914.72
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025		\$ 1,363,658.88
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035		\$ 1,124,880.27
<b>Total General Fund Liability</b>						<b>\$ 7,598,550.39</b>

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

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

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

<b>TOTAL LOANS LIABILITY</b>						<b>\$ 10,174,120.93</b>
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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**

Council has Loan Liabilities totalling \$10,174,120.93 as at the end of the reporting month.

(b) **Governance/Policy**

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

(c) **Legislative/Statutory**

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

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

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

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

**Section 622 – What form may a Council borrowing take?**

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

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

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

Other legislation and guidelines relevant to Council borrowing:

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

(d) **Risk**

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

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

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

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

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

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

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

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

**CONCLUSION**

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

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:** 7.24 WORKPLACE INJURY MANAGEMENT REPORT AS AT  
31 MARCH 2022

**ECM INDEXES:**

**Subject Index:** WORK HEALTH AND SAFETY: General

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Ann Blunt - WHS Co-ordinator

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

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**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 March 2022, as follows:

Item	2018/2019	2019/2020	2020/2021	2021/2022
Total Premium Paid	\$143,153.33	\$152,383.59	\$226,022.88	\$213,206.95 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.50%	1.43%	1.97%	1.83% (estimate)
YTD New Claims (Premium Impacting)	8	4	5	2
YTD New Claims (Non-Premium Impacting)	8	6	10	4
YTD Total New Claims	16	10	15	6
YTD Time Lost Due to Injury (LTI Days)	40	79	29	278
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				1
Open Premium Impacting Claims (Current Year)				4
Open Non-Premium Impacting Claims (Current Year)				1
Total Open Claims				9
Closed Claims that are still Impacting on Council's Premium				7
Total Cost of All Premium Impacting Claims (to date)	\$9,585.00	\$30,792.00	\$35,352.00	\$43,818.00
Scheme Performance Rebates	\$55,620.88	\$24,593.67	\$34,953.89	\$34,265.14

This report covers the month of March 2022. There was one (1) new premium impacting workers compensation claim during the month and one (1) non-premium impacting claim was finalised.

Lost time increased significantly during this period due to several workers being unable to sustain their suitable duties and StateCover updating its lost time records and verifying them with Council. This has resulted an increase in claims costs for both medical and wage expenses.

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

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Council budgeted \$252,507 in its adopted Operational Plan and Budget for the 2021/2022 Financial Year, for its Workers Compensation Insurance premium. StateCover has since advised that the premium estimate for the 2021/2022 Financial Year is \$213,206 (excluding GST).

In addition to this, a 2020/2021 adjustment premium of \$14,576 has been paid in the current year, bringing the total premium cost for 2021/2022 to \$227,782. A September Quarterly Budget Review adjustment has been completed for the difference between the budgeted amount and the total estimated premium cost.

The revised budget for the 2021/2022 Financial Year therefore now reflects a premium of \$227,782; however, the Workers Compensation Insurance premium estimate remains for the year at \$213,206.95.

**(b) Governance/Policy**

Nil.

**(c) Legislative/Statutory**

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

**(d) Risk**

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

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

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

**(b) Internal**

Nil.

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

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

**CONCLUSION**

The period 1 March to 31 March 2022 saw one (1) new workers compensation claim, closure of another claim and a substantial increase in both lost time and claims costs.

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

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:** 7.25 AUSTRALIA DAY COMMITTEE - ELECTION OF COMMITTEE

**ECM INDEXES:**

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

**Customer Index:** Australia Day 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

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### PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Australia Day Committee meeting held on Wednesday, 2 March 2022.

### RECOMMENDATION

*THAT Council:*

**1. Endorses the following nine (9) Community Representatives as the newly elected Australia Day Committee:**

- **Bob Arthur;**
- **Bev Edkins;**
- **Richard Edkins;**
- **Peter Haselwood;**
- **Mahri Koch;**
- **Jan Lemon;**
- **Lyn Schumacher;**
- **Kerry Strong; and**
- **Kerrie Sturtridge.**

**2. Endorses the election of office bearers within the newly elected Australia Day Committee as follows:**

- **Chairperson – Jan Lemon; and**
- **Secretary – Mahri Koch.**

## **REPORT**

### **(a) Background**

The Australia Day Committee includes representation from interested community representatives. The Committee is required to organise the annual Australia Day celebrations and consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Australia Day Committee was held on Wednesday, 2 March 2022. Nine nominations were received for membership of the Committee. The representatives who nominated for the Australia Day 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 AGM, 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 Australia Day Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Bob Arthur;
- Bev Edkins;
- Richard Edkins;
- Peter Haselwood;
- Mahri Koch;
- Jan Lemon;
- Lyn Schumacher;

- Kerry Strong; and
- Kerrie Sturtridge.

The election of office bearers was also held, with Jan Lemon elected as Chairperson and Mahri Koch as Secretary.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022, Council's representatives on this Committee are Councillor Andrew Parsons and Councillor Jack Parry.

**(c) Options**

Nil.

**IMPLICATION TO BE ADDRESSED**

**(a) Financial**

An allocation of \$5,000 has been provided within Council's Draft Operational Plan and Budget for the 2022/2023 Financial Year to coordinate Australia Day 2023.

**(b) Governance/Policy**

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

The Australia Day Committee does not have its own bank account but is provided a budget that is managed by the Committee Chair in liaison with Council staff for expenses incurred for the Australia Day celebrations in line with Council's Australia Day Policy.

**(c) Legislative/Statutory**

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

**(d) Risk**

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

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

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

The Australia Day Committee manages the annual Australia Day event that is well attended by members of the Glen Innes Severn community.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

**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 Australia Day Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

The Australia Day Committee has elected nine (9) representatives for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the manual. Council's approval is now sought for the new membership.

**ATTACHMENTS**

Annexure A Australia Day Committee - AGM Minutes 2/3/2022

**Item 7.25**

**REPORT TITLE: 7.26 COMMUNITY ACCESS COMMITTEE - ELECTION OF COMMITTEE**

**ECM INDEXES:**

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

**Customer Index: Community Access 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**

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## **PURPOSE**

The purpose of this report is for Council to consider endorsing recommendations made at the Community Access Committee meeting held on Monday, 7 March 2022.

