



BUSINESS PAPER

**Economic and Community
Sustainability Committee Meeting
Wednesday, 9 August 2023**

INVERELL SHIRE COUNCIL**NOTICE OF ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING**

4 August, 2023

An Economic and Community Sustainability Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 9 August, 2023, commencing at **10.30am**.

Your attendance at this Economic and Community Sustainability Committee Meeting would be appreciated.

Please Note: Under the provisions of the Code of Meeting Practice the proceedings of this meeting (including presentations, deputations and debate) will be recorded. The audio recording of the meeting will be uploaded on the Council's website at a later time. Your attendance at this meeting is taken as consent to the possibility that your voice may be recorded and broadcast to the public.

I would like to remind those present that an audio recording of the meeting will be uploaded on the Council's website at a later time and participants should be mindful not to make any defamatory or offensive statements.

P J HENRY PSM

GENERAL MANAGER

Agenda

1	Apologies	5
2	Confirmation of Minutes.....	5
3	Disclosure Of Conflict Of Interests/Pecuniary And Non-Pecuniary Interests	9
4	Destination Reports.....	10
	4.1 Request for Council's Assistance - Eat Drink Live New England 2023	10
5	Information Reports.....	21
	5.1 Library Statistics 2022/23	21
	5.2 Election of Mayor	24
6	Governance Reports.....	28
	6.1 Governance - Monthly Investment Report	28

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- **Pecuniary** – regulated by the *Local Government Act 1993* and Office of Local Government
- **Non-pecuniary** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

- 1st** Do I have private interests affected by a matter I am officially involved in?
2nd Is my official role one of influence or perceived influence over the matter?
3rd Do my private interests conflict with my official role?

Local Government Act 1993 and Model Code of Conduct

For more detailed definitions refer to Sections 442, 448 and 459 or the *Local Government Act 1993* and Model Code of Conduct, Part 4 – conflicts of interest.

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 451(1) of the *Local Government Act 1993* (pecuniary interests) and Part 4 of the Model Code of Conduct prescribed by the Local Government (Discipline) Regulation (conflict of interests) it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

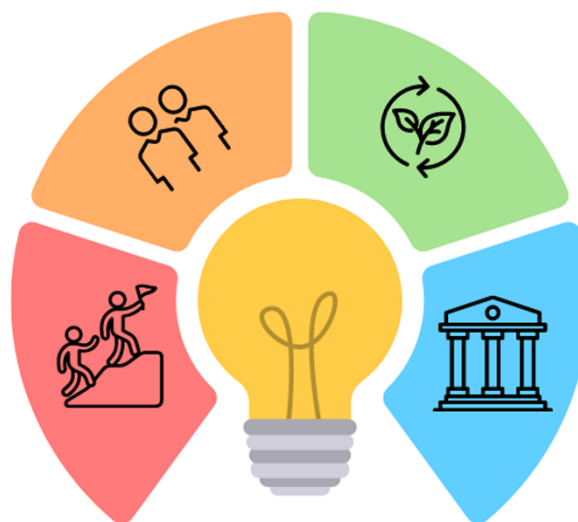
A Declaration form should be completed and handed to the General Manager as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Forms can be downloaded at [Disclosure of pecuniary interests form](#) or [non-pecuniary interests form](#)

Quick Reference Guide

Below is a legend that is common between the:

- Inverell Shire Council Strategic Plan;
- Inverell Shire Council Delivery Plan; and
- Inverell Shire Council Operational Plan.

OUR DESTINATIONS



01 LEADERSHIP



We will be an accountable and responsible Council that will be involved with the community and responsibly manage public resources.

02 PROSPERITY



The Shire has a diverse, strong local economy that provides opportunities that contribute to the quality of life for the community.

03 LIVEABILITY



Our community is healthy, safe, educated and offers opportunities for people of all ages and abilities. We value our natural and built environment.

04 SERVICES & INFRASTRUCTURE



Our community is enhanced by the provision of civic services and infrastructure. These services are planned and financially sustainable.

1 APOLOGIES

2 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 12 July, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.

**MINUTES OF INVERELL SHIRE COUNCIL
ECONOMIC AND COMMUNITY SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,
INVERELL
ON WEDNESDAY, 12 JULY 2023 AT 11.05AM**

PRESENT: Cr Paul Harmon (Mayor), Cr Kate Dight, Cr Jo Williams, Cr Stewart Berryman, Cr Jacko Ross, Cr Wendy Wilks and Cr Di Baker.

IN ATTENDANCE: Paul Henry (General Manager), Brett McInnes (Director Civil & Environmental Services) and Paul Pay (Director Corporate and Economic Services).

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jo Williams

That:

- I. The apology received from Cr Paul King for personal reasons be accepted and leave of absence granted; and*
- II. The apology received from Cr Nicky Lavender for business reasons be accepted and leave of absence granted.*

CARRIED

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Kate Dight

Seconded: Cr Jo Williams

That the Minutes of the Economic and Community Sustainability Committee Meeting held on 14 June, 2023, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

Nil

4 DESTINATION REPORTS

4.1 REQUEST FOR DONATION - INVERELL YOUTH CENTRE S12.22.1/16

COMMITTEE RESOLUTION

Moved: Cr Stewart Berryman

Seconded: Cr Di Baker

That the Committee recommends to Council that Council does not accede to the donation request.

CARRIED

4.2 DOLLY PARTON'S IMAGINATION LIBRARY S3.6.1/17

COMMITTEE RESOLUTION

Moved: Cr Jo Williams

Seconded: Cr Kate Dight

The Committee recommends to Council that Council not participate in the Dolly Parton's Imagination Library program.

CARRIED

5 INFORMATION REPORTS

COMMITTEE RESOLUTION

Moved: Cr Jo Williams

Seconded: Cr Kate Dight

That the following information reports be received and noted.

CARRIED

5.1 EMERGENCY SERVICES LEVY (ESL) S12.13.1

5.2 ADVANCE PAYMENT OF 2022-2023 FINANCIAL ASSISTANCE GRANT S15.8.13/14

6 GOVERNANCE REPORTS

6.1 GOVERNANCE - MONTHLY INVESTMENT REPORT S12.12.2

COMMITTEE RESOLUTION

Moved: Cr Jo Williams

Seconded: Cr Kate Dight

The Committee recommends to Council that:

i) the report indicating Council's Fund Management position be received and noted; and

ii) *the Certification of the Responsible Accounting Officer be noted.*

CARRIED

The Meeting closed at 11.23am.

