

# **BUSINESS PAPER**

Ordinary Meeting

To be held on

Thursday, 23 May 2024



## Statement of Ethical Obligations

Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the *Local Government Act 1993* and their obligation under Council's Code of Conduct to disclose and appropriately manage Conflicts of Interest.

### Conflicts of Interest

All Councillors must declare and manage any conflicts of interest they may have in matters being considered at Council meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict was managed will be recorded in the minutes of the meeting at which the declaration was made.

### Recording of Council Meetings

This Council meeting is being recorded and will be made publicly available on the Council's website and persons attending the meeting should refrain from making any defamatory statements.

Council meetings should be:

<b>Transparent:</b>	Decisions are made in a way that is open and accountable.
<b>Informed:</b>	Decisions are made based on relevant, quality information.
<b>Inclusive:</b>	Decisions respect the diverse needs and interests of the local community.
<b>Principled:</b>	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
<b>Trusted:</b>	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
<b>Respectful:</b>	Councillors, staff and meeting attendees treat each other with respect.
<b>Effective:</b>	Meetings are well organised, effectively run and skilfully chaired.
<b>Orderly:</b>	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.



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, 23 May 2024 at 9:00 AM

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Bernard Smith  
General Manager

- 1 ACKNOWLEDGEMENT OF COUNTRY**
- 2 OPENING WITH PRAYER**
- 3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**
- 4 MINUTES OF PREVIOUS ORDINARY MEETING - 24 APRIL 2024 AND EXTRAORDINARY MEETING - 16 MAY 2024 TO BE CONFIRMED**
- 5 DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON-PECUNIARY INTERESTS**

## 6 MAYORAL MINUTE(S)

REPORT TITLE: 6.1 MAYORAL MINUTE: RESIGNATION OF COUNCILLOR LARA GRESHAM

REPORT FROM: Mayor

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### MOTION

*That Council notes the resignation of Councillor Lara Gresham and thank her for her dedication and service to the community as a Councillor of Glen Innes Severn Council.*

I, Councillor Rob Banham, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 23 May 2024, I intend to move the following motion:

*That Council notes the resignation of Councillor Lara Gresham and thank her for her dedication and service to the community as a Councillor of Glen Innes Severn Council.*

### RATIONALE

Councillor Gresham resigned from the Glen Innes Severn Council effective Thursday, 9 May 2024.

On behalf of Council, I wish to thank Lara for her dedication and contribution to Council and the wider Glen Innes Severn community over the past two and a half years in the role of Councillor.

Additionally, Lara's willingness to represent Council on several Section 355 Committees and Community Committees is greatly appreciated. Lara was always generous with her time and these committees and community groups will certainly miss her participation.

I wish Lara well into the future and again thank her for her dedication and contributions during her time with Council.

I commend this Mayoral Minute to Council.

Cr Rob Banham  
Councillor  
Date: 10 May 2024

### ECM INDEXES:

Subject Index: GOVERNANCE: Councillors  
Customer Index: INTERNAL DEPT: Councillors  
Property Index: NIL

## **ATTACHMENTS**

There are no annexures to this report.

## 7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

REPORT FROM: General Managers Office

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### PURPOSE

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

### RECOMMENDATION

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

### REPORT

#### (a) Background

Resolutions of Council are resolved at each Ordinary and Extraordinary Council Meeting. It is 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 the Outstanding Council Resolutions.

#### (b) Discussion

There are 16 Council Resolutions currently outstanding at Friday, 17 May 2024.

There were 16 Council Resolutions outstanding in the report that went to the 24 April 2024 Ordinary Council Meeting.

A further 11 actions were assigned after the 24 April 2024 Ordinary Council Meeting.

Therefore, 11 outstanding actions have now been completed since the last Ordinary Council Meeting (workings:  $16 + 11 = 27 - 16 = 11$ ).



The 16 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	Apr 2024)
2021	0	(0	Apr 2024)
2022	3	(3	Apr 2024)
2023	5	(5	Apr 2024)
2024	7	(7	Apr 2024)
<b>TOTAL</b>	<b><u>16</u></b>	<b>(16</b>	<b>Apr 2024)</b>

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	1	(2	Apr 2024)
Corporate and Community Services	0	(0	Apr 2024)
Place and Growth	4	(4	Apr 2024)
Infrastructure Services	11	(10	Apr 2024)
<b>TOTAL</b>	<b><u>16</u></b>	<b>(16</b>	<b>Apr 2024)</b>

It is important that officers are following up on their resolutions from the Council Meetings and actioning them without undue delay, in an accurate and professional manner.

The General Manager follows up all actions and provides guidance and instruction to complete the actions, set due dates and to provide up to date and clear commentary on a monthly basis.

Annexure A provides the most recent comments, from the responsible officers, as at Friday, 17 May 2024.

**KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

Nil.

**(b) Policy/Legislation**

*The Local Government Act 1993*

*335 Functions of a General Manager*

*The general manager of a council has the following functions*

*b) to implement, without undue delay, lawful decisions of the council*

**(c) Risk**

There is a risk that Council staff may not action Council Resolutions without undue delay, in an accurate and professional manner. This report aims to mitigate this risk by managing accountability and promoting transparency.

**(d) Consultation**

Various responsible officers within Council.

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

**CONCLUSION**

It is important that all Council Resolutions are followed up in a timely, accurate and professional manner. This assists in building confidence, with the Councillors and the community, that Council is a transparent, efficient, and professionally run organisation.

**ECM INDEXES:**

Subject Index: GOVERNANCE: Ordinary Meetings of Council  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A Outstanding Actions as at 17.5.24

**REPORT TITLE: 7.2 DISPENSING WITH BY-ELECTION**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to resolve to dispense with a by-election to fill the casual vacancy created by Councillor Gresham’s resignation.

**RECOMMENDATION**

*That Council applies to the Minister of the Office of Local Government for an order not to fill the vacancy so created by the resignation of Councillor Gresham.*

**REPORT**

**(a) Background**

On 6 May 2024, Councillor Gresham submitted her resignation from civic office effective from 9 May 2024.

**(b) Discussion**

The local government elections are to be held on 14 September 2024; therefore, it is recommended that an application be made to the Minister so that the Minister may order that the vacancy not be filled.

**KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

Nil.

**(b) Policy/Legislation**

- Part 5, Chapter 10 of the **Local Government Act 1993** (the Act) makes provisions for how casual vacancies are to be filled. Section 294(1) provides for the dispensing of by-elections *if a casual vacancy occurs in the office of a councillor... within 18 months before the date specified for the next ordinary election of the councillors for the area.*
  - At sub-section (2), *[i]f such a casual vacancy occurs in the office of a councillor..., the Minister may, on the application of the council—*
    - (a) order that the vacancy not be filled[.]*

- **Code of Meeting Practice**

- 11. Voting**

- Voting entitlements of councillors**

- 11.1 Each councillor is entitled to one (1) vote.

- Note: Clause 11.1 reflects section 370(1) of the Act.*

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

- Note: Clause 11.2 reflects section 370(2) of the Act.*

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

- (c) Risk**

- Recommendation has been given to dispensing with a by-election and consideration drawn to the voting entitlements at Council meetings to mitigate any probable risk arising from the casual vacancy of office.

- (d) Consultation**

- General Manager.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

### **CONCLUSION**

A casual vacancy has been created in the office of councillor and a recommendation made to dispense with a by-election by way of application to the Minister to order the vacancy not be filled.

### **ECM INDEXES:**

Subject Index:	GOVERNANCE: Elections
Customer Index:	NIL
Property Index:	NIL

### **ATTACHMENTS**

There are no annexures to this report.

**Item 7.2**

**REPORT TITLE: 7.3 OPERATIONAL PLAN PERIODIC REVIEW**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to inform Council of the progress made on achieving actions in the Operational Plan 2023/2024 as measured against the principal activities in the Delivery Program (2022-2025), for the period 1 December 2023 until 30 April 2024.

**RECOMMENDATION**

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

**REPORT**

**(a) Background**

The last periodic report provided to Council was at the 21 December 2023 Ordinary Meeting of Council for the period 1 July 2023 until 30 November 2023.

**(b) Discussion**

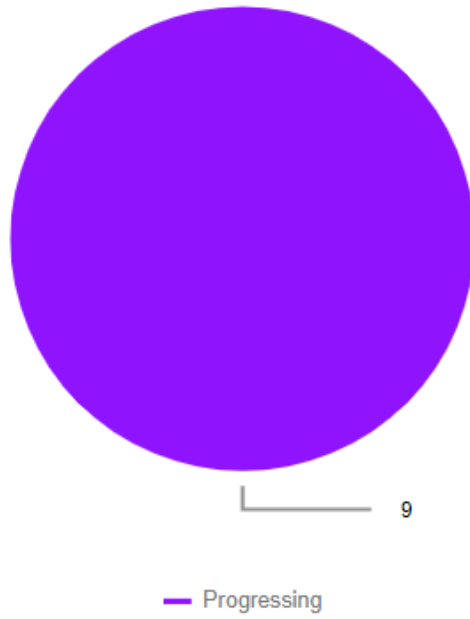
The *Periodic Review of the 2023/2024 Operational Plan (H2) (Annexure A)* provides detailed information of the progress made toward achieving the Operational Plan action for the period measured against the Delivery Program (2022-2025) principal activity.