## **RECOMMENDATION**

***THAT Council:***

- 1. Endorses the following eight (8) community representatives as the elected Community Access Committee:***
  - Maryann Brookfield;***
  - Lyn Cregan;***
  - Joan Jones;***
  - Leonie Lee;***
  - Allison Quinney;***
  - Kerrie Sturtridge;***
  - Julie Teal; and***
  - David Thomas.***
  
- 2. Endorses the election of office bearers within the newly elected Community Access Committee as follows:***
  - Chairperson - Kerrie Sturtridge; and***
  - Vice Chairperson - David Thomas.***

## REPORT

### (a) Background

The Community Access Committee includes representation from interested community representatives. The Committee is required to consider particular matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Community Access Committee was held on Monday, 7 March 2022. Eight nominations were received for membership of the committee. The representatives who nominated for the Community Access 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 Community Access Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

The following eight (8) people submitted nominations; all being recommended for appointment to the Committee:

- Maryann Brookfield;
- Lyn Cregan;
- Joan Jones;
- Leonie Lee;
- Allison Quinney;
- Kerrie Sturtridge;
- Julie Teal; and
- David Thomas.

The election of office bearers was also held, with Kerrie Sturtridge re-elected as Chairperson and David Thomas re-elected as Vice Chairperson. It is to be noted that the secretarial role of this committee is performed by a Council staff member.

In accordance with Council's resolution 8.01/22 dated Tuesday, 11 January 2022, Council's representatives on this Committee are the Mayor (Councillor Rob Banham) and Councillor Carol Sparks. The Director of Infrastructure Services / or delegate and the Manager of Community Services also attends these meetings as a management representative.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

As this is an advisory Committee of Council, the Community Access Committee has no financial delegations, however, its purpose is to discuss key issues and consult with users of local roads to make recommendations to Council.

**(b) Governance/Policy**

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

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

**(c) Legislative/Statutory**

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

**(d) Risk**

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

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

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

The Community Access Committee provides valuable input towards improving access for community members and visitors around the Glen Innes Central Business District (CBD).

**(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 previously consulted in relation to risk.

**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.

**CONCLUSION**

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

The Community Access Committee has elected eight (8) 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      Community Access Committee - AGM Minutes 7/3/2022

**REPORT TITLE: 7.27 CORPORATE AND COMMUNITY SERVICES:  
MONTHLY REPORT FOR MARCH 2022**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Reporting**

**Customer Index: NIL**

**Property Index: NIL**

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

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

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### **PURPOSE**

The purpose of this report is to provide information on the progress of Council's Corporate and Community Services Directorate towards completing the objectives in the Operational Plan and Budget for the 2021/2022 Financial Year.

### **RECOMMENDATION**

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

### **REPORT**

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

The Corporate and Community Services Directorate of Council is responsible for the following key functions: Administration and Human Resources; Aged and Disability Services provided from **Life Choices - Support Services (LC-SS)**; Children and Family Services (**CAFS**); Corporate Planning; Finance; Governance; Information Technology and Communications; Library Services; Rates; Corporate Risk Management and Compliance; Work Health and Safety; and Youth Services.

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

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

## 603 Certificates as to Rates and Charges

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

There were 39 applications for 603 Certificates in March 2022 compared to 38 applications for the same month last year. Year to date, there have been 308 applications compared to 279 applications for the same period last year.

## RISK MANAGEMENT

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

Description	Incidents		
	March	Year to date	2020/2021
Public Incident Report (slip, trip and falls etc.)	0	3	16
Public Property Damage (including roots, trees, sewers, vehicles)	0	4	14
Other: Crypto Locker Attacks etc.	0	0	1
Council Motor Vehicle / Plant Damage	0	9	27
Council Property Damage	0	1	4
Volunteer Incidents – Personal Injury	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>17</b>	<b>62</b>

## COMPLAINTS

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

Month	Complaints Received
July	0
August	0
September	2
October	1
November	2
December	2
January	0
February	4
March	0
<b>Year to Date Total</b>	<b>11</b>

All complaints have been resolved. There are no outstanding complaints.

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

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

### The Youth Booth Update

The new Youth Worker, Donna Symes, a registered Social Worker, commenced work and is a great new asset to The Youth Booth.

March has mainly seen staff working hard to plan Youth Week 2022. Grant funding was secured from the NSW Government to assist with three (3) events from between Monday, 4 April 2022 and Thursday, 14 April 2022.

Youth Week events will include:

- An outdoor movie night in courtyard on Saturday, 9 April 2022 in partnership with JobLink Plus supplying a popcorn machine;
- An excursion to the Willows for a Cultural Walk and fishing trip on Tuesday, 12 April 2022. The Aboriginal Lands Council have been very supportive in the planning of this event;
- An event at the Skate Park on Thursday, 14 April 2022 in collaboration with several services. 'Redfrogs Australia' will be providing a skateboard demonstration, which included provision of skateboards, safety equipment and lunch. Headspace are contributing a large inflatable dart board for youth to kick a soccer ball at and win prizes as well as providing resources on mental health strategies. The **Community Drug Action Team (CDAT)** will also be attending, with merchandise and resources;
- A Mental Health Workshop "Seasons Toolkit" with Amanda Shaw from Hunter New England Health to be held on Wednesday, 13 April 2022 with a focus on dealing with change; and
- A Drug and Alcohol Workshop organised by CDAT with guest speaker Annie Bleeker on Tuesday, 5 April 2022.

The figures below highlight the statistics for The Youth Booth in March. The average number of attendees has increased since February (12.5) to 17.5 in March. The highest number in one (1) day was 23 attendees.

The Youth Booth	March
Number of registered members	81
Average number of visits per day	17.5
Highest number of attendees in one (1) day	23
Number of registered volunteers (as at last day of month)	10
Number of days registered volunteers attended	1

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

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

### CAFS – Supported Family Programs

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

Program	Location	No. of Families	No. of Children
My Time (for Carers)	Glen Innes	8	3
Supported Playgroup Wyaliba	Wyaliba	7	9
Aboriginal Playgroup	Glen Innes	5	7
CAFS Playgroup	Pool House	12	20
NDIS*	Pool House	0	0
<b>TOTAL</b>		<b>32</b>	<b>39</b>

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

### 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 are another organisations hiring our staff to provide services or an individual paying for a service from their own personal funds. Under the **National Disability Insurance Scheme (NDIS)** and Private Funding, Council does not hold any funding, but rather performs a fee for service.

