

BUSINESS PAPER

Ordinary Council Meeting

To be held on

Thursday, 25 July 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:

Transparent:	Decisions are made in a way that is open and accountable.
Informed:	Decisions are made based on relevant, quality information.
Inclusive:	Decisions respect the diverse needs and interests of the local community.
Principled:	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted:	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful:	Councillors, staff and meeting attendees treat each other with respect.
Effective:	Meetings are well organised, effectively run and skilfully chaired.
Orderly:	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, 25 July 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 - 27 JUNE 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 Council notes the information contained in this report.

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 June 2024 Council Meeting	16
New actions assigned following June 2024 Council Meeting	+13
Actions completed since the previous report	-7
Outstanding Actions as of Thursday, 18 July 2024	22

Annexure A provides the most recent comments, from the responsible officers, as of Thursday, 18 July 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 18.7.24

REPORT TITLE: 7.2 CHANGE OF DATE FOR AUGUST 2024 ORDINARY COUNCIL MEETING

REPORT FROM: General Manager’s Office

PURPOSE

The purpose of this report is to propose that the August 2024 Ordinary Council Meeting be rescheduled from Thursday, 22 August 2024 to Thursday, 15 August 2024.

RECOMMENDATION

That Council reschedules the date for its August 2024 Ordinary Council Meeting from Thursday, 22 August 2024 to Thursday, 15 August 2024.

REPORT

(a) Background

Council resolved the dates on which the Ordinary Council Meetings from 1 October 2023 until 14 September 2024 were to be held at its Ordinary Meeting on 21 September 2023.

(b) Discussion

The August 2024 Ordinary Council Meeting is scheduled to be held on Thursday, 22 August 2024.

As a result of the upcoming Local Government Elections, a caretaker period will apply from Friday, 16 August until Friday, 13 September (inclusive). During this period, councils are limited in the functions they can exercise.

As Council will need to endorse its 2023/24 Draft Financial Statements in August, it is proposed to reschedule the date of the August 2024 Ordinary Meeting to Thursday, 15 August.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

Council is required to set the date of its meetings.

(c) Risk

Nil.

(d) Consultation

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

It is recommended for Council to reschedule the date for its August 2024 Ordinary Council Meeting to Thursday, 15 August 2024 to allow for the endorsement of the 2023/24 Draft Financial Statements prior to the Local Government Election caretaker period.

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.3 NEW ENGLAND WEEDS AUTHORITY

REPORT FROM: General Manager's Office

PURPOSE

The purpose of this report is to provide an update on the future of the **New England Weeds Authority (NEWA)**.

RECOMMENDATION

THAT Council:

- 1. Endorses the winding up of the New England Weeds Authority (NEWA).***
- 2. Requests the Minister for Local Government to extend the period of administration for a further three months.***
- 3. Supports the General Managers of the member Councils developing future service delivery models noting the importance of maintaining necessary service levels into the future.***

REPORT

(a) Background

By Government Gazette on 17 May 2024, the Minister for Local Government suspended the Board of the New England County Council for a period of three months from the date of the gazettal.

The same Government Gazette Notice appointed John Rayner as Interim Administrator for the period during which the Council is suspended by the Order.

The Interim Administrator met with Mayors and General Managers from member councils on 8 July 2024. At this meeting general consensus was reached that NEWA be dissolved, with a target date of November 2024. It was requested that General Managers seek authorisation to develop a working agreement and arrangement for future service delivery which would include consideration of a new entity via a Lead Council Model.

Mr Rayner is preparing an Interim Administrator's Report for submission to the Minister for Local Government in early August which will allow the Minister to determine if the Councillors will be suspended for a further three months from 17 August 2024.

(b) Discussion

The suspension of NEWA by the Minister followed a range of financial and governance challenges. The Mayors and General Managers of the constituent councils have met twice with the Administrator. The consensus has emerged that given the issues to be dealt with, the reputational damage NEWA has suffered, and the fact that it has to meet all the governance requirements of a general purpose council yet has virtually no resources to do so, returning NEWA to a functioning and sustainable state is far from guaranteed.

The organisation still has significant debts as well as an outstanding biosecurity audit, and a range of other pressing matters.

Member councils have paid their fees immediately upon commencement of the new financial year to meet fixed costs such as payroll.

In the event of the winding up of NEWA, the preferred model at the moment for further investigation would involve a lead council which hires the staff, delivers the service, and is reimbursed by the member councils.

Subject to each member council adopting a similar resolution to that proposed in this report, further investigations would need to cover the industrial relations matters, distribution of assets/liabilities, the legislative processes associated with winding up a council, support of government departments, e.g. Department of Primary Industry, and other transitional arrangements.

The action would also need to be advertised for 28 days.

KEY CONSIDERATIONS

(a) Financial/Asset Management

NEWA currently has significant liabilities and limited income. It has an asset in the form of its new depot/office building which is worth in excess of its liabilities.

Notwithstanding this, Council has made a provision of \$100,000 for additional costs and this amount will probably be exceeded.

(b) Policy/Legislation

Nil.

(c) Risk

The uncertainty of the situation is a financial risk however believed to be manageable. A key risk is that the level of service drops in the future regardless of the delivery model and this has been spoken about extensively.

(d) Consultation

Mayor
Member councils

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Environment Heritage Principal Activity EH 4.4.1: Deliver an Environmental Management Function and service.

CONCLUSION

The three-month term of the Administrator expires in August and the future of NEWA will not be resolved by then. It will be imperative that his term be extended.

Further to this, an extension will bridge over the council election caretaker period.

The consensus of the member council Mayors and General Managers is that NEWA cannot be resurrected to the point of being a sustainable and respected weeds authority which can meet all of its governance and service delivery obligations.

The recommendation proposed in this report encourages the Minister to give the Administrator further time to resolve the matter and endorses further investigation of alternate service delivery models.

ECM INDEXES

Subject Index:	ENVIRONMENTAL MANAGEMENT: Noxious Weeds GOVERNMENT RELATIONS: Local and Regional
Customer Index:	New England Weeds Authority
Property Index:	NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.4 AMENDMENT TO 2024/2025 OPERATIONAL PLAN AND BUDGET

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is for Council to review and approve capital works (CAPEX) for inclusion in the 2024/2025 Operational Plan and Budget.

RECOMMENDATION

That Council endorses the following three capital projects for inclusion in the 2024/25 Operational Plan and Budget:

- *Crofters Cottage - new roof - estimated budget \$30k*
- *Equine Centre - new fence and gate - estimated budget \$25k*
- *Cricket nets - estimated budget \$50k*

REPORT

(a) Background

Three projects improving community facilities and infrastructure were omitted from the 2024/2025 Operational Plan and Budget adopted by Council.

(b) Discussion

Three CAPEX projects recently confirmed are recommended to be included in the 2024/2025 Operational Plan and Budget:

- Crofters Cottage - new roof
- Equine Centre - new fence and gate
- Cricket nets - location yet to be determined.

Project	Estimated Budget	Funding Source	Comment
Re-roof Crofters Cottage	\$30,000	General Fund	MANEX approved
Equine facility fencing	\$25,000	General Fund	Horse fencing + gate.
Cricket Nets	\$50,000	General Fund	Originally included for grant funding - this was unsuccessful.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Funding has been allocated for these projects in the 2024/2025 Budget.

(b) Policy/Legislation

Nil.

(c) Risk

Capital projects are managed using a project management framework.

(d) Consultation

The Management Executive Team.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.1.3 : Provide and maintain adequate exercise and playground equipment in the LGA's parks and recreation areas.

CONCLUSION

It is recommended to include the additional Capital Works projects within the 2024/2025 Operational Plan and Budget.

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.5 AMENDMENT TO 2024-2025 FEES AND CHARGES

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is for Council to review and approve amendments to the 2024/2025 Fees and Charges.

RECOMMENDATION

THAT Council:

- 1. Adopts the following amendments to the 2024/2025 Operational Plan Fees and Charges:**

a) Planning Certificates:

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	GST	Pricing Principle
Minimum Certificate pursuant to section 10.7 (2) of the Environmental Planning & Assessment Act 1979	\$57.00 (per lot)	\$57.00 (per lot)	0.00%	N	B
Additional Fee for urgent provision of section 10.7 (2) Certificate	\$137.00 (per lot)	\$137.00 (per lot)	0.00%	N	B
Additional information pursuant to section 10.7 (5) of the Environmental Planning & Assessment Act 1979	\$86.00 (per lot)	\$86.00 (per lot)	0.00%	N	B
Additional Fee for urgent provision of section 10.7 (5) Certificate	\$137.00 (per lot)	\$137.00 (per lot)	0.00%	N	B

b) Building Certificates:

(Section 6.24) Class 1 & 10

Class 1 building (together with one associated Class 10 Building) or a Class 10 building	\$250 for each building contained on the property or any other non-exempt building on the allotment
<u>ADDITIONAL FEE for approvals not gained -</u> Associated fees are to be charged for any approvals not gained for the building identified on the Building Information Certificate Application.	As per Quote from Council's Planning Department

Other Class of Building - Floor Area of Building or Part of Building

Not Exceeding 200m²	\$250 per building
200m² but Not Exceeding 2000m²	\$250 per building - plus an additional \$0.50/m² over 200m².
Exceeding 2000m²	\$1165 per building - plus an additional \$0.075/m² over 2000m².
<u>ADDITIONAL FEE for approvals not gained - Associated fees are to be charged for any approvals not gained for the building identified on the Building Information Certificate Application.</u>	As per Quote from Council's Planning Department

c) Waste:

- **Waste from other Local Government Authorities be subject to approval and a fee determined by quote on assessment of the waste,**
- **Waste from other Local Government Areas be subject to approval and the fees and charges as per the published Waste Fees and Charges.**

This applies to all waste disposed of at any of the Glen Innes Severn Council waste facilities.