3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

4 DESTINATION REPORTS

4.1 REQUEST FOR COUNCIL'S ASSISTANCE - EAT DRINK LIVE NEW ENGLAND 2023

File Number: S12.22.1/16 / 23/25310

Author: Kristy Paton, Corporate Support Officer - Publishing

SUMMARY:

Council is in receipt of a letter from Sean Taylor, Event Coordinator, Eat Drink Live New England, requesting assistance from Council on a number of matters.

The Committee is requested to consider these requests.

RECOMMENDATION:

A matter for the Committee.

COMMENTARY:

Council is in receipt of a letter from Sean Taylor, the Event Coordinator for Eat Drink Live New England 2023.

The planning for this year's event is well underway and will include the following:

- Saturday, 4th November - Art Gallery Evening celebrating the announcement of the Inaugural EDL Gather & Taste Art Prize.
- Friday, 10th November - Literary Dinner held with Inverell Shire Library at the Inverell Club with renowned Australian author Mr Peter Wat.
- Saturday, 11th November - Eat Drink Live New England Market Day 10am–3pm.

Mr Taylor has requested Council's assistance with the following:

- **Waiving of Town Hall Annex hire fee for Saturday, 11th November, 2023.**

Mr Taylor has requested the use of the Town Hall Annex on Saturday, 11th November for the Market Day being held from 10am to 3pm. Feedback received by the Committee about previous years events is that there are limited children's activities on offer. The Annex would be used as cool, undercover play area for small children and a quiet parent area. The Committee will work with local schools and the toy library to ensure activities are available. Mr Taylor states in his letter that the Annex would be left clean after the event and food will not be allowed to be consumed in this area.

The cost to hire the Annex for a 'daylight' event is \$230. Mr Taylor has requested this fee be waived for the Market Day.

- **Street Closure**

Mr Taylor has requested the closure of Evans Street between Otho Street and Campbell Street from 12pm on Friday 10 November 2023. Closure is requested to coincide with their annual event to be held Saturday 11 November 2023 to allow for sufficient time for the set-up of barriers, stall sites and amenities. It is proposed that normal traffic flow in Evans Street will be reinstated at 6.00pm on Saturday, 11 November at the event's conclusion. For the information of the Committee **Attachment 1** contains a copy of the correspondence requesting the road closure, the associated map and a risk assessment.

Closure at the precinct in previous years has not created any traffic management issues.

Council has legislated authority under the *Roads Act 1993 – Section 122* to grant a permit for an event with associated road closure. Should Council agree to the requested road closure, the appropriate approvals will be obtained from the NSW Police.

Access to the Art Gallery and the owner of 83-85 Otho Street would be impacted by any road closure approval. As for past events, The Event Coordinator for Eat Drink Live New England will approach representatives of both sites for their consent. The Committee will also need to accommodate any vehicles that may be within the confines of this area when the proposed road closures commence. Those vehicles will need to be monitored and owners provided a prompt, clear and unobstructed exit from the area.

The estimated cost to Council for staff to set up and remove road closures is \$450. The organising Committee have requested in-kind sponsorship from Council to cover the cost of the road closure.

Several other requests for in-kind support from Council have been made for the event. They include the following:

- Extra Bins. Council will be supplying extra bins for the event as per previous years.
- Advertising for the event through Council's Social Media and the LED 'What's On In Inverell' sign at the Tourist Information Centre.
- Access to Power – keys will be made available to the Committee prior to the event in order to gain access to the power boxes in Evans Street.
- Street Banner – Council has processed and approved the application for the street banner to be erected in support of the Eat, Drink, Live New England event.
- ISC Shade Structures – Council is requested to provide assistance with the set up of Council shade structures as per previous years.

The Committee is requested to make a determination regarding Eat Drink Live New England's request for closure of Evans Street between Otho & Campbell Streets between the hours of 12pm on Friday, 10 November 2023 and 6pm Saturday, 11 November 2023 and the waiving of the hire fee for the Town Hall Annex on Saturday, 11 November, 2023.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Council has sufficient funding in the 2023/24 donations budget (\$49,200) to fund road closures and town hall hire fees should council wish to support this event.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

1. Request for Road Closure with Map and Risk Assessment [📄](#)

SPECIAL EVENT GUIDE

[Return to Table of Content](#)**Special Event Resources****Special Event Transport Management Plan**Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan**1. EVENT DETAIL****1.1. Event Summary**

Event Name: Eat Drink Live New England
 Event Location: Evans Street Cultural Precinct Inverell
 Event Date: 11/11/23 Event Start Time: 10am Event Finish Time: 3pm
 Event Setup Time: 10/11/23 12pm Event Pack down Finish Time: 11/11/23 6pm
 Event is ☐ off-street ☐ on-street moving ☒ on-street non-moving
 Event is ☐ held regularly throughout the year (calendar attached)

1.2. Event Summary

Event Organiser*: The Inverell Club (Sean Taylor)
 Phone: _____ Fax: _____ Mobile:
 Email: eatdrinklive.newengland@outlook.com
 Event Management Company (if applicable): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Police: Inverell Police
 Phone: 67220599 Fax: _____ Mobile: _____
 Email: _____
 Council: Inverell Shire Council
 Phone: 0267288288 Fax: _____ Mobile: _____
 Email: council@inverell.nsw.gov.au
 Transport Management Centre
 (if Class 1 – Sydney Metropolitan Area): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Roads & Maritime Service
 (if Class 1 – regional NSW and Class 2 event): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

1.3. Brief description of the event (one paragraph)

closed street market stall event celebrating local produce, artisans + businesses

2. RISK MANAGEMENT TRAFFIC



2.1. Occupational Health & Safety – Traffic Control

- ☒ Risk assessment plan (or plans) attached

2.2. Public Liability Insurance

- ☐ Public liability insurance arranged. Certificate of currency attached.