As at 31 March 2022, the number of consumers accessing services with LC-SS was 406, as detailed in the following table:

Local Government Area	Total Number of Consumers	NDIS	People who are Older (DoH)	Private Funding Source
Glen Innes Severn	301	40	256	5
Gwydir Shire	2	0	2	0
Inverell Shire	63	0	63	0
Tenterfield Shire	40	0	40	0
<b>TOTAL</b>	<b>406</b>	<b>40</b>	<b>361</b>	<b>5</b>

### (c) Options

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

- (a) **Financial**  
Nil.
- (b) **Governance/Policy**  
Nil.
- (c) **Legislative/Statutory**  
Nil.
- (d) **Risk**  
Nil.
- (e) **Social**  
Council's Community Services teams 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**  
Information has been provided from the Debtors Officer, 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 information contained within this report demonstrates the work carried out by staff in achieving the strategic and operational objectives as outlined in Council's various plans for the 2021/2022 Financial Year.

## **CONCLUSION**

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

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:** 7.28 DEVELOPMENT, PLANNING AND REGULATORY SERVICES: MONTHLY REPORT FOR MARCH 2022

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Reporting

**Customer Index:** NIL

**Property Index:** NIL

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

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

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### PURPOSE

The purpose of this report is to provide information on the progress of Council's Development, Planning and Regulatory Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2021/2022 Financial Year.

### RECOMMENDATION

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

### REPORT

#### (a) Background

The Development, Planning and Regulatory Services Directorate of Council is currently responsible for the following key functions:

- Saleyards;
- Regulatory and Planning Services;
- Recreation and Open Spaces; and
- Environment and Waste Management.

**(b) Discussion**

A report of statistical data and updates relating to services and projects across this directorate will be presented to Council each month for comparison purposes, showing the previous year's totals, and the year to date figures for the current year. This report includes information from 1 March until 31 March 2022.

**REGULATORY AND PLANNING SERVICES****DEVELOPMENT APPLICATIONS (DA) DATA**

The following table provides a summary of the number and type of applications approved, the value of the work and the average determination time:

	2021-2022 YTD	2020-2021
Total Number of DAs Determined	68	117
Average Determination Time (days) – All Applications	28	11
Average Determination Time (days) – Minor Development*	29	11
Average Determination Time (days) – Major Development**	34	18
Value of DAs	\$11,750,416.94	\$14,746,307
Number of Single Dwellings	11	27
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

**COMPLYING DEVELOPMENT APPLICATION (CDC) DATA**

The table below provides statistical information regarding the number of Complying Development Certificates issued in 2020/2021 compared to the number issued year to date for the current Financial Year:

	2021-2022 YTD		2020-2021	
Total Number of CDCs	6		8	
Value of CDCs	\$242,900		\$533,295	
Number of Single Dwellings	1		1	
	Urban	0	Urban	0
	Rural	0	Rural	1
	Village	1	Village	0

## DEVELOPMENT APPLICATIONS AND COMPLYING DEVELOPMENT CERTIFICATES: Determinations Issued – March 2022

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (herein referred to as “the Act”), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Church Street office. In accordance with *Section 4.59* of the Act and *Clause 161* of the *Environmental Planning and Assessment Regulation 2021*, the following table lists the March 2022 determinations to be publicly notified:

DA/CDC Number	Description	Location
CDC 6/21-22	Erect shed	27 Walter Street, Glen Innes
CDC 7/21-22	Erect patio cover	26 Blessing Street, Glen Innes
DA 65/21-22	Erect shed	213 Bourke Street, Glen Innes
DA 58/21-22	Install manufactured home	2A Robinson Avenue, Glen Innes
DA 36/21-22A	Modify Development Application	2A Robinson Avenue, Glen Innes
DA 61/21-22	Erect shed	267 Ferguson Street, Glen Innes
DA 70/21-22	Erect shed	44 Fawcett Road, Glen Innes
DA 62/21-22	Erect carport	279 Meade Street, Glen Innes
DA 56/21-22	Erect new dwelling and shed	52 Fawcett Road, Glen Innes
DA 53/21-22	Erect shed	64 Mann’s Lane, Glen Innes
DA 57/21-22	Addition to dwelling	16 Bates Avenue, Glen Innes

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

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

## RECREATION AND OPEN SPACES

### 1. Cemeteries

All Cemeteries have been sprayed. Funerals are being attended to as required. Maintenance is being carried out at the cemeteries as time and resources allow. With the excess rain, sunken graves have been attended to as required.

### 2. Parks and Sporting Fields

Wet weather has delayed the mowing program and the parks team is endeavouring to catch up. Winter sports have commenced with training and registration days being held. The touch football competition finals were held on 19 March 2022 after a successful season at Wilson Park and the committee has passed on their thanks to Council for their assistance.

### 3. Aquatic Centres

The after school learn to swim lessons have concluded for the season and the numbers have been good. Emmaville pool closed Sunday 27 March 2022 for the season. Glen Innes Pool closed for the season on 3 April 2022 to allow for some catch up Learn to Swim lessons which were delayed due to the weather.

### 4. Other Open Spaces

1.

The CBD is being checked on a daily workday basis and spraying has been carried out on the Church Street median gardens. This will continue over the next few weeks. Courtyards and public toilets are all being maintained, and major winter maintenance will commence shortly. Storm damaged street trees have been attended to.

### SALEYARDS

The following tables provide comparative yarding's for both sheep and cattle for the current year to date and compared to the total number for the previous four (4) years. The total value of sheep sold is also included, since regular cattle sales ceased in 2019 the cattle value data would not provide value to the table.

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat cattle	149	1,321	2,265	11,471	7,650
Cattle weighing	4,009	5,109	4,655	7,278	8,014
Special cattle sale	131	2,989	1,897	9,422	10,337
<b>Total cattle</b>	<b>4,289</b>	<b>9,419</b>	<b>8,817</b>	<b>28,171</b>	<b>26,001</b>

Description	2021-2022 YTD	2020-2021	2019-2020	2018-2019	2017-2018
Fat sheep	20,178	30,034	29,007	72,143	62,658
<b>Total sheep</b>	<b>20,178</b>	<b>30,034</b>	<b>29,007</b>	<b>72,143</b>	<b>62,658</b>
<b>Sheep gross value</b>	<b>\$3,336,683.50</b>	<b>\$4,894,055</b>	<b>\$3,867,411</b>	<b>\$7,685,449</b>	<b>\$6,472,152</b>

#### (c) Options

Nil.