Waste Sundry Items

Bulk waste from other Local Government Authorities is subject to approval	By Quotation
Waste from other Local Government Areas is subject to approval	As per published Waste Fees and Charges

d) Australian Celtic Festival (ACF):

- **Australian Celtic Festival:**
Round up all fees that include 40cents after the dollar.
- **Christmas in the Highlands:**
Create new section for Christmas in the Highlands fees and place in own section, remove from ACF section.
- **Trader site fees – (new consistent wording and description below):**
 - **Trader Site – Clan/ASSMB unpowered site 4m x 4m – includes 2 weekend passes and 1 car pass,**
 - **Remove the 3 x 3 Clan Unpowered Trader site fees as these do not exist,**
 - **Trader Site Unpowered per square metre - \$12 per square metre plus GST,**
 - **Trader Site Powered 10 AMP or 15 AMP per square metre - \$15 per square metre plus GST,**
 - **Trader Site Powered 20 AMP and 2 x 10 AMP per square metre - \$16 per square metre plus GST,**
 - **All Corner Sites – additional site fee \$50,**

- **Bespoke Sites – By Quotation,**
- **Remove Free Standing Site as they don't exist.**
- **Change Trader Site Deposit to “Trader Site Payment” – Traders will be invoiced from 30 November – full payment to be received as per Council’s 30-day policy. Full refunds will be given prior to COB 28 March 2025. Cancellations after this date will not be refunded.**

e) Minerama:

- **Outside Traders - remove last option “Outside Traders double site 12 x 10” as does not exist,**
- **Fossicking Field Trips - remove category as these are no longer facilitated by Council,**
- **Fossicking Trip Commission - remove category as these are no longer facilitated by Council,**
- **Entry Fees - daily Gate entry fees remain at \$5.00 per adult. As this is a cash gate, takings will make floats difficult to maintain.**

f) Life Choices – Support Services:

Fees and Charges effective from 1 August 2024:

SERVICE	OLD	NEW
Access Bus	\$10.00	\$12.00
Activities and Outings	At cost	At cost
Meals:		
Hot Meals on Wheels	Varies between \$8 and \$14 depending on the meal	\$15.00
Frozen Delivered Meals	Varies between \$8 and \$14 depending on the meal	\$15.00
Centre Prepared Meal	\$12.00	\$12.80
Centre Prepared Light Meal	\$10.00	\$10.60
Centre Prepared Morning or Afternoon Tea	\$6.00	\$6.40

- 2. Endorses that the Amended Fees and Charges be put out on Public Exhibition as an Annexure to the 2024/2025 Fees and Charges.**

REPORT

(a) Background

On 27 June 2024 Council adopted the 2024/2025 Operational Plan and Fees Charges. Since adopting the 2024-2025 Fees and Charges Council has been notified of changes to the Commonwealth Home Support package impacting Life Choices-Support Services fees and charges.

Additional amendments are recommended (see below) to improve the 2024-2025 Fees and Charges.

Amendments required to the 2024-2025 Operational Plan include:

- Amend wording to the Planning Certificates fees and charges,
- Amend Building Certificate fees and charges,
- Include waste charge quotes to be required to process waste from other Local Government Areas,
- Remove the Highlands Hub annual community membership package,
- Round up charges for Australian Celtic Festival,
- Remove Christmas in the Highlands from the ACF fees list and place in a new section Christmas in the Highlands,
- Use new more consistent wording for Trader Sites and Minerama entry fees and charges,
- Delete Fossicking Field Trip and Fossicking Trip Commissions as these are no longer provided by Council,
- Amend Life Choices Fees in Charges in line with Commonwealth Home Support package.

(b) Discussion

The following amendments to the 2024/2025 Fees and Charges are proposed:

PLANNING CERTIFICATES

Under the Section 10.7 Planning Certification the following change is recommended to clarify how the fee is applied.

Name	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %	GST	Pricing Principle
Minimum Certificate pursuant to section 10.7 (2) of the Environmental Planning & Assessment Act 1979	\$57.00 (per lot)	\$57.00 (per lot)	0.00%	N	B
Additional Fee for urgent provision of section 10.7 (2) Certificate	\$137.00 (per lot)	\$137.00 (per lot)	0.00%	N	B
Additional information pursuant to section 10.7 (5) of the Environmental Planning & Assessment Act 1979	\$86.00 (per lot)	\$86.00 (per lot)	0.00%	N	B
Additional Fee for urgent provision of section 10.7 (5) Certificate	\$137.00 (per lot)	\$137.00 (per lot)	0.00%	N	B

BUILDING CERTIFICATES

(Section 6.24) Class 1 & 10

Class 1 building (together with one associated Class 10 Building) or a Class 10 building	\$250 for each building contained on the property or any other non-exempt building on the allotment
<u>ADDITIONAL FEE for approvals not gained</u> Associated fees are to be charged for any approvals not gained for the building identified on the Building Information Certificate Application.	As per Quote from Council's Planning Department

Other Class of Building - Floor Area of Building or Part of Building

Not Exceeding 200m²	\$250 per building
200m ² but Not Exceeding 2000m ²	\$250 per building - plus an additional \$0.50/m ² over 200m ² .
Exceeding 2000m²	\$1165 per building - plus an additional \$0.075/m² over 2000m².
<u>ADDITIONAL FEE for approvals not gained</u> Associated fees are to be charged for any approvals not gained for the building identified on the Building Information Certificate Application.	As per Quote from Council's Planning Department

WASTE

From time-to-time other Local Government Authorities may call upon Council to assist with waste disposal as a result of an event or operational need (for example, bushfires/floods/etc). In these circumstances the below fee/charge may be utilised to offer assistance to the Authority when Council has the capacity to do so, and without detriment to the Glen Innes Severn community.

Council is also aware that some residents from outside of the **Glen Innes Severn (GIS)** Local Government Area are disposing of waste at a GIS landfill. The below fee enables Council to either charge the non-GIS resident for waste disposal or alternatively not accept the waste at all.

The proposed amendment and new fee are as follows:

Waste Sundry Items

Bulk waste from other Local Government Authorities is subject to approval	By Quotation
Waste from other Local Government Areas is subject to approval	As per published Waste Fees and Charges

AUSTRALIAN CELTIC FESTIVAL

- **Australian Celtic Festival**
Round up all fees that include 40cents after the dollar.
- **Christmas in the Highlands**
Create new section for Christmas in the Highlands fees and place in own section, remove from ACF section.
- **Trader site fees – (new consistent wording and description below)**
 - Trader Site – Clan/ASSMB unpowered site 4m x 4m – includes 2 weekend passes and 1 car pass,
 - Remove the 3 x 3 Clan Unpowered Trader site fees as these do not exist,
 - Trader Site Unpowered per square metre - \$12 per square metre plus GST,
 - Trader Site Powered 10 AMP or 15 AMP per square metre - \$15 per square metre plus GST,
 - Trader Site Powered 20 AMP and 2 x 10 AMP per square metre - \$16 per square metre plus GST,
 - All Corner Sites – additional site fee \$50,
 - Bespoke Sites – By Quotation,
 - Remove Free Standing Site as they don’t exist.

- **Change Trader Site Deposit to “Trader Site Payment”** – Traders will be invoiced from 30 November – full payment to be received as per Council’s 30-day policy. Full refunds will be given prior to COB 28 March 2025. Cancellations after this date will not be refunded.

MINERAMA

Outside Traders:

Remove last option Outside Traders double site 12 x 10 does not exist.

Fossicking Field Trips:

Remove category as these are no longer facilitated by Council.

Fossicking Trip Commission:

Remove category. As per above.

Entry Fees:

Recommend that daily Gate entry fees remain at \$5.00 per adult. As this is a cash gate, takings will make floats difficult to maintain.

LIFE CHOICES – SUPPORT SERVICES

Fees and Charges effective from **1 August 2024:**

SERVICE	OLD	NEW
Access Bus	\$10.00	\$12.00
Activities and Outings	At cost	At cost
Meals:		
Hot Meals on Wheels	Varies between \$8 and \$14 depending on the meal	\$15.00
Frozen Delivered Meals	Varies between \$8 and \$14 depending on the meal	\$15.00
Centre Prepared Meal	\$12.00	\$12.80
Centre Prepared Light Meal	\$10.00	\$10.60
Centre Prepared Morning or Afternoon Tea	\$6.00	\$6.40

KEY CONSIDERATIONS

(a) Financial/Asset Management

The recommended changes will align Fees and Charges with costs to council and improve the readability of Fees and Charges.

(b) Policy/Legislation

Some fees align with state and federal costs.

(c) Risk

The recommended changes limit risk to Council.

(d) Consultation

The Management Executive Team.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.2.8: Deliver outcomes under individual National Disability Insurance Scheme (NDIS) plans.

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 recommended that Council reviews and approves the amendments to its 2024/2025 Fees and Charges.

ECM INDEXES

Subject Index:	FINANCIAL MANAGEMENT: Reporting, Budgeting, Fees and Charges
Customer Index:	NIL
Property Index:	NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.6 CAPITAL PROJECT REVOTES AS AT 30 JUNE 2024

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to recommend to Council the revoting of Capital Projects, which were originally budgeted or approved to be completed in the 2023/2024 Financial Year. If adopted by Council, these revotes will form part of the Operational Plan and Budget for the 2024/2025 Financial Year. The projects, which are also listed in the Capital Works Program Progress Report as at 30 June 2024, have not yet commenced and do not have any spend recorded against them.

