

# **BUSINESS PAPER**

Ordinary Council Meeting

To be held on

Thursday , 27 June 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, 27 June 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 - 23 MAY 2024 TO BE CONFIRMED**
- 5 DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON-PECUNIARY INTERESTS**
- 6 MAYORAL MINUTE(S)**

## 7 REPORTS TO COUNCIL

**REPORT TITLE:** 7.1 RESOLUTION TRACKING REPORT

**REPORT FROM:** General Manager's Office

### 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

Council makes Resolutions at each Ordinary and Extraordinary Council Meeting. These Resolutions are then actioned to appropriate staff members to follow up in a timely and professional manner. The Outstanding Actions Report (Annexure A) provides a framework to monitor and manage all outstanding Council Resolutions.

#### (b) Discussion

The table below provides details the progress on Council Resolutions:

Outstanding Actions reported at the May 2024 Council Meeting	16
New actions assigned following May 2024 Council Meetings	+9
Actions completed since the previous report	-9
Outstanding Actions as of Thursday, 20 June 2024	16

Annexure A provides the most recent comments, from the responsible officers, as of Thursday, 20 June 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 20 June 2024 [⇨](#)

**REPORT TITLE: 7.2 ADOPTION OF THE OPERATIONAL PLAN AND BUDGET FOR THE 2024/2025 FINANCIAL YEAR**

**REPORT FROM: Corporate and Community Services**

**PURPOSE**

The purpose of this report is to seek Council’s adoption of the Glen Innes Severn Council Operational Plan and Budget 2024/2025 (*Annexure A – under separate cover*).

**RECOMMENDATION**

**THAT:**

- 1. Council adopts the Operational Plan and Budget for the 2024/2025 Financial Year.**
- 2. Council adopts the Schedule of Fees and Charges for the 2024/2025 Financial Year as part of Council’s Operational Plan and Budget.**
- 3. Council adopts the Water Supply Charge Schedule for the 2024/2025 Financial Year as part of the Council’s Operational Plan and Budget. The following charges are proposed to be levied in accordance with the provisions of Section 552 and Section 501(1) of the Local Government Act 1993 on all land rateable to the Water Supply Charge for the year ending June 2025:**
  - a. Meter connection: Connected - \$401 per annum,**
  - b. Meter connection: Unconnected - \$401 per annum,**
  - c. Meter connection: 20mm - \$401 per annum,**
  - d. Meter connection: 25mm - \$475 per annum,**
  - e. Meter connection: 32mm - \$554 per annum,**
  - f. Meter connection: 40mm - \$713 per annum,**
  - g. Meter connection: 50mm - \$1,187 per annum,**
  - h. Meter connection: 63mm - \$1,943 per annum,**
  - i. Meter connection: 80mm - \$2,847 per annum,**
  - j. Meter connection: 100mm - \$4,751 per annum,**
  - k. Meter connection: 150mm - \$10,089 per annum,**
  - l. Meter connection: 200mm - \$20,179 per annum.**

***The proposed charge for water consumed by residential customers in both Glen Innes and Deepwater is to be charged by measure of metered water consumption at the rate of \$3.08 per kilolitre for water consumption between nil (0) and 450 kilolitres, and \$4.72 per kilolitre for water consumed over 450 kilolitres.***

***The supply of water at Emmaville shall be charged to customers by measure of metered water consumption and shall be charged at the rate of \$1.45 per kilolitre.***



**Such rate shall only apply to those customers currently connected to the Emmaville system.**

**The supply of water for Council Sporting Fields shall be charged by measure of metered water consumption and shall be charged at the rate of \$0.58 per kilolitre.**

**The proposed charge for water consumed by commercial and non-rateable customers is to be charged by measure of metered water consumption at a rate of \$3.08 per kilolitre.**

**The proposed charge for water consumed from a standpipe/overhead fill point will be charged at the rate of \$3.51 per kilolitre.**

4. **In accordance with the provisions of Section 535 of the Local Government Act 1993 (NSW), Council makes, fixes and levies the rates for the year ending 30 June 2025 for the following rating categories.**

**Farmland:**

**Farmland rate of 0.001675066 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a base rate of \$465 per annum (the total revenue collected from this base amount represents 14.09% of the total revenue collected from this category of land),**

**Residential – Non-Urban:**

**Residential – Non-Urban rate of 0.004842931 cents in the dollar on the current land values of all rateable land which is not within a Centre of Population in the Local Government Area, with a minimum rate of \$615 per annum,**

**Residential – Deepwater:**

**Residential – Deepwater rate of 0.003910402 cents in the dollar on the current land values of all rateable land in the village of Deepwater, with a minimum rate of \$615 per annum,**

**Residential – Dundee:**

**Residential – Dundee rate of 0.003298790 cents in the dollar on the current land values of all rateable land in the hamlet of Dundee, with a minimum rate of \$615 per annum,**

**Residential – Emmaville:**

**Residential – Emmaville rate of 0.004788438 cents in the dollar on the current land values of all rateable land in the village of Emmaville, with a minimum rate of \$615 per annum,**

**Residential – Glencoe:**

**Residential – Glencoe rate of 0.003451064 cents in the dollar on the current land values of all rateable land in the village of Glencoe, with a minimum rate of \$615 per annum,**

**Residential – Red Range:**

**Residential – Red Range rate of 0.004877444 cents in the dollar on the current land values of all rateable land in the village of Red Range, with a minimum rate of \$615 per annum,**

**Residential – Wellingrove:**

*Residential – Wellingrove rate of 0.007025813 cents in the dollar on the current land values of all rateable land in the hamlet of Wellingrove, with a minimum rate of \$615 per annum,*

**Residential – Glen Innes (including postponed rates):**

*Residential – Glen Innes rate of 0.011374775 cents in the dollar on the current land values of all rateable land in the town of Glen Innes, with a minimum rate of \$615 per annum,*

**Business – Non-Urban:**

*Business – Non-Urban rate of 0.013199291 cents in the dollar on the current land values of all rateable land which is not within a Centre of Population within the Local Government Area, and which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Business – Deepwater:**

*Business – Deepwater rate of 0.005928068 cents in the dollar on the current land values of all rateable land in the village of Deepwater, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Business – Dundee:**

*Business – Dundee rate of 0.009719604 cents in the dollar on the current land values of all rateable land in the village of Dundee, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Business – Emmaville:**

*Business – Emmaville rate of 0.008261122 cents in the dollar on the current land values of all rateable land in the village of Emmaville, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Business – Glencoe:**

*Business – Glencoe rate of 0.006462953 cents in the dollar on the current land values of all rateable land in the village of Glencoe, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Business – Red Range:**

*Business – Red Range rate of 0.023866455 cents in the dollar on the current land values of all rateable land in the village of Red Range, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Business – Wellingrove:**

*Business – Wellingrove rate of 0.043339147 cents in the dollar on the current land values of all rateable land in the hamlet of Wellingrove, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Business – Glen Innes:**

*Business – Glen Innes rate of 0.015938470 cents in the dollar on the current land values of all rateable land in the town of Glen Innes, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$615 per annum,*

**Mining:**

**Mining rate of 0.012815363 cents in the dollar on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a minimum rate of \$357 per annum.**

5. **The Drainage Charge Schedule for the 2024/2025 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget, noting that a charge of \$119 is proposed to be levied in accordance with the provisions of Section 501 and Section 552 of the Local Government Act 1993 on all land assessable within the Glen Innes Severn LGA for the year ending June 2025.**
6. **The Sewerage Services Charges Schedule for the 2024/2025 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget. The following charges are proposed to be levied in accordance with the provisions of Section 501 and Section 552 of the Local Government Act 1993 on all land rateable to the Sewerage Services Charges for the year ending June 2025:**

**Residential Sewerage – Glen Innes:**

**Sewerage availability charge of \$664 per annum per assessment (unconnected \$474 per annum) – intended to represent a contribution towards the cost of providing and maintaining the infrastructure.**

**Residential properties discharging septic tank effluent into the sewerage system will also be charged an annual sewerage availability charge of \$664 per connection.**

**Residential Sewerage – Deepwater:**

**Sewerage availability charge of \$526 per annum per assessment (unconnected \$399 per annum) – intended to represent a contribution towards the cost of providing and maintaining the infrastructure.**

**Commercial and Non-Rateable Sewerage – Glen Innes and Deepwater:**

**A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a nominal charge for sewerage discharge, calculated in accordance with the following connection options and the formula following subparagraph "l" below:**

- a. **Meter connection: Unconnected - \$268 per annum,**
- b. **Meter connection: 20mm - \$268 per annum,**
- c. **Meter connection: 25mm - \$414 per annum,**
- d. **Meter connection: 32mm - \$683 per annum,**
- e. **Meter connection: 40mm - \$1,067 per annum,**
- f. **Meter connection: 50mm - \$1,664 per annum,**
- g. **Meter connection: 63mm - \$2,625 per annum,**
- h. **Meter connection: 80mm - \$4,263 per annum,**
- i. **Meter connection: 100mm - \$6,645 per annum,**
- j. **Meter connection: 150mm - \$15,401 per annum,**
- k. **Meter connection: 200mm - \$26,982 per annum.**

**Annual Non-Residential Sewerage Bill** \* =  $SDF \times (AC + C \times UC)$ , where:

**SDF** is the Sewer Discharge Factor (dependent on the type of business, assumed to be 0.95 unless stated otherwise within Council's Trade Waste Policy). This factor may be reduced upon evidence from the customer of reduced discharge to the sewerage system.

**C** is the Customer's Annual Water Consumption.

**UC** is the Sewer Usage Charge (\$1.42/kL).

**AC** is the Access Charge.

Commercial and non-rateable customers discharging septic effluent into the sewerage system will also be charged as detailed above.

**Trade Waste:**

The Liquid Trade Waste fees and charges are calculated in accordance with the Glen Innes Severn Council Liquid Trade Waste Regulation Policy.

