

BUSINESS PAPER

Ordinary Council Meeting

To be held on

Thursday, 24 October 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, 24 October 2024 at 9:00 am

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Bernard Smith
General Manager

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- 2 OPENING WITH PRAYER**
- 3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**
- 4 MINUTES OF PREVIOUS ORDINARY MEETING - 10 OCTOBER 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 July 2024 Council Meeting	21
New actions assigned following August 2024 Council Meeting	+5
Actions completed since the previous report	-9
Outstanding Actions as of Thursday, 17 October 2024	17

Annexure A provides the most recent comments, from the responsible officers, as of Thursday, 17 October 2024.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(a) **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

(b) **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.

(c) **Consultation**

Various responsible officers within Council.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

ECM INDEXES

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

ATTACHMENTS

Annexure A Outstanding Actions as at 17.10.24 [⇒](#)

REPORT TITLE: 7.2 NEW ENGLAND WEEDS AUTHORITY

REPORT FROM: General Manager's Office

PURPOSE

The purpose of this report is for Council to adopt a resolution to dissolve the New England County Council.

RECOMMENDATION

1. *That the report be received and noted.*
2. *That, in conjunction with the Armidale Regional Council, Uralla Shire Council, and Walcha Council, Council prepares a joint Proposal to the Minister for Local Government to dissolve the New England County Council.*
3. *That the Proposal include the transfer of responsibilities under the Biosecurity Act from the New England County Council to the four constituent Councils.*
4. *That Council works with the other constituent Councils, New England County Council and the Office of Local Government to achieve the earliest possible date for the transfer of Biodiversity Act Responsibilities.*
5. *That Council advises the Audit Office NSW of its commitment to provide financial assistance to provide a commitment to the financial sustainability of the New England County Council until it is dissolved.*

REPORT

(a) **Background**

Suspension of New England County Council

The New England County Council, trading as New England Weeds Authority, is a Local Control Authority for priority and invasive weeds under the *NSW Biosecurity Act, 2015*. It provides the service for the local government areas of Armidale Regional, Walcha, Uralla Shire, and Glen Innes Severn.

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

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

The suspension followed serious governance and financial management failures.

The Councillors on the Board at that time retained their positions with the constituent Councils.

The appointment meant that the Interim Administrator took on the role of the Chairperson and Councillors, not the General Manager.

On 16 August 2024 the Minister for Local government extended the period of suspension of New England County Council and extended the term of appointment of the Interim Administrator to 17 November 2024.

The day-to-day operations of the New England Weeds Authority, required under the Biodiversity Act, have continued; staff operations are not directly impacted by the Suspension Orders.

Those operations are substantially financed by the constituent Councils.

Decisions by Constituent Councils

New England County Council comprises the councils listed below. The councils took the following decisions.

Glen Innes Severn Council

Council decision:

- At the Council Workshop held on 21 June the General Manager tabled a report on the NECC matter.

Council decision:

- 25 July 2024 *“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.”*

Armidale Regional Council

Council decisions:

- 26 June 2024 *“That Council notes the report of 7 June 2024 from the New England Weeds Authority (NEWA) Interim Administrator Mr John Rayner.”*

- 24 July 2024 “That Council:
 - a) notes the attached report of 8 July 2024 from the New England Weeds Authority (NEWA) Interim Administrator Mr John Rayner
 - b) confirms agreement that the New England Weeds Authority (NEWA) be dissolved, with a target date of November 2024
 - c) authorises the General Manager to develop a working agreement and arrangement for future service delivery which includes consideration of a new entity via a Lead Council Model
 - d) notes that an Interim Administrator’s Report will be provided to the Minister for Local Government and a decision will be made about whether the Board will be suspended for a further three months from 17 August 2024; and e) supports the extension of the Interim Administrator for a further three months beyond 17 August 2024.”

Uralla Shire Council

Council decisions:

- Following the Confidential Session of the Council Meeting on 25 June 2024, the Council resolved “That Council notes the confidential advice in this report.”
- 23 July 2024 “That Council:
 1. Notes the attached report of 8 July 2024 from the New England Weeds Authority (NEWA) Interim Administrator Mr John Rayner.
 2. Agrees that the New England Weeds Authority (NEWA) be dissolved, with a target date of November 2024.
 3. Authorises the General Manager to develop a working agreement and arrangement for future service delivery in consultation with the other member Councils, including consideration of a new entity via a Lead Council Model.
 4. Notes that an Interim Administrator’s Report will be provided to the Minister for Local Government on 17 August 2024 and a decision made about whether the Board will be suspended for a further three months.
 5. Supports the extension of the Interim Administrator for a further period of three months from 17th August 2024.”