RECOMMENDATION

That Council endorses the following Capital projects to be revoted from the 2023/2024 Financial Year into the 2024/2025 Financial Year:

No.	Project No.	Project Name	Budget
1	7005C22	Revote23 Jenkins Road LRCl	\$75,154
2	7119C23	Replacement of Emmaville Pool Covers	\$8,950
3	7124C23	CAFS Sunshade for playground equipment	\$50,000
4	7143C23	Unsealed Roads Re-sheeting – Bullock Mountain Road	\$437,360
5	7166C23	SCCF Rd 5 – Anzac Park	\$600,000
6	7182C23	Stronger Country Comm – Sensory Garden	\$50,000
7	7200C24	Haymarket Road Re-sheet	\$285,622
8	7207C24	RRTRP Reg. Roads Betterment	\$736,586
9	7228C24	Leaseback Category 3 vehicle – Manager Regulatory and Planning	\$51,000
10	7231C24	Leaseback Category 4 vehicle – Coordinator Life Choices	\$48,000
11	7237C24	Transfer pump trailer – IWS	\$30,000
12	7238C24	Line marker – Aerodrome	\$6,000
13	7245C24	RRTRP Local Roads – Strathbogie Road	\$1,185,128
14	7246C24	RRTRP Local Roads – Maybole Road	\$2,279,129
15	7248C24	Runway rehabilitation – (funding to be sought)	\$1,202,119
16	7251C24	Life Choices – Replacement of Shredder	\$5,390
17	7261C24	Landfill Upgrade – multiyear project	\$200,000
TOTAL REVOTES 2024-25			\$7,250,438

REPORT

(a) Background

Responsible officers reviewed projects which were budgeted for in the 2023/2024 Financial Year, which, for a variety of reasons, did not commence in that year.

The Finance Department has now prepared this report to Council so that approval can be given by Council to revoke projects that are still required to be completed in the 2024/2025 Financial Year.

(b) Discussion

The revotes included in this report have been requested by the relevant responsible officers as at 30 June 2024. They have been reviewed and authorised by Council's **Management Executive Team (MANEX)**.

Revotes consist of projects that were not commenced in the year they were originally budgeted for. Any projects that are grant funded and are yet to commence have the funds placed in the externally restricted unspent grants restriction and the projects are revoked to enable Council to complete the works in accordance with the conditions that were agreed upon when the funding was obtained.

A detailed listing of the proposed revotes is attached in **Annexure A**.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Grant funded projects that are not revoked are in breach of funding agreements and would have to return any unspent funds.

(b) Policy/Legislation

Not applicable.

(c) Risk

Revoke of Capital Works is required to manage risk to Council.

(d) Consultation

This report has been prepared with input from the Director of Infrastructure Services, Director of Place and Growth and the Director of Corporate and Community Services.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.6: Ensure risk management practices are employed across Council including acquiring adequate insurance cover.

CONCLUSION

There were 17 projects that for various reasons were not completed in the 2023/2024 Financial Year. Approval is now sought from Council to revote these projects into the Operational Plan and Budget for the 2024/2025 Financial Year.

ECM INDEXES

Subject Index: FINANCIAL MANAGEMENT: Financial Reporting, Budgeting
Customer Index: NIL
Property Index: NIL

ATTACHMENTS

Annexure A Revotes 2024-25

REPORT TITLE: 7.7 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30 JUNE 2024

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2023/2024 Financial Year and the progress of Capital Works Projects carried over from previous financial years or revoted from previous financial years, all of which were adopted in 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 (October to December 2024) were processed on 14 June 2024.

LRCI – Ilparran Road Re-sheet

Ilparran Road has been gravel re-sheeted by the Construction Team with material from the Wattle Vale Quarry. The crew has now moved on to Jenkins Road.



Image 1: Ilparran Road re-sheet

Old Grafton Road – Flood Damage Repair

Works are underway on a damaged and unstable batter on the Old Grafton Road, with contractors extending a box culvert in preparation for placing armour rock and stabilising the road embankment. The works are funded by the AGRN1034 Essential Public Asset Restoration program.



Image 2: Works on Old Grafton Road

Construction of Centennial Parklands amenities facilities and outdoor area

The project is substantially complete with works now focussing on defect rectification as well as waiting for some minor materials to complete the landscaping and Crofters access improvements.

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	110,267.79	3.34%
Bridge	8	7,171,169.50	4,339,246.96	60.51%
Building	2	165,000.00	246,484.84	149.38%
Community Halls	1	131,651.00	105,326.40	80.00%
Drainage	3	616,815.16	616,822.30	100.00%
Economic Development	4	570,084.71	371,896.17	65.24%
Flood Recovery & Natural Disasters	5	5,690,375.00	370,939.42	6.52%
IT	1	65,000.00	50,000.00	76.92%
Library	1	38,000.00	36,703.62	96.59%
Life Choices	6	187,153.00	54,465.13	29.10%
Open Office	1	785,825.00	507,206.39	64.54%
Open Spaces & Recreational	13	5,661,660.21	4,471,228.12	78.97%
Plant	23	1,949,856.79	1,775,559.40	91.06%
Quarry	4	2,300,043.32	2,046,936.53	89.00%
Roads	33	28,027,811.24	15,186,699.95	54.18%
Sewer	3	641,749.00	501,379.44	78.13%
Waste	3	1,434,065.00	1,037,714.34	72.36%
Water	4	1,031,954.00	501,620.23	48.61%
Grand Total	118	59,771,390.93	32,330,497.03	54.09%

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.

(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: 7.8 INVESTMENTS REPORT - JUNE 2024

REPORT FROM: Corporate and Community Services

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 of 30 June 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 *Local Government Act 1993*.

(b) Discussion


Council has \$15.2M 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:

Bank Reconciliation Statement	
Balance as per General Ledger :	
Ledger Balance as at 30 June 2024	\$11,165,590.18
Balance as per Bank :	
Opening Balance 1 June 2024	\$4,425,159.82
June Movements	\$6,667,910.15
Closing Balance 30 June 2024	\$11,093,069.97
less : Unrepresented Receipts & Payments	-\$72,520.21
less : Timing Differences	\$0.00
Total:	\$11,165,590.18
Variance	\$0.00
	
<hr/> Responsible Accounting Officer 2 July 2024	

The unrepresented receipts and payments of \$73K remains high and is being investigated by the ReadyTech 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/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
Expected Return FY24		5.17%	Total Investments		15,200,000	759,265
Avg. Headline Rate Return		5.16%	Cash on Hand		11,093,070	
			Total Cash and Investments		26,293,070	

** green deposit

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

Interest received for the year to 30 June 2024	\$1,011,561.10
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
Opening Balance as at 1 June 2024	17,200,000
Less :	
Maturities (2)	2,000,000
Subtotal	15,200,000
Plus :	
Rollovers (0)	-
New Investments (0)	-
Current Balance as at 30 June 2024	15,200,000

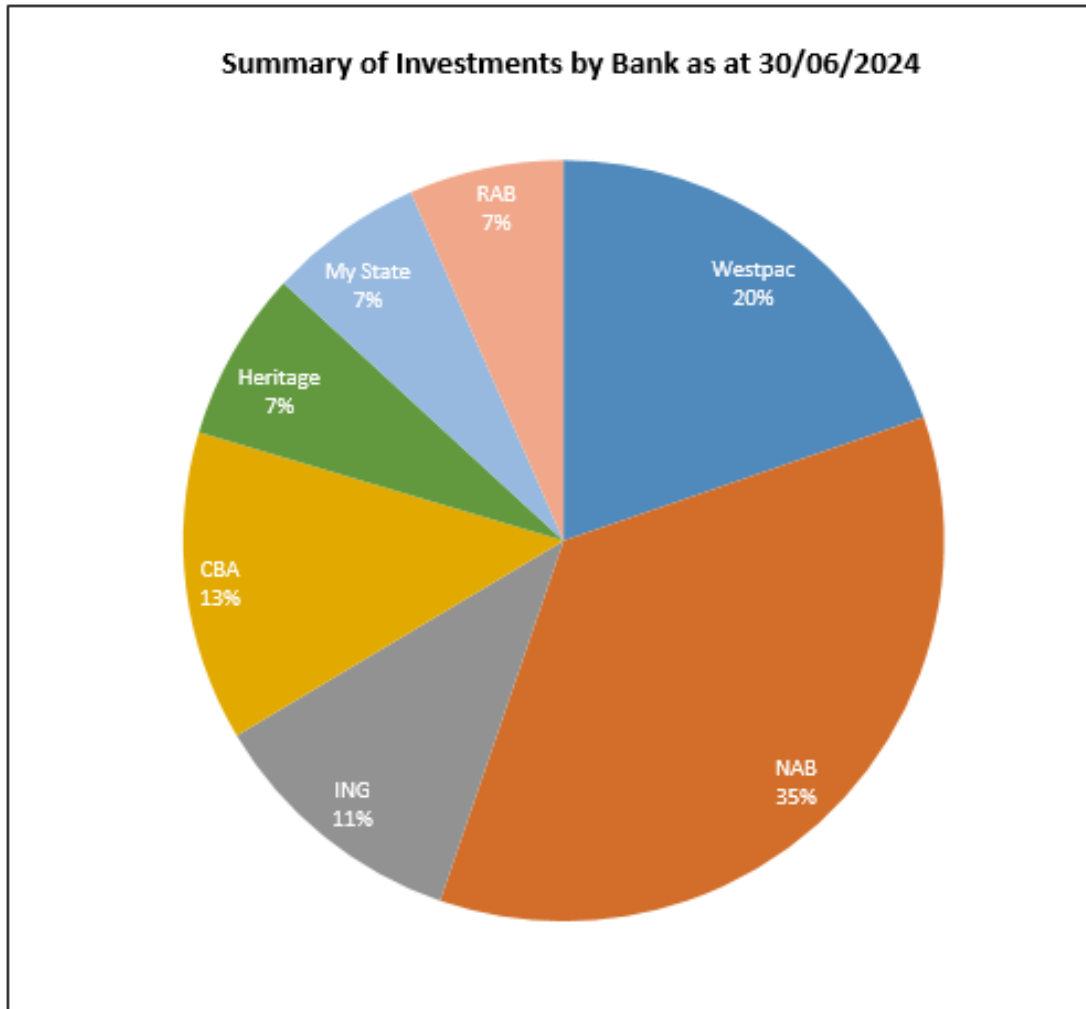
Item 7.8

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

A summary of maturities is set out below:

Period	No. of Term Deposits Maturing	Value
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
May-25	0	0
Jun-25	0	0
Jul-25	0	0
Aug-25	0	0
Total	16	\$15,200,000

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, except for the cash and investments restrictions for Water and Sewer, which have been updated as at 30 June 2024. Contract assets and liabilities need to be updated on a monthly basis; a project has commenced to enable a monthly reconciliation of contract assets & liabilities.

Externally restricted cash, cash equivalents and investments as at 30 June 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	2,622
Sewer Fund	4,729
Waste management	4,359
Drainage	1,143
Council Committees	407
Total external restrictions	26,199
Add	
Overdue Debtors	403
Contract Assets as at 30 June 2023 (Grant expenditure incurred not received)	7,179
Total Cash & investments	26,293
Unrestricted (i.e. available after the above restrictions)	7,676

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 5.17%. This is an increase on the actual average return of 0.77%, which reflects the higher interest rates in FY24 over FY23.

Interest rates have stabilised after two years of trending upwards. The Bloomberg Ausbond Bank Bill Index one-year return rate for the reporting month is 4.39%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 June	17,200,000	18,700,000
Closing Balance 30 June	15,200,000	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 led 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 22 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%	15,200,000
Yes	AA	68.4%	10,400,000	100%	4,800,000
Yes	A	11.2%	1,700,000	45%	5,140,000
Yes	BBB	20.4%	3,100,000	25%	700,000
Yes	Government	0.0%	-	100%	15,200,000
		100.0%	15,200,000		

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

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	15,200,000	100%
Total			15,200,000	100%

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 QUARTERLY BORROWINGS REPORT AS AT 30 JUNE 2024

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with a reconciliation of borrowings as at the end of the reporting quarter.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report is provided to inform Council of the reconciliation of borrowings. The summary of borrowings set out below details each of Council’s borrowings.

(b) Discussion

The following tables detail the interest rate, loan completion date and balance as at the end of the reporting quarter for each of Council’s borrowings, in each of the respective funds.

General Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP "Wattle Vale" & RFS Loan	3.95%	12/12/2016	8/12/2036	\$1,460,950.92
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$1,315,578.70
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 46,286.40
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 514,500.00
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 88,908.91
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 355,635.60
16	Glen Innes & Emmaville Swim Centre	4.70%	6/03/2015	28/02/2035	\$ 975,698.76
Total General Fund Liability					\$4,757,559.29

Water Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
11-02	Land Acquisition: Future Storage	7.69%	28/07/2011	28/07/2036	\$1,376,900.00
Total Water Supply Fund Liability					\$1,376,900.00

Sewer Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
10	Sewer Augmentation Loan	6.51%	9/05/2006	11/05/2026	\$ 456,847.76
Total Sewer Fund Liability					\$ 456,847.76

TOTAL LOANS LIABILITY					\$6,591,307.05
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*On each of the two (2) **Local Infrastructure Renewal Scheme (LIRS)** loans, Council pays the interest rates above; Council is then reimbursed three percent every six months of interest paid on each loan under the LIRS scheme.

Certification

I, Shageer Mohammed, Chief Financial Officer, do hereby certify that the above borrowings have been made in accordance with the requirements of the **Local Government Act 1993 (the Act)** (Chapter 15, Part 12 – sections 621 to 624) and the **Local Government (General) Regulation 2021 (the Regulation)** (Section 230).

KEY CONSIDERATIONS

(a) Financial/Asset Management

Council has Loan Liabilities totalling **\$6,591,307.05** as at the end of the reporting quarter.

(b) Policy/Legislation

Council is responsible for the prudent management of community resources and adheres to the NSW Office of Local Government Capital Expenditure Guidelines.

All Borrowings continue to be made in accordance with the requirements of the *NSW Local Government Act 1993* and the Minister of Local Government's Borrowing Order pursuant to section 624 of the Act (Appendix A11, Code of Accounting Practice) Local Government Circulars and Directives.

(c) Risk

Council must manage risk and practice due diligence when borrowing funds. Council is required to abide by the contractual requirements of the loan providers.

(d) Consultation

The Manager of Governance, Risk and Corporate Planning was consulted previously regarding the risk implications section contained in this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

Council’s loans continue to be made in accordance with the requirements of the Act and the Regulation.

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.10 AUDIT, RISK AND IMPROVEMENT COMMITTEE
QUARTERLY UPDATE**

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with the **Audit, Risk and Improvement Committee (ARIC)** quarterly update in the form of the Minutes from the 18 June 2024 ARIC Meeting.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The *Risk Management and Internal Audit Guidelines for Local Government NSW* (the Guidelines) require that the Council and the ARIC decide in what form the quarterly updates are to be provided to Council. Council decided (Resolution 8.05/24) that the ARIC Quarterly Report will be made by way of presenting Council with the ARIC Meeting Minutes (*Confidential*).

The ARIC Committee consists of:

1. Independent Chair – Steve Coates
2. Independent Member – Bill Middleton
3. Independent Member – Mel Jacobs
4. Councillor Member (non-voting) – Cr Arandale

(b) Discussion

The ARIC held its quarterly meeting on 18 June 2024 with all members in attendance. Prior to the meeting, Councillors and key management personnel were invited to a breakfast with all ARIC members.

The ARIC dealt with the following topics of which details are included within the Minutes (*Annexure A - confidential*):

- Emerging risks
- General Manager’s update
- Audit Engagement Plan
- Risk Management Plan for the Dynamic Business Central business information system

- Long Term Financial Plan development update
- Quarterly Budget Review
- Draft Financial Statement
- Internal Audit Update
- Operation Plan/Delivery program Periodic Review
- Risk Management Framework
- ARIC Reporting Plan December 2024 – September 2026
- Cyber Security risk management
- Work Health and Safety report
- Capital works update

In other business, under key opinions and take-outs from the meeting, the ARIC stated that:

- Council’s reporting to the ARIC has hit the mark on meeting the mandate of the ARIC Terms of Reference and the Guidelines, and
- Council’s transparency is appreciated and provides the ARIC with the opportunity to offer valuable advice and guidance.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

- **Risk Management and Internal Audit Guidelines**
 - *Ongoing reporting by the audit, risk and improvement committee to the governing body (and general manager) is essential for accountability and will ensure that the governing body is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the council or the achievement of the council’s goals and objectives.*
 - *Additionally, it will ensure strong linkages between the audit, risk and improvement committee, governing body and the general manager and lead to a better functioning assurance mechanism.*
 - *The audit, risk and improvement committee must provide an update to the governing body of the council of its activities and opinions after every committee meeting.*
 - *Further, the audit, risk and improvement committee must provide its quarterly update to the general manager to ensure they are kept informed of issues raised and can answer any questions the governing body may have about the committee’s opinions and recommendations.*

- *The mayor can request to meet with the chairperson of the audit, risk and improvement committee at any time to discuss any issues relating to the work of the committee during the quarter.*
- *The chairperson of the audit, risk and improvement committee can also request to meet with the mayor at any time.*
- **The ARIC Terms of Reference**
 - *Information and documents pertaining to the committee are confidential and are not to be made publicly available.*

(c) Risk

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

(d) Consultation

ARIC Chair and independent members and the Governance Officer (ARIC Secretary).

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

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

CONCLUSION

The ARIC 18 June 2024 Meeting Minutes are provided for Council’s review and form the ARIC’s quarterly update.

ECM INDEXES

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

ATTACHMENTS

Annexure A ARIC Minutes 18 June 2024 (*Confidential*)

REPORT TITLE: 7.11 REVISED COUNCILLOR AND STAFF INTERACTION POLICY

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Councillor and Staff Interaction Policy.

REPORT

(a) Background

The *Councillor Access to Staff, Information and Premises Policy* (the Policy) was last adopted by Council on 13 December 2021 and is due for review every three years.

(b) Discussion

Since the Policy was last adopted, the **Office of Local Government (OLG)** has developed a *Model Councillor and Staff Interaction Policy* (the Model Policy) developed from a combination of local government council policies. Whilst it is not a mandated policy, the OLG highly recommends councils use the Model Policy and adapt it as necessary to fit their organisation.

The Model Policy has been adopted in this revision with some minor adjustments. The current policy is available for comparison [here](#).

Training on this revised policy will be provided to Councillors after the 2024 Local Government Elections as a part of the Councillor Inductions Program.

The Policy details roles and responsibilities, the Councillor request system, access to Council staff, access to Council buildings, what are considered appropriate and inappropriate interactions (between staff and Councillors) and how complaints will be dealt with.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

Once adopted by Council all Council Staff and Councillors will be required to abide by the policy. A breach of the Policy is a breach of the Code of Conduct.