2.3. Police

- ☐ Police written approval obtained

2.4. Fire Brigades and Ambulance

- ☐ Fire brigades notified
☐ Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT



3.1. The route or location

- ☒ Map attached

3.2. Parking

- ☐ Parking organised – details attached
☒ Parking not required

3.3. Construction, traffic calming and traffic generating developments

- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
☒ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4. Trusts, authorities or Government enterprises

- ☐ This event uses a facility managed by a trust, authority or enterprise; written approval attached
☒ This event does not use a facility managed by a trust, authority or enterprise

3.5. Impact on/or Public Transport

- ☐ Public transport plans created - details attached
☒ Public transport not impacted or will not impact event

3.6. Reopening roads after moving events

- ☐ This is a moving event - details attached.
☒ This is a non-moving event.

3.7. Traffic management requirements unique to this event

- ☐ Description of unique traffic management requirements attached
☒ There are no unique traffic requirements for this event

3.8. Contingency plans

- ☐ Contingency plans attached

SPECIAL EVENT GUIDE

[Return to Table of Content](#)**3.9. Heavy vehicle impacts**

- ☐ Impacts heavy vehicles – RMS/TMC to manage
- ☒ Does not impact heavy vehicles

3.10. Special event clearways

- ☐ Special event clearways required - RMSTMC to arrange
- ☒ Special event clearways not required

4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**4.1. Access for local residents, businesses, hospitals and emergency vehicles**

- ☐ Plans to minimise impact on non-event community attached
- ☒ This event does not impact the non-event community either on the main route (or location) or detour routes

4.2. Advertise traffic management arrangement

- ☐ Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- ☒ No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3. Special event warning signs

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☒ This event does not require special event warning signs

4.4. Permanent Variable Message Signs

- ☐ Messages, locations and times attached
- ☒ This event does not use permanent Variable Message Signs

4.5. Portable Variable Message Signs

- ☒ The proposed messages and locations for portable VMS are attached
- ☐ This event does not use portable VMS

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: _____ Event Organiser _____ Date _____

7. AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ Council _____ Date _____

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RMS/TMC _____ Date _____

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (*Roads Act, 1993*). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Risk Assessment Form

Event/Activity: Eat Drink Live New England

Council's Reference (file no.):

Date of Risk Assessment: 1 August 2023

Date of Event: 11 November 2023 **Prepared by:** Nicky Lavender

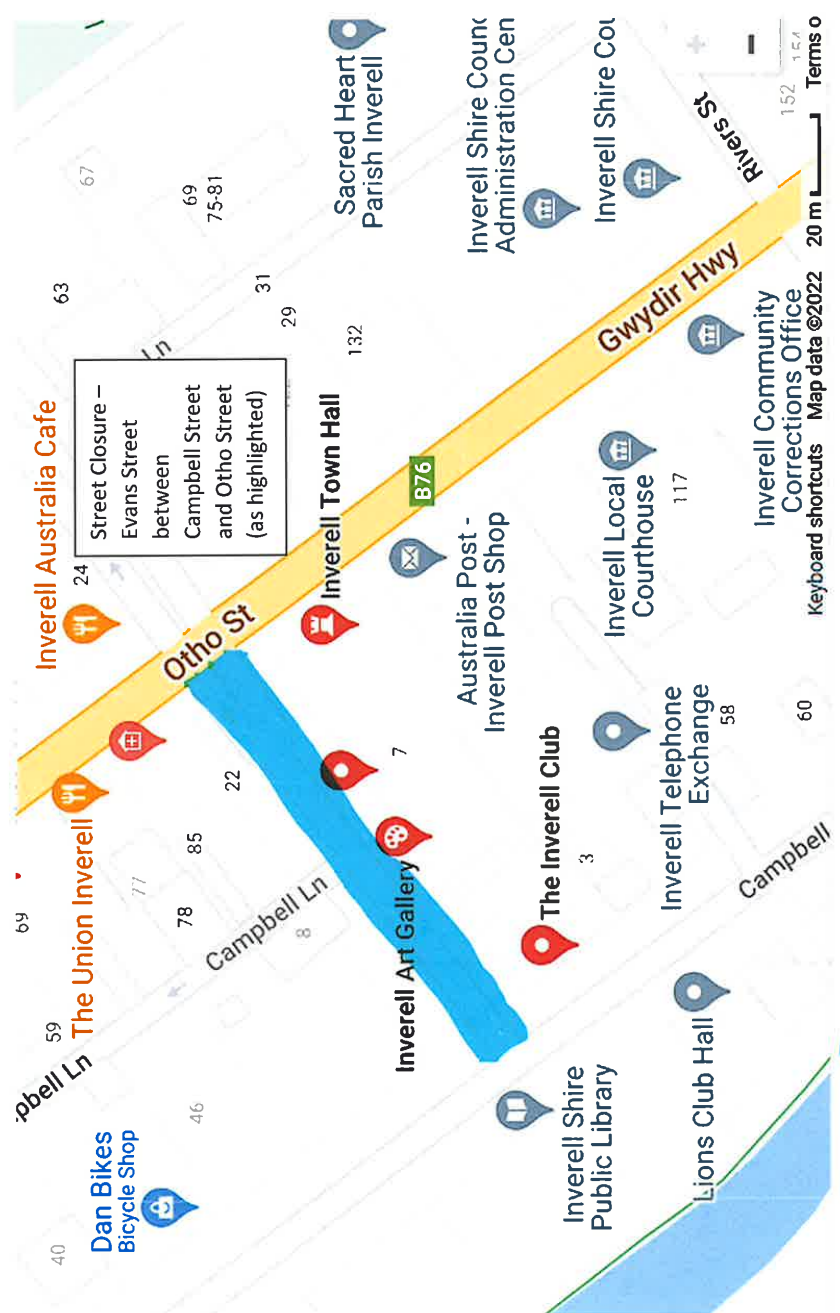
Description of immediate environment (e.g. bush land setting): Inverell CBD – Cultural Precinct.