Walcha Council

Council decisions:

- 26 June 2024 “That Council:
 1. NOTE the current status of New England Weeds Authority based on advice from the appointed Administrator.
 2. ALLOCATE an additional \$170,000 in the 2024-2025 Budget that may be requested to assist clearing the outstanding financial liabilities of New England Weeds Authority.”

- 31 July 2024 “That Council:
 1. NOTES the attached report of 8 July 2024 from the New England Weeds Authority Interim Administrator, John Rayner:
 2. SUPPORTS that the New England Weeds Authority be DISSOLVED with a target date of November 2024;
 3. AUTHORIZES the General Manager to liaise with other members of the New England Weeds Authority General Managers to develop an arrangement and arrange for future service delivery which includes consideration of a new operating model;
 4. NOTES “That an Interim Administrator’s Report will be provided to the Minister for Local Government and a decision will be made whether the Board will be suspended for a further three months from 17 August.”

(b) Discussion

Review of Current Service and Future delivery options

Mr Paul Quealey, Lambourne Partners, was engaged by the County Council and the constituent Councils to inform the councils on current operations and recommend future service delivery options. **(Confidential Annexure A)**.

The review is of value in understanding the current operation of NECC, where efficiencies can be achieved and how these can be transferred to a future operating model.

The review focused on:

- identifying desired outcomes and whether they are currently being met or not,
- the value and return provided by each classification of employee,
- whether the staff numbers in the streams of biosecurity and weed spraying are appropriate,
- whether the current zones to which the biosecurity officers are attached are satisfactory,
- comparing in-house costs, and benefits/disadvantages for weed spraying against contract spraying,

The review made a number of recommendations to best meet Council obligations under the NSW Biosecurity Act across the New England County Council region, including:

- Walcha Shire and Uralla Shire Council’s coordinate the completion of biosecurity management services as a joint venture,
- Armidale Regional Council complete biosecurity management services for its region, and

- Glen Innes Severn Council complete biosecurity management services for its region, and the option of establishing a joint venture with Tenterfield Shire Council in completing biosecurity management services.
- Outside of the above, the only other outcomes are for each Council completing biosecurity management services individually, with the potential for a memorandum of understanding across the Councils to allow for easy personnel and resourcing sharing as and when required.

Legal Obligations

Employees

The Local Government Act specifies arrangements for council staff affected by the constitution, amalgamation or alteration of Council areas.

Generally, the Act provides:

- There can be no forced redundancy of affected staff members during the proposal period,
- If a staff transfer occurs employment continues on the same terms and conditions that applied to the staff member immediately before the transfer day,
- Accrued rights of a staff member such as leave and superannuation are not affected by the transfer,
- There can be no forced redundancy of a transferred staff member for three years.

Proposal

The Local Government Act provides:

- A Council, County Council, a public authority, the Office of Local Government or the Minister may make a proposal to dissolve a County Council. (Sec 383)
- The Minister must give at least 28 days of a proposal made to the Minister that the Minister decided to proceed with. (Sec 384)
- After considering all representations received concerning the proposal, the Minister may recommend to the Governor that the proposal be implemented, with or without modifications, or may decline to recommend that the proposal be implemented.

The NECC, Interim Administrator has advised *“In my August report to the Minister I advised*

Having observed behaviours and recent performance, considered information from a range of sources including Audit Office NSW and taking into account the NECC size in terms of staff and budget, as Interim Administrator I do not believe such a small Council can meet its legal, governance and financial management requirements and obligations.

The key stakeholders, being the four constituent Councils have resolved that the New England County Council be dissolved and a new service delivery model be developed. As Interim Administrator I agree with the decisions taken by the constituent Councils. It is recognised that a number of organisations and individuals will need to consider and support the proposal put forward including:

- *Constituent Councils,*
- *Department of Primary Industries*
- *Office of Local Government*
- *Minister for Agriculture*
- *United Services Union*
- *Minister for Local Government.*

and the process under Local Government Act will be followed.