This half-yearly periodic report (the Report) provides Council and the Community with information measuring Council's performance. The Report is segregated into four areas, covering each directorate and the General Manager's Office.

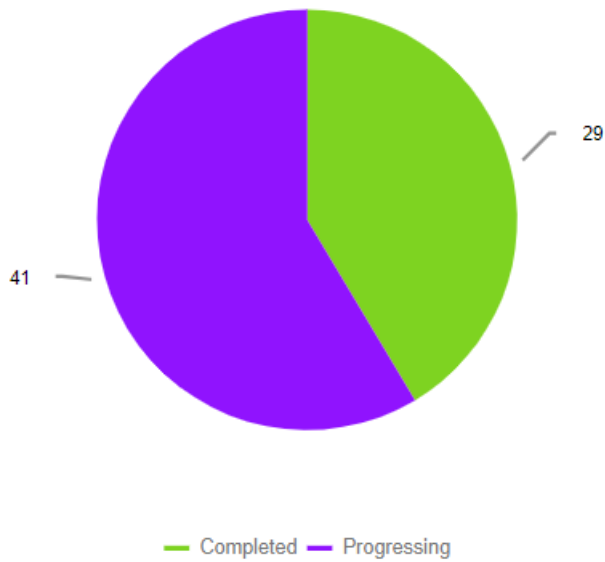
The following charts provide a synopsis of progress made in each area, towards completing this year's operational targets, and broken down into the status of *progressing, completed, not due to start, or not progressing*.

For actions that are progressing, the Report provides a percentage completed to allow Council to understand how much progress has been made towards completing the action.

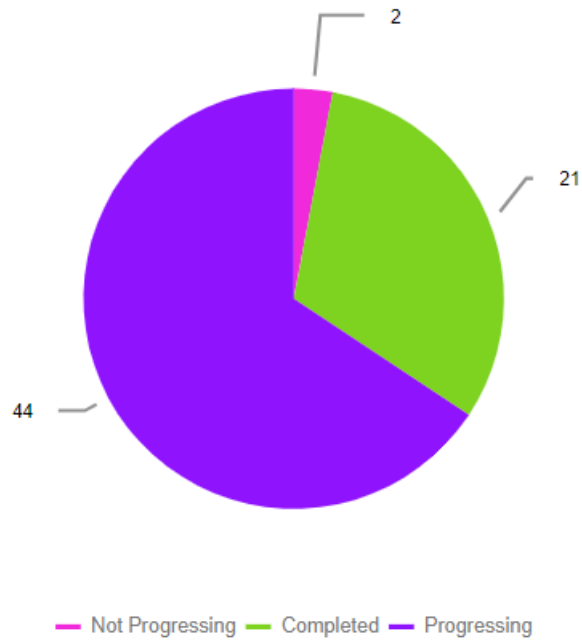
1. General Manager’s Office



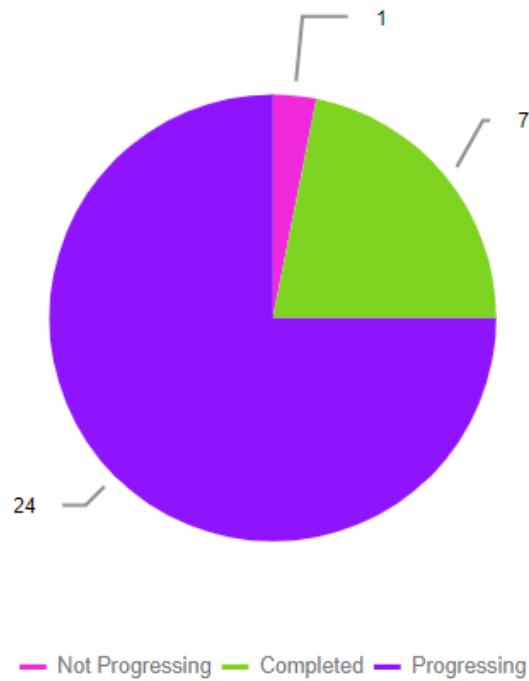
2. Corporate and Community Services



### 3. Place and Growth



### 4. Infrastructure Services





The H1 report showed that eight actions had been completed. As of 30 April 2024, 57 actions have been completed, with 118 progressing, with only three not progressing. Of the actions progressing, the majority are over 50% completed. It is envisaged that most actions, except where resourcing, capacity or other factors have impacted, will be completed by 30 June 2024.

### **KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

Nil.

**(b) Policy/Legislation**

- The *Integrated Planning and Reporting Guidelines for Local Government in NSW 2021* require the General Manager to provide progress reports to Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.
- *Local Government Act 1993*: Section 8C(e) Councils should regularly review and evaluate progress towards achieving strategic goals.

**(c) Risk**

Ensuring progress reports are provided to Council mitigates the risk of non-compliance with legislation. Further, it provides Manex and Councillors an opportunity to see how Council is tracking towards achieving the Delivery Program principal activities. This provides an opportunity to change course if needed or drive improvements to ensure objectives are being realised.

**(d) Consultation**

Managers, Manex and other responsible officers all had input into the drafting of the Report.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

### **CONCLUSION**

The *Periodic Review of the 2023/2024 Operational Plan (H2) (Annexure A)* is provided for Council's review.

**ECM INDEXES:**

Subject Index: CORPORATE MANAGEMENT: Integrated Planning and Reporting

Customer Index: NIL

Property Index: NIL

**ATTACHMENTS**

Annexure A Periodic Review of the Operation Plan 2023-24 (H2)

**REPORT TITLE:** 7.4 **AUDIT, RISK AND IMPROVEMENT COMMITTEE - PERFORMANCE ASSESSMENT AND REAPPOINTMENT OF INDEPENDENT CHAIR AND INDEPENDENT MEMBERS**

**REPORT FROM:** Corporate and Community Services

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**PURPOSE**

The purpose of this report is for Council to assess the performance of the independent Chair and two independent members and approve their reappointment to the Glen Innes Severn Council **Audit, Risk and Improvement Committee (ARIC)** for new terms.

**RECOMMENDATION**

**THAT Council:**

1. ***Considers the Audit Risk Improvement Committee Members Performance Assessment 2024; and***
2. ***Reappoints:***
  - a. ***Stephen Coates to the position of Independent Chair of the Glen Innes Severn Council Audit, Risk and Improvement Committee from 1 July 2024 to 30 June 2027 (three-year term);***
  - b. ***Melissa Jacobs to the position of Independent Member of the Glen Innes Severn Council Audit, Risk and Improvement Committee from 1 July 2024 to 30 June 2026 (two-year term); and***
  - c. ***William Middleton to the position of Independent Member of the Glen Innes Severn Council Audit, Risk and Improvement Committee from 1 July 2024 to 30 June 2025 (one-year term).***

**REPORT**

**(a) Background**

The independent Chair (Stephen Coates) and two independent Members (Melissa Jacobs and William Middleton) of the ARIC, were all appointed at the 26 November 2020 Ordinary Meeting of Council (Resolution 3.11/20). Their terms began on 1 February 2021 and their terms expire on 30 June 2024.

**(b) Discussion**

In accordance with the *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* (the Guidelines) and the *ARIC Terms of Reference*, the recommendation to reappoint the ARIC Chair and members complies with the following:

## Item 7.4

- Independent Chairs and Members may be appointed for up to a four-year period and reappointed for a further term, but the total period of continuous membership cannot exceed eight years in any ten-year period.
- To preserve the Committee’s knowledge of Council, ideally, no more than one member should retire from the Committee because of rotation in any one year.
- Members of the Committee must possess and maintain a broad range of skills, knowledge and experience relevant to:
  - the operations, governance and financial management of Council,
  - the environment in which Council operates, and
  - the contribution that the Committee makes to Council.
- At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment.
- All members should have sufficient understanding of Council’s financial reporting responsibilities to be able to contribute to the Committee’s consideration of Council’s annual financial statements
- Prior to approving the reappointment or extension of the Chair’s or an independent member’s term, the Governing Body is to undertake an assessment of the Chair’s or Committee member’s performance.
- Reappointment of the Chair and members is also to be subject to that person still meeting the independence and eligibility requirements.

The *ARIC Members Performance Assessment 2024 (Annexure A)* provides details on the ARIC members performance and a revised summary of their qualifications, skills and experience relevant to the operations, governance and financial management of Council. This assessment is for Council’s consideration prior to voting on the endorsement of the reappointment of the Chair and Independent Members.

## **KEY CONSIDERATIONS**

### **(a) Financial/Asset Management**

Remuneration:

- Independent Chair - \$12,552 per annum plus travel reimbursements.
- Independent Members - \$1,255 per meeting (including preparation time) plus travel reimbursements.