Ref No.	Activity	What can happen (taking into consideration any existing controls)	Consequences of an incident happening (refer to Matrix)			What controls can be implemented to manage situation	Adjusted rating with new controls			Person or Department responsible for implementing control & monitoring
			Likelihood	Consequence	Rating		Likelihood	Consequence	Rating	
1.	Event Cancellation	<ul style="list-style-type: none"> Volunteers, Community, Media and Emergency Services unaware of cancellation. 	Unlikely	Moderate	Medium Risk	<ul style="list-style-type: none"> Advise all ISC staff/contractors/agencies. Tourism Inverell to advise media groups. Event Coordinator to check site day prior. If day prior social media updated. Advise all emergency services 	Rare	Moderate	Low Risk	<ul style="list-style-type: none"> Event Coordinators. EDL Committee
2.	Adverse Weather Conditions	<ul style="list-style-type: none"> Storm, Rain, Hail, Lightning or Wind Sunstroke or Burn 	Possible	Moderate	Medium Risk	<ul style="list-style-type: none"> Check Bureau of Meteorology (BOM) website day before & morning of event. If storm approaching meet with EDL committee and determine if safe to proceed Advise local media of cancellation Telephones & radios to be used in case of emergency Public can be sheltered in shops, shopping centres & Festival Headquarters. Water available for purchase from shops. 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee

							<ul style="list-style-type: none"> Spectators sheltered under shop awnings/trees within the CBD Housekeeping announcements on PA to advise public to drink water, wear sunscreen & shelter from sun. Participants reminded to wear hat, sunscreen & have water handy. No intersections closed and access can be gained to area by emergency services. 	Rare	Moderate	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
3.	Poor access & egress for emergency services	<ul style="list-style-type: none"> Emergency Services unable to operate or access emergency during event 	Unlikely	Moderate	Medium Risk						
4.	Delayed start to event	<ul style="list-style-type: none"> Participants, community, spectators, announcers and volunteers unaware. 	Possible	Minor	Medium Risk		<ul style="list-style-type: none"> Event Coordinator to brief event coordinators/volunteers at the time Event Coordinator to let PA announcer know of new start time. Announce over PA to spectators and community. 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee.
5.	Vehicle Accident	<ul style="list-style-type: none"> Accident occurs before, during or at conclusion of event in adjacent area 	Possible	Moderate	Medium Risk		<ul style="list-style-type: none"> CBD closed to normal traffic Emergency services to undertake necessary response tasks Signage & barricading 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
6.	Non-authorised participants	<ul style="list-style-type: none"> Unregistered stall holders 	Unlikely	Minor	Low Risk		<ul style="list-style-type: none"> Event Coordinator to inspect each stall to ensure registered and insurance held Road closures in place. 	Rare	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
10.	Spectator/ media injury	<ul style="list-style-type: none"> Unforeseen injury occurs 	Possible	Minor	Medium Risk		<ul style="list-style-type: none"> Designated First Aid on site PA announcement if access required to area. 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL committee

11.	Overcrowding	<ul style="list-style-type: none"> Not sufficient space at event for spectators. 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Ensure adequate access for emergency services Secure appropriate sized venue for the event with adequate entry/exit areas. Spectator area is distributed on both sides of the street to maintain crowd comfort. Emergency access maintained always 	Rare	Insignificant	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
12.	Dehydration	<ul style="list-style-type: none"> Crowd become dehydrated. 	Possible	Minor	Medium Risk	<ul style="list-style-type: none"> Water available for purchase in shops Spectators will bring their own water. Housekeeping announcements over PA to drink water. 	Rare	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
13.	Drunk/disorderly crowd behaviour	<ul style="list-style-type: none"> Obvious Drunk/disorderly crowd behaviour 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Family friendly site Volunteers report any offenders Alcohol to only be consumed in licenced area RSA to be held by those serving alcohol 	Rare	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
14.	Slips/trips/falls	<ul style="list-style-type: none"> Unforeseen slips, trips or falls 	Possible	Moderate	Medium Risk	<ul style="list-style-type: none"> Inspect event site for any hazards prior to start of parade 	Unlikely	Moderate	Medium Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
15.	Fire	<ul style="list-style-type: none"> Fire occurs within CBD during event 	Unlikely	Major	Medium Risk	<ul style="list-style-type: none"> Fire Brigade to be notified of event and provided with event location Volunteers to be advised of emergency procedures 	Rare	Major	Medium Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee Volunteers Inverell Fire Brigade
16.	Bomb threat	<ul style="list-style-type: none"> Occurs at event 	Unlikely	Major	Medium Risk	<ul style="list-style-type: none"> Police on site Volunteers to be advised of emergency procedures at Police instructions. 	Rare	Major	Medium Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee Volunteers Inverell Police

17.	Litter/broken glass	<ul style="list-style-type: none"> On the Festival Area 	Unlikely	Moderate	Medium Risk	<ul style="list-style-type: none"> Event Coordinators walk through site prior to start. Call ISC outdoor staff to arrange clean up if necessary 	Rare	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee
24.	Incident Reporting	<ul style="list-style-type: none"> Incident occurs and no records are made 	Possible	Moderate	Medium Risk	<ul style="list-style-type: none"> Ensure any incidents are reported, recorded and resolved. An incident report form is attached to this Risk Assessment Provide record to secretary. 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators Committee Members Volunteers Secretary
25.	Committee Communication	<ul style="list-style-type: none"> Lack of Communication 	Possible	Moderate	Medium Risk	<ul style="list-style-type: none"> Ensure all Committee members have the correct reporting procedures noted and contact numbers 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee Volunteers
30.	Committee Debrief	<ul style="list-style-type: none"> Insufficient debrief completed 	Unlikely	Moderate	Medium Risk	<ul style="list-style-type: none"> Ensure an adequate Committee Debrief is completed and recorded. Collect community feedback. 	Unlikely	Minor	Low Risk	<ul style="list-style-type: none"> Event Coordinators EDL Committee



5 INFORMATION REPORTS

5.1 LIBRARY STATISTICS 2022/23

File Number: S3.6.10 / 23/25190

Author: Sonya Lange, Manager Library Services

SUMMARY:

The following report summarises key statistics for the library in 2022/23, and considers the implications arising from identified trends.