The fees and charges for the 2024/2025 Financial Year are set out below:

<b>Trade Waste Application Fee</b>	(\$)
<b>Category 1 Discharger</b>	Nil
<b>Category 2 Discharger</b>	139
<b>Category 3 Discharger</b>	252
<b>Trade Waste Approval Renewal Fee (5 years)</b>	(\$)
<b>Category 1 Discharger</b>	Nil
<b>Category 2 Discharger</b>	74
<b>Category 3 Discharger</b>	125
<b>Change of Ownership (no change to conditions of Trade Waste approval)</b>	29
<b>Reinspection Fee</b>	107
<b>Non compliance penalty</b>	232
<b>Annual Trade Waste Fee</b>	(\$)
<b>Category 1 Discharger</b>	116
<b>Category 2 Discharger</b>	227
<b>Large Discharger</b>	804
<b>Industrial Discharger</b>	804
<b>Re-inspection Fee</b>	107
<b>Trade Waste Usage Charges</b>	(\$)
<b>Category 1 Discharger with appropriate equipment</b>	Nil
<b>Category 1 Discharger without appropriate pre-treatment</b>	2.15/kL

<b>Category 2 Discharger with appropriate pre-treatment</b>	<b>2.15/kL</b>
<b>Category 2 Discharger without appropriate pre-treatment</b>	<b>19.83/kL</b>
<b>Food Waste Disposal Charge</b>	<b>35.88 per bed</b>
<b>Non-compliance pH charge (k value)</b>	<b>0.53</b>
<b>Value of coefficient K in equation 3 of Liquid Trade Waste Policy</b>	<b>0.51</b>
<b>Excess Mass Charges – 2024/2025</b>	
<b>Substance</b>	<b>Price/kg (\$)</b>
<b>Aluminium</b>	<b>0.95</b>
<b>Ammonia* (as N)</b>	<b>3.87</b>
<b>Arsenic</b>	<b>97.31</b>
<b>Barium</b>	<b>48.65</b>
<b>Biochemical oxygen demand* (BOD)</b>	<b>0.95</b>
<b>Boron</b>	<b>0.95</b>
<b>Bromine</b>	<b>19.44</b>
<b>Cadmium</b>	<b>447</b>
<b>Chloride</b>	<b>No charge</b>
<b>Chlorinated hydrocarbons</b>	<b>48.65</b>
<b>Chlorinated phenolics</b>	<b>1,946.36</b>
<b>Chlorine</b>	<b>1.97</b>
<b>Chromium</b>	<b>34.47</b>
<b>Cobalt</b>	<b>19.83</b>
<b>Copper</b>	<b>19.83</b>
<b>Cyanide</b>	<b>97.31</b>
<b>Fluoride</b>	<b>4.85</b>
<b>Formaldehyde</b>	<b>1.97</b>
<b>Oil and Grease* (Total O&amp;G)</b>	<b>1.79</b>
<b>Herbicides/defoliant</b>	<b>973.95</b>
<b>Iron</b>	<b>1.98</b>
<b>Lead</b>	<b>48.65</b>
<b>Lithium</b>	<b>9.73</b>
<b>Manganese</b>	<b>9.73</b>
<b>Mercaptans</b>	<b>97.31</b>
<b>Mercury</b>	<b>3,244.41</b>
<b>Methylene blue active substances (MBAS)</b>	<b>0.95</b>
<b>Molybdenum</b>	<b>0.95</b>
<b>Nickel</b>	<b>32.45</b>
<b>Nitrogen* (Total Kjeldahl Nitrogen – Ammonia) as N</b>	<b>0.27</b>
<b>Organoarsenic compounds</b>	<b>974.59</b>

<b>Pesticides general (excludes organochlorines and organophosphates)</b>	<b>974.39</b>
<b>Petroleum hydrocarbons (non-flammable)</b>	<b>3.24</b>
<b>Phenolic compounds (non-chlorinated)</b>	<b>9.73</b>
<b>Phosphorous* (Total P)</b>	<b>1.97</b>
<b>Polynuclear aromatic hydrocarbons</b>	<b>19.83</b>
<b>Selenium</b>	<b>68.50</b>
<b>Silver</b>	<b>1.81</b>
<b>Sulphate* (SO4)</b>	<b>0.24</b>
<b>Sulphide</b>	<b>1.97</b>
<b>Sulphite</b>	<b>2.14</b>
<b>Suspended Solids* (SS)</b>	<b>1.23</b>
<b>Thiosulphate</b>	<b>0.38</b>
<b>Tin</b>	<b>9.52</b>
<b>Total dissolved solids* (TDS)</b>	<b>0.07</b>
<b>Uranium</b>	<b>9.52</b>
<b>Zinc</b>	<b>19.26</b>

**Council has identified its sewerage supply service as a Category Two Business and operates this in accordance with the Competitive Neutrality Guidelines 1997.**

**Tanked Waste:**

**Licence to discharge trucked septic waste (direct to Glen Innes STP by appointment only) \$37 per month.**

**Onsite Sewerage:**

**Fee to operate an onsite sewerage system is charged in accordance with the Onsite Sewerage Management Strategy 2021 at \$115.**

- 7. The Waste Management Facility Charge of \$84 levied under the provisions of Section 501 of the Local Government Act 1993 for the 2024/2025 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993.**
- 8. The Waste Collection Service Schedule for the 2024/2025 Financial Year be adopted by Council. The following charges are proposed to be levied in accordance with the provisions of Sections 496 and 502 of the Local Government Act 1993 for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240 litre fortnightly recycling service and a 140 litre weekly garbage service per assessment – unless otherwise indicated):**
  - a. Domestic: Occupied (140l Waste, 240l Recycling) - \$378 per annum,**
  - b. Domestic: Additional standard waste service per assessment - \$192 per additional standard waste service,**
  - c. Domestic: Occupied (240l Waste, 240l Recycling) - \$517 per annum,**
  - d. Domestic: Additional large waste service per assessment - \$279 per additional large waste service,**
  - e. Domestic: Vacant land within scavenging area - \$169 per annum,**

- f. *Business/Commercial: Occupied (140l Waste, 240l Recycling) - \$378 per annum,*
  - g. *Business/Commercial: Additional standard waste service per assessment - \$192 per additional waste service,*
  - h. *Business/Commercial: Occupied (240l Waste, 240l Recycling) - \$517 per annum,*
  - i. *Business/Commercial: Additional large waste service per assessment - \$279 per additional large waste service,*
  - j. *Business/Commercial: Vacant land within scavenging area - \$169 per annum,*
  - k. *Non-rateable: Occupied (140l Waste, 240l Recycling) - \$378 per annum,*
  - l. *Non-rateable: Additional standard waste service per assessment - \$192 per additional standard waste service,*
  - m. *Non-rateable: Occupied (240l Waste, 240l Recycling) - \$517 per annum,*
  - n. *Non-rateable: Additional large waste service per assessment - \$279 per additional large waste service,*
  - o. *Non-rateable: Vacant land - \$169 per annum.*
9. *Council, in accordance with the provisions of Section 566(3) of the Local Government Act 1993, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2025. The rate for the 2024/2025 Financial Year is ten and a half percent (10.5%) per annum.*

## **REPORT**

### **(a) Background**

Council's Operational Plan and Budget for the 2024/2025 Financial Year provides a direct link to the **Delivery Program (DP)**, and in turn the **10 Year Community Strategic Plan (CSP)**. The DP was reduced by 12 months by the **Office of Local Government (OLG)** to align with the next local government election and will end on 30 June 2025.

The CSP contains five strategic objectives, which are: An Attractive Quality of Life, A Prosperous Local Economy, Fit for Purpose Public Infrastructure, An Appealing Sense of Place, and Recognised for Local Leadership. The CSP objectives cascade down to strategic goals, which in turn cascade into the DP's principal activities and then into the annual Operation Plan actions.

In line with the provisions of the *Local Government Act 1993* and requirements of the **Integrated Planning and Reporting Framework (IP&RF)**, Council is required to develop an annual Operational Plan and Budget that delivers the goals as outlines in the CSP and DP.

The 2024/25 Operational Plan and Budget is part of the three-year DP and 10-year CSP.

**(b) Discussion**

The Operational Plan and Budget consists of a “written part” where strategies and actions have been developed for the 2024/2025 Financial Year to achieve the goals and objectives that are identified in the CSP. The “financial part” of the Operational Plan and Budget provides for the financial resources to enable the CSP strategies and actions to be implemented during the 2024/2025 Financial Year.

**Snapshot of Council’s Financial Position and the 2024/2025 Budget:**

Council’s final budget comprises the following (with last year’s figures in brackets as a comparison):

- Operating Income (including Capital Grants and Contributions) **\$48,894,226** (\$45,561,604)
- Operating Income (excluding Capital Grants and Contributions) **\$36,894,226** (\$34,561,604)
- Operating Expenditure **\$40,788,752** (\$37,141,158)
- Capital Expenditure **\$ 9,744,069** (\$20,700,875)

The Final Operational Budget for the 2024/2025 Financial Year proposes an Operational Surplus of \$8.1M, which includes forecasted Capital Income of \$12M. Therefore, after excluding Capital Income, the proposed Operational deficit will be \$3.9M.

Council’s Capital Works Program Budget of \$9,744,069 is detailed in (*Annexure A – under separate cover*).

The 2024/2025 Financial Year Operating Performance Ratio forms part of the NSW Local Government’s Fit for the Future criteria. This ratio measures Council’s ability to contain operating expenditure within operating revenue.

The benchmark for this ratio is 0% or better to break even average over three years. The ratio excludes capital grants and contributions from Operating Revenue.

Council is unlikely to meet this target in the 2024/2025 Financial Year. The negative ratio of (-10.56%) shows that Council has insufficient operational revenue to cover its operational expenditure.

The annual rate peg amount this year has been announced at 4.8%, whilst salary and wages under the Local Government (State) Award are budgeted to increase by 3.5% and superannuation is budgeted to increase by 0.5% to 11.50%. The



March quarter 2023 to March quarter 2024 all groups CPI increased by 3.6%. Council’s revenue stream has not increased in real terms from it’s general source of income.

**1) Glen Innes Aggregates:**

It is expected that an Operating Surplus of \$826,636 will be achievable for Glen Innes Aggregates in the 2024/2025 Financial Year.

**2) Water fund:**




Council has identified its water supply service as a Category Two Business and operates this in accordance with the Competitive Neutrality Guidelines 1997. The water business will continue to be fully self-funded. The water asset renewal program will continue in the 2024/2025 Financial Year.




**3) Sewer fund:**

The sewer mains relining program will continue as in previous years, gradually reducing stormwater infiltration into the network. Council will also continue to improve system processes at the Glen Innes Sewage Treatment Plant to ensure compliance with NSW Environment Protection Authority licence requirements. As with the Water Fund, the Sewer Fund is also planned to return an operating profit.

**Council’s Key Performance Indicators (KPIs):**

Council’s KPIs can be visually depicted as follows:

Measure / benchmark	2024/2025	
	<b>ESTIMATED</b>	
<b>Operating Performance Ratio</b> (Greater than or equal to breakeven average over 3 years)		This ratio measures Councils ability of containing operating expenditure within operating revenue.  GISC is in a breakeven position for the next three years and meets this target.
<b>Own Source Revenue Ratio</b> (Greater than 60% average over 3 years)		This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.  GISC is unfavourable for the current year due to high grant revenue but meets the target for the three year average.
<b>Building and Infrastructure Asset Renewal Ratio</b> (Greater than 100% average over 3 years)		This ratio measures the rate at which assets are being renewed relative to the rate they are being depreciated.  GISC asset strategies ensure this target is met.

<p><b>Infrastructure Backlog Ratio</b> (Less than 2%)</p>		<p>This ratio shows the annual renewal backlog as a proportion of the total value of Council's infrastructure.</p> <p>GISC does not meet, due to the high level of backlog. While reducing, the target will not be met within the Long-Term Financial Plan.</p>
<p><b>Asset Maintenance Ratio</b> (Greater than 100% average over 3 years)</p>		<p>This ratio compares actual asset maintenance with required asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure backlog through insufficient funds.</p> <p>GISC currently meets this target.</p>
<p><b>Debt Service Ratio</b> (Greater than 0% and less than or equal to 20% average over 3 years)</p>		<p>This ratio measures the availability of operating cash to service debt.</p> <p>GISC currently meets this target.</p>

**Council's Revenue Policy**

Council's significant revenue sources are from general rates, fees and charges, the **Financial Assistance Grant (FAG)**, Roads to Recovery Grant, and other grant funds; particularly in the area of Community Services, of which Life Choices - Support Services is largely externally funded through grant funding from the State and Commonwealth Governments.