### **IMPLICATIONS TO BE ADDRESSED**

- (a) **Financial**  
Nil.
- (b) **Governance/Policy**  
Nil.
- (c) **Legislative/Statutory**  
Nil.
- (d) **Risk**  
Nil.
- (e) **Social**  
Nil.
- (f) **Environmental**  
Nil.
- (g) **Economic**  
Nil.
- (h) **Asset Management**  
Nil.

### **CONSULTATION**

- (a) **External**  
Nil.

- (b) **Internal**

The information contained in this report has been collected in consultation with input from departmental managers and staff including the Acting Town Planner, the Saleyard Manager the Manager for Recreation and Open Spaces and the Acting Technical Support Officer.

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

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council's Community Strategic Plan 2017/2027, Delivery Program 2017/2021 and Operational Plan and Budget for the 2021-2022 Financial Year.

### **CONCLUSION**

The statistics contained in this report deliver information to Council on the key activities undertaken in Council's Development, Planning and Regulatory Services Directorate for the month of March 2022.

### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE:** 7.29 REVIEW OF ASSET MANAGEMENT STRATEGY,  
POLICY AND PLANS

**ECM INDEXES:**

**Subject Index:** ASSET MANAGEMENT: Planning

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Cameron MacLachlan - Technical Services Coordinator

**APPROVER/S:** Keith Appleby - Director of Infrastructure Services

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## PURPOSE

The purpose of this report is to present Council with the Draft Asset Management Strategy and associated Asset Management Policy and Plans, for exhibition as part of the 2022-2025 **Integrated Planning and Reporting Framework (IPRF)** requirements.

## RECOMMENDATION

***THAT Council:***

- 1. Approves for the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans to be placed on public exhibition for 28 days from Thursday, 5 May 2022 until Wednesday, 1 June 2022***
- 2. Displays the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans on Council's website, and that they be made available for viewing at the following locations:***
  - Council's Town Hall Office;***
  - Council's Church Street Office; and***
  - The Village Post Offices at Deepwater, Emmaville and Glencoe.***
- 3. Requests the Manager of Asset Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans; otherwise, that the Draft Asset Management Strategy, Asset Management Policy and Asset Management Plans be adopted by Council.***

## REPORT

### (a) Background

The Asset Management Strategy (**Annexure A** - under separate cover), Policy (**Annexure B** - under separate cover) and Plan set (**Annexures C-J** - under separate cover) were last adopted by Council on Thursday, 17 December 2020.

The suite of documents has recently been reviewed in consultation with relevant staff.

### (b) Discussion

Council maintains its Asset Management Planning framework as the primary guide for the provision of physical works and services to the community.

The planning framework is a set of sub-plans based on the **National Asset Management System (NAMS)** Plus template and then adapted to the local situation. The planning framework defines the levels of service for each asset class, describes the assets in detail and provides a thorough overview of the management process. A full financial model including depreciation impacts and forward asset renewal planning is also contained for each class.

Key challenges being faced by Council are the impact of constrained revenue due to rate pegging, combined with rising costs. Recent price increases in fuel and bitumen products in particular will continue to have a negative effect on Council's ability to renew its assets at a pace equal to asset consumption.

Recent and welcome grant funding has allowed Council to gain back some ground in this regard, however the impact of repeated natural disasters is causing some road assets to fail before the expected useful life is reached. Council is hoping to mitigate the impacts of changing climate to some extent by sealing unsealed roads as funding allows.

Improvement of drainage associated with rural roads is also a priority, and an allocation has been made moving forward to use funds from the drainage charge to install more effective drainage structures where required, and to maintain existing drains.

The sealed road network has undergone a substantial review including physical inspection of each segment by an independent consulting specialist, with a recommended treatment type and intervention year being assigned to each road segment. These required works have been matched against available funding streams where possible, however an unfunded component of works remains. This will need to be addressed by borrowings in the Long Term Financial Plan unless new funding sources can be identified.

### (c) Options

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

There are no direct financial implications arising from this report.

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

Once adopted by Council, the revised Asset Management Policy, Strategy and set of Plans will become policy of Council. The Asset Management Plans are a foundational document in Council's Governance structure. These plans define the levels of service for each asset class and set the level of funding for asset renewal that Council will allocate to individual projects as part of the development of the Operational Plan and Budget for the term of the plans.

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

Section 335 of the *NSW Local Government Act 1993* states the following:

*The general manager of a council has the following functions—*

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- (b) to implement, without undue delay, lawful decisions of the council,*
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council...*

### **(d) Risk**

The adoption of an asset management plan set with associated policy and strategy mitigates the risk that Council's assets are not managed in a sustainable manner.

If Council does not have these plans in place, it is at risk of spending money on new assets that are not able to be afforded in the longer term.

The asset management plan set identifies the risk mitigation strategies for each asset class and provides a defence against litigation in some cases by defining the limit of resources available to mitigate risks to the public.

### **(e) Social**

The provision of sustainable services is a key foundation for the community to exist.

The asset management policy, strategy and plan set describe the direction Council has taken to provide various levels of service to the community.

The advertising of the Draft plan provides an opportunity for the community to have informed input into these levels of service and the opportunity to understand the cost implications of decisions that are made.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

This plan defines the asset management processes and practices of Council: setting service levels, defining asset practices, and providing a forward plan for capital and maintenance spending over the ten-year forecast period.

**CONSULTATION**

**(a) External**

The Roads Asset Management Plan is informed by recommendations from the Roads Consultative Committee.

The Draft plans will be placed on public display for a minimum of 28 days to provide for further consultation with the community.

**(b) Internal**

Managers of the relevant asset classes were consulted and involved during the review of the Asset Management Plan set. These included the Manager of Recreation and Open Spaces, the Manager of Integrated Water Services and the Manager of Infrastructure Delivery.

Council's finance team has been involved in the development of the asset management plans and the analysis of operational costs for each class through the development of the Draft Operational Plan and Budget.

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

This item satisfies Council's Delivery Program Infrastructure Management Action IM 1.3.12: Maintain and/or further develop advanced Asset Management Plans across all asset classes.