COMMENTARY:

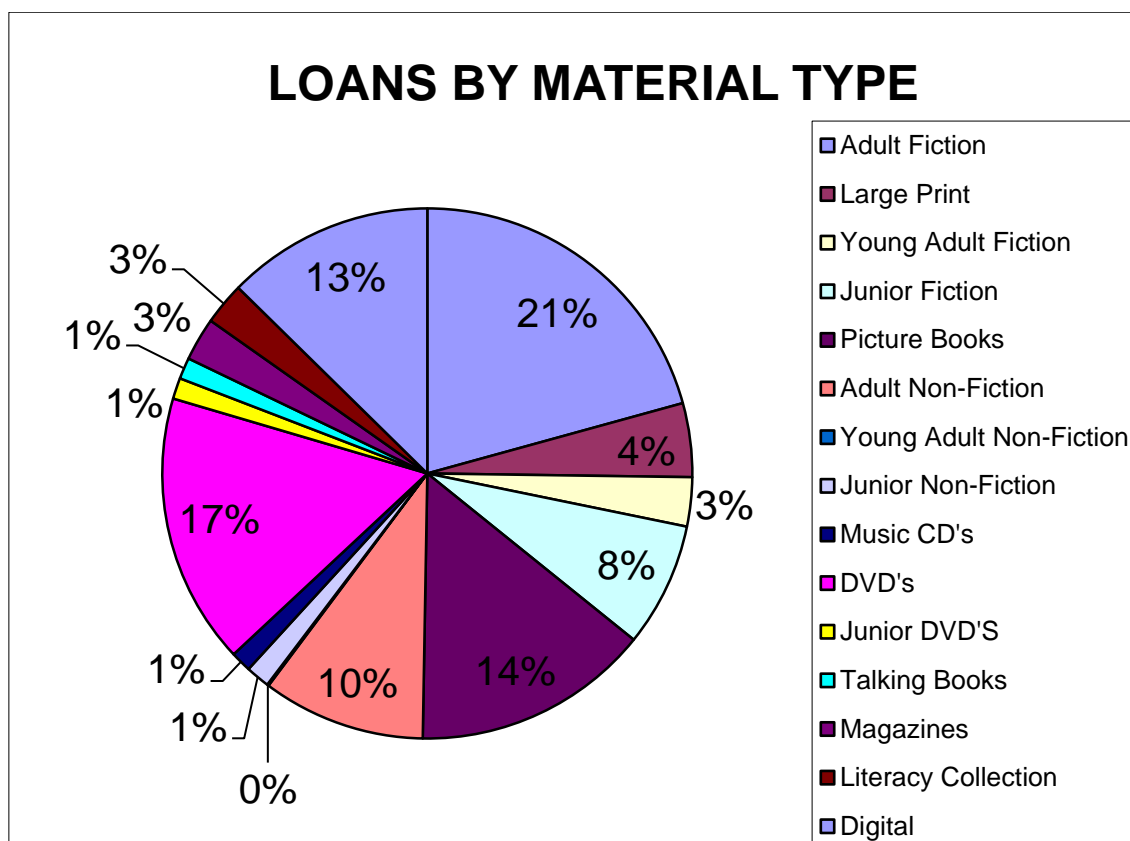
Key measures for library performance are visitor numbers, circulation, program attendance, and collection size. The easing of Covid-19 related restrictions has seen an increase across many library metrics.

Visitors (Door Count): 41,000

Library visitor numbers have shown a pleasing increase as restrictions have eased, and the ability to offer a range of programs has improved. An increase of 37% has been recorded from the previous year's figures, with March, May and June 2023 all significantly higher than any month since March 2020.

Circulation (Loans): 124,200

Loans have shown an overall increase of 5% over the 2021/22 figures. Adult fiction continues to be the strongest performing area of the collection, accounting for 21% of loans, with DVDs at 17%. Sharp increases continue in Picture books (+20%) and Junior Fiction (+37%), likely due to the return of regular children's programming. Digital resources continue to be popular, with a 17% increase in eAudio loans. A change in eMagazine and eNewspaper supplier resulted in a different method of enumeration of loans, causing a large artificial change.



Circulation over time						%Change 1 year	%Change 5 years
	2019	2020	2021	2022	2023		
Adult Fiction	31282	28993	27479	25412	25552	1%	-18%
Large Print	6282	6930	5419	5888	5549	-6%	-12%
Young Adult Fiction	2787	2960	3754	4596	3693	-20%	33%
Junior Fiction	5880	5837	6652	6803	9337	37%	59%
Picture Books	16234	13164	11427	14902	17858	20%	10%
Adult Non-Fiction	12656	11966	10855	9795	12271	25%	-3%
YA Non-Fiction (HSC)	139	139	297	205	122	-40%	-12%
Junior Non-Fiction	1545	1651	1633	1525	1802	18%	17%
Music CD's	3216	1858	1785	1202	1553	29%	-52%
DVD's	41087	31500	25840	20664	20363	-1%	-50%
Junior DVD'S	2512	1463	1224	1287	1579	23%	-37%
Talking Books	3518	3604	2698	1954	1601	-18%	-54%
Magazines	4904	4270	4060	3819	3247	-15%	-34%
Literacy Collection	3798	3687	3395	3122	3186	2%	-16%
Digital (All)	10964	12905	16696	17491	15587	-11%	42%
Digital (by type)							
eBook	4883	6006	5958	6850	6838	0%	40%
eAudio	3342	4339	6010	6773	7918	17%	137%
eMagazines/Newspapers	2739	2560	4728	3868	712	-82%	-74%

Programs

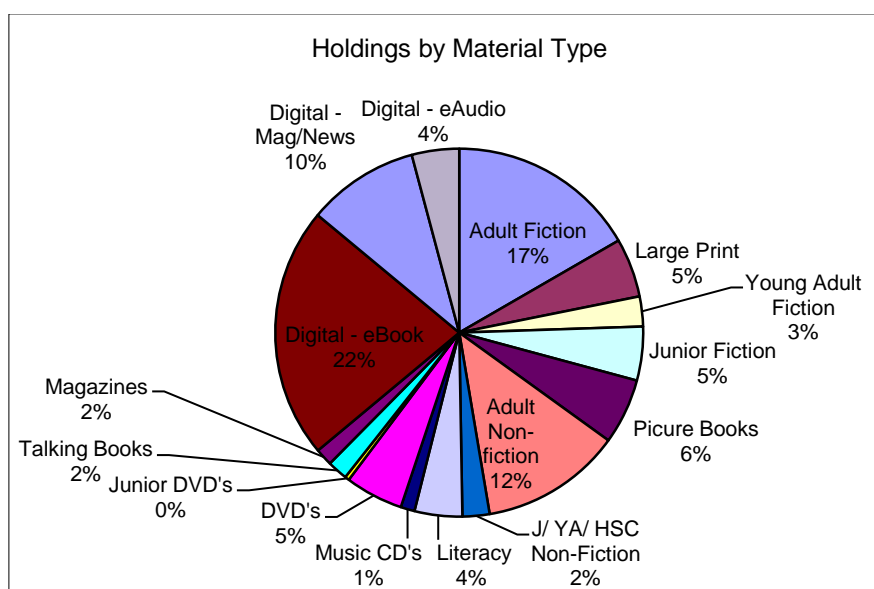
The Library offered 260 physical programs this year, with 4040 attendees (+95%). This significant increase is due to our ability to offer all of our programs again, and the removal of attendance caps on events. It is pleasing to see the strong increase, particularly in our programs for older people, and for the under 5 year old age group.