Council's Own Source Operating Revenue Ratio, which measures fiscal flexibility and the degree of reliance on external funding sources such as operating grants and contributions, is expected to meet the benchmark of >60% average over three years in 2024/2025. The 2024/2025 estimate is 51.24% (excluding the FAG) and 61.56% including FAG as Rural councils are permitted to do under the Fit for the Future Financial Ratio guidelines.

**Long Term Financial Plan**

The **Long Term Financial Plan (LTFP)** is being developed with an external consultant as part of an overall financial sustainability review. Currently a LTFP has not been provided as part of the Final Operational Plan and Budget for the 2024/2024 Financial Year and beyond to 10 years.

**Public Submissions**

Council received six public submissions during the public exhibition period.

The submissions are outlined in the table below

Item	Submission Feedback	Comment
1	I support the fenced off leash dog park.	Construction of an off-leash dog park is a goal in the 2024/25 Operational Plan.
2	Happy to hear about the off-leash dog park. Would like the area to include seating and shade.	Construction of an off-leash dog park is a goal in the 2024/25 Operational Plan.
3	The town needs an off-leash dog park.	Construction of an off-leash dog park is a goal in the 2024/25 Operational Plan.
4	We need a green waste service and a hard and large rubbish collection service like every other council area.	The feedback is noted for discussion at councils strategic planning session.
5	Protection of Habitat. Current plans do not include emission reduction and climate change, funds for environmental catastrophes are not included.	The feedback is noted for discussion at Council's strategic planning session.
6	A very detailed submission was made and has been made available to Councillors. The submission includes detailed comment on the following areas: Council values Drainage services and charges Quarry operations Weighbridge Saleyard closures Development Application Fees New England Weeds Authority Grants Management Town Beautification Operating model for Glen Innes Saleyards Rail Trail Planning Drinking Water Standards Water services fees and charges Own source funds	All Councillors have received a copy of the details of this submission for their consideration.

### **Budget Changes from Draft Budget 2024/2024**

One Amendment to the draft Operational Budget 2024/2025, since it last went to Council is an allowance of \$100k (expense) for the New England Weeds Authority.

### **Fees and Charges – changes from Draft Operational Plan**

State Government Interment Services Levy [Burial] as per NSW legislation:

- \$156 per burial,
- \$63 per ash interment,
- \$41 per cremation.

## **KEY CONSIDERATIONS**

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

The final Operational Plan and Budget 2024/2024 sets out the operational and capital revenue and expenditure that Council has committed to for the 2024/2025 Financial Year.

All Council officials have been mindful of the asset management implications in the preparation of Council's final Operational Plan and Budget for the 2024/2025 Financial Year. Whole of life asset and depreciation cost considerations are important drivers in Council's future financial direction.

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

If adopted by Council, the final Operational Plan and Budget 2024/2025 will set the overarching policy direction for Council for the next financial year.

Council must ensure that it adopts its final budget in accordance with various provisions in the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2021*.

- Section 405 of the *Local Government Act 1993*:
  - (1) *A council must have a plan (called its “operational plan”) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*
- Section 494 of the *Local Government Act 1993*:
  - (1) *A council must make and levy an ordinary rate for each year on all rateable land in its area.*
  - (2) *Each category or subcategory of ordinary rate is to apply only to land of the same category or subcategory.*

- Section 496 of the *Local Government Act 1993*:
  - (1) *A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.*
  
- Section 501 of the *Local Government Act 1993*:
  - (1) *A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council:*
    - *Water supply services*
    - *Sewerage services*
    - *Drainage services*
    - *Waste management services (other than domestic waste management services)*
    - *Any services prescribed by the regulations.*
  
- Section 502 of the *Local Government Act 1993*:

*A council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.*
  
- Section 552 of the *Local Government Act 1993*:
  - (1) *A special rate or charge relating to water supply may be levied on:*
    - (a) *Land that is supplied with water from a water pipe of the council, and*
    - (b) *Land that is situated within 225 metres of a water pipe of the council whether the land has a frontage or not to the public road (if any) in which the water pipe is laid, and although the land is not actually supplied with water from any water pipe of the council.*

**(c) Risk**

The preparation of the budget required cost increases in some areas so Council can continue to provide the current level of services, expenses in areas such as insurance costs, wages, and depreciation are beyond Council's control and the rates increase was not sufficient to offset them.

**(d) Consultation**

External

Council's Draft Operational Plan and Budget for the 2024/2025 Financial Year was on public exhibition for 28 days from Friday, 17 May 2024, until Thursday, 13 June 2024. During this time submissions were invited from the community.

Council advertised the Draft Operational Plan and Budget for the 2024/2025 Financial Year in the Glen Innes Examiner (Our Council) on the Glen Innes Severn Council website under Public Notices, and on Council's Facebook page.

The relevant documents were also displayed at Council’s Town Hall Administration Office and Church Street Office, the Glen Innes Severn Library and Learning Centre, Emmaville Post Office, Deepwater Post Office and Glencoe Post Office.

Internal

The budget has been prepared with full collaboration and input from all managers and the **Management Executive Team (MANEX)**.

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

The Final Operational Plan and Budget for the 2024/2025 Financial Year is required to be prepared in accordance with the IP&RF and provides a direct link to the DP and CSP.

**CONCLUSION**

Council’s final Operational Plan and Budget for the 2024/2025 Financial Year provides a direct link to the three-year DP and 10 year CSP.

Council’s 2024/2025 Final Budget proposes an Operational Surplus of \$8.1M, which includes forecasted Capital Income of \$12M. Therefore, after excluding Capital Income the proposed Operational deficit will be \$3.9M, comprising the following (with last year’s figures in brackets as a comparison):

- Operating Income (including Capital Grants and Contributions) **\$48,894,226** (\$45,561,604)
- Operating Income (excluding Capital Grants and Contributions) **\$36,894,226** (\$34,561,604)
- Operating Expenditure **\$40,788,752** (\$37,141,158)
- Capital Expenditure **\$ 9,744,069** (\$20,700,875)

The final Operational Plan and Budget for the 2024/2025 Financial Year is now presented to Council for adoption.

**ECM INDEXES**

Subject Index: CORPORATE MANAGEMENT: Planning  
 GOVERNANCE: Planning  
 FINANCIAL MANAGEMENT: Budgeting  
 Customer Index: NIL  
 Property Index: NIL

**ATTACHMENTS**

Annexure A Operational Plan 2024-2025 (*under separate cover*)

**REPORT TITLE: 7.3 OUTCOMES FROM TOWARDS 2034 COMMUNITY ENGAGEMENT**

**REPORT FROM: General Manager’s Office**

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**PURPOSE**

The purpose of this report is to present the findings of the Towards 2034 Community Engagement.

**RECOMMENDATION**

*That Council notes the outcomes of the Community Engagement Program.*

**REPORT**

**(a) Background**

The Towards 2034 Glen Innes Severn Community Engagement Program was held between 11 April and 17 May 2024 to inform the 2025-2035 Community Strategic Plan. Surveys were distributed throughout the town of Glen Innes and surrounding villages. The survey was based online and available through Council’s website using the Granicus Engagement HQ program. Paper based surveys were available at town and village Post Offices and libraries, and staff conducted four listening posts in Glen Innes. The program was advertised widely on local radio stations and through social media channels.

**(b) Discussion**

The Towards 2034 consultation is an important community discussion on the main ideas and priorities for our Local Government Area over the next decade. Community feedback will inform a number of critical plans for the next term of Council, which will be documented in a Community Strategic Plan.

The Towards 2034 program asked some key questions, focusing on where we are now, and where we want to be in 10 years.

The Towards 2034 Community Engagement Survey is a qualitative data survey relying on qualitative data content analysis. Survey questions were essay based allowing for a free flow of ideas. Sample size was 106; many statisticians consider 100 as a minimum needed for meaningful results. The results are considered valid as the data is credible and authentic (individuals could only submit one completed survey).

All surveys were read, and the data cleaned, that is, text not relevant to the study was not included. The data was entered into the computer using support from Granicus. Common themes were extracted electronically.

**Executive summary**

Key community issues	What they want in 10 years' time
1. Health Care	1. Community facilities – all age playgrounds and public amenities
2. Infrastructure and Public Services	2. Upgraded medical facilities and more doctors
3. Employment and Economic Growth	3. Infrastructure – urban roads and street beautification

**KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

Costs were met within the Communication and Media budget.

**(b) Policy/Legislation**

Community engagement is a requirement under the Integrated Planning and Reporting (IP&R) Framework.

**(c) Risk**

Listening posts conducted as part of the program were managed for risks.

**(d) Consultation**

- Director of Corporate and Community Services,
- Management Executive Team (MANEX),
- Manager of Governance.

**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 Towards 2034 Glen Innes Severn Community Engagement Program was held between 11 April and 17 May 2024 to inform the 2025-2035 Community Strategic Plan. The program asked key questions, focusing on where we are now, and where we want to be in 10 years. One hundred and six responses were received.

It is recommended that Council notes the outcomes of the community engagement program.



**ECM INDEXES**

Subject Index: COMMUNITY RELATIONS: Community Engagement  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A Towards 2034 Community Engagement Survey [↗](#)  
Annexure B Towards 2034 Community Engagement Findings [↗](#)

**REPORT TITLE: 7.4 DETERMINATION OF THE LOCAL GOVERNMENT REMUNERATION TRIBUNAL**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to inform Council regarding the Annual Determination by the **Local Government Remuneration Tribunal (the Tribunal)** and to implement the Councillor and Mayoral Fees for Financial Year 2025.

**RECOMMENDATION**

*THAT Council sets the maximum annual 2024/2025 fee, being:*

1. *Councillors Fee of \$13,520; and*
2. *An Additional Fee of \$29,500 for the Mayor.*

**REPORT**

**(a) Background**

The **Local Government Act 1993 (the Act)** requires each council to determine an annual fee for the Councillors and an additional fee for the Mayor.

In accordance with Section 239 of the *Act*, the Tribunal has made its determination regarding the categories of councils and Mayoral Offices in NSW and the allocation of each council and Mayoral Office into one of those categories for the 2024/2025 Financial Year.

Section 239 of the *Act* requires the Tribunal to determine the categories of councils and Mayoral Offices at least once every three years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2023.

Section 241 of the *Act* provides that the Tribunal determines the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.

Section 242A(1) of the *Act* requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.

The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the *Act*.

The Tribunal’s determinations take effect from 1 July in each year.

Last year, Council resolved to implement the maximum approved fees to the Mayor and Councillors (Resolution 6.06/23).

**(b) Discussion**

The Tribunal released its annual determination on 29 April 2024. Glen Innes Severn Council is determined in the category of a Rural Council. The remuneration increase, from 1 July 2024, has been determined at 3.75%.