**CONCLUSION**

Council's Asset Management Policy has been reviewed with no updates required beyond administrative changes. Council's Asset Management Strategy and Plan set has been reviewed to include changes that have occurred since the current suite of documents was adopted in December 2020. The revised documents are now presented to Council for review and endorsement for public display.

## ATTACHMENTS

- Annexure A Draft Asset Management Strategy (*under separate cover*)
- Annexure B Draft Asset Management Policy (*under separate cover*)
- Annexure C Draft Asset Management Plan 1 - Core (*under separate cover*)
- Annexure D Draft Asset Management Plan 2 - Roads (*under separate cover*)
- Annexure E Draft Asset Management Plan 3 - Urban Drainage (*under separate cover*)
- Annexure F Draft Asset Management Plan 4 - Water (*under separate cover*)
- Annexure G Draft Asset Management Plan 5 - Sewerage (*under separate cover*)
- Annexure H Draft Asset Management Plan 6 - Buildings, Structures and Land (*under separate cover*)
- Annexure I Draft Asset Management Plan 7 - Bridges (*under separate cover*)
- Annexure J Draft Asset Management Plan 8 - Plant and Fleet (*under separate cover*)

**REPORT TITLE: 7.30 MONTHLY REPORT FROM THE INFRASTRUCTURE SERVICES DIRECTORATE FOR MARCH 2022**

**ECM INDEXES:**

**Subject Index: CORPORATE MANAGEMENT: Reporting**

**Customer Index: NIL**

**Property Index: NIL**

**AUTHOR: Jai Brummell - Personal Assistant (Director of Infrastructure Services)**

**APPROVER/S: Keith Appleby - Director of Infrastructure Services**

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### **PURPOSE**

The purpose of this report is to provide information on the progress of Council's Infrastructure Services Directorate towards completing the objectives which have been identified as part of the Operational Plan and Budget for the 2021/2022 Financial Year.

### **RECOMMENDATION**

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

### **REPORT**

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

The Infrastructure Services Directorate of Council is responsible for the following key functions:

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

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

(b) Discussion

**INFRASTRUCTURE DELIVERY**

During March our road network has been significantly affected by large volumes of rainfall, resulting in another natural disaster declaration. Council has been in emergency response mode trying to restore access for numerous residents and property owners, primarily on the eastern side of the New England Highway.

The continuous rainfall has caused the roads already damaged by previous rain events to deteriorate further. The result is severe damage throughout the road network. Image 1 below shows road damage and repairs on East Lynne Road, Moggs Swamp.



Image 1 – Progression of works on East Lynn Road

All works teams have been re-assigned to the natural disaster recovery efforts. The teams consist of two (2) grading teams, the construction team, the bridge team, the maintenance team, the heavy patch team, and the drainage team.

Routine maintenance grading schedules will be affected by this redirection of resources and a map showing grading accomplishment to date is included as **Annexure A**.

## MAINTENANCE ENQUIRIES AND RESPONSES

**Table 1** below categorises maintenance enquiries into categories based on assigned timeframes. Council aims to have at least 90% of issues resolved within the priority timeframe.

Year	Total Reports	Out of Assigned Timeframe		Within Assigned Timeframe	
		Completed	Yet to be completed	Completed	Yet to be completed
2021	949	60	51	810	28
		12%		88%	
2022	364	2	46	196	120
		13%		87%	

Table 1

## INTEGRATED WATER AND SUSTAINABILITY SERVICES

The Beardy and Deepwater Weirs have remained full and flowing throughout the reporting period. Staff have been undertaking preparation works around Deepwater for the installation of Taggle automatic water meters. These will be installed first in Deepwater and then in Glen Innes and will enable more efficient collection of water data moving forward.

Water pumped from the ponds to the **Water Treatment Plant (WTP)** for processing in the month was 39.7ML. Water pumped and processed at Deepwater was 2.55ML. 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 Results Report for the month are attached as **Annexure B**. The report shows that 100% of the samples provided were within the **Australian Drinking Water Guidelines (ADWG)** for chemistry and microbiology.

## GLEN INNES AGGREGATES

Weather conditions were challenging over the month of March for **Glen Innes Aggregates (GIA)**, but significant mixing and screening of material has been undertaken to meet demand for road maintenance.

Crush and screen operations have commenced with crusher run road base being the targeted product to enable mixing of **DGB (Densely Graded Base)** for heavy patching and overlay work on the sealed road network. Overburden stripping work has also commenced on the eastern side of the weighbridge, but at this stage the bridge is still in use. The bridge will be closed once the blast date is confirmed before being dismantled for possible relocation to the Wattle Vale site.

All computers and furniture have now been relocated to the new office and pipe work is now completed on the entry / exit to Shannon Vale Road. Road work has been completed adjacent to the weighbridge.

Work has concluded at Benton's Pit on Kangaroo Flat Road, Emmaville. This pit has now been rehabilitated with approximately 15,000 tonnes being processed and transported onto Kangaroo Flat Road and Swamp Oak Road for re-sheeting.

### **EMERGENCY MANAGEMENT AND RECOVERY**

The **Local Emergency Management Officer (LEMO)** held initial meetings with contractors for the **Emergency Operations Centre (EOC)** Critical Upgrade Program at the Northern Tablelands Fire Control Centre. The project completion date is 30 June 2022. Bushfire Hazard Reduction works were completed at Martin's Lookout (Water Treatment Plant). The next phase of works will target Council's landfill sites.

The **Community Resilience Officer (CRO)** continued engagement with the Wyaliba community's Healing Centre Project and organized weekly broadcasts for the Safe in Our Town Committee.

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

Nil.

### **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

Nil.

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

Maintenance of Council's infrastructure assets is in accordance with the Risk Management - Roads and Carparks Policy, Risk Management Footpath and Cycleway Policy and the Roads Hierarchy Policy.

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

Town Water is supplied in Glen Innes and Deepwater in accordance with the *Australian Drinking Water Guidelines (updated 2018)* and the *NSW Public Health Act 2010*.

The Glen Innes sewerage system is operated under an Environmental Protection Licence no. 576.

Council manages its responsibilities as the road authority under the *Roads Act 1993*.