As the NECC operation is now substantially funded by the Constituent Councils and considering the timing of the Council elections the November deadline for dissolving NECC is supported. It is appreciated that achieving the deadline is ambitious but necessary.

The Minister, in his letter of reappointment stated:

“I note your proposed action in relation to the future of the county Council and the support of constituent Councils. These are matters you are free to pursue, but I do ask that you ensure consultation with the appropriate unions as part of your work.”

Over recent years several county councils have been dissolved and the biodiversity responsibilities have been transferred to the constituent councils. The Office of Local Government (OLG) has advised that consultation must occur between the councils concerned and the Department of Primary Industries at officer level before a proposal to dissolve the county council is finalised. The proposal should include a record of the Department’s response.

After the proposal has been finalised and lodged, the Minister for Local Government will write to the Minister for Agriculture seeking the latter’s view on it. This is normally done before the Minister for Local Government decides whether or not to proceed with the proposal.

The OLG also advised *“a proposal may be made by a number of councils jointly. However, it is easier if one council makes the proposal to the Minister. In this case, the views of all of the other councils affected can be recorded in the proposal. Those views should be in the form of resolutions passed by those councils.”*

A Proclamation will include:

- the requirement to transfer and protect staff under the local Government Act,
- how assets are to be distributed,
- how liabilities will be met,

- other legal provisions which facilitate a seamless transition.

New England County Council-Current Operations and Financial Position

The Interim Administrator has advised “*The County Council is continuing to meet its biodiversity obligations with a minimum of operating staff and reduced administration staff.*

Its financial situation is dire and apart from receiving income from a small grant and limited work on private land the NECC is reliant on financial support beyond the annual contributions from the constituent Councils.

The new, unoccupied depot at the airport business park has been listed for sale. It will not be sold before consultation with constituent Councils Hopefully the sale of this property will cover the additional contributions from the Councils.

Other surplus assets will also be sold.

The additional financial contributions from the constituent Councils total \$1.2m to date and based on the most recent cash flow analysis are expected to keep NECC afloat until December this year.

The reliance on financial contributions from the constituent Councils highlights the need to dissolve the County Council at the earliest possible time. The Office of Local Government has been approached in a bid to streamline the process.

At each annual audit the Auditor General’s delegate must be able to obtain sufficient appropriate audit evidence or perform alternative testing procedures to enable the delegate to confirm the Council’s ability to continue as a going concern.

Due to the state of the 2022/23 NECC financial statements presented for audit the delegate was unable to conclude on the Council’s ability to continue as a going concern.

The Audit Office NSW has suggested that if the constituent Councils are prepared to provide advice of their continued financial commitment to NECC the delegate may be able to conclude that the NECC has the ability to continue as a going concern.”

KEY CONSIDERATIONS

(a) Financial/Asset Management

Council has made an additional contribution to date of approximately \$250,000 to assist in clearing debts against a budget provision of \$100,000. It is hoped that a significant portion of this may be recouped through the sale of assets.

(b) Policy/Legislation

As indicated in the report.

(c) **Risk**

There continues to be a financial risk to Council in terms of ongoing operational costs. Resolution of the matter is the key to mitigating ongoing biosecurity risks.

(d) **Consultation**

- New England County Council
- Armidale Regional Council
- Uralla Council
- Walcha Council

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

As one of four constituent Councils, Glen Innes Severn Council must make a decision about the future of the New England County Council, while ensuring the continued delivery of statutory biosecurity and weed pest management services within the council area. This report provides the immediate history and summary of the current challenges facing the New England County Council. The recommendations provide a pathway forward and is in line with the previous resolution.

The General Manager will work with the General Managers of the other constituent councils to develop and progress appropriate administrative arrangements including distribution and allocation of assets, vehicles and equipment; engagement with unions and staff; creation of relevant employee positions and transfer of NEWA staff where agreed; and development of memorandums of understanding for future joint operations as appropriate.

ECM INDEXES

Subject Index: GOVERNMENT RELATIONS: Other Organisations; Local and Regional
Customer Index: New England Weeds Authority
Property Index: NIL

ATTACHMENTS

Annexure A New England County Council Operational Review Report (*Confidential*)

REPORT TITLE: 7.3 INSTRUMENT OF DELEGATION - COUNCIL TO THE GENERAL MANAGER

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Instrument of Delegation (From Council to the Mayor) in pursuance of section 377 and 380 of the *Local Government Act 1993* (the Act) for its review and endorsement.