Information Requests

The library completed 6600 information requests (identifying books or information on a specific topic, author or title requests, readers advisory, local history information, and instruction on how to access online information resources) and 18,300 customer service requests (administrative matters such as membership or address updates, simple technical help such as printing or booking a computer, and event bookings). These requests are performed both in-house and remotely, with telephone and email enquiries common, and total figures on par with the previous year.

Collection Items: 69,500

The library has conducted a strong collection development program this year, adding over 5,250 new physical items to the collection. Our access to digital resources changed throughout the year, as some digital products were removed or added. Our patrons have access to around 40,000 digital items through subscriptions and consortia partners, and 21,000 through State Library NSW. This year the library has also digitised and made available a further 500 historical photographs. A range of local historical items are now available online, including "World of its Own" and "Holding its Own".



Computer use: Bookings: 4,400 Wi-Fi logins: 2,800

Computer usage increased during the year, with an 18% increase in computer bookings and a 5% increase in Wi-Fi logins. Computer usage is predominately those who need to access the computers occasionally, for a specific purpose – printing documents, visitors to the area, temporary disruption to home computing facilities. Often, as these users do not possess strong computer literacy, a high level of staff support is required. In some cases, the individual needs to access a service (government department, health provider, community service) which only provides on-line access, thus forcing them to seek both access and assistance from the Library.

Conclusions

As community restrictions and concerns around Covid-19 have eased, we have seen a strong surge in visitation to the library. The 37% increase in door count, considered in conjunction with the smaller increase in loans would suggest that many of the additional visitors are returning to the library for events, programs or use of the space for their own activities. Patterns of use of collection materials suggest that children's resources are seeing growth in demand, likely linked to increased programs, and that eAudio usage continues to grow. Adult Fiction and DVD use remain steady. These insights inform the library's collection strategy over the coming 12-month period. The figures also suggest we need to continue to provide both "new" formats such as eAudio, and "old" formats such as DVDs, as we are servicing customers on both ends of the technology spectrum.

ATTACHMENTS:

Nil

5.2 ELECTION OF MAYOR**File Number:** S13.7.2 / 23/25349**Author:** Paul Pay, Director Corporate and Economic Services**SUMMARY:**

The Office of Local Government (OLG) have issued a Circular to Councils, 23-09 - *September 2023 mayoral elections*, advising Councils that election of their mayors is required under section 290(1)(b) of the *Local Government Act 1993* (the Act) to hold mid-term mayoral elections in September 2023.

COMMENTARY:

Council conducted Mayor and Deputy Mayor elections in January 2022 after the December 2021 Local Government elections. Cr Paul Harmon was elected as Mayor and Cr Kate Dight was elected as Deputy Mayor for two years.

In accordance with section 230(1) of the Local Government Act 1993, (the Act) Council had expected these appointments were for two years with the next election to be held in February 2024.

s230 For what period is a mayor elected?

- (1) *A mayor elected by the councillors holds the office of mayor for 2 years, subject to this Act.*
- (2) *A mayor elected by the electors holds the office of mayor for 4 years, subject to this Act.*
- (3) *The office of mayor—*
 - (a) *commences on the day the person elected to the office is declared to be so elected, and*
 - (b) *becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.*
- (4) *A person elected to fill a casual vacancy in the office of mayor holds the office for the balance of the predecessor's term.*

However, section 290(1)(b) of the Act requires Councils to elect a Mayor in September.

290 When is an election of a mayor by the councillors to be held?

- (1) *The election of the mayor by the councillors is to be held—*
 - (a) *if it is the first election after an ordinary election of councillors—within 3 weeks after the ordinary election, or*
 - (b) *if it is not that first election or an election to fill a casual vacancy—during the month of September, or*
 - (c) *if it is the first election after the constitution of an area—within 14 days after the appointment of a provisional council or the first election of the council if a provisional council is not appointed, or*
 - (d) *if the relevant council is a non-functioning council, or a council of which all civic offices have been declared vacant, and the election is the first to be held after the appointment or election of the councillors—within 14 days after the appointment or election of the councillors.*
- (2) *If the councillors fail to elect a mayor as required by this section, the Governor may appoint one of the councillors as the mayor.*
- (3) *For the purposes of this section, an election of councillors does not conclude until the declaration of election of all the councillors of the council concerned.*

Given section 230 and section 290 of the Act contradict each other, the OLG have issued Circular 23-09 - September 2023 mayoral elections to resolve this conflict. The OLG have stipulated that Mayoral elections will be held in September 2023. Mayors elected in September 2023 will hold their office until council elections are held on 14 September, 2024.

While Deputy Mayor hold their office for the term specified by the Council's resolution, currently two years, it is recommended that Council hold an election for Deputy Mayor in September 2023.

ATTACHMENTS:

1. **Circular 23-09 - September 2023 mayoral elections** [↓](#)



Office of
Local Government

Circular to Councils

Circular Details	23-09 / 01 August 2023 / A869189
Previous Circular	21-24 September 2021 Mayoral elections
Who should read this	Councillors / General Managers / Governance staff
Contact	Council Governance Team / 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement

September 2023 mayoral elections

What's new or changing

- Councils that elect their mayors are required under section 290(1)(b) of the *Local Government Act 1993* (the Act) to hold mid-term mayoral elections in September 2023.
- Mayors elected in September 2023 will hold their office until council elections are held on 14 September 2024.
- Deputy mayors hold their office for the term specified by the council's resolution. An election for deputy mayor should be held when the deputy mayor's term expires.

What this will mean for your council

- Mayoral elections must be conducted in accordance with Schedule 7 of the *Local Government (General) Regulation 2021*.
- Schedule 7 prescribes three methods of election of mayors:
 - open ballot (eg a show of hands)
 - ordinary ballot, or
 - preferential ballot.
- Councillors can participate in mayoral elections using an open ballot by audio visual link but not where the other two methods of election are used.
- Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person to vote if the mayoral election is held using either of these methods.