### **(b) Policy/Legislation**

- *Local Government Act 1993* – Section 428A.
- *Local Government (General) Regulation 2021* – The following sections commencing 1 July 2024, are relevant:
  - o Councils must by resolution appoint an audit, risk and improvement committee comprising of a chairperson and at least two or more other persons as voting members of the committee (section 216C),
  - o The chairperson and other voting members of a council’s audit, risk and improvement committee must satisfy the independence and eligibility criteria prescribed by the Regulation (sections 216D, 216E and 216F),
  - o Councils may appoint one councillor as a non-voting member of its audit risk and improvement committee (section 216C),
  - o For the purposes of section 428A(2)(i) of the Local Government Act, councils’ audit, risk and improvement committees are to keep under review internal audit activities (section 216M),
  - o A council’s audit, risk and improvement committee must exercise its functions in accordance with the terms of reference adopted by the council (section 216K), and
  - o Councils must provide their audit, risk and improvement committee with such access to the general manager and other senior management staff of the council, and any information and resources of the council as may be necessary for the committee to exercise its functions (section 216L).
- *Risk Management and Internal Audit Guidelines for Local Councils in NSW* – Core requirement 1.

**(c) Risk**

Risks associated with the reappointment of ARIC members are mitigated largely by following the requirements and recommendations from the Guidelines, such as carrying out an assessment, ensuring independence and eligibility requirements are met, and by carrying out criminal and bankruptcy checks on the members.

**(d) Consultation**

The Guidelines state:

*In undertaking the assessment, the council, or any person appointed to undertake the assessment on behalf of the council, must consult with and consider the views of the chairperson (in the case of the reappointment or extension of the term of a committee member other than the chairperson), the general manager and any councillor member of the committee.*

The Chair was consulted regarding the reappointment of the two Independent Members. The General Manager was consulted regarding the reappointment of the Chair and two Independent Members. Cr Arandale (non-voting Councillor member) has also been consulted regarding the reappointment. All consultation supported this report's recommendations.

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.7: Provide an Audit Risk and Improvement Committee in line with the Office of Local Government Risk Management Framework and Internal Audit Guidelines and ensure it has sufficiently resourced secretariat support to function optimally.

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.10: Implement the Enterprise Risk Management Framework and Plan.

**CONCLUSION**

Council's ARIC independent Chair and independent Members are nearing the end of their appointed terms and a performance assessment has been provided (*Annexure A*) for Council's review. This assessment supports the recommendation to reappoint the independent Chair and two independent Members for staggered terms.

**ECM INDEXES:**

Subject Index: RISK MANAGEMENT: Audit, Risk and Improvement Committee  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A     ARIC Member Assessment 2024 (*Confidential*)

**REPORT TITLE:** 7.5 AUDIT, RISK AND IMPROVEMENT COMMITTEE  
QUARTERLY UPDATE

**REPORT FROM:** Corporate and Community Services

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**PURPOSE**

The purpose of this report is to provide Council with the **Audit, Risk and Improvement Committee (ARIC)** Minutes from the 8 March 2024 ARIC Meeting and for Council to decide what form they would like the ARIC Quarterly Update to be provided in.

**RECOMMENDATION**

**THAT Council:**

1. *Notes the information contained in this report, and*
2. *Confirms that the general quarterly reporting updates from the Audit, Risk and Improvement Committee be provided to Council in the form of the Audit, Risk and Improvement Committee’s meeting minutes.*
3. *Confirms that the Audit, Risk and Improvement Committee meeting minutes are to be received confidentially.*

**REPORT**

**(a) Background**

Updates to Council from the ARIC, have been provided through the committee’s minutes. The *Risk Management and Internal Audit Guidelines for Local Government NSW* (the Guidelines) require that the Council and the ARIC decide in what form the quarterly updates are to be provided to Council.

**(b) Discussion**

**Reporting**

The Guidelines advise that:

- *Ongoing reporting by the audit, risk and improvement committee to the governing body (and general manager) is essential for accountability and will ensure that governing body is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the council or the achievement of the council’s goals and objectives.*
- *Additionally, it will ensure strong linkages between the audit, risk and improvement committee, governing body and the general manager and lead to a better functioning assurance mechanism.*



- *The audit, risk and improvement committee must provide an update to the governing body of the council of its activities and opinions after every committee meeting.*
- *Further, the audit, risk and improvement committee must provide its quarterly update to the general manager to ensure they are kept informed of issues raised and can answer any questions the governing body may have about the committee's opinions and recommendations.*
- *The mayor can request to meet with the chairperson of the audit, risk and improvement committee at any time to discuss any issues relating to the work of the committee during the quarter.*
- *The chairperson of the audit, risk and improvement committee can also request to meet with the mayor at any time.*

### **Content**

*The nature and content of the audit, risk and improvement committee quarterly updates is to be determined by governing body and the committee. It could simply be providing a copy of the audit, risk and improvement committee's meeting minutes to the governing body if appropriate, or something more formal such as a report for noting by the governing body, or a face-to-face meeting between the Committee, governing body and general manager to discuss important issues that have been identified.*

*Whatever the nature and form the update takes, the governing body and general manager must be advised, at a minimum, of:*

- *any formal resolutions of the audit, risk and improvement committee,*
- *the committee's assessment of any audits conducted, including any breaches or deficiencies in controls that require an immediate response from the council,*
- *progress on the implementation of corrective actions,*
- *opportunities for longer-term improvement, and*
- *any key opinions or 'take-outs' from the committee's meeting.*

*Should the governing body require additional information, a request for the information may be made to the chairperson by resolution.*

*The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act.*

*Individual councillors are not entitled to request or receive information from the committee.*

The ARIC meeting minutes are being compiled in a way to ensure the required elements are met. This allows for the minutes to be provided to Council with sufficient information to ensure Council is kept adequately informed. Previously, the ARIC have confirmed (Item 7.5, Action 3 March 2023) that the reporting will take place in the form of Council being provided the ARIC Minutes. Council's preference is now requested.

### **Confidentiality**

The ARIC Terms of Reference state that *information and documents pertaining to the committee are confidential and are not to be made publicly available.*

The Guidelines state:

*It is at the discretion of the council to decide whether audit, risk and improvement committee agendas, business papers, minutes and other reports are made publicly available. Given its potential sensitivity, it is recommended that all information pertaining to the audit, risk and improvement committee and internal audit activities is treated as confidential unless otherwise determined by the committee or a resolution of the council.*

*Councils and audit, risk and improvement committees should also consider the guiding principles of the Government Information (Public Access) Act 2009 and whether it is in the public interest to proactively disclose or release information and whether there is an overriding public interest against doing so.*

The recommendation is that ARIC meeting minutes are provided confidentially to Council. This will provide confidence in the committee's robust discussions on confidentially sensitive matters, for the capturing of confidential matters in the minutes without concern and improve the quality of reporting to Council without the need for redactions.

### **KEY CONSIDERATIONS**

#### **(a) Financial/Asset Management**

Nil.

#### **(b) Policy/Legislation**

Key considerations from the Guidelines and ARIC Terms of Reference have been discussed in the body of this report.

- *Government Information (Public Access) Act 2009 (NSW) (the Act)*
  - o Section 6 provides for mandatory release of ***open access information***.

- ARIC meeting minutes are not listed as open access information in Part 3 of the Act nor in Schedule 1 of the *Government Information (Public Access) Regulation 2009* (the Regulation)
  - o Section 7 authorises Council to proactively release such information unless there is an overriding interest against disclosure.
- It would create an administrative burden if the public interest test were to be applied to every element of every meeting’s minutes for consideration of proactive release; therefore, it is recommended that the minutes be provided confidentially and any public access requests received can be dealt with either informally (s 8) or through an access application (s 9).

**(c) Risk**

The ARIC keeps risk management under its review and provides advice and levels of assurance to Council on all matters under its review.

**(d) Consultation**

ARIC.

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.7: Provide an Audit Risk and Improvement Committee in line with the Office of Local Government Risk Management Framework and Internal Audit Guidelines and ensure it has sufficiently resourced secretariat support to function optimally.

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.10: Implement the Enterprise Risk Management Framework and Plan.

**CONCLUSION**

The ARIC 8 March 2024 Meeting Minutes are provided for Council’s notice. Further, it is recommended that Council continue to receive the ARIC Quarterly Update via the meeting minutes and that these minutes should be provided confidentially.

**ECM INDEXES:**

Subject Index: RISK MANAGEMENT: Audit, Risk and Improvement Committee (ARIC)  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A    ARIC 8 March 2024 Minutes (*Confidential*)

**REPORT TITLE: 7.6 REVISED ACCESS TO INFORMATION POLICY**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

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

**RECOMMENDATION**

*That Council adopts the revised Access to Information Policy.*

**REPORT**

**(a) Background**

The Access to Information Policy was last adopted by Council on 24 June 2021 and is due for review every three years. The Policy has been reviewed by the Management Executive Team (Manex) and is now presented to Council for adoption.

**(b) Discussion**

The revised Access to Information Policy contains substantial amendments including:

- o refinements to the *Purpose* and *Applicability* sections, including a revised *purpose* to better articulate why Council has this policy, as follows:

*The purpose of this Policy is to outline Council’s commitment to improving accountability and transparency by ensuring that members of the public can access information in accordance with the Government Information (Public Access) Act 2009 (GIPA Act).*

- o The *Outcomes* section has been replaced with the *Objects of the GIPA Act*, which adds context to Council’s policy position,
- o The *Policy Statement* section has been thoroughly revised to articulate Council’s commitment. This, in effect, makes the *Implementation* section redundant,
- o Deleting the *Implementation* section as it was repeating legislation and necessary elements from this section have been included at the *Policy Statement* section, and
- o Expanding the *Roles and Responsibilities* section.