(c) Risk

The Policy provides a framework and authorisations for interactions between the elected body and the administration.

(d) Consultation

Executive Assistant (Mayor and General Manager), Several other NSW Council Policies.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council’s Councillor and Staff Interaction Policy has been revised to include changes that have occurred since the current Policy was adopted in 2021. Changes are substantial and the revised Policy is now presented to Council for adoption.

ECM INDEXES

Subject Index:	GOVERNANCE: Councillors GOVERNANCE: Policy
Customer Index:	NIL
Property Index:	NIL

ATTACHMENTS

Annexure A Draft Councillor and Staff Interaction Policy

REPORT TITLE: 7.12 ANNUAL REVIEW OF AGENCY INFORMATION GUIDE

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Agency Information Guide.

REPORT

(a) Background

The **Government Information (Public Access) Act 2009 (GIPA Act)** commenced operation on 1 July 2010. Section 21 of the GIPA Act requires agencies to develop and adopt an **Agency Information Guide (the Guide)** as part of their mandatory open access information.

An Agency Information Guide is a summary of what an agency does, how it does it, and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public.

Agencies must review their Agency Information Guide and adopt a new Agency Information Guide at intervals of not more than 12 months.

The Guide was last adopted by Council on 27 July 2023. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

Amendments to the Guide are minimal with removal of information that can be found directly in the relevant legislation, updates made to the listed legislation, details of when the annual review and last review for Open Access information was conducted, along with a review section.

In conjunction with the review of this Guide, a review of all Open Access information has been completed and documents on Council's website have been updated.

In accordance with the *GIPA Act*, a copy of the draft revised Guide was provided to the Information Commissioner to be assessed against the requirements of sections 20 to 22 of the *GIPA Act*. The Information and Privacy Commission has responded providing feedback, noting Council has met requirements, however, may consider the implementation of a proactive release strategy or committee and include further information in the Guide regarding other open data initiatives.

The Guide is now presented to Council for adoption.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

Once adopted by Council, the revised Guide will become policy of Council. Council is required to provide access to information to members of the community in accordance with the Guide. The revised version of the Guide ensures Council's continued compliance under s 21 of the *GIPA Act*.

Section 20 of the *GIPA Act* refers to the publication of information concerning affairs of agencies. Under this section of the *GIPA Act*, Council is required to have an Agency Information Guide.

(c) Risk

By complying with the *GIPA Act* Council is managing its risk.

(d) Consultation

Information Commissioner.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Agency Information Guide has been revised to include changes that have occurred since the current Guide was adopted in July 2023. Changes are minor and the revised Guide is now presented to Council for its review and adoption.

ECM INDEXES

Subject Index: INFORMATION MANAGEMENT: Government Information
(Public Access) Act (GIPA)

Customer Index: NIL

Property Index: NIL

ATTACHMENTS

Annexure A Draft Agency Information Guide

**REPORT TITLE: 7.13 GLEN INNES COMMUNITY ACCESS COMMITTEE -
ENDORSEMENT OF ADDITIONAL MEMBER**

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Glen Innes Community Access Committee meeting held on Monday, 6 May 2024.

RECOMMENDATION

That Council endorse the following additional representative to the Glen Innes Community Access Committee:

- *Mary Anne Brookfield*

REPORT

(a) Background

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

The **Annual General Meeting (AGM)** of the Glen Innes Community Access Committee was held on Monday, 4 March 2024. Six nominations were received for membership of the committee.

Council resolved the following at its Ordinary Council Meeting held on Wednesday, 24 April 2024.

9.04/24 RESOLUTION

THAT Council:

1. **Endorses the following six community representatives as the elected Glen Innes Community Access Committee:**
 - Joan Jones,
 - Leonie Lee,
 - Kelly Reynolds,
 - Kerrie Sturtridge,
 - Julie Teal, and
 - David Thomas.

2. Endorses the election of office bearers within the newly elected Glen Innes Community Access Committee as follows:

- Chairperson - Kerrie Sturtridge, and
- Vice Chairperson – David Thomas.

CARRIED

An additional nomination was received at the Glen Innes Community Access Committee meeting held on Monday, 6 May 2024, which requires endorsement by Council.

(b) Discussion

The Minutes of the Glen Innes Community Access Committee are attached (**Annexure A**). The following recommendation for endorsement was made at the 6 May 2024 meeting for consideration by Council:

- Mary Anne Brookfield

Section 2.1.2b) Committee Membership in the **Manual for Community Committees of Council (the Manual)** states:

Committee membership will not number less than four (4) and not more than twelve (12) including office bearers, unless approved by Council.

With the endorsement of the additional member, and the remaining six endorsed members, the total number of committee members will be seven.

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

Council currently provides a minute secretary to assist the committee.

KEY CONSIDERATIONS

(a) Financial/Asset Management

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

(b) Policy/Legislation

The Glen Innes Community Access Committee is a Community Committee of Council which is wholly advisory, not having any delegated functions, and is formed for community engagement purposes.

(c) Risk

Engaging in community consultation assists Council in achieving its objectives, thus mitigating risk.

(d) Consultation

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

With the nomination from Mary Anne Brookfield, Council’s approval is now sought for the additional membership.

ECM INDEXES

Subject Index:	GOVERNANCE: Committees of Council
Customer Index:	Community Access Committee
Property Index:	NIL

ATTACHMENTS

Annexure A Glen Innes Community Access Committee Minutes - 6 May 2024

REPORT TITLE: 7.14 WORKPLACE INJURY MANAGEMENT REPORT AS AT 30 JUNE 2024

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council notes the information in this report.

REPORT

(a) Background

Information on Workers Compensation has been provided to Council since 1 July 2020.

(b) Discussion

The table below covers Workers Compensation figures from 1 July 2020 until 30 June 2024, as follows:

Item	2020/2021	2021/2022	2022/2023	2023/2024
Total Premium Paid	\$226,022.88	\$204,694.45	\$278,977.52	\$355,371.15 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.97%	1.81%	2.22%	2.71% (estimate)
YTD New Claims (Premium Impacting)	5	5	11	6
YTD New Claims (Non-Premium Impacting)	10	5	6	4
YTD Total New Claims	15	10	17	10
YTD Time Lost Due to Injury (LTI Days)	29	387	638	654
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				2

Item	2020/2021	2021/2022	2022/2023	2023/2024
Open Premium Impacting Claims (Current Year)				5
Open Non-Premium Impacting Claims (Current Year)				0
Total Open Claims				10
Closed Claims that are still Impacting on Council's Premium				7
Total Cost of All Premium Impacting Claims (to date)	\$35,352.00	\$60,800.00	\$108,607.00	\$160,601.00
Safety & Wellbeing Incentive (Scheme Performance Rebates)	\$34,953.89	\$34,265.14	\$33,838.58	\$37,537.18

There were three new workers compensation claims during the quarterly reporting period from 1 April 2024 to 30 June 2024, with two claims being premium impacting and one non-premium impacting.

Two claims were closed during the quarterly reporting period. Both were non-premium impacting claims from the current year.

Lost time continues to impact on claims costs, with one worker currently unable to sustain any capacity for work. This is having a significant impact on the cost of Council's premium.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Council's original budget for its 2023/2024 Workers Compensation Insurance premium was \$252,301. This amount was increased by \$100,000 via a quarterly budget review, with the amended budget being \$352,301 excluding GST. The premium estimate for the 2023/2024 year currently stands at \$355,371.15 (excluding GST), which is very close to the adjusted budget amount. The final premium for the year will be calculated after Council completes its annual wages declaration to StateCover, due by the end of August.

(b) Policy/Legislation

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

(c) **Risk**

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

(d) **Consultation**

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.5: Implement the Work Health and Safety Management Plan.

CONCLUSION

The reporting period 1 April 2024 to 30 June 2024 saw three new workers compensation claims. Two claims were closed during the same period. Increases in lost time and claims costs continue to impact negatively on Council's premium.

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

ECM INDEXES

Subject Index: WORK HEALTH AND SAFETY: General
Customer Index: NIL
Property Index: NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.15 PLANNING PROPOSAL 272 LAMBETH STREET, GLEN INNES

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to seek the approval of Council to submit a planning proposal to rezone land at 272 Lambeth Street, Glen Innes (Lots 1-3 S 47 DP 758447) from R1 General Residential to E4 General (**Annexure A**).

RECOMMENDATION

That Council endorses the submission of the attached Planning Proposal to the Department of Planning, Housing and Infrastructure.

REPORT

(a) Background

In 2012 Glen Innes Severn Council had the consolidated, standard instrument-based Glen Innes Local Environmental Plan 2012 gazetted. This included the rezoning of a number of properties, based on surrounding land uses rather than current land uses. Included in this was the property at 272 Lambeth Street, Glen Innes, which was originally zoned Industrial, before being rezoned to residential in 2012. In 2013 it was identified that this site, along with a number of other sites within Glen Innes, were incorrectly zoned, and Planning Proposal 2013_1 was undertaken. This rezoned the property to the then IN1 Industrial zone. This Planning Proposal was gazetted on 10 April 2014.

A subsequent Planning Proposal (2014_1) was undertaken. This amended a number of controls relating to rural land uses and minimum lot size. This was gazetted on 8 May 2015. No changes were proposed to be made to the subject property at 272 Lambeth Street. During the preparation of the mapping for this Planning Proposal, an error was made, and a previous map that had the subject property as still zoned as residential was gazetted.