Key points

- Mayors elected by councillors normally hold their office for two years (unless a casual vacancy occurs). Because of the postponement of the last ordinary council elections to 4 December 2021, mayors elected by councillors during this term will have a shorter term than the usual two years.
- Councils that elect their mayors are required under the Act to hold mid-term mayoral elections in the month of September. This means that the mid-term mayoral elections will need to be held in September 2023.
- The term of office of mayors elected in September 2023 will automatically expire on 14 September 2024, when their term as a councillor expires.

Where to go for further information

- The Office of Local Government has issued a fact sheet on conducting mayoral elections, which is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au



Brett Whitworth
Deputy Secretary, Local Government

6 GOVERNANCE REPORTS**6.1 GOVERNANCE - MONTHLY INVESTMENT REPORT****File Number:** S12.12.2 / 23/25495**Author:** Robert Kimmince, Manager Financial Services**SUMMARY:**

To report the balance of investments held as at 31 July, 2023.

RECOMMENDATION:

The Committee recommends to Council that:

- i) the report indicating Council's Fund Management position be received and noted; and*
- ii) the Certification of the Responsible Accounting Officer be noted.*

COMMENTARY:

Contained within this report are the following items that highlight Council's Investment Portfolio performance for the month to 31 July, 2023 and an update of the investment environment:

- (a) Council's Investments as at 31 July, 2023;
- (b) Council Investments by Fund as at 31 July, 2023;
- (c) Interest – Budgeted vs. Actual;
- (d) Investment Portfolio Performance;
- (e) Investment Commentary; and
- (f) Certification – Responsible Accounting Officer.

A) Council Investments as at 31 July, 2023

Term Deposit Investment Group									
Investment	Borrower	FUND	Rating	Purchase Date	Maturity Date	Current Yield	Principal Value	Current value	Term (days)
23/16	Police Credit Union	General	Unrated	08-Nov-22	08-Aug-23	4.50%	1,000,000	1,000,000	273
23/34	Australian Military Bank	General		29-May-23	29-Aug-23	4.81%	1,500,000	1,500,000	92
23/19	AMP BANK	General	BBB+	07-Dec-22	07-Sep-23	4.35%	2,000,000	2,000,000	274
23/03	Bank of Queensland	General	BBB+	13-Sep-22	13-Sep-23	4.09%	1,000,000	1,000,000	365
23/04	National Australia Bank	General	AA-	13-Sep-22	13-Sep-23	4.10%	2,000,000	2,000,000	365
23/05	National Australia Bank	General	AA-	13-Sep-22	13-Sep-23	4.10%	2,000,000	2,000,000	365
23/06	Westpac Bank	Water	AA-	19-Sep-22	19-Sep-23	4.33%	1,000,000	1,000,000	365
23/08	Westpac Bank	Sewer	AA-	20-Sep-22	20-Sep-23	4.32%	1,000,000	1,000,000	365
23/44	Hume Bank	General		28-Jun-23	28-Sep-23	5.30%	1,000,000	1,000,000	92
23/27	Bank of Queensland	General	BBB+	29-Mar-23	29-Sep-23	4.60%	2,000,000	2,000,000	184
23/12	Suncorp	Sewer	A	05-Oct-22	05-Oct-23	4.33%	1,500,000	1,500,000	365
23/10	AMP BANK	General	BBB+	05-Oct-22	05-Oct-23	4.30%	2,000,000	2,000,000	365
22/09	National Australia Bank	General	AA-	06-Oct-22	06-Oct-23	0.64%	1,000,000	1,000,000	730
23/13	Westpac Bank	General	AA-	19-Oct-22	19-Oct-23	4.43%	2,000,000	2,000,000	365
22/10	Westpac Bank	General	AA-	25-Oct-21	25-Oct-23	0.91%	2,000,000	2,000,000	730
22/11	Westpac Bank	General	AA-	25-Nov-21	27-Nov-23	1.28%	1,000,000	1,000,000	732
22/28	AMP BANK	General	BBB+	27-May-22	27-Nov-23	3.30%	2,000,000	2,000,000	549
23/17	AMP Bank	Water	BBB	25-Nov-22	27-Nov-23	4.60%	1,000,000	1,000,000	367
22/27	Australian Unity Bank	General	BBB	26-Mar-22	27-Nov-23	3.50%	1,000,000	1,000,000	550
23/33	Bank of Queensland	General		29-May-23	29-Nov-23	5.01%	1,500,000	1,500,000	184
22/15	ICBC - Industrial and Commercial Bank of China	General	A	02-Dec-21	04-Dec-23	1.36%	2,000,000	2,000,000	732
22/16	ICBC - Industrial and Commercial Bank of China	General	A	02-Dec-21	04-Dec-23	1.36%	2,000,000	2,000,000	732
22/17	ICBC - Industrial and Commercial Bank of China	Water	A	02-Dec-21	04-Dec-23	1.36%	1,000,000	1,000,000	732
23/18	Bank of Sydney	General	NR	07-Dec-22	07-Dec-23	4.60%	2,000,000	2,000,000	365
23/42	Hume Bank	General		28-Jun-23	28-Dec-23	5.65%	2,000,000	2,000,000	183
23/35	Australian Military Bank	General		29-May-23	29-Dec-23	5.05%	2,000,000	2,000,000	214
23/20	ING Bank	General	A	23-Jan-23	23-Jan-24	4.50%	1,500,000	1,500,000	365
23/25	Bank of Sydney	General	Unrated	24-Mar-23	24-Jan-24	4.70%	2,000,000	2,000,000	306
23/28	BoQ	General	BBB	19-Apr-23	19-Jan-24	4.70%	2,000,000	2,000,000	275
23/21	Commonwealth Bank	Sewer	AA	27-Feb-23	27-Feb-24	5.06%	2,000,000	2,000,000	365
23/36	Bendigo & Adelaide	General	BBB	31-May-23	29-Feb-24	5.00%	1,500,000	1,500,000	274
22/20	MyState Bank	General	BBB	02-Mar-22	04-Mar-24	1.70%	2,000,000	2,000,000	733
22/21	Bank of Queensland	General	BBB+	02-Mar-22	04-Mar-24	1.70%	1,000,000	1,000,000	733
23/22	AMP BANK	General	BBB+	20-Mar-23	20-Mar-24	4.80%	1,000,000	1,000,000	366
23/23	Bank of Sydney	Water	BBB+	20-Mar-23	20-Mar-24	4.85%	1,500,000	1,500,000	366
21/11	ICBC - Industrial and Commercial Bank of China	Water	A	26-Mar-21	26-Mar-24	0.82%	2,000,000	2,000,000	1096
23/43	MyState Bank	General		28-Jun-23	28-Mar-24	5.60%	2,000,000	2,000,000	274
23/37	Suncorp	General	A+	31-May-23	30-Apr-24	4.96%	2,000,000	2,000,000	335
23/31	AMP BANK	General	BBB+	25-May-23	27-May-24	5.15%	1,000,000	1,000,000	368
23/38	ING Bank	General	A	31-May-23	30-May-24	5.10%	1,500,000	1,500,000	365
23/32	AMP BANK	General	BBB+	25-May-23	27-May-24	5.15%	1,000,000	1,000,000	368
23/39	Suncorp	Sewer	A	07-Jun-23	07-Jun-24	5.26%	1,000,000	1,000,000	366
23/40	Australian Unity Bank	General	BBB+	20-Jun-23	20-Jun-24	5.60%	1,500,000	1,500,000	366
23/45	National Australia Bank	Water	AA-	29-Jun-23	28-Jun-24	5.45%	2,000,000	2,000,000	365
23/41	National Australia Bank	Water	AA-	28-Jun-23	28-Jun-24	5.55%	1,000,000	1,000,000	366
24/02	Bank of Sydney	General	Unrated	27-Jul-23	29-Jul-24	5.45%	2,000,000	2,000,000	368
24/01	AMP BANK	General	BBB	27-Jul-23	29-Jul-24	5.55%	2,000,000	2,000,000	368
22/03	National Australia Bank	General	AA-	27-Aug-21	27-Aug-24	0.85%	2,000,000	2,000,000	1096
23/11	ING Bank	General	A	05-Oct-22	08-Oct-24	4.75%	2,000,000	2,000,000	734
23/26	Auswide Bank	General	BBB	24-Mar-23	24-Mar-25	4.80%	1,000,000	1,000,000	731
23/24	Auswide Bank	Water	BBB	24-Mar-23	24-Mar-25	4.80%	1,000,000	1,000,000	731
21/13	ICBC - Industrial and Commercial Bank of China	Water	A	27-May-21	27-May-26	1.40%	1,000,000	1,000,000	1826
21/14	ICBC - Industrial and Commercial Bank of China	Sewer	A	27-May-21	27-May-26	1.40%	1,000,000	1,000,000	1826
21/15	ICBC - Industrial and Commercial Bank of China	General	A	27-May-21	27-May-26	1.40%	1,000,000	1,000,000	1826
23/29	Police Credit Union	Water	Unrated	08-May-23	08-May-24	4.85%	1,000,000	1,000,000	366
23/30	Police Credit Union	General	Unrated	08-May-23	08-May-24	4.85%	1,000,000	1,000,000	366
						TOTALS	85,000,000	85,000,000	