Several amendments have been modelled from the NSW Government, Department of Enterprise, Investment and Trade *Access to Information Policy*.

### **KEY CONSIDERATIONS**

#### **(a) Financial/Asset Management**

A \$30 fee is applicable for all formal *Access Applications*, under the GIPA Act, and a fee of \$30 per hour may be applied to the time involved in processing the application.

#### **(b) Policy/Legislation**

Once adopted by Council, the revised *Access to Information Policy* will become policy of Council.

Council has a legal obligation to comply with the requirements of the *Government Information (Public Access) Act 2009* (GIPA Act).

#### **(c) Risk**

The policy is a control measure to assist in mitigating the risk of non-compliance with the GIPA Act.

#### **(d) Consultation**

- NSW Government, Department Enterprise, Investment and Trade website.
- Manex.

### **LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

### **CONCLUSION**

Council's *Access to Information Policy* has been revised to include changes that have occurred since the current Policy was adopted in June 2021. Changes are relatively major and the revised Policy is now presented to Council for its review and adoption.

### **ECM INDEXES:**

Subject Index: CORPORATE MANAGEMENT: Policy  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A     Draft Access to Information Policy

**REPORT TITLE:** 7.7 REVISED SECRETARIAL ASSISTANCE TO COMMUNITY COMMITTEES OF COUNCIL POLICY  
**REPORT FROM:** Corporate and Community Services

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**PURPOSE**

The purpose of this report is to present Council with the revised Secretarial Assistance to Community Committees of Council Policy (*Annexure A*) for its review and adoption.

**RECOMMENDATION**

*That Council adopts the revised Secretarial Assistance to Community Committees of Council Policy.*

**REPORT**

**(a) Background**

The Secretarial Assistance to Community Committees of Council Policy was last adopted by Council on 25 June 2020 and is due for review every three years.

In 2005, it was deemed necessary and appropriate by Council to provide secretarial support to specified Community Committees of Council that would not be able to function without administrative assistance.

**(b) Discussion**

The Secretarial Assistance to Community Committees of Council Policy has been updated to the new policy template, and includes several proposed amendments as summarised below:<sup>1</sup>

- Change in *Responsible Officer* from PA(DCCS) to Governance Administration Officer (GAO),
- Revising the Community Committees of Council identified as requiring secretarial assistance under *Applicability*,
- Increased scope under *Roles and Responsibilities*, and
- Under *Variation and Review*, the review period is proposed to extend from every three years to every Council term (four years).

The number of Community Committees of Council requiring secretarial assistance has decreased from 13 to seven committees. The following committees are no longer identified as Community Committees of Council:

- Annual Donations Review Committee,
- Glen Innes and District Sports Council,

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<sup>1</sup> All changes are marked in Annexure A.



- Glen Innes Severn Learning Centre Management Committee, and
- Youth Advisory Committee.

The Glen Innes Severn Cemetery Committee and Open Spaces Committee were amalgamated as the *Recreation and Open Spaces Advisory Committee* (Resolution, 12.09/23). The Minerama Committee was dissolved with all delegations to exercise functions on behalf of Council as a Community Committee of Council revoked (Resolution, 21.09/23). This results in less administrative assistance required from Council.

### **KEY CONSIDERATIONS**

#### **(a) Financial/Asset Management**

There is an uncalculated cost to Council in providing secretarial assistance to Community Committees of Council, perhaps offset by the benefits achieved through community engagement, input and advice. Council will continue to monitor the benefit-cost ratio.

#### **(b) Policy/Legislation**

Once adopted by Council, the revised Secretarial Assistance to Community Committees of Council Policy will become policy of Council. The policy will be adhered to by those Council staff identified in the policy with roles and responsibilities.

Community Committees of Council are established under section 355 of the *Local Government Act 1993*. In relation to the policy, applicable Community Committees of Council do not have delegated authority to perform any Council functions; they are wholly advisory committees. Committees are required to operate within their terms of reference or within the general terms of reference as provided in the Community Committees of Council Manual.

#### **(c) Risk**

This policy is a control measure to limit the risk consequences arising from too much or too little support for the effective administration of Council's advisory committees.

#### **(d) Consultation**

- Manager Governance, Risk and Corporate Planning,
- The Management Executive Team (Manex).

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.5.2: Support Volunteer Week and proactively encourage volunteering within the community.

**CONCLUSION**

Council’s Secretarial Assistance to Community Committees of Council Policy has been revised to include changes that have occurred since the current Policy was adopted in June 2020. Changes are relatively minor, and the revised Policy is now presented to Council for its review.

**ECM INDEXES:**

Subject Index: GOVERNANCE: Committees of Council  
CORPORATE MANAGEMENT: Policy

Customer Index: NIL

Property Index: NIL

**ATTACHMENTS**

Annexure A Secretarial Assistance to Community Committees of Council Policy

**REPORT TITLE:** 7.8 GLEN INNES ABORIGINAL CONSULTATIVE COMMITTEE  
- ELECTION OF COMMITTEE

**REPORT FROM:** Corporate and Community Services

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**PURPOSE**

The purpose of this report is for Council to endorse recommendations made at the Glen Innes Aboriginal Consultative Committee meeting held on Monday, 25 March 2024.

**RECOMMENDATION**

**THAT Council:**

1. ***Endorses the following eight community representatives as the elected Glen Innes Aboriginal Consultative Committee:***
  - *Jacqueline Byrne - Boorabee Aboriginal Corporation representative,*
  - *Waabii (Adele) Chapman-Burgess - Aboriginal community representative,*
  - *Daniel Cutmore - Aboriginal community representative,*
  - *Richard Fields - Aboriginal community representative,*
  - *Shane Levy - Elder representative,*
  - *Debbie McCowen (alternative Belinda Tully) - Armajun Health Service representatives,*
  - *Teniah Villiers - Cooramah Aboriginal Corporation representative,*
  - *Elena Weatherall - Glen Innes Local Aboriginal Lands Council representative.*
2. ***Endorses Mayor (Councillor Rob Banham) as the Committee Chairperson of the newly elected Glen Innes Aboriginal Consultative Committee.***
3. ***Endorses the new CEO of the Glen Innes Local Aboriginal Lands Council (once appointed), as an additional representative, on the condition that the Glen Innes Aboriginal Consultative Committee formally accepts the nomination at a future committee meeting.***

## **REPORT**

### **(a) Background**

The Glen Innes Aboriginal Consultative Committee includes representation from interested Aboriginal community members. The Committee is required to make recommendations to Council arising from matters brought before it.

The **Annual General Meeting (AGM)** of the Glen Innes Aboriginal Consultative Committee was held on Monday, 25 March 2024. Eight nominations were received for membership of the committee. The representatives who nominated for the Glen Innes Aboriginal Consultative Committee are aware of the conditions as outlined in the **Community Committees of Council Manual (the Manual)**. Some of the conditions are included here, from section 13-14:

*A Community Committee will comprise of those people endorsed by the General Manager or Council. Committee membership is on an annual basis. Members may stand for re-election at each AGM.*

*No qualifications are necessary for membership, though a commitment to the activities of the committee, a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential.*

*Community representatives nominated for a committee are to be residents of the LGA, carry out business within the LGA, or an employee in a business within the LGA.*

*Members of Community Committees are volunteers, therefore, do not receive payment for services.*

### **(b) Discussion**

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

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

- Jacqueline Byrne - Boorabee Aboriginal Corporation representative,
- Waabii (Adele) Chapman-Burgess - Aboriginal community representative,
- Daniel Cutmore - Aboriginal community representative,
- Richard Fields - Aboriginal community representative,
- Shane Levy - Elder representative,
- Debbie McCowen (alternative Belinda Tully) - Armajun Health Service representatives,

- Teniah Villiers - Cooramah Aboriginal Corporation representative,
- Elena Weatherall (and new CEO once appointed) - Glen Innes Local Aboriginal Lands Council representative.

The election of office bearers was held with the Mayor (Councillor Rob Banham) elected to perform the duty of Chairperson for this committee. It is to be noted that the secretarial role of this committee is performed by a Council staff member.

In keeping with the Glen Innes Aboriginal Consultative Committee's Constitution (**Annexure B**), invitations were extended to various local agencies for representatives to attend committee meetings, however, agency representatives cannot act as formal delegates on the committee. The following agency representatives are:

- Isabella Caba – Joblink Plus representative,
- Rosemary Curtis – Pathfinders representative,
- Adam Forrester – Glen Innes High School representative,
- James Parsons – Glen Innes Police representative,
- James Speedy – Hunter New England Health representative,
- Kerry Strong – Healthwise representative,
- Katie Spry – TAFE NSW representative.

It was noted that the following positions as outlined in the constitution remain vacant and were not filled at the AGM:

Aboriginal Community Representatives (voting rights):

- o Two youth representatives.