Table 1 provides detail on the minimum and maximum fees payable, effective 1 July 2024 for the Councillor Annual Fee and the Mayoral Additional Fee.<sup>1</sup>

**Table 1**

Fee Type	Minimum	Maximum
Councillor	\$10,220	\$13,520
Mayor - Additional	\$10,880	\$29,500

Council is required to set the fees for the Mayor and Councillors for the 2024/2025 Financial Year. The fees fixed by Council must be in the range determined by the Tribunal and it is mandatory for the fees to be paid to the Mayor and Councillors. A Council cannot fix a fee higher than the maximum amount determined by the Tribunal. This report recommends the maximum allowed amount, both for councillors and the Mayor.

**KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

The fees paid to Councillors and the additional fee for the Mayor are included in the Financial Year 2025 Operational Plan.

**(b) Policy/Legislation**

***Local Government Act 1993***

Sections 248 and 249 of the *Act* require councils to fix the annual fees paid to Councillors (including the Mayor) and the Mayor as separate allowances. Should Council not fix an annual fee, then in accordance with sections 248 (4) and 249 (4) of the *Act*, the minimum remuneration levels as determined by the Tribunal apply.

<sup>1</sup> The Mayoral Additional Fee is paid in addition to the fee paid to the Mayor as a Councillor. See s249(2) of the *Local Government Act 1993*.

**(c) Risk**

Providing the fee set for Councillors and the additional fee set for the Mayor is within the minimum and maximum amounts provide by the Tribunal, risk is mitigated.

**(d) Consultation**

The Tribunal's Annual Determination and The Office of Local Government Circular 24-08 / 29 May 2024 / A899914.

**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**

The Tribunal has released its Annual Determination, providing an increase of 3.75% on the minimum and maximum fees payable for Councillors and the additional fee for Mayors in Rural Councils. This report, in keeping with previous years, recommends the maximum amount for all fees.

**ECM INDEXES**

Subject Index:	GOVERNANCE: Councillors
Customer Index:	Local Government Remuneration Tribunal
	INTERNAL DEPT: Councillors
Property Index:	NIL

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.5 ANNUAL DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS**

**REPORT FROM: Corporate and Community Services**

**PURPOSE**

The purpose of this report is to:

- Ensure that all Councillors and “Designated Persons” complete a Disclosure of Interests Return for **Financial Year (FY) 2024**,
- Formally identify those members of committees of Council who exercise Council’s functions (such as regulatory or contractual functions), and delegates of Council to be declared “Designated Persons” as defined in part 4.8 of the *Code of Conduct for Council Committee Members, Delegates and Advisors*, for FY24, and
- Formally identify those staff positions within the current Organisational Structure to be declared “Designated Persons” as defined in part 4.8 of the *Code of Conduct for Council Staff*, for FY24.

**RECOMMENDATION**

**THAT Council:**

1. ***Notes that all Councillors of Glen Innes Severn Council are required to complete a Disclosures of Interests Return for Financial Year 2024 and lodge it with the General Manager by 30 September 2024.***
2. ***Resolves that the Glen Innes Severn Council staff and delegates who occupy the positions below be formally declared Designated Persons by Council and be required to complete a Disclosures of Interests Return for Financial Year 2024 and lodge it with the General Manager by 30 September 2024:***
  - a) ***Determined by Clause 4.8 of the Code of Conduct for Council Staff:***
    - a. ***General Manager***
    - b. ***Director Corporate and Community Services***
    - c. ***Director Infrastructure Services***
    - d. ***Director Place and Growth***
    - e. ***Manager Administration and Human Resources***
    - f. ***Manager Community Services***
    - g. ***Manager Library and Learning Centre***
    - h. ***Manager Governance***
    - i. ***Chief Financial Officer***

- j. Management Accountant*
- k. Financial Accountant*
- l. Purchasing and Supply Officer*
- m. Manager Growth and Development*
- n. Manager Sustainability and Compliance*
- o. Building and Environmental Health Officer*
- p. Town Planner*
- q. Rangers*
- r. Manager Asset Services*
- s. Manager Infrastructure Services*
- t. Manager Integrated Water Services*
- u. Quarry Manager*
- v. Capital Works Coordinator*
- w. Maintenance Works Coordinator*
- b) Determined by Clause 4.8 of the Code of Conduct for Council Committee Members, Delegates and Advisers:**
  - a. Chair of the Glen Innes Severn Council Audit, Risk and Improvement Committee*
  - b. Independent Members of the Glen Innes Severn Council Audit, Risk and Improvement Committee*
  - c. Chief Audit Executive/Internal Auditor of Glen Innes Severn Council*

## **REPORT**

### **(a) Background**

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

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

**(b) Discussion**

The Disclosure of Interests Return for the period 1 July 2023 until 30 June 2024 is required to be submitted to the General Manager by Councillors and ‘designated persons’ by 30 September 2024. The form in which the disclosure is to be made will be provided to all Councillors and designated persons via email in July. This will facilitate all Councillors and designated persons completing their returns in due time.

The returns will be tabled at the October 2024 Ordinary Meeting of Council and then displayed on Council’s website with any necessary redactions applied.

Clause 4.8 of the Code of Conduct for Council Staff deems the General Manager, and any other senior staff as designated persons. Further, it includes those staff, delegates, advisers and Committee members that are to be determined designated persons if they hold positions identified as the positions of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff (or delegate, adviser, committee member) and the person’s private interest.

A review of Council’s positions, advisers, delegates and committee members has been carried out and the recommendation to Council in this report reflects this review.

**KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

Nil.

**(b) Policy/Legislation**

Provisions to complete Disclosure of Interests Returns by Councillors are made in Council’s Code of Conduct for Councillors and provisions for ‘Designated Persons’ to complete Disclosure of Interests Returns are made in Council’s Code of Conduct for Council Staff, and Code of Conduct for Committees of Council, Council Delegates and Council Advisors (see Part 4).

Further, definitions for what is a designated person are included in the Code of Conduct for Council Staff and the Code of Conduct for Committees of Council, Delegates of Council and Council Advisors (see Part 4).

Non-compliance with the pecuniary interest provisions of the Code of Conduct is to be reported directly to the Office of Local Government Investigations Team (see Part 5 of the Procedures for the Administration of the Code of Conduct). Contraventions of these provisions (Part 4 of the Model Code of Conduct) may result in disciplinary action including termination of employment or removal from office.

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

**(c) Risk**

Non-compliance with Council's Code of Conduct is a significant risk that this report aims to mitigate.

**(d) Consultation**

Nil.

**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**

This report identifies those positions that are deemed designated persons under the relevant Code of Conduct and asks Council to formalise this through their endorsement.

**ECM INDEXES**

Subject Index:	GOVERNANCE: Disclosures by Councillors and Designated Persons Return Register Pecuniary Interests
Customer Index:	NIL
Property Index:	NIL

**ATTACHMENTS**

There are no annexures to this report.



**REPORT TITLE: 7.6 REVISED ROADS CONSULTATIVE COMMITTEE TERMS OF REFERENCE**

**REPORT FROM: Corporate and Community Service**

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**PURPOSE**

The purpose of this report is to present Council with the revised Roads Consultative Committee Terms of Reference (**Annexure A**) for its review and adoption.

**RECOMMENDATION**

*That Council adopts the revised Roads Consultative Committee Terms of Reference.*

**REPORT**

**(a) Background**

The Roads Consultative Committee, according to its **Terms of Reference (TOR)**, was formed by Council on 25 May 2006 as an advisory committee. The TOR was last reviewed in July 2018 but it was not referred to Council for review or endorsement. The document has been reviewed by the Roads Consultative Committee and Council's **Management Executive Team (Manex)** and is now recommended for Council's review and adoption.

**(b) Discussion**

The amendments to the Roads Consultative Committee TOR are made to align the TOR with the recently revised Community Committees of Council Manual. It has also been placed in Council's new document template. The structure has been amended with the inclusion of section numbers and sign posting with relevant headings.

The part on Code of Conduct has been replaced with a part titled *Conduct* to impose conduct obligations more suitably on non-councillor and non-staff members of the committee.<sup>2</sup> Additional sections have been added to the part on *Meeting Practice*, which are slight variations on some sections of Chapter 4 of the Community Committees of Council Manual.<sup>3</sup>

**KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

Nil directly.

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<sup>2</sup> See (b) Policy/Legislation section for further information.

<sup>3</sup> Ibid.

**(b) Policy/Legislation**

**Local Government Act 1993**

The revised TOR, at section 26 states:

*Community committees of Council that have delegated functions are constituted under the Local Government Act 1993 (section 355 and sections 377 or 378). The RCC, being a wholly consultative committee is not such a committee and is established purely as a community engagement exercise in accordance with these Terms of Reference.*

**Model Code of Conduct**

The current TOR imposed compliance with Council's Code of Conduct, yet this imposition has not been imposed by the Model Code of Conduct. The following points elucidate why the amendment has been made:

1. Council has three adopted Codes of Conduct incorporating mandatory provisions of the Model Code of Conduct, being:
  - a. Code of Conduct for Councillors,
  - b. Code of Conduct for Council Staff, and
  - c. Code of Conduct for Council Committee Members, Delegates and Advisors.
2. In Part 2, Definitions, of the Code of Conduct for Council Committee Members, Delegates and Advisors a *Council committee* is defined as:
  - a. *a committee established by Council comprising of Councillors, staff or other persons that Council has delegated functions to and Council's ARIC.*

Therefore, this Code only applies to those committees that have delegated functions and not to a *wholly advisory committee*, which is defined as:

- b. *a Council committee that Council has not delegated any functions to.*

Therefore, a part on general conduct obligations (section 11-14) has been added to the TOR replacing the previous part and not requiring the non-councillor and non-staff members to be bound by the entire Code of Conduct for Council Committee Members, Delegates and Advisors.

## Community Committees of Council Manual (the Manual)

Additional conditions are imposed on the Roads Consultative Committee through the TOR, at the following sections (which draw reference to the Manual):

- Section 4 imposes the *General Terms of Constitution* from Chapter 3 of the Manual, upon the committee, as relevant and except as varied by the TOR.
- Section 17 imposes Chapter 4, *Meeting Practice*, of the Manual upon the committee, except as varied by the TOR.

### (c) Risk

Community advisory committees provide valuable feedback and recommendations to assist Council in formulating and implementing strategic plans. They are a positive risk mechanism embracing opportunity.

### (d) Consultation

Roads Consultative Committee.

## **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.

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.9.1: Engage with local representatives, government ministers and agencies, private and not for profit sector partners, who are critical to the successful implementation of the Community Strategic Plan; to understand their views and seek their commitment.

## **CONCLUSION**

Council’s Roads Consultative Committee Terms of Reference has been revised to include changes that have occurred since the current TOR was reviewed by the Committee in July 2018. Changes are moderate and the revised TOR is now presented to Council for its review and adoption.