Cash Deposit Accounts									
As at Date	Borrower	FUND	Rating	Purchase Date	Maturity Date	Current Yield	Value at beg year	Current value	Term
31/07/2023	Commonwealth Bank	General	A	9/11/2020		0.00%		1,194.89	
31/07/2023	Macquarie Bank	General	AA-	9/11/2020		3.90%	2,086,371	2,086,371.43	
31/07/2023	Macquarie Bank	Water	AA-	9/11/2020		3.90%	2,588,269	2,588,269.33	
31/07/2023	Macquarie Bank	Sewer	AA-	9/11/2020		3.90%	1,551,712	1,551,712.33	
Sub Total - Cash Deposit Accounts						-	-	6,227,548	-

B) Council Investments by Fund 31 July, 2023

Portfolio by Fund	30/06/2023	31/07/2023
General Fund	\$69,087,566	\$68,087,566
Water Fund	\$15,088,269	\$15,088,269
Sewer Fund	\$8,051,712	\$8,051,712
TOTAL	\$92,227,548	\$91,227,548

Council's investment portfolio has decreased by \$1,000,000 during July 2023. This was in respect of normal cash flow movements for receipts collected and payments made during July 2023.

Interest – Budgeted verses Actual Result to Date

	Ledger	2023/2024 Budget \$	Actuals to Date \$	Accrued Interest to Date \$	TOTAL \$
General Fund	128820	884,000.00	95,779.17	101,925.75	197,704.92
Water Fund	812350	182,000.00	3,945.21	21,852.81	25,798.02
Sewer Fund	906320	130,000.00	-	13,835.63	13,835.63
TOTAL		1,196,000.00	99,724.38	137,614.18	237,338.56

Term deposit interest rates have improved recently with a 12-month term deposit now yielding 5 – 5.40%. Given our strong investment balances, Council is expected to exceed interest revenue targets in 2023/2024. This additional interest received during 2023/2024 will be allocated to special projects during 2024/2025.

C) Investment Portfolio Performance

Investment Portfolio Return		Benchmarks		
	% pa	RBA Cash Rate	Aus Bond Bank Bill	11am Cash Rate
Benchmark as at 31/07/2023		4.10%	4.26%	4.10%
Term Deposits	3.96%			
Cash Deposit Accounts	3.90%			
180 Day Call Account	0.00%			
Floating Rate Notes	0.00%			

D) Investment Commentary

Council's investment portfolio is currently underperforming when compared to the above benchmarking indexes. The portfolio's underperformance is expected to be temporary given the relatively high level of turnover (approximately one-quarter of the deposit portfolio is maturing within the next 6 months).

Council's investment portfolio of \$91.2M is almost entirely invested in fixed term deposits. Overall, the portfolio is highly liquid, highly rated and short-dated from a counterparty perspective.

Certification – Responsible Accounting Officer

I Paul Pay, hereby certify that the investments listed in this report have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the Local Government (General) Regulations 2005 and Council's Investment Policy.

RISK ASSESSMENT:

Nil

POLICY IMPLICATIONS:

Nil

CHIEF FINANCIAL OFFICERS COMMENT:

Council's term deposit portfolio was yielding 3.93% p.a. at month-end, with a weighted average duration of around 214 days or 7.16 months. Council is well positioned to take advantage of increasing term deposit rates as investments mature.

LEGAL IMPLICATIONS:

Nil

ATTACHMENTS:

Nil