Agency Representatives (non-voting):

- o Aboriginal Education Consultative Group,
- o Family and Community Services,
- o Glen Innes Family Youth Support Services,
- o Safe in Our Town (not listed in the Glen Innes Aboriginal Consultative Committee's constitution).

In accordance with Council's resolution 14.09/23, dated Thursday, 21 September 2023, Council's representative on this Committee is the Mayor (Councillor Rob Banham). The Director of Corporate and Community Services and the Manager of Community Services also attend these meetings as management representatives.

## KEY CONSIDERATIONS

### (a) Financial/Asset Management

As this is an advisory Committee of Council, the Glen Innes Aboriginal Consultative Committee has no financial delegations.

**(b) Policy/Legislation**

A wholly advisory committee is a Council committee that Council has not delegated any functions to. Members of such a committee do not fall under Council's Code of Conduct for Council Committees, Delegates and Advisers, although Council staff members and Councillors will come under the Code of Conduct for Council Staff and Code of Conduct for Councillors, respectively.

Regarding conduct, the manual includes this provision at section 11:

*Community Committees with advisory functions only, must:*

- (a) Always put the public interest ahead of personal interest,*
- (b) Act respectfully, courteously, properly, ethically, legally and not engage in conduct that constitutes bullying or harassment, and*
- (c) Provide impartial advice.*

**(c) Risk**

Delegating functions to community committees frees up resources of Council. Providing that committees follow and comply with the Manual, risks associated with the governance of committees and their exercising of functions on behalf of Council are largely mitigated.

**(d) Consultation**

Nil.

**LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN**

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5 Support the Voluntary and Not-For-Profit Sector to strengthen its capability.

**CONCLUSION**

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

The Glen Innes Aboriginal Consultative Committee has elected eight 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; and also endorses the new CEO of the Glen Innes Local Aboriginal Lands Council (once appointed) as an additional representative upon the committee formally accepting the nomination at a future committee meeting.

Council's approval is now sought for the new membership.

**ECM INDEXES:**

Subject Index: GOVERNANCE: Committees of Council

Customer Index: Aboriginal Consultative Committee

Property Index: NIL

**ATTACHMENTS**

Annexure A Glen Innes Aboriginal Consultative Committee - AGM Minutes - 25.03.2024

Annexure B Constitution of the Glen Innes Aboriginal Consultative Committee

**REPORT TITLE:** 7.9 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30 APRIL 24  
**REPORT FROM:** 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 2023/2024 Financial Year and the progress of Capital Works Projects carried over from previous financial years or revoted from previous financial years, all of which were adopted in December 2023.

**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**

A new report format has been implemented that should allow for easier maintenance of data integrity, a simplified and more efficient process for updating data, greater accuracy, and a more streamlined review process. Refer to the attached report titled “Capital Projects Details” (**Annexure A**).

Projects have been categorised into relevant areas. This report will be further enhanced by allocating the funding type (grants, internal reserves, general funds) to every project, so that it can be a basis for grants reconciliation and to plan the cash requirements for the capital spend in the current and future years and to measure how overspends will be funded. It is imperative that every project be assigned the funding type as this will affect the reporting of restricted/unrestricted and the Finance team is endeavouring to have this completed as soon as possible. The task of building a Grants Register which predominantly consists of Capital projects has been challenging, a more concerted effort will be undertaken to gather the required data.

This report has been prepared with input from the staff who have ownership of the various projects to ensure that there is up-to-date commentary on all the projects. It provides a holistic overview of Council’s progress regarding completed projects, works in progress, or expected project commencement dates.

The attached report provides detailed information on all of the open Capital Works projects for the 2023/2024 Financial Year and reviews progress on Capital Works projects that were carried over or revoted from previous financial years.



Water Billing

Water notices for the first quarter of 2023-24 (Jul to Sep 2024) were processed by 31 March 2024 and the target for the water billing cycle is in alignment to when the rates notices are sent.

Fixing Country Bridges

The Wentworth Street bridge is at 50% completion with abutments and precast planks in place, and the Mann River Bridge on Mt Mitchell Road is also at superstructure level with abutments and the centre pier headstock in place.



*Image 1: Wentworth Street bridge*

### Bald Nob Project

Stabilisation of the subbase pavement is complete. The road is now open to traffic and the construction team have de-mobilised, with final base pavement works and bitumen sealing to be completed in Spring 2024.



Image 2: Bald Nob Road

### R2R - Reseal program

Council has completed its summer of 23/24 bitumen reseal program, utilising the \$872,000 Roads to Recovery allocation to complete approximately 180,000 square metres of bitumen resealing.

### Construction of Centennial Parklands amenities facilities and outdoor area

Construction works has recommenced after a one-week short break to enable the setup and delivery of the Australian Celtic Festival.

Works have significantly progressed with pathways, retaining walls, formwork, internal linings, paving, playground installation either being completed or substantially underway.

Council is continuing to engage with key stakeholders such as the licensee of the Crofters Cottage and Australian Standing Stones Management Board to ensure that impacts to businesses and events are managed and mitigated where possible.



This project is fully funded by the Australian Government’s Black Summer Bushfire Recovery Grant Program.



Image 4: Centennial Parklands Project – Construction

Glen Innes Netball Association – Playground Installation

The netball playground has been installed with the soft-fall now in place. The project is considered completed with only minor clean-up works required before the construction fence can be removed.



Image 6: Playground to be installed adjacent to the Glen Innes Netball Courts

**KEY CONSIDERATIONS****(a) Financial/Asset Management**

The following table provides a summary of the adopted budget, the actual and committed amounts as of 31 April 2024, along with the percentage of the actual and committed expenditure when compared to adopted budgets.

Project Type	Projects Count	Budget	Total Spent	Expenditures %
Aerodome	3	3,303,178.00	110,073.56	3.33%
Bridge	8	6,667,000.00	3,883,253.70	58.25%
Building	2	0.00	246,484.84	0.00%
Community Halls	1	131,651.00	105,326.40	80.00%
Drainage	3	574,000.00	616,815.83	107.46%
Economic Development	4	413,446.00	260,509.28	63.01%
Flood Recovery & Natural Disasters	5	5,943,419.00	245,379.60	4.13%
IT	1	65,000.00	50,000.00	76.92%
Library	1	38,000.00	27,249.07	71.71%
Life Choices	6	187,153.00	31,936.46	17.06%
Open Office	1	785,825.00	507,206.39	64.54%
Open Spaces & Recreational	16	5,459,369.00	5,027,761.03	92.09%
Plant	25	1,898,634.00	1,673,282.15	88.13%
Quarry	4	2,297,771.00	1,545,952.06	67.28%
Roads	35	24,333,793.00	13,546,577.98	55.67%
Sewer	3	641,749.00	497,565.38	77.53%
Waste	3	934,065.00	1,037,714.34	111.10%
Water	4	1,031,954.00	440,636.62	42.70%
<b>Grand Total</b>	<b>125</b>	<b>54,706,007.00</b>	<b>29,853,724.69</b>	<b>54.57%</b>

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. This ratio is crucial in determining the future cash requirements Council will need to ensure that asset renewals are at the required levels and the funding source of asset renewals are thoroughly understood and forecasted. The asset revaluations and depreciation expense also play a pivotal role in ensuring all these factors are allowed for in Council's long term financial plan.

**(b) Policy/Legislation**

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

The following legislation applies:

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

**(c) Risk**

Maintaining Council’s assets minimises legal and risk exposure. Council faces project management risks in managing timelines and budgets, particularly relating to grant funded projects.

Developing a project risk management assessment and plan, using Council’s Enterprise Risk Management system, will assist in mitigating risk.

**(d) Consultation**

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

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

This report links to Council’s Delivery Program Infrastructure Management Principal Activity IM 3.2.1: Implement Maintenance infrastructure works according to adopted service levels.

**CONCLUSION**

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary. Projects for the 2023/2024 year will be updated into the Capital Report as they are commenced.

**ECM INDEXES:**

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

Customer Index:       NIL

Property Index:       NIL

**ATTACHMENTS**

Annexure A     Annexure A-Capital Projects Details

**REPORT TITLE: 7.10 INVESTMENT REPORT - APRIL 2024**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to provide details of all money that Council has invested under section 625 of the *Local Government Act 1993* (Act).

**RECOMMENDATION**

***That Council notes the Investment Report as at 31 March 2024, including the certification by the Responsible Accounting Officer.***

**REPORT**

**(a)Background**

In accordance with section 212 of the *Local Government (General) Regulation 2021* (Regulation), the Responsible Accounting Officer must provide Council with a written report on a monthly basis setting out details of all money that the Council has invested under section 625 of the Act.

**(b)Discussion**


Council has \$19.2M 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 criteria and cash requirements.

If Council has two comparable investment fund options, investment will be made in the fund that does not fund fossil fuels.

Currently Council has three responsible investments, being three \$1M investments with Westpac's Green Tailored Deposits. Two investments are with institutions that do not fund fossil fuels: \$1.1M with Heritage Bank and \$1.0M with My State Bank.