## **ECM INDEXES**

Subject Index: GOVERNANCE: Committees of Council  
Customer Index: Roads Consultative Committee  
Property Index: NIL

## **ATTACHMENTS**

Annexure A Draft Roads Consultative Committee Terms of Reference [⇒](#)

**REPORT TITLE: 7.7 GOVERNANCE FRAMEWORK**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to present Council with the newly developed Governance Framework (*Annexure A*) for its review and adoption.

**RECOMMENDATION**

*That Council adopts the Governance Framework.*

**REPORT**

**(a) Background**

The Governance Framework has been developed in pursuit of the Delivery Program principal activity (STC 5.2.2): Formalise the Governance Framework and deliver compliance across all governance areas.

**(b) Discussion**

This Framework has been prepared to ensure Council’s compliance with all relevant legislation including the *Local Government Act 1993* (the Act) and the pursuit of best practice as a democratic local government.

This Framework is an overview of the Governance program that has been put in place so that Council officials can meet their Governance responsibilities. Further, it enables the community and other stakeholders to understand the Governance Framework and demonstrates how all people associated with Council can participate

The framework is adapted from the principles contained within the Audit Office of New South Wales (Audit Office) *Governance Lighthouse – strategic early warning signal*. It formalises Council’s framework and provides valuable information to the community and other key stakeholders including how Council measures its governance performance.

The Governance Health Check (*Appendix B* of the Framework) is an assessment and rating system covering various elements within Council’s Governance Framework. This model has been adapted from the NSW Local Government Governance Health Check developed by the then Local Government Manager Australia (LGMA), New South Wales,<sup>4</sup> in conjunction with the Independent Commission Against Corruption (ICAC).

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<sup>4</sup> Now Local Government Professionals NSW.

Many of the business improvements carried out at Council in the past four years have been driven by the Governance Health Check program implemented at Council.

It is the writer's opinion that Council's draft Governance Framework is an improvement on both the lighthouse model and the governance health check and is now presented for Council's review and adoption.

### **KEY CONSIDERATIONS**

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

Assessments undertaken in the Governance health Check will use current resources. Business improvement plans that may arise from the assessments, may be considered in future budget discussions.

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

Once adopted by Council, the Governance Framework will be Council's formal governance position and will direct business improvements and governance standards.

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

The Governance Framework provides practical guidance on implementing successful governance at Council.

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

Consultation involved reviewing the following documents:

- Audit Office of New South Wales *Governance Lighthouse - strategic early warning signal*
- ICAC/LGMA NSW Local Government Governance Health Check; and
- City of Parramatta Governance Framework.

### **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.

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.1: Deliver a 10-point rating increase through implementation of the Governance Health Check Assessment and Action Plans.

## **CONCLUSION**

Council's Governance Framework has been developed to ensure Council implements best practice governance throughout the organisation in all aspects and is now presented to Council for its review and adoption.

## **ECM INDEXES**

Subject Index: GOVERNANCE: Governance Health Check  
Customer Index: NIL  
Property Index: NIL

## **ATTACHMENTS**

Annexure A Draft Governance Framework [⇒](#)

**REPORT TITLE: 7.8 INVESTMENT REPORT - MAY 2024**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to provide details of all funds that Council has invested.

**RECOMMENDATION**

*That Council notes the Investment Report as at 31 May 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 \$17.2M 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 31 May 2024	\$4,501,378.53
<b>Balance as per Bank :</b>	
Opening Balance 1 May 2024	\$2,222,060.98
May Movements	\$2,203,098.84
Closing Balance 31 May 2024	\$4,425,159.82
less : Unpresented Receipts & Payments	-\$76,218.71
less : Timing Differences	\$0.00
<b>Total:</b>	<b>\$4,501,378.53</b>
Variance	\$0.00
	
Responsible Accounting Officer	
5 June 2024	

The bank reconciliation to the general ledger is currently showing a zero overall variance which was achieved during May-24 whereby the previous variance of \$15,699.47 was isolated and journalled to a separate balance sheet account to ensure that any new or current variances are resolved immediately. The unpresented receipts and payments of \$76K 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 \$
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>5.14%</b>	<b>Total Investments</b>		<b>17,200,000</b>	<b>901,834</b>
<b>Avg. Headline Rate Return</b>		<b>5.14%</b>	<b>Cash on Hand</b>		<b>4,425,160</b>	
<b>Total Cash and Investments</b>					<b>21,625,160</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 31 May 2024</b>	<b>\$940,979.73</b>
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The table below details the monthly movements of investments for the reporting month:

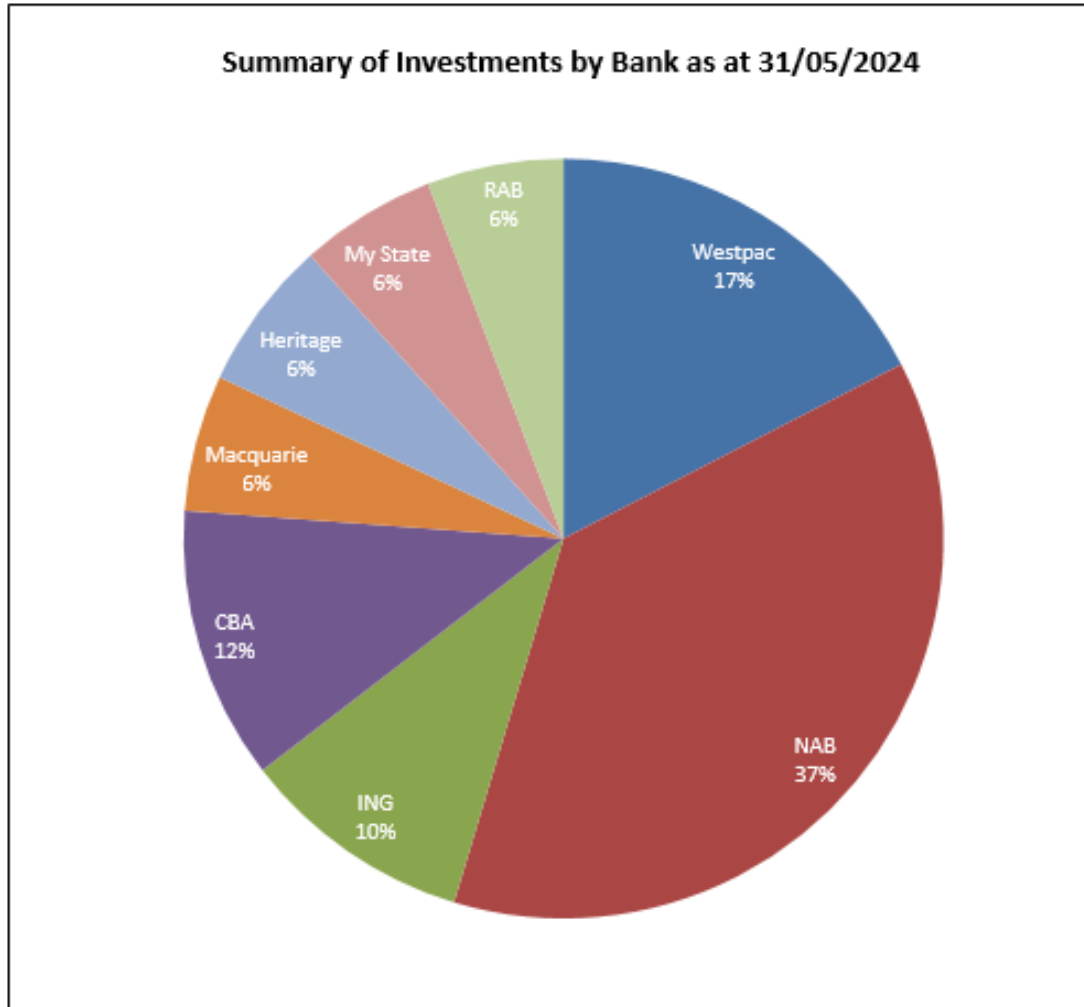
<b>Investment Movements</b>	
<b>Opening Balance as at 1 May 2024</b>	<b>19,200,000</b>
<i>Less :</i>	
Maturities (2)	2,000,000
<b>Subtotal</b>	<b>17,200,000</b>
<i>Plus :</i>	
Rollovers (0)	-
New Investments (0)	-
<b>Current Balance as at 31 May 2024</b>	<b>17,200,000</b>

During the reporting month two term deposits matured: \$1M each with BOQ and ING and neither were reinvested.

A summary of maturities is set out below:

<b>Period</b>	<b>No. of Term Deposits Maturing</b>	<b>Value</b>
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>18</b>	<b>\$17,200,000</b>

The graph below shows the summary of investments by bank:



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 31 May 2024	\$'000
Trust Funds	36
Included in Grant related contract liabilities	11,439
CHSP	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
<b>Total external restrictions</b>	<b>24,871</b>
Add	
Overdue Debtors	206
Contract Assets as at 30 June 2023 (Grant expenditure incurred not received)	7,179
<b>Total Cash &amp; Investments</b>	<b>21,625</b>
<b>Unrestricted (i.e. available after the above restrictions)</b>	<b>4,139</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 5.14%. This is an increase on the actual average return of 0.74%, which reflects the higher interest rates in FY24 over FY23.

Interest rates are stabilising after two years of trending upwards. The Bloomberg Ausbond Bank Bill Index one-year return rate for the reporting month is 4.32%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 May	19,200,000	18,000,000
Closing Balance 31 May	17,200,000	18,700,000

**(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).

The 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. On the 22<sup>nd</sup> May 2024 after two \$1M term deposits matured, our investments in NAB exceeded the allowable 35% limit however when these investments were made our overall holding with NAB was less than 35%.

***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%	17,200,000
Yes	AA	66.3%	11,400,000	100%	5,800,000
Yes	A	15.7%	2,700,000	45%	5,040,000
Yes	BBB	18.0%	3,100,000	25%	1,200,000
Yes	Government	0.0%	-	100%	17,200,000
		<b>100.0%</b>	<b>17,200,000</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	17,200,000	100%
<b>Total</b>			<b>17,200,000</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**

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: 7.9 YOUTH SERVICES POLICY & PROCEDURE**

**REPORT FROM: Corporate and Community Services**

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**Item 7.9**

**PURPOSE**

The purpose of this report is to present Council with the revised Youth Services Policy (**Annexure A**) for its review and adoption, and Youth Services Procedure (**Annexure B**) for noting.

**RECOMMENDATION**

**THAT Council:**

- 1. Reviews and adopts the revised Youth Services Policy.**
- 2. Notes the Youth Services Procedure.**

**REPORT**

**(a) Background**

The Youth Services Policy was officially adopted by Council on 27 February 2020, with a review scheduled every three years.

With the passing of the *Children's Guardian Amendment (Child Safe Scheme) Bill 2021* on 10 November 2021, new obligations were placed on all Council staff, volunteers, and Councillors to ensure the protection and attentive listening to the youngest residents and workers.

Since its adoption in 2020, the current policy has seen The Youth Booth undergo significant progression in capacity and deliverables. The importance of Youth Services has gained state-wide recognition, prompting neighbouring councils to adopt similar frameworks.