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

Council manages the risks associated with infrastructure through the adaption of various NSW StateWide Best Practice Manuals into policy.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

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

**(b) Internal**

Nil.

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

This item links to Council's Delivery Program Infrastructure Management Action IM 1.3.03: Implement maintenance infrastructure works according to adopted service levels.

**CONCLUSION**

The statistics provided in this report provide information to Council on the key activities undertaken within Council's Infrastructure Services Directorate within the current Financial Year.

**ATTACHMENTS**

Annexure A     Grading Accomplishment Map  
Annexure B     Drinking Water Monitoring Program Results Report

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

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

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

**REPORT TITLE: 8.1 NOTICE OF MOTION - UNIVERSAL ACCESS TO EARLY LEARNING (THRIVE BY FIVE CAMPAIGN)**

### ECM INDEXES:

**Subject Index: COMMUNITY SERVICES: Early Intervention**

**Customer Index: Thrive by Five**

**Property Index: NIL**

**AUTHOR: Carol Sparks - Councillor**

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### MOTION

***That Council provides a letter of support to the Thrive by Five Campaign.***

I, Councillor Carol Sparks, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 28 April 2022, I intend to move the following motion:

*That Council provides a letter of support to the Thrive by Five Campaign.*

### RATIONALE

I am calling on all Councillors to support the Thrive by Five Campaign.

The Thrive by Five Campaign strives to provide a high quality, affordable early learning system that creates a brighter future for our children.

During the first five (5) years of life the human brain develops to 90 per cent of an adult's size.

## Item 8.1

This makes the early years critical for lifelong learning and wellbeing. Early learning can help give the children the best start in life, impacting on their future health, wellbeing, working potential and social participation.

Every child should start school ready to learn, with the opportunity to fulfill their potential.

But Australia's early learning and childcare system has become outdated and expensive.

Although it is an essential service, Federal Government funding has failed to keep pace, leaving families with out-of-pocket with expenses and creating unequal access to appropriate high-quality early learning and childcare.

Parents, educators, experts, people from all sides of politics and all walks of life have come together to support this campaign which aims to ensure every Australian child can benefit from high quality, universally accessible and affordable early learning and childcare.

Reform of the early learning and childcare system will drive workforce participation, particularly for women, boost productivity and **Gross Domestic Product (GDP)**, boost our nation's education performance, and give children the best possible start in life.

Reducing out-of-pocket costs for working families will flow directly into increased household spending. A high quality, universally accessible and affordable early learning system will allow an extra 98,800 parents, mainly women to get back into the workforce, boosting productivity and the economy.

Many Australian women don't work more than three (3) days a week because that is the tipping point where the cost of care becomes unreasonably expensive when compared with earning potential.

As a result, these women experience difficulty when they try to increase the amount they work and face lifelong challenges through lost earnings and low superannuation. Many women drop out of the workforce because of the cost of early learning and childcare.

This should not be a party-political issue: the campaign calls on all sides of politics to commit to supporting early learning and childcare.

I am recommending that we support this campaign and call on all Councillors to support a high quality, universally accessible and affordable early learning system that creates a brighter future for our children.

This Notice of Motion is not committing Council financially.

I commend this Notice of Motion to Council.

Carol Sparks  
Councillor  
Date: 23 March 2022

## ATTACHMENTS

There are no annexures to this report.

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

**REPORT TITLE:** 9.1 CORRESPONDENCE AND PRESS RELEASES

**ECM INDEXES:**

**Subject Index:** CORPORATE MANAGEMENT: Reporting

**Customer Index:** NIL

**Property Index:** NIL

**AUTHOR:** Jeff Carroll - Records Supervisor

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

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### PURPOSE

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

### RECOMMENDATION

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

### Correspondence

- Australian Local Government Association – newsletter;
- Inside Local Government – newsletters;
- Local Government Information Unit – policy updates;
- Local Government NSW – newsletters;
- Local Land Services – newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports and media alerts;
- Office of Local Government – circulars, COVID-19 updates and newsletters; and
- Regional Australia Institute – newsletter.

## **Press Releases**

- Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, Member for New England, The Hon. Barnaby Joyce;
- Joint media release – Minister for Emergency Management and National Recovery and Resilience, Senator The Hon. Bridget McKenzie; NSW Deputy Premier, Minister for Regional NSW, Minister for Police, The Hon Paul Toole MP; NSW Minister for Women, Minister for Regional Health, Minister for Mental Health, The Hon. Bronnie Taylor; NSW Minister for Emergency Services and Resilience, The Hon. Steph Cooke MP; and NSW Minister for Aboriginal Affairs, Minister for the Arts, Minister for Regional Youth, The Hon. Ben Franklin MLC;
- Member for Northern Tablelands, Mr Adam Marshall; and
- WaterNSW.

## **Publications**

- LG Focus – February 2022.

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

**REPORT TITLE: 9.2 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**

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**PURPOSE**

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

**RECOMMENDATION**

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

**ATTACHMENTS**

Annexure A Australian Standing Stones Management Board - 16/03/22  
Annexure B Community Access Committee - 7/02/22  
Annexure C Community Access Committee - 7/03/22  
Annexure D Emmaville Mining Museum Committee - 17/02/22  
Annexure E Glen Elgin Federation Sports Committee - 10/03/22  
Annexure F Glen Innes Saleyards Advisory Committee - 9/02/22  
Annexure G Library Committee - 18/02/22  
Annexure H Minerama Committee - 7/03/22

**REPORT TITLE:** 9.3 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

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**PURPOSE**

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

Country Mayors Association of NSW	11/03/22
North West Weight of Loads Committee	8/02/22

**RECOMMENDATION**

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

**ATTACHMENTS**

Annexure A Country Mayors Association of NSW - 11/03/22

## 10 REPORTS FROM DELEGATES

**REPORT TITLE:** 10.1 REPORTS FROM DELEGATES

**ECM INDEXES:**

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

**Customer Index:** INTERNAL DEPT - Councillors

**Property Index:** NIL

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

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

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### PURPOSE

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

### RECOMMENDATION

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

### REPORT

#### (a) Background

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

- Councillor/Staff Committees of Council: four (4);
- Community Committees of Council: 20;
- Groups of Council: three (3);
- Delegates of Council: two (2);
- Community Committees NOT Committees of Council: 17.