RECOMMENDATION

That Council adopts the revised Instrument of Delegation – General Manager

REPORT

(a) Background

In accordance with section 380 of the Act Council must review all its delegations within the first 12 months of a new council term.

The General Manager's Instrument of Delegation from Council was last adopted on 26 May 2022 (Resolution 5.05/22).

(b) Discussion

Section 377 of the Act provides the general power of Council to delegate. Sub-section (1) provides a list of functions that cannot be delegated by Council to the General Manager or any other person or body. It is convenient to note here that Council does not have any power to delegate any function to any other employee of Council.

The General Manager has been delegated and sub-delegated all functions that may be delegated.

Further limitations have been included in the instrument of delegation limiting the value of tenders that may be accepted by the General Manager and, in accordance with sections 131 (1) and 213 (2) of the *Local Government (General) Regulation 2021*, the amount of sundry debt that may be written off without a resolution of Council. Regarding the latter, the General Manager is bound by sections 131 and 213 in making an order to write off debts, rates and charges.

KEY CONSIDERATIONS

(a) **Financial/Asset Management**

Nil.

(b) **Policy/Legislation**

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*

(c) **Risk**

The General Manager’s Instrument of Delegation is an important control for political, legal and operational risks associated with delegating functions. Particularly, it allows for many efficiencies in the management of Council’s operations.

(d) **Consultation**

General Manager

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The Instrument of Delegation to the General Manager from Council has been revised with minor amendments and is presented to Council for its review and endorsement.

ECM INDEXES

Subject Index: PERSONNEL: Delegation of Functions
Customer Index: Nil
Property Index: Nil

ATTACHMENTS

Annexure A Draft Instrument of Delegation - General Manager [⇒](#)

REPORT TITLE: 7.4 DEPUTY MAYORAL FEE

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to propose a fee be paid to the Deputy Mayor in accordance with section 249 (5) of the *Local Government Act 1993* (the Act).

RECOMMENDATION

That Council determines whether it wishes to pay a deputy mayoral fee in accordance with sections 249 (5) and 250 of the Local Government Act 1993 and the conditions under which it is to be paid, until either:

- a. the September 2026 Ordinary Meeting of Council; or*
- b. A date Council determines otherwise.*

REPORT

(a) Background

Council has, from time to time, paid a fee to the Deputy Mayor for such time as the Deputy Mayor acted in the Office of the Mayor.

At the 11 January 2022 Open Ordinary Meeting of Council, Council rescinded the Annual Fee for the Deputy Mayor Policy (Resolution 6.01/22). As the Act provides a framework in which a deputy mayoral fee may be paid, there is considered no reason to have an annual fee for the deputy mayor policy.

(b) Discussion

Section 249 (5) of the Act states that *a council may pay the deputy mayor ... a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee.*

The fee will be paid monthly in arrears for each month (or part of a month) during which the Deputy Mayor acts as Mayor in accordance with section 250 of the Act.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil. The fee for the deputy mayor will be deducted from the mayoral fee.

(b) Policy/Legislation

Local Government Act 1993.

(c) Risk

Nil.

(d) Consultation

General Manager and Mayor Davis

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

A deputy mayoral fee is proposed in accordance with sections 249 (5) and 250 of the Act.

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.5 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS AND SPECIAL SCHEDULES FOR THE 2023/2024 FINANCIAL YEAR

REPORT FROM: Corporate and Community Services

PURPOSE

The Draft Financial Statements for the year ended 30 June 2024 are required to be referred to Council’s Auditor after adoption by the Council. The prescribed statement requires the signatures of the Mayor, a Councillor, the General Manager and the Responsible Accounting Officer.