The Bank Reconciliation Statement shown below details what Council held 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>	
Ledger Balance as at 30 April 2024	\$2,228,812.55
<b>Balance as per Bank :</b>	
Opening Balance 1 April 2024	\$3,151,084.18
April Movements	-\$929,023.20
Closing Balance 30 April 2024	\$2,222,060.98
less : Unpresented Receipts & Payments	\$11,748.36
less : Timing Differences	-\$2,800.46
<b>Total:</b>	<b>\$2,213,113.08</b>
Variance	\$15,699.47
	
Responsible Accounting Officer	
6 May 2024	

The unpresented receipts and payments of \$12K and the overall reconciliation variance of \$16K (no movement in variance amount in April-24) is being investigated and will need to be resolved as part of the bank reconciliation process as soon as possible and prior to the year-end of FY24. This will be completed in consultation with ReadyTech’s support team. A current high priority/critical support ticket is open with ReadyTech.



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)	Maturity	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A2/A-	22/05/2024	5.20%	BOQ	Yes	1,000,000	34,192
A1/A	22/05/2024	4.92%	ING	Yes	1,000,000	49,200
A1+/AA-	21/06/2024	5.50%	NAB	Yes	1,000,000	54,849
A1/A+	24/06/2024	4.38%	Macquarie	Yes	1,000,000	87,720
A1/A	22/07/2024	5.20%	ING	Yes	700,000	33,308
A2/BBB	25/07/2024	5.55%	Heritage	No	1,100,000	61,050
A1+/AA-	08/08/2024	5.15%	NAB	Yes	1,000,000	51,500
A1+/AA-	14/08/2024	5.17%	CBA	Yes	1,000,000	51,700
A1+/AA-	06/09/2024	5.15%	NAB	Yes	700,000	35,951
A1+/AA-	10/09/2024	4.99%	CBA	Yes	1,000,000	49,900
A1/A	16/10/2024	5.14%	ING	Yes	1,000,000	42,387
A1+/AA-	06/11/2024	5.15%	NAB	Yes	1,000,000	46,562
A1+/AA-	21/11/2024	5.10%	NAB	Yes	1,000,000	42,058
A1+/AA-	11/12/2024	5.27%	Westpac **	Yes	1,000,000	52,844
A1+/AA-	12/12/2024	5.25%	Westpac **	Yes	1,000,000	52,644
A1+/AA-	03/01/2025	5.05%	NAB	Yes	1,000,000	50,500
A1+/AA-	06/02/2025	5.12%	Westpac **	Yes	1,000,000	51,340
A1+/AA-	13/02/2025	5.10%	NAB	Yes	700,000	35,700
A2/BBB+	07/03/2025	5.10%	My State	No	1,000,000	50,860
A2/BBB	14/03/2025	5.11%	Regional Australia Bank	Yes	1,000,000	50,960
<b>Expected Return FY24</b>		<b>5.13%</b>	<b>Total Investments</b>		<b>19,200,000</b>	<b>985,226</b>
<b>Avg. Headline Rate Return</b>		<b>5.13%</b>	<b>Cash on Hand</b>		<b>2,222,061</b>	
<b>Total Cash and Investments</b>					<b>21,422,061</b>	

\*\* green deposit

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

<b>Interest received for the year to 30 Apr 2024</b>	<b>\$859,800.55</b>
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The table below details the monthly movements of investments for the reporting month:

<b>Investment Movements</b>	
<b>Opening Balance as at 1 April 2024</b>	<b>20,100,000</b>
<b>Less :</b>	
Maturities (1)	900,000
<b>Subtotal</b>	<b>19,200,000</b>
<b>Plus :</b>	
Rollovers (0)	-
New Investments (0)	-
<b>Current Balance as at 30 April 2024</b>	<b>19,200,000</b>

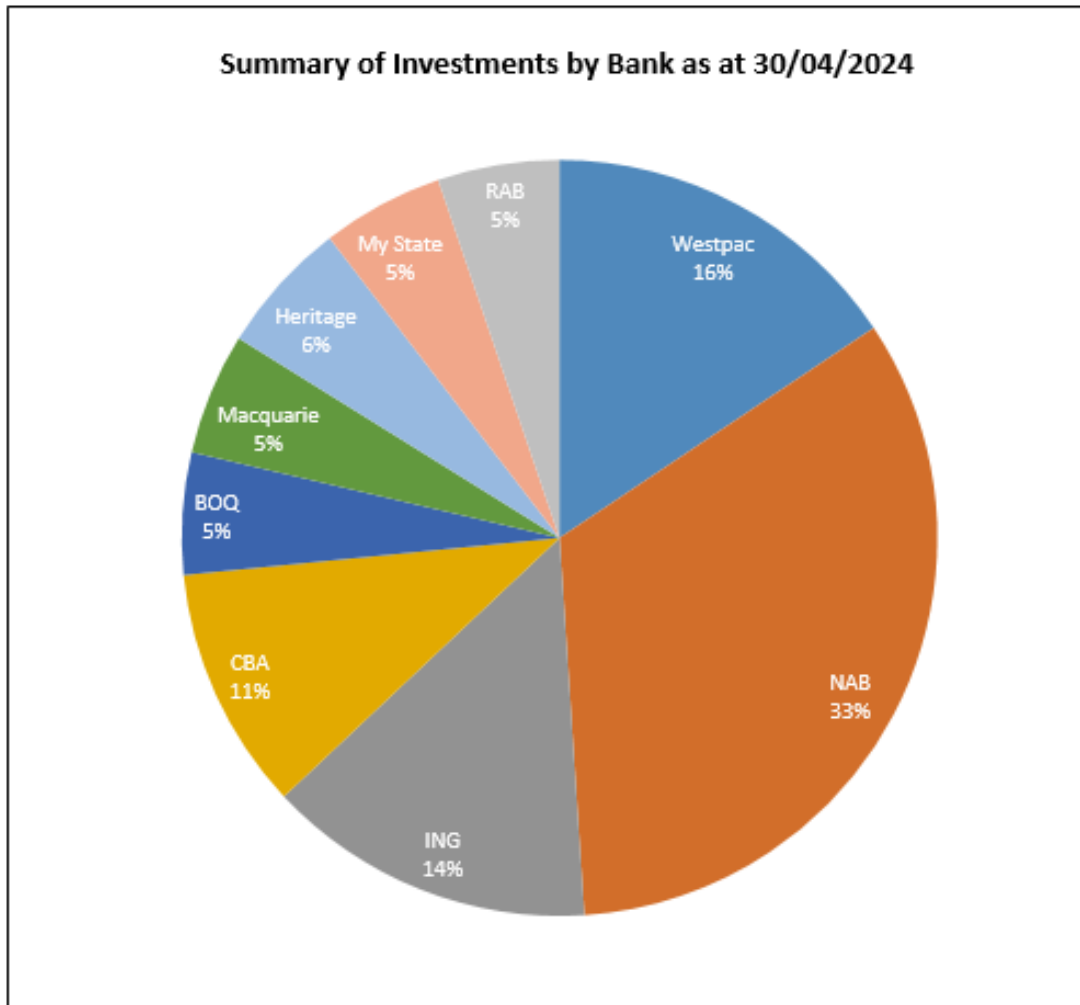
During the reporting month one term deposit matured: \$900K with Macquarie Bank which wasn't reinvested.

A summary of maturities is set out below:

<b>Period</b>	<b>No. of Term Deposits Maturing</b>	<b>Value</b>
May-24	2	2,000,000
Jun-24	2	2,000,000
Jul-24	2	1,800,000
Aug-24	2	2,000,000
Sep-24	2	1,700,000
Oct-24	1	1,000,000
Nov-24	2	2,000,000
Dec-24	2	2,000,000
Jan-25	1	1,000,000
Feb-25	2	1,700,000
Mar-25	2	2,000,000
Apr-25	0	0
<b>Total</b>	<b>20</b>	<b>\$19,200,000</b>

The graph below shows the summary of investments by bank:

Item 7.10



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.

The table below is reporting all restricted funds balances as at 30 June 2023. Contract assets and liabilities need to be updated on a monthly basis, a project has commenced to enable a monthly reconciliation of contract assets & liabilities.

Externally restricted cash, cash equivalents and investments as at 30 April 2024	\$'000
Trust Funds	36
Included in Grant related contract liabilities	11,439
CHSP & HCP	595
Developer contributions - Rangers Valley Feedlot S7.11	870
Water Fund	1,615
Sewer Fund	4,407
Waste management	4,359
Drainage	1,143
Council Committees	407
Total externally restricted	24,871
Overdue Debtors as at 30 April 2024	355
Contract Assets as at 30 June 2024 (Grant funds expended not received)	7,179
<b>Total Cash &amp; investments</b>	<b>21,422</b>
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>4,085</b>

### Certification

I, Shageer Mohammed, 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)**.

### KEY CONSIDERATIONS

#### (a) Financial/Asset Management

The actual average return on Council investments for the 2022/2023 Financial Year was 4.40%. The current actual average return for the 2023/2024 Financial Year is 5.13%. This is an increase on the actual average return of 0.73%, which reflects the higher interest rates in FY24 over FY23.

Interest rates are stabilising after a year and a half of trending upwards. The Bloomberg Ausbond Bank Bill Index one-year return rate for the reporting month is 4.23%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 April	20,100,000	18,000,000
Closing Balance 30 April	19,200,000	18,000,000

**(b)Policy/Legislation**

Monthly financial reporting ensures transparency, 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 years.