Council delegates are usually assigned annually at the September Ordinary Council Meeting. Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

**(b) Discussion**

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Tuesday, 11 January 2022:

**8.01/22 RESOLUTION**

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

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

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

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

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

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

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

The following meetings were held by Section 355 Community Committees of Council during March 2022:

<b>Name of Committee</b>	<b>Councillor Delegate(s)</b>	<b>Date</b>
Australia Day Committee (AGM)	Cr Parsons, Cr Parry	2/3/22
Community Access Committee (AGM)	Cr Banham, Cr Sparks	7/3/22
Glencoe Hall Committee (AGM)	Cr Parry, Cr Parsons	9/3/22
Glen Elgin Federation Sports Committee	Cr Gresham	10/3/22
Minerama Committee	Cr Sparks	14/3/22
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	16/3/22

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Local Government NSW Special Conference	1/3/22 2/3/22
	Interview With ABC	3/3/22
	Meeting with Business Owner	3/3/22
	Meeting with stakeholders of the Cemetery	4/3/22
	Meeting with the General Manager regarding the Cemetery	4/3/22
	Super Strawberry 50 <sup>th</sup> Birthday celebrations	5/3/22
	New England Joint Organisation Meeting at Warialda	7/3/22
	Community Consultation Session (Local Lands Council and culturally diverse groups)	8/3/22
	Community Consultation Session (Glen Innes)	8/3/22
	Community Consultation Session (Glencoe)	9/3/22
	Whole of Council Staff Meeting	9/3/22
	Community Consultation Session (Deepwater)	10/3/22
	Community Consultation Session (Emmaville)	10/3/22
	Councillor Workshop	10/3/22
	Site Visit re DA 25/20-21	11/3/22
	International Women's Day Event	11/3/22
	Minerama	12/3/22
	Men's Table Information Meeting	13/3/22
	Meeting with the General Manager and Deputy Mayor	14/3/22
	Meeting with Judi Toms regarding Australian Celtic Festival commitments	14/3/22
	Access Committee Meeting	15/3/22
	Meeting with local Doctor and the Deputy Mayor	15/3/22
	Australian Standing Stones Management Board Meeting	16/3/22
Meeting with Locum at Glen Innes Hospital and the Deputy Mayor	17/3/22	
GLENRAC Committee Meeting	18/3/22	

Councillor	Name of Meeting / Function	Date attended
	Harmony Day	21/3/22
	Meeting with Director of Infrastructure at Emmaville	21/3/22
	Glen Innes Hospital Accreditation Meeting with the Deputy Mayor	22/3/22
	Business Paper Review Meeting	23/2/22
	Launch of Public Art in Veness Park	23/3/22
	Meeting with the General Manager and the Deputy Mayor	23/3/22
	Meeting with Cass Hill re Chamber of Commerce	23/3/22
	Pre-Meeting Briefing Session	24/3/22
	Ordinary Council Meeting	24/3/22
	Primary Health Network (PHN) Council Medical Workforce Discussion	24/3/22
	Budget Workshop: Draft Fees and Charges and Draft Capital Works	28/3/22
	Coffee Incident Raffle Draw for Red Cross	28/3/22
	Office of Local Government (OLG) Webinars: <ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Making the Most of Meetings</li> <li>• Integrated Planning and Reporting</li> <li>• Internal Audit</li> <li>• The Governing Body and Financial Management of Councils</li> <li>• Appropriate Conduct and Ethical Decision Making</li> <li>• Working Together</li> </ul>	29/3/22
	Budget Workshop: Presentation on any proposed operational amendments from the previous year's budget	30/3/22
	Farmers NSW Renewable Energy Zone (REZ) Consultation Meeting	31/3/22
Zoom Meeting with the Deputy Mayor, Armidale Mayor Sam Coupland, The Hon. Adam Marshall, Dr Nicholas Gurieff Minister of Energy Office, Mike Young Energy Co	31/3/22	
Cr T Arandale (Deputy Mayor)	Local Government NSW Special Conference	1/3/22 2/3/22
	Meeting with Business Owner	4/3/22
	Audit Risk and Improvement Committee (ARIC) Meeting	4/3/22

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Councillor	Name of Meeting / Function	Date attended
	Meeting with stakeholders of the Cemetery	4/3/22
	Hit the Ground Running online training	5/3/22
	Super Strawberry 50 <sup>th</sup> Birthday celebrations	5/3/22
	Earl Sharman Retirement Dinner	5/3/22
	Community Consultation Session (Community Sector Organisations)	7/3/22
	Community Consultation Session (Tourism / Economic Development)	7/3/22
	Community Consultation Session (Local Lands Council and culturally diverse groups)	8/3/22
	Community Consultation Session (Glen Innes)	8/3/22
	Community Consultation Session (Glencoe)	9/3/22
	Whole of Council Staff Meeting	9/3/22
	Community Consultation Session (Deepwater)	10/3/22
	Community Consultation Session (Emmaville)	10/3/22
	Councillor Workshop	10/3/22
	Site Visit re DA 25/20-21	11/3/22
	Meeting with Business Owner	11/3/22
	Community Consultation Session (Pinkett)	11/3/22
	International Women's Day Event	11/3/22
	Hit the Ground Running online training	12/3/22
	Mayoral Meeting	14/3/22
	Meeting with Business Owner	14/3/22
	Meeting with Judi Toms regarding Australian Celtic Festival commitments	14/3/22
	Access Committee Meeting	15/3/22
	Meeting with Locum at Glen Innes Hospital	17/3/22
	Hit the Ground Running online training	17/3/22
	Harmony Day	21/3/22
	Site Visit Warwick Twigg Indoor Sports Facility	21/3/22
	Hospital Accreditation Meeting	22/3/22
	Launch of Public Art in Veness Park	23/3/22
	Mayoral Meeting with the General Manager	23/3/22