The property owner has continued to use the property for industrial purposes, and this error was not identified until a development application was lodged for additional storage facilities at the property in June 2024. At this point, the landowner found that the zoning of the property had reverted to the R1 General Residential zone.

(b) Discussion

Following the identification of this zoning error, Council staff undertook a review of correspondence, gazetted Planning Proposals and discussed the matter with Department of Planning, Housing and Infrastructure (the Department) staff.

As this has been identified as a rezoning required due to an administrative error, the Department utilises a streamlined Planning Proposal process, referred to as S.3.22. This allows for an expedited rezoning process. However, a Council resolution is required to initiate this process.

As the relevant consultation was undertaken at the time of the original 2013 rezoning, no additional consultation is required to be undertaken.

The original development application that raised the matter of the zoning of the property is being assessed utilising existing use rights. However, the S.3.22 application will give the landowner long term certainty and reflects the appropriate land use outcome.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The rate basis of this property was correctly amended in 2013, and no financial implications are anticipated to occur as a result of the Planning Proposal.

The landowner will not be charged the usual fee for a Planning Proposal as the rezoning is only required to amend an administrative error that occurred during a subsequent Planning Proposal.

(b) Policy/Legislation

Advice received from the Department indicates that Section 3.22 of the *Environmental Planning and Assessment Act 1979* can be utilised to streamline a Planning Proposal that is required as the result of an administrative error.

(c) Risk

The lodgement of a Planning Proposal to correct this administrative error removes reputational risk to Council.

(d) Consultation

The Planning Proposal seeks to correct an administrative error. The original Planning Proposal that rezoned the land in Planning Proposal 2013_1 was correctly exhibited, and appropriate consultation undertaken. No further consultation is proposed.

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.

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

The attached Planning Proposal is a minor matter that has been prepared to address an administrative error that occurred during the gazettal of a separate Planning Proposal. The changing of the formal zoning of land to the current E4 General Industrial zone reflects the long term and desired future zoning outcomes for the land. The expedited process recommended by the Department is the most appropriate mechanism to achieve this outcome.

ECM INDEXES

Subject Index: LAND USE AND PLANNING: Planning
Customer Index: NIL
Property Index: 272 Lambeth Street, Glen Innes

ATTACHMENTS

Annexure A Draft Planning Proposal - 272 Lambeth Street, Glen Innes

REPORT TITLE: 7.16 RESCINDMENT OF THE SINGLE USE PLASTIC POLICY

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to request Council to rescind the Single Use Plastic Policy (*Annexure A*).

RECOMMENDATION

That Council rescinds the Single Use Plastic Policy.

REPORT

(a) Background

The Single Use Plastic Policy was last adopted by Council on 25 March 2021 and is due for review every three years.

(b) Discussion

The NSW State Government has banned a range of problematic single use plastics.

Key facts about the NSW Government single-use plastics ban

- The NSW Government aims to reduce plastic litter items by 30% by 2025.
- Lightweight plastic shopping bags with handles (35 microns or less in thickness) have been banned in NSW since 1 June 2022.
- From 1 November 2022 bans apply in NSW to single-use plastic straws, stirrers, cutlery, plates, bowls (without lids) and cotton buds, expanded polystyrene food ware and cups, and rinse-off personal care products containing plastic microbeads.
- The bans follow the Plastic Reduction and Circular Economy Act 2021 passed in November 2021.
- The bans apply even if the banned items are made from biodegradable plastic, compostable plastic, or bioplastics.
- In NSW, single-use plastic items and packaging make up 60% of all litter.
- Around 575 million plastic items were littered in NSW in 2019. Much of these were single-use items, such as plastic bags, straws and cutlery.
- Over time, these items break into smaller pieces of plastic. They can be ingested by wildlife, killing or injuring them, and can enter the human food chain.

- Plastics never completely degrade. Over years, they break into tiny pieces called microplastics. Microplastics are the multi-coloured pieces of plastic that can be found in the environment ([National Oceanic and Atmospheric Administration](#)).

The plastics bans will prevent nearly 2.7 billion plastic items from entering the state's coastal, marine and bushland environments over the next 20 years.

The implementation of the NSW Government's ban on a range of single use plastics products in 2022 has rendered Council's 2021 Single Use Plastics Policy (the Policy) largely redundant.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

A range of single-use problematic plastics are now banned in NSW. The NSW Plastics Action Plan was released in June 2021. It highlights the phase-out of certain single-use plastics as a key action, with a timetable for phasing out the most littered plastic items. The *Plastic Reduction and Circular Economy Act 2021* (PRCE Act) commenced in November 2021 to enable this to occur.

- *Protection of the Environment Operation Act 1997* (PEOA)
- *NSW Waste Avoidance and Resource Recovery Act 2001*
- *Local Government Act 1993*
- NSW EPA Waste Avoidance and Resource Recovery Strategy 2014 – 21
- National Waste Policy Action Plan 2019
- *Plastic Reduction and Circular Economy Act 2021*
- NSW Waste and Sustainable Materials Strategy 2041 Stage 1 Plan: 2021- 2027
- NSW Net Zero Plan Stage 1: 2020–2030
- NSW Plastics Action Plan 2021

Relevant Council Policies and Procedures include:

- Domestic Waste Management Policy (2020 update)
- Sustainable Procurement and Contracts Policy
- Community Strategic y Plans 2017-27
- Delivery Program 2017-21

(c) Risk

If Council was to retain its Single Use Plastic Policy, there is a risk that it may duplicate and / or overtime conflict with the NSW Government legislation that is evolving in relation to banning of Single Use Plastic products.

(d) Consultation

Consultation was undertaken with the Environmental and Waste staff.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Environment Heritage Principal Activity EH 4.6.1: Deliver Waste and Recycling Services to the Community to adopted customer service standards.

CONCLUSION

It is recommended for Council to rescind the Single Use Plastic Policy as the implementation of the NSW Government’s ban on a range of single use plastics products in 2022 has rendered Council’s Policy largely redundant.

ECM INDEXES

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

ATTACHMENTS

Annexure A Single Use Plastic Policy 2021

REPORT TITLE: 7.17 DEVELOPMENT ASSESSMENT REPORT: APRIL 2024 - JUNE 2024

REPORT FROM: Place and Growth

Item 7.17

PURPOSE

The purpose of this report is to provide information on the Development Assessments and Building Certification activities assessed by Council from 1 April 2024 to 30 June 2024.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report provides a summary on the Development Assessments and Building Certification activities assessed by Council from 1 April 2024 to 30 June 2024. This includes data on the year-to-date number of **Development Applications (DA)** determined, number of **Complying Development Certificate (CDC)** determined, number of **Construction Certificates (CC)** determined, DA, CDC and CC lodged, average days taken to approve these applications, comparison to the previous financial year total and previous quarter total, together with commentary on building and development trends for the information of Council.

(b) Discussion

A report of statistical data and updates relating to DA, CDC and CC will be presented to Council each quarter for comparison purposes, showing the quarterly totals, previous year's quarterly totals, and the year-to-date figures for the current year. This report includes information from 1 April 2024 to 30 June 2024.

Table 1 below provides data on the volume of applications received and determined over the April 2024 – June 2024 quarter relative to the previous year:

Applications Received and Determined	April 2024	May 2024	June 2024	Total for April - June Quarter 2024	Monthly Average for April - June Quarter 2024	Total for April - June Quarter 2023	Monthly Average for April - June Quarter 2023
DA Received	11	7	13	31	10	18	6
DA Determined	10	9	9	28	9	22	7
Average days for Determination	100	110	56		89		48
CDC Received	0	3	0	3	1	0	0
CDC Determined	0	2	1	3	1	1	.3
Average days for Determination	0	47	17		21		2.6
CC Received	3	4	4	11	4	12	4
CC Determined	4	6	2	12	4	12	4

Table 1

CDCs require the applicant to adhere to rigorous compliance requirements and thus result in a shorter processing period but fewer applications. CDC applications have increased with a total of three received for the quarter, compared to no applications received for the corresponding quarter last year. It is noted that the processing time for one of the CDCs determined in May exceeded the determination timeframe due to the application not meeting the requirements under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, on the provision of a development consent for a dwelling not being in force. However, a DA had been submitted to Council, pending approval, and as such following discussions with Council's Building Certifier, the applicant advised to keep the CDC application submitted whilst waiting for the approval for the associated DA.

The number of DAs received by Council this quarter has increased significantly when compared to the corresponding quarter last year, with an increase of 72%, with DA determinations in this quarter also increasing. As noted in previous quarters, the accumulation of a DA backlog and longer determination timeframes that Council has been experiencing for the previous two quarters, is a direct result of decreased internal planning resources as at the end of September 2023. Council is yet to fill this vacant role and has relied on contractors to assess and process incoming DAs. At the beginning of May, Council reviewed and undertook significant changes to the contracting arrangements as it was identified that there were multiple old DAs with existing high waiting times with multiple DAs sitting between 100 – 200 days, further contributing to the high average determination times.

Since making the changes, significant improvements in DA processing times has been achieved. While the quarterly average remains high, it is important to view the immensely positive improvements in overall processing times. In April and May, the average processing times were 100 days, consistent with the accumulated backlog and the immediate priority of addressing outstanding DAs with long wait times. The average processing time for all DAs in June decreased by nearly 50%, which is commendable given that the Planning and Development team has been operating with reduced resources.

On an even more positive note, when removing legacy DAs and reviewing the figures for DAs lodged post April, a dramatic improvement becomes apparent. Table 2 below provides data on DAs received and determined solely post April, excluding the accumulated backlog from previous quarters.