RECOMMENDATION

THAT Council:

- 1. In accordance with Section 413 (2) (c) of the Local Government Act 1993:***

 - a. Resolves that, in its opinion, the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2024 are properly drawn up in accordance with the provisions of the Local Government Act 1993 and the Regulations.***
 - b. Authorises for the Financial Statements for the year ending 30 June 2024 to be certified and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer on behalf of Council.***

- 2. Refers the Financial Statements to Council’s Auditor for audit.***
- 3. Delegates authority to the General Manager to forward the Audited Financial Statements to the Office of Local Government.***
- 4. Delegates Authority to the General Manager to place the Audited Financial Statements on public exhibition and give notice that Council will present its Audited Financial Statements at the next Ordinary Council Meeting.***

REPORT

(a) Background

The 2023/2024 Financial Statements have been prepared in Council’s financial management system, Dynamics. Several key reporting tools, for example Rates and Property and Interfund have not supported report preparation as they were not fully developed by ReadyTech, this has resulted in a significant delay in the preparation in the 2023/2024 Financial Statements.

Council received the Financial Audit Engagement Plan for 2023-2024 from the NSW Audit Office on 10 October. The Financial Audit will begin on 4 November and is planned for complete between 16 and 20 December.

Council has requested an extension to 28 February 2025 from the **NSW Office of Local Government (OLG)** and is waiting on approval from the OLG.

The Draft 2023/2024 Financial Statements have been tabled at a special meeting of the **Audit Risk and Improvement Committee (ARIC)** on 15 October 2024 for its information and comment.

(b) Discussion

In accordance with Section 416 (1) of the **Local Government Act 1993 (the Act)**, a Council's Financial Statements for a year must be prepared and audited within four months of the end of the reporting period concerned.

The statutory process that must be followed is that:

1. A statement as required under section 413 (2)(c) of the Act, must be made by resolution and signed by the Mayor, one Councillor, the General Manager and the Responsible Accounting Officer.
2. The Financial Statements must then be referred to the Council's Auditor for audit and once audited the statements must be included in Council's Annual Report.
3. Copies of the Audited Financial Statements must be lodged with the Office of Local Government by 31 October.
4. As soon as practicable after Council receives a copy of the Auditor's report, the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report.

This act of giving notice of the meeting is required to be delegated to the General Manager as technically the notice of meeting cannot be set until the Auditor's Reports are received.

The Draft General Purpose Financial Statements and Draft Special Purpose Financial Statements for the year ended 30 June 2024 are distributed with this report (**Annexures A**) and will be provided for audit.

The net operating surplus for the year of \$19.583M (\$12.547M in 2022/23) is an improvement on the previous year of \$7.036M.

Council received \$23.231M (\$11.978 in 2022/23) in capital grant funding, an increase of \$11.433M over the previous year), resulting in a deficit before capital items of \$3.648M (Surplus of \$569k in 2022/23).

The Statement of Financial Position as at 30 June 2024 and its supporting notes, in particular Note C1-3, shows that there was insufficient cash to cover all external restrictions placed on those holdings with a deficit of \$6.049M. It should be noted that there was insufficient cash at balance date to set aside funds for planned expenditure in future years, viz., the Financial Assistance Grant paid in advance \$4.898M or to provide working capital over and above the 2024/25 Operating Plan in the event of the need to reinstate assets that are damaged by unplanned and unforeseen events such as bushfires and floods.

Grant Contract assets of \$11.881M (\$7.179M in 2022/23) at balance date shows the amount of funds expended for grant related projects that have not yet been received. This should be taken into consideration when assessing the unrestricted cash balance.

Planned Improvements to Financial Management

Council has undertaken Review of the Information System to inform improvements to support financial management. Council has also undertaken the following reviews and improvements in 2024 to improve financial management and sustainability:

- Financial Sustainability Review,
- Waste and Water Pricing Strategy Review,
- Grants management register.

The new Grants Management Register and Contracts Management Policy will improve Council's financial data.

Certification

Section 413 (2) (c) of the Act, requires that before audit certificates can be issued, Council is to adopt a resolution to be attached to the Financial Statements stating that:

Council's General Purpose Financial Statements and Special Purpose Financial Statements are being prepared in accordance with:

- The Act and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements,
- The Local Government Code of Accounting Practice and Financial Reporting,
- The Department of Water and Energy Practice Management of Water Supply and Sewerage Guidelines,
- NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- Department of Local Government Guidelines '*Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*'.

These Statements must be signed by the Mayor, one other Councillor, the General Manager and the Responsible Accounting Officer.

A copy of the required statement to be signed is included in the attached Draft Financial Statements.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The Financial Statements are Council's primary form of review on Council's sustainability and the financial performance of Council throughout the reporting period.

For this reason, they remain a crucial part of the performance measurement framework and the financial performance as disclosed should be a serious consideration in any future decision making.