Councillor	Name of Meeting / Function	Date attended
	Mayoral Meeting with Cass Hill re Chamber of Commerce	23/3/22
	Pre-Meeting Briefing Session	24/3/22
	Ordinary Council Meeting	24/3/22
	Mayoral Meeting with Primary Health Network (PHN)	24/3/22
	Mayoral Meeting with Local Doctor	24/3/22
	Mayoral Meeting with the General Manager	24/3/22
	Budget Workshop: Draft Fees and Charges and Draft Capital Works	28/3/22
	Coffee Incident Raffle Draw for Red Cross	28/3/22
	Budget Workshop: Presentation on any proposed operational amendments from the previous year's budget	30/3/22
	Farmers NSW Renewable Energy Zone (REZ) Consultation Meeting	31/3/22
	Renewable Energy Zone (REZ) Mayor's Meeting	31/3/22
	Cr T Alt	Community Consultation Session (Glen Innes)
	Pre-Meeting Briefing Session	24/3/22
	Ordinary Council Meeting	24/3/22
	Budget Workshop: Presentation on any proposed operational amendments from the previous year's budget	30/3/22
	Cr L Gresham	Australian Celtic Festival Funding Announcement with Adam Marshall, MP at the Australian Standing Stones
	Super Strawberry 50 <sup>th</sup> Birthday celebrations	5/3/22
	Australian Standing Stones Management Board Flag Lowering celebrating St David's Day (Wales) and St Piran's Day (Cornwall)	5/3/22
	Community Consultation Session (Community Sector Organisations)	7/3/22
	Community Consultation Session (Tourism / Economic Development)	7/3/22
	Community Consultation Session (Local Lands Council and culturally diverse groups)	8/3/22
	Community Consultation Session (Glen Innes)	8/3/22
	Community Consultation Session (Glencoe)	9/3/22

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Councillor	Name of Meeting / Function	Date attended
	Community Consultation Session (Deepwater)	10/3/22
	Community Consultation Session (Emmaville)	10/3/22
	Councillor Workshop	10/3/22
	Site Visit re DA 25/20-21	11/3/22
	Community Consultation Session (Pinkett)	11/3/22
	Glen Innes Highlands Visitor Association Meeting	14/3/22
	Australian Standing Stones Management Board Meeting	16/3/22
	Pre-Meeting Briefing Session	24/3/22
	Ordinary Council Meeting	24/3/22
	Budget Workshop: Draft Fees and Charges and Draft Capital Works	28/3/22
	New England County Council Meeting	29/3/22
	Budget Workshop: Presentation on any proposed operational amendments from the previous year's budget	30/3/22
Cr J Parry	Australia Day Committee AGM	2/3/22
	Community Consultation Session (Community Sector Organisations)	7/3/22
	Community Consultation Session (Tourism / Economic Development)	7/3/22
	Community Consultation Session (Local Lands Council and culturally diverse groups)	8/3/232
	Community Consultation Session (Glen Innes)	8/3/22
	Community Consultation Session (Glencoe)	9/3/22
	Glencoe Hall AGM	9/3/22
	Community Consultation Session (Deepwater)	10/3/22
	Community Consultation Session (Emmaville)	10/3/22
	Site Visit re DA 25/20-21	11/3/22
	Community Consultation Session (Pinkett)	11/3/22
	Councillor Workshop	10/3/22
	Pre-Meeting Briefing Session	24/3/22
	Ordinary Council Meeting	24/3/22

Councillor	Name of Meeting / Function	Date attended
	Budget Workshop: Draft Fees and Charges and Draft Capital Works	28/3/22
	Budget Workshop: Presentation on any proposed operational amendments from the previous year's budget	30/3/22
Cr A Parsons	Councillor Workshop	10/3/22
	Glen Innes and District Community Centre Meeting	28/3/22
	Pre-Meeting Briefing Session	24/3/22
	Ordinary Council Meeting	24/3/22
Cr C Sparks	Hit the Ground Running online training	5/3/22
	Clean up Australia Day	6/3/22
	Community Consultation Session (Community Sector Organisations)	7/3/22
	Community Consultation Session (Tourism / Economic Development)	7/3/22
	Access Committee Meeting	7/3/22
	Minerama Committee Meeting	7/3/22
	Community Consultation Session (Local Lands Council and culturally diverse groups)	8/3/22
	Family Youth and Support Services Committee Meeting	8/3/22
	Community Consultation Session (Deepwater)	10/3/22
	Community Consultation Session (Emmaville)	10/3/22
	Councillor Workshop	10/3/22
	Minerama	11/3/22
	International Women's Day Event	11/3/22
	Minerama	12/3/22
	Red Cross Stall	12/3/22
	Minerama pack up	13/3/22
	Interagency Committee Meeting	14/3/22
	Safe in our Town Committee Meeting	17/3/22
	Preliminary Interview with Emma Broomfield	18/3/22
	Meeting with Deputy Mayor	21/3/22
	Harmony Day	21/3/22
	Site Visit Warwick Twigg Indoor Sports Facility	21/3/22

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Councillor	Name of Meeting / Function	Date attended
	Glen Innes Art Gallery Committee Meeting	21/3/22
	Launch of Public Art in Veness Park	23/3/22
	Pre-Meeting Briefing Session	24/3/22
	Ordinary Council Meeting	24/3/22
	Community Centre Committee Meeting	28/3/22
	Budget Workshop: Presentation on any proposed operational amendments from the previous year's budget	30/3/22
	Community Centre for CWA Flood Appeal	31/3/22
	Webinar with Emma Broomfield (Glen Innes, Ballina, Coffs Harbour and Grafton Councillors experiencing Catastrophic events and what we have learnt and where do we go from here?)	31/3/22

**(c) Options**

Nil.

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

Nil.

**(b) Governance/Policy**

Although the majority of Council committees are advisory in nature, input from these committees assists Council in formulating policy.

**Manual for Community Committees of Council**

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

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

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

**(c) Legislative/Statutory**

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

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

How a council may exercise functions.

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

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

**(d) Risk**

Nil.

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Personal Assistant (Director of Corporate and Community Services) provided the information regarding the meetings held by Section 355 Community Committees of Council.

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

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

This item links to Council's Community Strategic Plan Objective CS 5 'Celebrate and encourage community committees (volunteerism) and CS 5.1 'Promote partnerships between the community and Council in achieving this objective'.

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

**CONCLUSION**

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

Due to the postponement of the NSW Local Government Elections from Saturday, 4 September 2021 until Saturday, 4 December 2021, new delegates were assigned at the Ordinary Council Meeting held on Tuesday, 11 January 2022. These delegates will remain in place until Thursday, 22 September 2022.

**ATTACHMENTS**

There are no annexures to this report.

**11 MATTERS OF AN URGENT NATURE**

**12 CONFIDENTIAL MATTERS**