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,
- 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 of the credit rating categories (AA, A and BBB).

Our overall term deposit balance has declined in the past twelve months which has lead to three investments now exceeding the allowable 5% limit : \$1.1M term deposit with Heritage, \$1.0M with My State Bank and \$1.0M with Regional Australia Bank. These three investments were all under the 5% limit at the time of investment.

***Credit Quality Portfolio Compliance***

The following table details the credit rating of each of the categories where Council has money invested. All investments were compliant with the Policy at time of investment:

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.0%	-	100%	19,200,000
Yes	AA	59.4%	11,400,000	100%	7,800,000
Yes	A	24.5%	4,700,000	45%	3,940,000
Yes	BBB	16.1%	3,100,000	25%	1,700,000
Yes	Government	0.0%	-	100%	19,200,000
		<b>100.0%</b>	<b>19,200,000</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.

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.*

**(c) 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	19,200,000	100%
<b>Total</b>			<b>19,200,000</b>	<b>100%</b>

The Policy defines the principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par with or greater than the **Consumer Price Index (CPI)**. It is possible therefore that Council does not meet the principal 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.

Council is currently only investing in fixed term deposits which are similar to or below the CPI. To gain returns higher than CPI, long term investments are needed that are not fixed term deposits and may pose a higher risk. Given the total cash position and no clear oversight of the restricted and unrestricted cash positions at this stage, it is prudent to continue with the fixed term deposits that are risk free. With investments maturing every month, this allows the ability to not reinvest if funds need to be directed to major projects.

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

#### **(d) Consultation**

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

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 report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.2: Ensure Council's Investment and Borrowings Policies and practices meet the requirements of STC 5.4 Responsible custodianship of the community's assets.

#### **CONCLUSION**

Funds have been restricted to ensure all areas of Council 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 the Policy.

**ECM INDEXES:**

Subject Index:           **FINANCIAL MANAGEMENT: Investments**

Customer Index:       **NIL**

Property Index:       **NIL**

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.11 QUARTERLY BUDGET REVIEW - MARCH 2024**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to provide Council with a **Quarterly Budget Review Statement (QBR)** for the period from 1 July 2023 until 31 March 2024 (**Annexure A**) for its review and adoption.

**RECOMMENDATION**

*That Council notes and adopts the March 2024 Quarterly Budget Review.*

**REPORT**

**(a) Discussion**

The original budget adopted by Council indicated that the Net Operating Deficit at the end of the 2023/2024 Financial Year was expected to be \$2.580M (excluding Capital Grants and Contributions of \$11M). This was based on budgeted total operating revenue of \$34.562M and budgeted total operating expenditure of \$37.141M, with \$11M expected from Capital Grants and Contributions.

The March 2024 Quarterly Budget Review led to a change from the original budget of \$212K, resulting in a projected Net Operating Deficit of \$2.444M (excluding capital grants and contributions of \$11M).

The March 2024 Quarterly Budget Review indicates that the Council spend of operational expenses is less than anticipated when compared to the projected total operating expenses, which is the result of not yet processing year to date depreciation charges (for the period of 01 July 2023 to 31 March 2024) and noting that the income for capital and operational grants have not been reconciled and recognised (balances as at 30 June 2023 have been used for cash restrictions for contract assets and liabilities). Taking this into account, the trajectory of expenses reported as at 31 December 2023 is aligned with all other expected costs.

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

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

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Total Continuing Operating Revenue



The Benchmark for this ratio is 0% or greater. Council has a negative Operating Ratio (deficit) excluding Capital income of **-7.4%**. The Operating Performance Ratio will shift to **-6.8%** due to proposed variations.

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

- 0.05% in 2022/2023;
- 0.19% in 2021/2022;
- **-4.81%** in 2020/2021;
- **-1.94%** in 2019/2020;
- 0.72% in 2018/2019;
- 7.75% in 2017/2018; and
- 12.84% in 2016/2017.

The major adjustments recommended for the March 2024 quarterly review are as follows, noting that minor items affecting total increases have not been shown separately.

- 1) **Administration and HR** – total increase of **\$19K**
  - a. \$150k decrease to expenditure for Plant fuel costs aligned with YTD actuals
  - b. \$271k increase to interest income for general fund investments aligned to YTD actuals
  - c. \$122k increase to plant repairs aligned with YTD actuals
  - d. \$206k depreciation adjustment for leased plant and equipment
  - e. \$85k increase to the NSW Rural Fire service levy
  
- 2) **Housing & Community Amenities** – total increase of **\$221K**
  - a. \$444k increase in contracting and consulting costs. \$244k is to meet the cost of consulting as inability to recruit internal staff, this has been moved from the regular S&W budget and \$200k for the development of the land use management plan/LEP review
  - b. \$244k reduction to salaries and wages
  
- 3) **Sewer Network** - total increase of **\$104k**
  - a. \$235k increase for maintenance & repairs and salary & wages
  - b. \$150k increase to investment interest income aligned with YTD actuals

- 4) **Transport and Communication** - total decrease of **\$\$370k**
  - a. \$357k expenditure reduction (the rural signs project)
  
- 5) **Water Network** – total reduction of **\$164k**
  - a. \$100k increase to investment interest income
  - b. \$168k increase for chemical costs
  - c. \$213K reduction to maintenance and plant costs

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

### **Cash and Investment Review**

The cash and investment review provides an estimate of the current internal and external restrictions on Council's invested funds. These are not fully determined until the end of the financial year and the completion of the preparation of the financial statements for that financial year. The report also includes a reconciliation of Council's cash and investments on hand as at 31 March 2024.

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

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur daily with a full reconciliation performed monthly. The full reconciliation for the March 2024 quarter occurred on Wednesday, 10 April 2024.

## **Capital Budget Review**

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

The review process has resulted in no changes to the Capital Expenditure Budget of \$59.772M

Capital projects capitalised as at 30 June 2023 have now been removed for reporting purposes for the purpose of reporting budget and actual YTD spend.

### **Contracts**

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

New contracts entered into Council's contract register for the period of January 2024 to March 2024 are listed under the contracts section.

### **Consultancy and Legal Expenses**

The current expenditure to 31 March 2024 on qualifying consultancies and legal fees is identified in the QBRS. This expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

## **KEY CONSIDERATIONS**

### **(a) Financial/Asset Management**

It is important for Council to note that the adoption of this budget review approves the variations identified in the attached report and that the cumulative effect of the budget variations should be considered when reviewing this budget.

The original estimated Operating Deficit for the 2023/2024 Financial Year was \$2.580M excluding Capital Grants and Contributions. After quarterly budget review adjustments, the estimated Operating Deficit for the 2023/2024 Financial Year is \$2.444M.

Capital projects are reported in detail as per the monthly capital report.

### **(b)Policy/Legislation**

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

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

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

### **(c)Risk**

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

## **CONSULTATION**

This report has been prepared with input from the Management Executive Team (MANEX) and managers to ensure that there is up-to-date information regarding income and expenditure.

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

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.1: Provide financial and budget compliance reporting to Council and the community.

## **CONCLUSION**

The Original Budget adopted by Council in June 2022 indicated that the Net Operating Deficit at the end of the 2023/2024 Financial Year would be \$2.580M (excluding Capital Grants and Contributions).

The proposed changes outlined in this March 2024 Quarterly Budget Review will lead to an increase to the bottom line, resulting in a projected Net Operating deficit of \$2.444M before capital items.

## **ECM INDEXES:**

Subject Index: FINANCIAL MANAGEMENT: Budgeting  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A    QBRs March 2024

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

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

AUTHOR: Jeff Carroll - Records Supervisor

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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 the month.

### RECOMMENDATION

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

### Correspondence

- ? Arts North West – newsletter,
- ? Desmond Bowlay – proposal to convert northern railway,
- ? Inside Local Government – newsletters,
- ? Local Government NSW – newsletters,
- ? Member for Northern Tablelands, The Hon. Adam Marshall – media alerts and weekly reports,
- ? Office of Local Government – newsletter, and
- ? Weekly Councillor updates from the General Manager.

### Press Releases

- ? Country Mayors Association,
- ? Member for Northern Tablelands, The Hon. Adam Marshall, and
- ? Squadron Energy Grafton to Inverell Cycle Classic.

### Publications

- ? LG Focus – April 2024

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  
**REPORT FROM:** 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.*

**ECM INDEXES:**

Subject Index: CORPORATE MANAGEMENT: Reporting  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A Aboriginal Consultative Committee - 25/03/24  
Annexure B Australian Standing Stones Management Board - 20/03/24  
Annexure C Emmaville War Memorial Hall Committee - 29/01/24  
Annexure D Emmaville War Memorial Hall Committee - 3/04/24  
Annexure E Emmaville War Memorial Hall Committee AGM - 3/04/24  
Annexure F Pinkett Recreation Reserve Management Committee - 27/03/24



**REPORT TITLE:** 9.3 MINUTES OF NON-COUNCIL COMMUNITY COMMITTEES FOR INFORMATION  
**REPORT FROM** Corporate and Community Services

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**Item 9.3**

**PURPOSE**

The following minutes have been received from Community Committees for the information of Council:

Rural Fire District Service Agreement Liaison Committee

8/04/24

**RECOMMENDATION**

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

**ECM INDEXES:**

Subject Index: CORPORATE MANAGEMENT – Meetings – Local Community Committees  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

There are no annexures to this report.