Transparent governance is essential for the operation of The Youth Booth. It is the responsibility of the Council to provide the community and staff with effective and transparent governance regarding the operations and outcomes of The Youth Booth.

**(b) Discussion**

The updated policy has a well-defined statement of purpose, outlining the framework and objectives of the Youth Services Policy. The revised policy provides a clearer explanation of the policy's purpose and scope.

The revised policy addresses liability concerns and alignment with Child Safe Standards and mitigates legal risks associated with youth services.

In summary, the updates to the Youth Services Policy underscore a commitment to elevating service delivery, fostering accountability, and safeguarding the well-being of young people within the Glen Innes Severn Local Government Area.

### **KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

The new policy improves Council's funding opportunities.

**(b) Policy/Legislation**

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

The following legislation is applicable to the Policy:

- *Advocate for Children and Young People Act 2014,*
- *Child Protection (Offenders Prohibition Orders) Act 2004,*
- *Child Protection (Offender Registration) Act 2000,*
- *Child Protection (Working with Children) Act 2012,*
- *Child Protection (Working with Children) Regulation 2013,*
- *Children and Young Persons (Care and Protection) Act 1998,*
- *Children and Young Persons (Care and Protection) Regulation 2012,*
- *Commission and Children and Young People Act 1998,*
- *Community Welfare Act 1987,*
- *Crimes Act 1900,*
- *Crimes (Domestic and Personal Violence) Act 2007,*
- *Education and Care Services National Law Act 2010,*
- *Education and Care Services National Regulations 2012,*
- *Government Information (Public Access) Act 2009,*
- *Ombudsman Act 1974, and*
- *Young Offenders Act 1997.*

**(c) Risk**

Adoption of the revised policy improves Council's Risk Management.

**(d) Consultation**

- Manager of Governance, Risk and Corporate Planning,
- Manager of Administration and Human Resources,
- Coordinator Family and Children’s Services, and
- Youth Worker.

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

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.2.7: Implement the Youth Strategy and Action Plans and review as necessary.

**CONCLUSION**

The updated Youth Services Policy represents a significant step forward in ensuring the safety, well-being, and effective delivery of services to young people within the Glen Innes Severn LGA. The policy sets a strong foundation for accountable and transparent service provision.

Council’s Youth Services Policy has been revised to include changes that have occurred since the current Policy was adopted in 2020. Changes are significant and the revised Policy is now presented to Council for its review and adoption.

**ECM INDEXES**

Subject Index: CORPORATE MANAGEMENT: Policy  
Customer Index: INTERNAL DEPT - Corporate & Community Services  
Property Index: NIL

**ATTACHMENTS**

Annexure A Draft Revised Youth Services Policy [⇒](#)  
Annexure B Youth Services Procedure [⇒](#)

**REPORT TITLE: 7.10 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 31 MAY 2024**

**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 revoked from previous financial years, all of which were adopted in March 2024.

**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 second quarter of 2023-24 (Oct to Dec 2024) were processed on 14 June 2024.

### **Fixing Country Bridges**

The Mt Mitchell Road bridge is at 50% completion with abutments and precast planks in place,



*Image 1: Mt Mitchell Rd bridge*



### **Dumaresq St Industrial Subdivision**

Council has completed the drainage and bulk earthworks for the retention basin at the Dumaresq Street industrial subdivision.



*Image 2: Dumaresq Street subdivision earthworks*

### **Railway Street Kerb and Gutter**

Contractors Graham Construction have poured the kerb and gutter in Railway Street, bringing this project to 80% completion. Once the concrete has cured the nature strip will be re-instated and the road tie-in completed.



*Image 3: Railway Street kerb and gutter*

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

Works have significantly progressed with pathways, retaining walls, formwork, internal linings, internal fit out, 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

**KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

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

Project Type	Projects Count	QBR 3 Budget	Total Spent	Expenditures %
Aerodome	3	3,303,178.00	110,271.86	3.34%
Bridge	8	7,171,169.50	4,178,136.99	62.67%
Building	2	165,000.00	246,484.84	0.00%
Community Halls	1	131,651.00	105,326.40	80.00%
Drainage	3	616,815.16	616,822.30	107.46%
Economic Development	4	570,084.71	310,571.01	75.12%
Flood Recovery & Natural Disasters	5	5,690,375.00	283,975.76	4.78%
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	5,661,660.21	5,041,256.70	92.34%
Plant	25	1,949,856.79	1,776,164.43	93.55%
Quarry	4	2,300,043.32	1,546,223.33	67.29%
Roads	34	28,027,811.24	15,070,068.24	61.93%
Sewer	3	641,749.00	498,626.43	77.70%
Waste	3	1,434,065.00	1,037,714.34	111.10%
Water	4	1,031,954.00	471,030.19	45.64%
<b>Grand Total</b>	<b>124</b>	<b>59,771,390.93</b>	<b>31,909,064.74</b>	<b>58.33%</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.

For projects 7041C20, 7137C23 and 7188C23, further analysis is required to complete the reallocation of expenses to the correct projects, on consolidation the impact will be nil. The correct reallocation of expenses is expected to be completed by 30 June 2024. <enter text>

## (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**

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 Capital Projects Details [↗](#)

**REPORT TITLE: 7.11 REVIEW OF THE STRATEGIC COMPANION ANIMALS MANAGEMENT POLICY AND THE REVOCATION OF THE ASSESSMENT POLICY FOR REQUESTS TO REVOKE DANGEROUS OR MENACING DOG DECLARATIONS**

**REPORT FROM: Place and Growth**

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**PURPOSE**

The purpose of this report is to present Councillors with the revised **Strategic Companion Animals Management Policy (SCAMP) (Annexure A)** for its review and the revocation of the Assessment Policy for Requests to Revoke Dangerous or Menacing Dog Declarations Policy (**Annexure C**) which has been incorporated into the SCAMP as an annexure.

**RECOMMENDATION**

***That Council:***

- 1. Endorses the revised Strategic Companion Animals Management Policy (SCAMP); and***
- 2. Rescinds the Assessment Policy for Requests to Revoke Dangerous or Menacing Dog Declarations as it is now included as an attachment to the SCAMP.***

**REPORT**

**(a) Background**

The SCAMP was last adopted by Council on 26 October 2017 (**Annexure B**) and is due for review every three years.

**(b) Discussion**

The Policy has been updated to remove the duplication sections of the Companion Animals Legislation; this was deemed to be redundant and just added to the length of the policy unnecessarily as this information is available to view on the NSW Legislation website.

The current *Requests to Revoke Dangerous or Menacing Dog Declarations Policy* has now been incorporated into the SCAMP due to its affiliation; this policy was able to be condensed into a single page of information and added to the SCAMP as an annexure.

Other changes include the incorporation of the separate section titled “Action Plans” into the same subheadings located earlier in the Policy. Further improvements were undertaken to the wording of some sections of the Policy. The seizure statistics have also been updated.

As Council cannot emphatically prove that desexing has a direct correlation to health and behavioural aspects of animals, this section of the Policy has been updated. Council continues to have good working relationships with a number of animal rescue groups, as well as working closely with the local volunteer rescue groups.

Council no longer undertakes “education programs” under this Policy, instead the Rangers provide educational material and discuss requirements with animal owners as required. Correctional behaviour information packages for the owners of nuisance animals are no longer in effect. Council’s Ranger also updates information brochures on an annual basis, and these are made available to the public at Council’s offices.

Council does not provide de-sexing vouchers to the public nor does Council desex, vaccinate or sell animals from its Pound. Therefore, sustaining good relationships with rescue organisations is important, as they are more capable of providing the required medical care, treatment and future costs associated with rehoming non-desexed animals. These arrangements are good for all involved and benefit Council by ensuring that the majority of unclaimed animals transferred to rescue organisations are rehomed outside of our area.

### **KEY CONSIDERATIONS**

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

Financial provisions of income and expenditure are detailed annually within Council’s Operational Plans.

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

Glen Innes Severn Council is imbued with functions under the *Companion Animals Act 1998* and the *Companion Animals Regulation 2018*.

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

Council regulates the *Companion Animals Act 1998* and the *Companion Animals Regulation 2018* by undertaking enforcement action against owners whose animals are found to be in contravention of the requirements of the legislation. These actions may open Council up to legal action by those owners who wish to contest the minimal requirements of the legislation, however, this is believed to be of minimal concern as no action is undertaken by Council against owners without sufficient evidence of wrongdoing.

(d) **Consultation**

Consultation was undertaken with Compliance/ Regulatory Department Staff.

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

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

**CONCLUSION**

Council’s Strategic Companion Animals Management Policy has been revised to include changes that have occurred since the current Policy was adopted in 2017. Changes are significant however are relatively minor in nature, 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 Strategic Companion Animals Management Policy V4 [⇒](#)  
Annexure B Strategic Companion Animals Management Policy (current version) [⇒](#)  
Annexure C Assessment for Requests to Revoke Dangerous or Menacing Dog  
Declarations Policy [⇒](#)

**REPORT TITLE: 7.12 AMENDMENT TO DEVELOPMENT CONTROL PLAN  
CHAPTER 6 - COMMERCIAL AND INDUSTRIAL  
DEVELOPMENT**

**REPORT FROM: Place and Growth**

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**PURPOSE**

The purpose of this report is to advise Council of a minor amendment to the adopted **Development Control Plan (DCP)** contained within Chapter 6 – Commercial and Industrial Development to ensure that development for commercial purposes in the R1 General Residential and RU5 Village zone is covered under the DCP chapter.

**RECOMMENDATION**

*That Council notes the minor amendment to Development Control Plan Chapter 6.*

**REPORT**

**(a) Background**

During review of a development application, a minor oversight was identified. This is detailed below. This oversight was identified during assessment of an application that was not impacted by the oversight.

Given the minor nature of this amendment, it is proposed that this amendment be made and uploaded to the Council website, negating the need for formal exhibition.

**(b) Discussion**

Currently the following controls apply in the Glen Innes Severn Development Control Plan:

- Chapter 3 of the DCP applies to “residential development undertaken on residential land zoned R1, R5 and RU5 in the Glen Innes **Severn Local Government Area (LGA)** including associated development”.
- Chapter 4 of the DCP applies to “all Rural, Rural Residential and Environmental zoned land (RU1, RU2, R5 and E3)”
- Chapter 6 of the DCP applies to “land zoned Business (B2, B4 or B6) and Industrial (IN1, IN2)”.

The effect of this is that if any commercial or industrial development is proposed in a residential zone such as R1 General Residential or RU5 Village, no chapters of the DCP apply. For example, the RU5 Village zone permits with consent:

*Agricultural produce industries; Centre-based child care facilities; Community facilities; Dairies (pasture-based); Dwelling houses; General industries; Intensive plant agriculture; Light industries; Liquid fuel depots; Neighbourhood shops; Oyster aquaculture; Places of public worship; Recreation areas; Recreation facilities (indoor); Recreation facilities (outdoor); Respite day care centres; Roads; Schools; Stock and sale yards; Tank-based aquaculture; Water storage facilities; Any other development not specified in item 2 or 4.*

And the R1 General Residential zone permits with consent:

*Attached dwellings; Boarding houses; Building identification signs; Business identification signs; Centre-based child care facilities; Community facilities; Dwelling houses; Group homes; Home industries; Hostels; Multi dwelling housing; Neighbourhood shops; Oyster aquaculture; Places of public worship; Plant nurseries; Pond-based aquaculture; Residential flat buildings; Respite day care centres; Roads; Semi-detached dwellings; Seniors housing; Shop top housing; Tank-based aquaculture; Waste or resource transfer stations; Any other development not specified in item 2 or 4.*

This has the potential consequence that an applicant could propose a neighbourhood shop, a place of public worship, a pub, or even an industrial development and no chapter of the DCP would apply. That means, for example, no height limit and no waste management controls (these are included in the commercial industrial chapter).