Total DAs received and determined April – June 2024 only	Average Days for Determination
13	36 days

Table 2

These efforts by the current Planning and Development team have had a positive impact on DA processing times, with an average of only 36 days, a significant improvement compared to the average of 89 days displayed in Table 1 earlier. It is anticipated that processing times for current and future DAs will improve overall next quarter, as the previous backlog reduces.

Additional factors in processing times are attributed by the delays in receiving necessary paperwork from applicants, ongoing assistance applicants are requiring from Council to lodge on the NSW Planning Portal, along with external referrals to other state agencies, including NSW Rural Fire Service, who currently advise a three-month waiting period for all referrals, further adding to the time and administration effort required to process applications.

Since the NSW Planning Portal became mandatory for all development types, Council has seen a significant decrease in potential developers and owners attending Council for formal pre-development application meetings. This can lead to delays in processing times as applications may not have included appropriate information. Conversely, the complexity of lodgement via the NSW Planning Portal means that Council staff have had to spend significant additional resources in the administrative tasks of lodging applications, rather than focusing on the planning merits of the application. The processing times provided above, do not consider the number of applications that have been on “stop the clock” while officers are waiting for necessary information to be provided by the applicants.

Applications for CCs received by Council this quarter have remained comparable with their respective quarter last year, along with the number of CCs determined for each quarter. Determination timeframes for CC's have increased in some instances, as developers and owners are unaware that they require approval post development consent issuance.

Council continues to engage a part-time commercially qualified contracting Building Certifier to assist one day week following the departure of some Regulatory and Compliance staff.

Table 3 below provides a summary of the number of DAs determined, the value of the work, type of development and the average determination, for the 2023-2024 Financial Year in comparison to the previous Financial Year.

	2023-2024	2022-2023
Total Number of DAs Determined	78	92
Average Determination Time (days)	86	40
Value of DAs	\$14,498,508	\$14,512,505
Number of Single Dwellings	23	16
Number of Subdivisions	7	12
Number of Multi Unit Dwellings	0	3
Number of Commercial Developments	12	3
Number of Industrial Developments	3	2
Withdrawn	2	2

Table 3

Table 4 below provides statistical information regarding the number of CDCs issued in the 2023-2024 Financial Year compared to the number issued for the previous Financial Year.

	2023-2024	2022-2023
Total Number of CDCs Determined	10	8
Value of CDCs	\$751,100	\$239,035
Number of Single Dwellings	1 - RU1 Zone	1 - Village
Withdrawn	4	3

Table 4

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (herein referred to as “the Act”), as amended, precludes a challenge to the validity of consent more than three months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Church Street office. In accordance with Section 4.59 of the Act and Clause 161 of the *Environmental Planning and Assessment Regulation 2021*, the following table lists the determinations issued determined from 1 April 2024 to 30 June 2024 to be publicly notified.

DA/CDC Number	Description	Location
DA 38/23-24	Erect Rural Dwelling	Rodgers Road, Glen Innes
DA 3/21-22/A	Erect Dwelling	44 Severn River Road, Dundee
DA 49/23-24	Construction of a Carport	25 Margaret Street, Glen Innes
#DA 48/23-24	Demolish Carport & Construct Shed	407 Grey Street, Glen Innes
#DA 24/23-24	Erect Dwelling and Shed	Hunt Place, Emmaville
#DA 37/23-24	Erect Carport	15 Wentworth Street, Glen Innes
#DA 45/23-24	Erect Shed (with attached Carport)	231 Ferguson Street, Glen Innes
#DA 42/23-24	Erect Shed and Installation of Rainwater Tanks	40 Lawrance Street, Glen Innes
DA 35/23-24	Install Manufactured Dwelling	79 Macquarie Street, Glen Innes
DA 52/23-24	Erect Shed	57 Heron Street, Glen Innes
DA 51/23-24	Construct Fence	4 Hawkins Lane, Glencoe
DA 17/2007/C	Installation of Water Closets, Shower, Kitchenette & Ramp to Shed	45 Blacks Road, Glen Innes
CDC 11/23-24	Erect Shed	79 Macquarie Street, Glen Innes
DA 33/23-24	Continued Use of Shed and Fence	6 Young Street, Deepwater

DA/CDC Number	Description	Location
DA 55/23-24	Construct Carport	248 Meade Street, Glen Innes
DA 46/23-24	Erect Shed	21 Blacks Road, Glen Innes
#DA 36/23-24	Alterations and Additions to Existing Dwelling, Demolition of Studio and Construction of Shed	202 Meade Street, Glen Innes
DA 23/23-24	Erection of 10 Storage Units	128 Grafton Street, Glen Innes
CDC 12/23-24	Alterations and Additions (Deck and Patio)	1 Blessing Street, Glen Innes
#DA 28/23-24	2 into 3 Lot Subdivision	172 Hunter Street, Glen Innes
DA 57/23-24	Erect New Dwelling	44 Fawcett Road, Glen Innes
CDC 14/23-24	Erect Shed	201 Lambeth Street, Glen Innes
DA 29/23-24	Alterations and Additions to Existing Dwelling	2153 Strathbogie Road, Wellingrove
DA 62/23-24	Erect New Dwelling	417 Furracabad Road, Glen Innes
DA 61/23-24	Shed on Existing Slab	9 Windeyer Place, Glen Innes
DA 59/23-24	Construct Carport and Continued Use of Existing Shipping Container	411 Grey Street, Glen Innes
#DA 67/23-24	Erect Shed	279 Meade Street, Glen Innes
#DA 65/23-24	Erect Shed and Install Roof to Deck	110 Macquarie Street, Glen Innes
DA 66/23-24	Erect Shed	Oswald Street, Dundee
DA 63/23-24	Demolition, Change of Use to Serviced Apartment and Construction of Additional Serviced Apartment	194 Bourke Street, Glen Innes
DA 73/23-24	Change of Use of Building to Food and Drink Premise	1/122 Bourke Street, Glen Innes

The application was required to be notified in accordance with Table 2.1 of the Glen Innes Severn DCP 2014.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

Nil.

(c) Risk

Council would be in breach of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* under *clause 3D.3 (5)(a) and (b)*, should a CDC be determined and issued prior to there being dwelling, or current development consent being issued for a dwelling on the lot. This explains the delay experienced this quarter in issuing a CDC.

(d) Consultation

The information contained in this report has been collected in consultation with input from staff including the Manager of Growth and Development, Building and Environmental Health Officer, and the Technical Services Officer.

Statistics such as the ones contained in this report are discussed internally as the key indicator of system performance.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Environment Heritage Principal Activity EH 4.9.1: Provide Building Control services to adopted customer service standards and EH 4.9.4: Provide Town Planning services to adopted customer service standards.

CONCLUSION

Although overall DA numbers have decreased in the 2023-2024 Financial Year, the overall dollar value of works remain consistent, and the variety of application types has increased. This means that the overall complexity and variety of workload remains high. Overall processing times remain relatively high as legacy DAs are finalised. However, as can be seen by figures post April, processing times have seen a significant decrease for those newer applications. This overall downwards trend is a result of changes to resourcing, as well as improvements in the overall process undertaken internally. As such, these processing times are expected to continue to decrease before stabilising below 40 days.

Whilst these figures are promising, there are still pressures facing the Planning and Development team and as they continue to operate below normal resourcing levels, there will be ongoing challenges surrounding the delivery of development assessment particularly if the number and complexity of applications increases.

ECM INDEXES

Subject Index: CORPORATE MANAGEMENT: Reporting
Customer Index: INTERNAL DEPT – Place and Growth
Property Index: NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.18 STANDARD GRAVEL ROYALTY PAYMENTS

REPORT FROM: Infrastructure Services

PURPOSE

The purpose of this report is to set standard rates for gravel royalty paid by Council to landowners.

RECOMMENDATION

THAT Council:

- 1. Generally, sets the rate of royalty paid for road gravel at \$2.75 per tonne (\$3.50 per tonne for granite) plus GST, this rate to be indexed with reference to inflation at 1 July each year.***
- 2. Authorises agreements to be made with any landholder for the purpose of gravel extraction for road construction, subject to each agreement representing good value for Council when compared with alternate options.***

REPORT

(a) Background

Historically, Council has had access to a number of borrow pits/quarries throughout the **Local Government Area (LGA)** for the purpose of sourcing materials for road works.

In May 2017 Council resolved to set a standard royalty payment of \$2 per tonne plus GST, indexed to inflation on an annual basis. This quates to \$2.75 per tonne in 2024.

(b) Discussion

The standard pricing adopted by Council has been used in many cases around the LGA over the last seven years to facilitate a purchase arrangement with landholders. Occasionally landholders will refuse the offer, but usually the offer is accepted. This tends to indicate that the price is set at a reasonable level.

There is a need for a higher rate to be offered for granite, as this material is in lower levels of availability especially close to Glen Innes. Granite material typically does not need to be crushed, only screened, and so processing costs are lower. To attract an ongoing supply of granite within reach of the main quarry a premium to the standard rate is recommended.

It should be noted that Council bears all costs of investigation, environmental assessment and operational compliance with NSW Mines legislation. These costs can be prohibitive for a landholder developing a private quarry. The current practice provides for landholders to benefit from the economies of scale of the Glen Innes Aggregates operation and receive a useful investment return on their land, while providing a cost-effective means of Council obtaining road gravel as close to the point of use as possible with obvious financial and environmental benefits.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The ability to obtain quality road gravel materials is paramount to effective management of Council road assets. The setting of standard pricing enables Council to plan and budget for future works with confidence and provides a fair level of compensation to the landholder.