## 10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

REPORT FROM: General Managers Office

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### PURPOSE

The purpose of this report is to list recent meetings held by the Section 355 Community Committees of Council and the meetings and functions attended by Councillors.

### RECOMMENDATION

*That Council notes the information contained in 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: 4,
- Community Committees of Council: 15,
- Delegates of Council: 2,
- County Councils: 1, and
- Community Committees NOT Committees of Council: 11.

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 21 September 2023. These delegates will remain in place until Saturday, 14 September 2024.

#### (b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Thursday, 21 September 2023:

#### **14.09/23 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.

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.

A record of these attendances is recorded monthly as a part of this report.

This record provides valuable information to the community on what meetings all Councillors are attending.

The following meetings were held by Section 355 Community Committees of Council during April 2024:

Name of Committee	Councillor Delegate(s)	Date
Australian Standing Stones Management Board	Mayor, Cr Arandale	17.4.24
Emmaville Mining Museum Committee	Cr Banham	18.4.24
Emmaville War Memorial Hall Committee	Cr Banham	03.04.24
Glen Innes Severn Library Committee	Mayor	16..24
Roads Consultative Committee	Mayor, Cr Arandale, Cr Alt	17.4.24

The following is a list of meetings and functions attended by Councillors during April 2024:

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Tablelands Sector Comprehensive Care Meeting	3.4.24
	Emmaville War Memorial Hall Committee Meeting	3.4.24
	Mayor's Dinner with The Hon. Adam Marshall MP at Inverell	3.4.24
	Northern Tablelands Mayoral Roundtable	4.4.24
	Vegetable Creek LHC Meeting	4.4.24
	Official Opening Glen Innes Ambulance Station	5.4.24
	Lunch with The Hon. Adam Marshall MP	5.4.24
	Travel to Country Mayors Housing Forum in Forbes	7.4.24
	Country Mayors Association Housing Forum	8.4.24

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Councillor	Name of Meeting / Function	Date attended
		9.4.24
	Travel from Country Mayors Housing Forum in Forbes	10.4.24
	Councillor Workshop	11.4.24
	Lunch with The Hon. Adam Marshall MP in Armidale	12.4.24
	Australian Standing Stones Management Board (ASSMB) Meeting	17.4.24
	Presentation to Mr Ron Jillett, Emmaville Mining Museum	18.4.24
	Emmaville Mining Museum Committee Meeting	18.4.24
	Lunch with The Hon. Adam Marshall MP	18.4.24
	Councillor Budget Workshop-Operational Budget	18.4.24
	Councillor Budget Workshop	22.4.24
	Country Mayors Association Good 360 Presentation	23.4.24
	Pre-Meeting Briefing Session	24.4.24
	Ordinary Council Meeting	24.4.24
	ANZAC Day Dawn Service Glen Innes	25.4.24
	Gunfire Breakfast Glen Innes	25.4.24
	Emmaville ANZAC Day March	25.4.24
	Emmaville ANZAC Day Veteran's Luncheon	25.4.24
	Meeting with CEO Pathfinders Alan Brennan and Rosemary Curtis	26.4.24
	Westpac Helicopter Glen Innes Pig Races Fundraiser	27.4.24
	Meeting with General Manager and Deputy Mayor regarding New England Weeds Authority	29.4.24
	Meeting with owner of Deepwater Hotel	29.4.24
	Teams Meeting Rural, Regional & Remote Clinical Trials Enabling Program Team	29.4.24
	Library Committee Meeting	30.4.24
	Regional Drought Resilience Project Drop In Opportunity at the Hub	30.4.24
Cr T Arandale (Deputy Mayor)	White Rick Wind Farm Community Consultative Fund meeting	4.4.24
	Glen Innes Business Chamber Meeting	4.4.24

Councillor	Name of Meeting / Function	Date attended
	Attract Connect Stay Workshop	4.4.24
	Official Opening Glen Innes Ambulance Station	5.4.24
	Travel to Country Mayors Housing Forum in Forbes	7.4.24
	Country Mayors Association Housing Forum	8.4.24 9.4.24
	Travel from Country Mayors Housing Forum in Forbes	10.4.24
	Councillor Workshop	8.4.24
	Roads Consultative Meeting	17.4.24
	Australian Standing Stones Management Board (ASSMB) Meeting	17.4.24
	LHD Meeting	18.4.24
	Councillor Budget Workshop-Operational Budget	18.4.24
	Councillor Budget Workshop	22.4.24
	Pre-Briefing Meeting Session	24.4.24
	Ordinary Council Meeting	24.4.24
Cr T Alt	Health Hub Workshop	5.4.24
	Ambulance Station Opening	5.4.24
	SLA Meeting	8.4.24
	Councillor Workshop	11.4.24
	Councillor Budget Workshop-Operational Budget	18.4.24
	Councillor Budget Workshop	22.4.24
	Pre-Briefing Meeting Session	24.4.24
	Ordinary Council Meeting	24.4.24
	ANZAC Day Dawn Service Glen Innes	25.4.24
	ANZAC Day Service at Deepwater	25.5.24
Cr L Gresham	Councillor Workshop	11.4.24
	Teams Meeting with Director Place and Growth	15.4.24
	Councillor Budget Workshop-Operational Budget	18.4.24
	Councillor Budget Workshop	22.4.24
	Pre-Meeting Briefing Session	24.4.24
	Ordinary Council Meeting	24.4.24

Item 10.1

## Item 10.1

Councillor	Name of Meeting / Function	Date attended
Cr J Parry	Councillor Workshop	11.4.24
	Roads Consultative Committee	17.4.24
	Councillor Budget Workshop-Operational Budget	18.4.24
	Councillor Budget Workshop	22.4.24
	Pre-Meeting Briefing Session	24.4.24
	Ordinary Council Meeting	24.4.24
	ANZAC Day Dawn Service Glen Innes	25.4.24
	Gunfire Breakfast Glen Innes	25.4.24
	Glen Innes ANZAC Day March	25.4.24
	Glen Innes ANZAC Day Veteran's Luncheon	25.4.24
Cr A Parsons	Councillor Workshop	11.4.24
	Councillor Budget Workshop-Operational Budget	18.4.24
	Councillor Budget Workshop	22.4.24
	Ordinary Council Meeting	24.4.24
Cr C Sparks	Art Gallery Volunteer	2.4.24
	NAIDOC Community Meeting	3.4.24
	Glen Innes & District Community Centre Meeting with Fair Work Commissioner	4.4.24
	Attract Connect Stay Meeting at the Hub	4.4.24
	Official Opening Glen Innes Ambulance Station	5.4.24
	Volunteer at Wyaliba Public School	5.4.24
	Deepwater Cool Choir entertaining at Roseneath and Glenwood Nursing Homes	8.4.24
	Glen Innes Family & Youth Support Services Committee Meeting	9.4.24
	Safe In Our Town Committee Meeting	10.4.24
	Interagency Committee Meeting	10.4.24
	NAIDOC Meeting	17.4.24
	Councillor Budget Workshop-Operational Budget	18.4.24
	Councillor Budget Workshop	22.4.24
	Pre-Meeting Briefing Session	24.4.24
Ordinary Council Meeting	24.4.24	
ANZAC Day Dawn Service Glen Innes	25.4.24	

Councillor	Name of Meeting / Function	Date attended
	Regional Drought Resilience Project Drop In Opportunity at the Hub	30.4.24

## **KEY CONSIDERATIONS**

### **(a) Financial/Asset Management**

Nil.

### **(b) Policy/Legislation**

Although most Council committees are advisory in nature, input from these committees assists Council in formulating policy.

#### **Manual for Community Committees of Council**

##### 23. Attendance at Committee Meetings

- (1) Attendance of Committee members is required at Committee meetings.
- (2) Committee members are required to attend a minimum of three meetings in each financial year.
- (3) In the instance that members are unable to attend a scheduled meeting, an apology must be submitted to the Secretary prior to the commencement of the meeting.
- (4) A person shall cease to be a member of a Community Committee if the member is absent for three meetings without leave (i.e., accepted apology).
- (5) Subsection (3) does not apply to Councillors or Council staff.

### **(c) Risk**

Nil.

### **(d) Consultation**

The Governance Administration Officer 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**

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

## **CONCLUSION**

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 21 September 2023. These delegates will remain in place until Saturday, 14 September 2024.

This report lists all the recent meetings held by the Section 355 Community Committees of Council and all of the meetings and functions that have been attended by Councillors.

## **ECM INDEXES:**

Subject Index:	GOVERNANCE: Committees of Council
Customer Index:	INTERNAL DEPT - Councillors
Property Index:	NIL

## **ATTACHMENTS**

There are no annexures to this report.



**11 MATTERS OF AN URGENT NATURE**

**12 CONFIDENTIAL MATTERS**