This can be rectified in a straightforward manner by amending section 6.2 of the DCP to read

*“This chapter applies to land with a business or industrial zoning (E1 Local Centre, E3 Productivity Support, E4 General Industrial, MU1 Mixed Use) under the Glen Innes Severn Local Environmental Plan (GISLEP) 2012 and any commercial or industrial development in other zones as permitted by GISLEP.”*

The opportunity has been taken to update the zones to the correct zone names (as provided by the Department of Planning, Housing and Infrastructure), as these have been changed since the DCP was written.

An amended DCP Chapter to this affect is attached (**Annexure A**).

## **KEY CONSIDERATIONS**

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

Nil.

**(b) Policy/Legislation**

This minor amendment addresses an oversight in the original DCP, strengthening the policy position of Council.

**(c) Risk**

This amendment removes a potential risk which would allow certain development to be carried out without any controls in certain zones.

**(d) Consultation**

As this is a minor amendment that removes an oversight and returns the document to the original intent, no consultation is proposed to be undertaken.

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

This report links to Council’s Delivery Program Environment Heritage Principal Activity EH 4.1.1: Review and update Planning Documents including the Development Control Plan and the Land Use Strategy.

**CONCLUSION**

The proposed minor amendment to Chapter 6 of the existing DCP rectifies an oversight that allows for certain development to be carried out largely without controls. The amendment provides for greater certainty for the community and will enable the more appropriate assessment of applications as they are lodged.

**ECM INDEXES**

Subject Index: DEVELOPMENT AND BUILDING CONTROLS: Guidelines  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A Amended DCP Chapter [⇨](#)

**REPORT TITLE: 7.13 DWELLING OPPORTUNITIES MAP REVIEW**

**REPORT FROM: Place and Growth**

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**PURPOSE**

The purpose of this report is to seek the approval of Council to allow for the call for submissions from property owners for consideration of including additional properties on the Dwelling Opportunity Map, contained within Clause 4.2A (3)(e) of the *Glen Innes Severn Local Environmental Plan 2012* (the LEP). This will potentially allow for a dwelling to be approved on lots currently under the minimum lot size in the RU1 Rural zone. This will not allow for the subdivision of any more lots that are undersized. Only existing lots can be nominated.

The submissions will be reviewed by Council officers before being reported back to Council to request approval to submit a 'map only' planning proposal to the **Department of Planning, Housing and Infrastructure (DPHI)**.

**RECOMMENDATION**

*THAT Council:*

- 1. Permits landowners to make a submission to Council for potential inclusion of properties to the Dwelling Opportunity Map.*
- 2. Notes that the properties submitted, as well as a recommendation for inclusion or exclusion, will be reported back to a future meeting of Council to enable a planning proposal to be submitted to the Department of Planning, Housing and Infrastructure.*

**REPORT**

**(a) Background**

Multiple customer enquiries regarding dwelling entitlements on rural zoned properties are received by Council staff on a weekly basis. These enquiries are for existing lots (i.e., not new subdivisions) of varying sizes. As the minimum lot size for rural zoned properties range from 40ha (for properties closest to Glen Innes) to 150ha to 300ha, there can be situations where lots of 220ha, of marginal agricultural land, cannot have a permanent dwelling.

The Glen Innes Severn **Local Environmental Plan (LEP)** currently has a Dwelling Opportunity map layer. This in effect means that Council has reviewed the site, and despite the lot not meeting the minimum lot size requirements, the attributes of the site are such that use of the site for a dwelling is an appropriate outcome. Council has previously undertaken a process of including some lots under the minimum lot size for inclusion on the Dwelling Opportunity map within the LEP.



Inclusion on the Dwelling Opportunity map layer does not guarantee an automatic development approval. A future assessment will need to be undertaken as with any other proposed dwelling application, and compliance with other relevant controls, such as bushfire and On-Site Sewer Management.

Council has met with representatives from DPHI in order to discuss the proposal, and have received in principle support, subject to review of lots by the Department of Primary Industries during the assessment of the planning proposal.

**(b) Discussion**

As detailed above, Council receives frequent enquiries regarding dwelling entitlements on rural zoned land. There are a number of factors that inform whether a dwelling is permissible, however, the simplest response is where the lot is already identified on the Dwelling Opportunity Map. In order to provide a simple, timely response to this identified shortcoming within Council planning controls, a review of this map layer is the simplest way to address the issue on a short-term basis.

The adjoining Tenterfield **Local Government Area (LGA)** currently has a policy that any existing lot has a dwelling entitlement. This is not considered appropriate for Glen Innes Severn as it may lead to the sterilisation of high-quality agricultural land. However, discussions with industry representatives have indicated that Glen Innes Severn is losing significant potential investment and growth to Tenterfield as people are able to purchase lifestyle blocks for the purposes of a permanent dwelling. As such, allowing landowners to make a submission for inclusion on this map layer is considered to be the most appropriate approach.

It is proposed to have a submission period of 28 days, commencing July 1 2024, which will allow for landowners to nominate their properties for consideration. This will be publicised through the traditional Council media approach (print, website, social media channels and display at Council offices), as well as directly contacting key stakeholders.

Once submissions have been received, a thorough desktop assessment will be undertaken by Council staff. This process will allow for the review of the individual lot characteristics, including access, vegetation and agricultural capability to ensure that any lot to be included is appropriate and does not sterilise productive agricultural land. Areas that are steeply sloping, have significant rock outcrops, are heavily vegetated or have minimal carrying capacity will generally be more favourably viewed than those properties that are located in more productive agricultural areas. Simply making a submission will not guarantee inclusion in this map amendment.

Upon completion of this desktop assessment, a report will be submitted to Council for approval to seek a Gateway Determination from DPHI for a Map Only Planning Proposal for this purpose. This report will include an outcome for each lot submitted for reasons of transparency.

This is currently a once off process. However, there is the option, depending on uptake and support, of making this a more regular review process. Consideration of long-term zoning outcomes will also be outlined during a future review of the LEP.

### **KEY CONSIDERATIONS**

**(a) Financial/Asset Management**

Nil.

**(b) Policy/Legislation**

The proposal will form part of the review of the *Glen Innes Severn Local Environmental Plan 2012*. Ongoing review of controls within the Local Environmental Plan is an important component of the strategic planning functions of Council.

**(c) Risk**

The methodology proposed, including consultation that has been taken, and will be taken, with relevant State Government agencies, limits the potential risk.

**(d) Consultation**

The initial reason behind examining options for dwelling entitlements on rural zoned properties was due to the large amount of enquiries Council receives for dwelling entitlements on rural lots, especially when a property is placed on the property market.

Subsequent meetings with a wide range of stakeholders, including real estate agents, has indicated that there is a substantial loss of investment opportunity to nearby local government areas which allow for this development type.

An initial meeting has been held with DPHI staff regarding this planning proposal. In principle support was received. Additional consultation will be undertaken with Department of Primary Industries.

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

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.1.1: Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.1 Support Agricultural Diversification and Resilience.

This report links to Council’s Delivery Program Environment Heritage Principal Activity EH 4.1.1: Review and update Planning Documents including the Development Control Plan and the Land Use Strategy.

This report links to Council’s Delivery Program Environment Heritage Principal Activity EH 4.1.3: Provide Urban and Rural Environmental and Development Planning services to adopted customer service standards.

**CONCLUSION**

There are numerous lots in rural zones below the minimum lot size in the Glen Innes LGA. Currently, the process of establishing whether there is a dwelling entitlement or not is time consuming and cumbersome, and often lots that are otherwise suitable for a permanent dwelling are unable to lawfully construct a permanent dwelling due to being under the minimum lot size.

As such, it is proposed that Council commence a process of calling for submissions for existing lots to be nominated to the Dwelling Opportunity map layer. These submissions will be reviewed by Council staff and reported back to Council.

**ECM INDEXES**

Subject Index:	Land Use and Planning
Customer Index:	Not Applicable
Property Index:	Not Applicable

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.14 DERRY PLACE ROAD CLOSURE**

**REPORT FROM: Infrastructure Services**

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**PURPOSE**

The purpose of this report is to obtain a Council resolution to facilitate the closure and transfer of the road corridor holding Derry Place.

**RECOMMENDATION**

**THAT Council:**

1. *Proceeds to close the road corridor that holds Derry Place.*
2. *Determines the area of land needed within Lot 7 Deposited Plan 1008237 to enable a cul-de-sac head in Penzance Street.*
3. *Confirms its intention to exchange land from the closed Derry Place for a partial widening of Penzance Street, subject to a further report that sets appropriate compensation, having regard to valuation of both parcels by an independent registered property valuer.*

**REPORT**

**(a) Background**

Paul and Stacie Arandale (landowners) have purchased the land that completely surrounds Derry Place. The landowners submitted a Development Application to Council in January 2024.

Condition 20 of the development consent states

*“The applicant is to apply for the closure of Derry Place with the aim that the land be incorporated into the consolidated lot. Subject to separate approval by Council resolution the applicant is to dedicate land to Council to facilitate construction of a cul-de-sac head in Penzance Street. This land is to be provided in exchange for the acquisition of Derry Place subject to external valuation and appropriate compensation for any difference in value.*

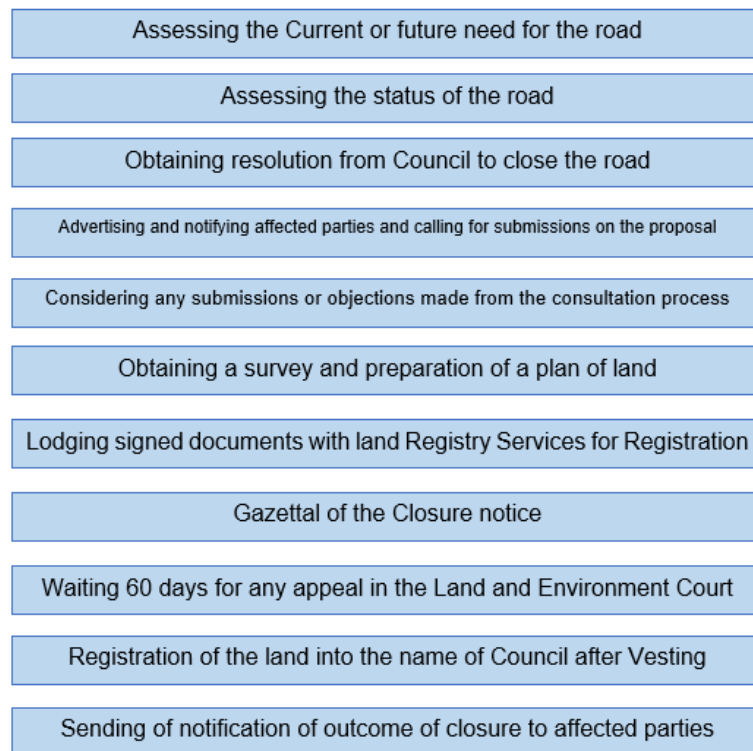
**(b) Discussion**

The development consent requires the road corridor that holds Derry Place to be closed and consolidated into a new lot. Part of the consolidated land will be transferred to Council and dedicated as public road to house a cul-de-sac at the end of Penzance St (**Annexure A**).