(b) Policy/Legislation

Council opens and operates gravel quarries on land adjacent to a road corridor division 17 subdivision 2.109 (3) (a) (iii) of the *State Environmental Planning Policy (Transport and Infrastructure) 2021*.

This provides that the extraction of materials is development permitted without consent if the materials are used solely for road construction and the extraction and stockpiling take place in or adjacent to a road corridor. A *Review of Environmental Factors* is undertaken with subsequent approval under part 5 of the *Environmental Planning and Assessment Act 1979*.

(c) Risk

Quarries carry significant environmental risk and must be managed in accordance with the requirements of legislation and under the oversight of the relevant State agencies including the NSW Environment Protection Authority and NSW Department of Primary Industries (Mines). This risk is primarily managed by having trained and competent Quarry staff.

(d) Consultation

Council's Quarry Manager and a potential supplier were consulted in the preparation of the report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.6.3: Deliver the program of services at Glen Innes Aggregates to optimise returns including gravel extraction and crushing, material testing, retail and wholesale marketing and customer relations whilst adhering strictly to mine safety management.

This report links to Council’s Delivery Program Infrastructure Management Principal Activity IM 3.2.6: Deliver Best Practice Road Management Functions.

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.4.3: Provide a centralised, standardised and regulated Procurement service across Council to adopted customer service levels, with procurement policies and guidelines in compliance with the Fraud Control Plan.

CONCLUSION

Council has been in the practice of opening new rural gravel pits and operating these on a campaign basis to service road works in the local area. This practice requires a standard agreement to be enacted with the relevant landholder to facilitate payment for royalty. A second category of payment is recommended with a slightly higher rate for granite material, noting that this has been hard to secure.

ECM INDEXES

Subject Index:	COMMERCIAL ACTIVITIES: Glen Innes Aggregates (Quarry)
Customer Index:	Internal Dept - Glen Innes Aggregates
Property Index:	NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.19 EXPRESSIONS OF INTEREST - COUNCIL DEPOT COOL ROOMS

REPORT FROM: Infrastructure Services

PURPOSE

The purpose of this report is to seek Council's approval to seek Expressions of Interest for the cool room areas at Council's Depot.

RECOMMENDATION

That Council calls for Expressions of Interest for a lease on the Council Depot cool rooms with a further report provided to Council after expressions have been received.

REPORT

(a) Background

Council has some substantial cool rooms located at its main Depot at 105 Lang Street. The cool rooms are currently used as ad hoc storage for various Council departments. Records show that part of the area was under lease until the beginning of 2014 where Council advised the lessee's that the cool rooms were no longer available for lease. At that time one of the cool rooms was operational.

Council has been approached by a local business wishing to lease the cool rooms. To facilitate any proposed negotiations, a public Expression of Interest should be released to gather interest from additional parties. This is in line with Council's Corporate Property Guidelines.

(b) Discussion

The current use of the cool rooms by staff is opportunistic and tends toward the storing of items that possibly should be disposed. While it is useful to have a large vacant area for ad hoc storage, Council should optimise the use of what is effectively a disused asset and seek the highest value use, either for internal operations or by leasing to a third party.

Council may also consider the option of subdividing and disposing a portion of the site if that would release capital.

A commercial lease appraisal has been arranged for the cool rooms to provide Council with guidance as to the expected income that could be received. This will not be available until the middle of August 2024. This should not delay the Expression of Interest being released to market with the final review of submissions not taking place until after the lease appraisal has been received.

As per Council’s Corporate Property Guidelines, the key principles in Council’s management of commercial and residential leases, and in the setting of licence agreements, are:

- Community land will only be leased or licensed if it is specifically provided for in the relevant Plan of Management, and
- Any lease / licence of facilities / land will be negotiated to achieve a maximum commercial / residential market rental unless Council has specifically resolved to allocate a weighting for other benefits within the tender process.

The land at Council’s Depot at 105 Lang Street is classified as Operational land therefore the first point above is satisfied. Point two above will be satisfied by a public release of an Expression of Interest with submissions reviewed against the commercial lease appraisal prepared by the Valuer.

The Corporate Property Policy Guidelines provide the following procedure:

1. Report to Council requesting approval to lease the asset and to call for Expressions of Interest for the identified property,
2. Call for Expressions of Interest for the identified asset by advertising in the appropriate media and on Council’s web page for a minimum of 28 days,
3. Review any Expressions of Interest received,
4. Submit a report to Council outlining Expressions received and provide a recommended action,
5. Organise Council’s Solicitor as required to prepare any necessary paperwork to finalise the process,
6. Notify the Debtor’s Officer of the lessee’s name, address, amount to be paid and whether an invoice is to be sent monthly or annually.

The above procedure will be followed with a report prepared for Council once submissions are reviewed and a recommendation can be provided.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The amount of rental return will be determined with reference to an independent external assessment by a registered property valuer.

(b) Policy/Legislation

Council’s Corporate Property Guidelines provides the principles and procedure when identifying Council assets for lease and the subsequent call for Expressions of Interest.

(c) **Risk**

Nil.

(d) **Consultation**

Council's Property Officer has confirmed that the land is classified as Operational land.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.6.2: Implement the Corporate Property Policy.

CONCLUSION

The cool rooms located at Council's Depot are not currently used to their maximum potential. In line with Council's Corporate Property Policy and Corporate Property Policy Guidelines, Expressions of Interest should be sought to gauge the market value and appetite for a lease rental.

ECM INDEXES

Subject Index: COUNCIL PROPERTIES: Usage
Customer Index: Glen Innes Severn Council
Property Index: 105 Lang Street, Glen Innes

ATTACHMENTS

There are no annexures to this report.

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletter,
- Council Magazine,
- Local Government NSW – newsletters,
- Office of Local Government – circulars and newsletter,
- TAFE NSW – NAIDOC Week, and
- Weekly Councillor updates from the General Manager.

Press Releases

- Local Government Professionals – 2024 Awards Dinner.

All of 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

Item 9.2

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 Aboriginal Consultative Committee - 27/05/24
Annexure B Recreation and Open Spaces Committee - 29/05/24

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

REPORT FROM: General Manager’s Office

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.

The following meetings were held by Community Committees of Council during June 2024:

Name of Committee	Councillor Delegate(s)	Date
Australian Standing Stones Management Board	Mayor, Cr Arandale	19.6.24
Emmaville Mining Museum Committee	Cr Banham	20.6.24
Glen Innes Severn Library Committee	Mayor	18.6.24

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Government House for Morning Tea Pathfinders Pumpkin Run	3.6.24
	Tablelands Sector Comprehensive Care Meeting	5.6.24
	Myall Creek Memorial	9.6.24
	New England Weeds Authority Mayor's & General Manager's Meeting with John Rayner	11.6.24
	Meeting with community member	11.6.24
	Glen Innes Highlands Lions Changeover	11.6.24
	Safe in Our Town Meeting	12.6.24
	Audit Risk Improvement Committee (ARIC) Breakfast	18.6.24
	ARIC Meeting	18.6.24
	Citizenship Ceremony	19.6.24
	Councillor Workshop	19.6.24
	Emmaville Mining Museum Committee Meeting	20.6.24
	T-Corp NSW State Budget Webcast	20.6.24
	Rural Fire Service Medal Presentation in Inverell	22.6.24
	Meeting with General Manager and property developer	24.6.24
	Meeting with Education Director Chris Bice	25.6.24
	New England Police District Awards Ceremony	26.6.24
Pre-Meeting Briefing Session	27.6.24	
Ordinary Council Meeting	27.6.24	

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Rail Trail Update with General Manager and Director Infrastructure Services	27.6.24
	Glen Innes Business Chamber Members Meet Up	27.6.24
	GLENRAC Committee Meeting	
Cr T Arandale (Deputy Mayor)	Meeting with Blue Hills Residents	25.5.24*
	Aboriginal Consultative Committee Meeting	27.5.24*
	Extraordinary Roads Consultative Committee Meeting	29.5.24*
	Business Chamber Meeting	30.5.24*
	ARIC Breakfast	18.6.24
	ARIC Meeting	18.6.24
	Australian Standing Stones Management Board Meeting	19.6.24
	Councillor Workshop	19.6.24
	Pre-Meeting Briefing Session	27.6.24
	Ordinary Council Meeting	27.6.24
Cr T Alt	Pre-Meeting Briefing Session	27.6.24
	Ordinary Council Meeting	27.6.24
Cr J Parry	ARIC Breakfast	18.6.24
	Councillor Workshop	19.6.24
	Pre-Meeting Briefing Session	27.6.24
	Ordinary Council Meeting	27.6.24
Cr A Parsons	Councillor Workshop	19.6.24
	Ordinary Council Meeting	27.6.24
Cr C Sparks	Myall Creek Memorial	9.6.24
	Safe in Our Town Meeting	12.6.24
	Interagency Committee Meeting	12.6.24
	NAIDOC Meeting	12.6.24
	Glen Innes Family Youth and Support Services Committee Meeting	13.6.24
	Glen Innes Art Gallery Committee Meeting	17.6.24
	ARIC Breakfast	18.6.24
	Councillor Workshop	19.6.24
	Sapphire Wind Farm Community Meeting	20.6.24

Councillor	Name of Meeting / Function	Date attended
	Opening of Art Gallery 'Building of the North' Exhibition	22.6.24
	NAIDOC Meeting	26.6.24
	Glen Innes Community Centre Committee Meeting	26.6.24
	Pre-Meeting Briefing Session	27.6.24
	Ordinary Council Meeting	27.6.24

*Not reported last month

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 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 the recent meetings held by the Community Committees of Council and 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