Derry Place is now fully enclosed by parcels in one ownership. Once the property is consolidated, the access provided by the road will no longer be necessary and therefore surplus to Council requirements. This meets the requirements of the *Roads Act 1993* (NSW) (Roads Act) Section 38A for the road to be closed. The approximate area of the road corridor is 1680m<sup>2</sup>.

The land provided to Council “in kind” will be dedicated as a road for a future cul-de-sac which will support industrial use in the area by enabling heavy vehicles to turn at the end of Penzance St. Independent valuation of the two parcels will occur to ensure appropriate compensation is paid.

The process to close a public road is extensive and will follow these steps:



This process is currently at step three “obtaining a resolution from Council”. If Council adopts the recommendation, the Property Officer will process the remaining actions on this list and prepare a further report for Council to authorise a contract for sale of land.

## **KEY CONSIDERATIONS**

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

All costs associated with the closure of the road corridor will be met by the applicant.

All funds received by the sale of the road will be set aside for expenditure on roads in accordance with legislative requirements.

**(b) Policy/Legislation**

This process to close a public road is outlined under Section 38 of the *Roads Act 1993*.

**(c) Risk**

There is reputational risk associated with transferring land to a private owner. This risk will be managed by the use of an independent property valuer.

**(d) Consultation**

Nil.

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

This report links to Council’s Delivery Program Environment Heritage Principal Activity EH 4.1.2: Provide Industrial Land availability.

**CONCLUSION**

The recommended closure and transfer of the road corridor will allow the applicants to meet the conditions of their development consent and provide a better arrangement of property boundaries and road corridor. The future installation of a cul-de-sac head will facilitate heavy vehicle turning movements within the road corridor.

**ECM INDEXES**

Subject Index: ROADS: Road Closure  
Customer Index: Arandale, Paul Michael - 4 Killarney Place, GLEN INNES NSW 2370  
Arandale, Stacie Lea - 4 Killarney Place, GLEN INNES NSW 2370  
Property Index: 9 PENZANCE STREET, GLEN INNES - 00184-79670000-000

**ATTACHMENTS**

Annexure A Road Closure Map [↗](#)

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

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

**REPORT TITLE:** 9.1 CORRESPONDENCE AND PRESS RELEASES

**REPORT FROM:** Corporate and Community Services

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### **PURPOSE**

The purpose of this report is to list the documents and press releases that have been circulated to Councillors throughout the month.

### **RECOMMENDATION**

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

### **Correspondence**

- ALGA News,
- Arts North West – newsletter,
- Council Magazine,
- Government News,
- Inside Local Government – newsletters,
- Local Government NSW – newsletters,
- Member for Northern Tablelands, The Hon. Adam Marshall – media alerts and weekly report,
- Office of Local Government – newsletter and circular,
- Regional Australia Institute – newsletter, and
- Weekly Councillor updates from the General Manager.

### **Press Releases**

- Member for Northern Tablelands, The Hon. Adam Marshall.

### **Publications**

- LG Focus – May 2024

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

### **ECM INDEXES**

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



**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: GOVERNANCE – Committees of Council  
Customer Index: NIL  
Property Index: NIL

**ATTACHMENTS**

Annexure A Australian Standing Stones Management Board -17/04/24⇒  
Annexure B Emmaville Mining Museum - 18/04/24⇒  
Annexure C Glen Innes Library Committee - 30/04/24⇒  
Annexure D Glencoe Hall Committee - 14/05/24⇒  
Annexure E Roads Consultative Committee - 17/04/24⇒  
Annexure F Roads Consultative Committee - 29/05/24⇒

**REPORT TITLE: 9.3 MINUTES OF NON-COUNCIL COMMUNITY COMMITTEES FOR INFORMATION**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

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

Local Traffic Committee

1/05/24

**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 Manager's 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 May 2024:

Name of Committee	Councillor Delegate(s)	Date
Aboriginal Consultative Committee	Mayor, Cr Sparks	27.5.24
Australian Standing Stones Management Board	Mayor, Cr Arandale	15.5.24
Glen Innes Community Access Committee	Mayor, Cr Sparks	6.5.24
Glencoe Hall Committee	Cr Parry	15.4.24
Glen Innes Severn Library Committee	Mayor	21.5.24
Recreation and Open Spaces Advisory Committee	Cr Banham, Cr Arandale	29.5.24
Roads Consultative Committee	Mayor, Cr Arandale, Cr Alt	29.5.24

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Meeting with David Peters (Rail North)	1.5.24
	Local Traffic Committee Meeting	1.5.24
	Thank You Morning Tea with Adam Marshall	3.5.24
	Opening Ceremony <b>Australian Celtic Festival (ACF)</b>	3.5.24
	ACF Guardians Lunch	3.5.24
	ACF Evening Event with the Irish Consul General	3.5.24
	ACF Dawn Ceremony	4.5.24
	ACF Guardian Ceremony	4.5.24

Councillor	Name of Meeting / Function	Date attended
	ACF National Ceremonies at Town Hall	4.5.24
	Travel To Sydney for Adam Marshall Valedictory	7.5.24
	Parliament House for Adam Marshall Valedictory Speech and Morning Tea	8.5.24
	Parliament House for Dinner with Adam Marshall	8.5.24
	Local Government NSW Conference	9.5.24
	Meeting with Minister Sharpe	9.5.24
	Coalition of Renewable Energy Mayors (CoREM) Meeting	9.5.24
	Country Mayors Association Meeting	10.5.24
	Tony Williams Funeral	15.5.24
	<b>Australian Standing Stones Management Board (ASSMB) Meeting</b>	15.5.24
	Launch Building Better Biodiversity on Solar Farms GLENRAC	15.5.24
	Pre-Meeting Briefing Session	16.5.24
	Extraordinary Council Meeting	16.5.24
	Hunter Rescue Ball in Newcastle (New England Reps)	17.5.24
	Rail Trail Update with General Manager and Director Infrastructure Services	21.5.24
	Pre-Meeting Briefing Session	23.5.24
	Ordinary Council Meeting	23.5.24
	GLENRAC Young Farmers Start-up Stories	23.5.24
	ACF Debrief	27.5.24
	Aboriginal Consultative Committee Meeting	27.5.24
	Emmaville Mens Group Meeting	28.5.24
	Ministry of Health Meeting with Brendon Cutmore & Michelle Maxwell	28.5.24
	GLENRAC Farm Business Resilience	28.5.24
	LGNSW Housing Roundtable with Ministers online	29.5.24
	Extraordinary Roads Consultative Committee Meeting	29.5.24
	Health Infrastructure Glen Innes Hospital Redevelopment	29.5.24
	Cultural Burn at the Willows	30.5.24

## Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Meeting with John Rayner at Armidale Regional Council (New England Weeds Authority (NEWA))	31.5.24
Cr T Arandale (Deputy Mayor)	New England Weeds Authority	29.4.24
	Meeting with David Peters	1.5.24
	Celtic Food Trail Taste Testing	1.5.24
	Thank You Morning Tea with Adam Marshall	3.5.24
	Parliament House for Adam Marshall Valedictory Speech and Morning Tea	8.5.24
	Parliament House for Dinner with Adam Marshall	8.5.24
	New England Weeds Authority	14.5.24
	ASSMB Meeting	15.5.24
	Pre-Meeting Briefing Session	16.5.24
	Extraordinary Council Meeting	16.5.24
	Pre-Meeting Briefing Session	23.5.24
	Ordinary Council Meeting	23.5.24
Cr T Alt	Pre-Meeting Briefing Session	16.5.24
	Extraordinary Council Meeting	16.5.24
Cr J Parry	Thank You Morning Tea with Adam Marshall	3.5.24
	Opening Ceremony ACF	3.5.24
	Pre-Meeting Briefing Session	16.5.24
	Extraordinary Council Meeting	16.5.24
	Pre-Meeting Briefing Session	23.5.24
	Ordinary Council Meeting	23.5.24
Cr A Parsons	Extraordinary Roads Consultative Committee Meeting	29.5.24
	Extraordinary Council Meeting	16.5.24
	Ordinary Council Meeting	23.5.24
Cr C Sparks	Meeting regarding the rail line	26.5.24
	NAIDOC Meeting	1.5.24
	Glen Innes Community Centre Volunteer for Lunch	2.5.24
	Thank You Morning Tea with Adam Marshall	3.5.24
	Australian Celtic Festival activities opening and volunteer for Attract Connect and Stay Stall	4.5.24 5.5.24

Councillor	Name of Meeting / Function	Date attended
	Access Committee Meeting	6.5.24
	Interagency Meeting	8.5.24
	Safe In Our Town Meeting	14.5.24
	Glen Innes Family Youth Committee Meeting	14.5.24
	NAIDOC Meeting	15.5.24
	Pre-Meeting Briefing Session	16.5.24
	Extraordinary Council Meeting	16.5.24
	Completion of First Aid certificate through Community College	20.5.24
	Glen Innes & District Community Centre Committee Meeting	22.5.24
	Pre-Meeting Briefing Session	23.5.24
	Ordinary Council Meeting	23.5.24
	Arts North West AGM and Dinner	24.5.24
	Drought Forum	28.5.24
	Public Health Network (PHN) Information Session	28.5.24
	Cultural Burn at the Willows	30.5.24

## **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

### CLOSED COUNCIL

#### To consider Confidential Reports

(Section 10A(2) of The Local Government Act 1993)

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council or Committee meeting may be closed to the public are listed in Section 10A(2) of the *Local Government Act 1993* and are as follows:

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

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the Council or committee.

**RECOMMENDATION**

*That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:*

<b>Item</b>	<b>Report</b>	<b>Reason</b>
12.1	<i>Tender T24-01 Management and Operation of Council Owned Aquatic Centre/s</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>
12.2	<i>Tender T24-02 Arboricultural Assessment and Tree Management Plan</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>
12.3	<i>Recommendation for a Panel of Contractors for Vegetation Control (Tender T24-03)</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>
12.4	<i>Sale of 23 Bourke Street, Deepwater</i>	<i>(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i>

The following two (2) recommendations will also be put to the Closed Council:

**RECOMMENDATION**

*That Council moves out of Closed Council into Open Council.*

**RECOMMENDATION**

*That the Confidential Closed Council Resolutions be recommended for adoption to the Ordinary Meeting of Council.*