(b) Policy/Legislation

- The Australian Accounting Standards and professional pronouncements,
- The Local Government Code of Accounting Practice and Financial Reporting,
- The Department of Water and Energy Practice Management of Water Supply and Sewerage Guidelines,
- NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- Office of Local Government Guidelines '*Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*',
- *The Local Government Act 1993*.

The relevant sections of the *Local Government Act 1993* are as follows:

413 Preparation of Financial Reports

- (1) A council **must** prepare financial reports for each year and **must** refer them for audit as soon as practicable.
- (2) A Council's Financial Reports must include:
 - (a) A General-Purpose Financial Report, and
 - (b) Any other matters prescribed by the regulations, and
 - (c) A statement in the approved form by the Council as to its opinion on the General-Purpose Financial Report.

- (3) The General-Purpose Financial Report **must** be prepared in accordance with this Act and the regulations and the requirements of:
- (a) The publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to the regulations, and
 - (b) Such other standards as may be prescribed by the regulations.

416 Time for preparation and auditing of Financial Reports

- (1) A Council's Financial Reports for a year **must** be prepared and audited within the period of 4 months after the end of the year.
- (2) A Council may from time to time apply to the Departmental Chief Executive for an extension of that period.
- (3) A Council must make such an application if requested to do so by its auditor.
- (4) Before deciding whether to grant an extension, the Departmental Chief Executive may require the Council to give reasons, additional to those set out in the application, as to why the extension should be granted.
- (5) The Departmental Chief Executive may grant an extension of such period as, in the opinion of the Departmental Chief Executive, is necessary in the circumstances of the case.
- (6) A Council must notify its auditor of any application for an extension made under this section and of the outcome of the application.

418 Public notice to be given of presentation of Financial Reports

- (1) As soon as practicable after a Council receives a copy of the Auditor's Reports:
 - (a) It must fix a date for the meeting at which it proposes to present its Audited Financial Reports, together with the Auditor's Reports, to the public, and
 - (b) it must give public notice of the date so fixed.
- (2) The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the Auditor's Report are given to the Council.

Note

Unless an extension is granted under section 416, the meeting must be held on or before 5 December after the end of the year to which the reports relate.

- (3) The public notice **must** include:
 - (a) A statement that the business of the meeting will include the presentation of the Audited Financial Reports and the Auditor's Reports, and

- (b) A summary in the approved form, of the Financial Reports, and
 - (c) A statement to the effect that any person may, in accordance with section 420, make submissions (within the time provided by that section and specified in the statement) to the Council with respect of the Council’s Audited Financial Reports or with respect to the Auditor’s Reports.
- (4) Copies of the Council’s Audited Financial Reports, together with the Auditor’s Reports, must be kept available at the office of the Council for inspection by members of the public on and from the date on which public notice of the holding of the meeting is given and until the day after the meeting (or any postponement of the meeting).

419 Presentation of Council’s Financial Reports

- (1) A Council must present its Audited Financial Reports, together with the Auditor’s Reports, at a meeting of the Council held on the date fixed for the meeting.
- (2) The Council’s auditor may attend the meeting at which the Financial Reports are presented.
- (3) A Council’s auditor who carries out the functions of the auditor under an appointment by the Auditor-General **must** attend the meeting at which the Financial Reports are presented if the Council gives not less than 7 days notice in writing that it requires the auditor to do so.

(c) **Risk**

Non-compliance with the *NSW Local Government Act 1993*.

(d) **Consultation**

Council Management has provided regular updates to the Mayor and the Chair of Council Audit Risk and Improvement Committee.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

In accordance with the *Local Government Act 1993* Council authorises the Financial Statements for the year ending 30 June 2024 to be certified and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer on behalf of Council and be referred to the Auditor for audit and that the audited financials be presented at the next Ordinary Council Meeting following the audit and placed on public exhibition.

The Draft General Purpose Financial Statements and Draft Special Purpose Financial Statements for the year ended 30 June 2024 are attached to this report.

ECM INDEXES

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

ATTACHMENTS

Annexure A Draft GP and SP Financial Statements 23-24 [↗](#)

REPORT TITLE: 7.6 ENDORSEMENT OF THE REVISED COMMUNITY STRATEGIC PLAN FOR PUBLIC EXHIBITION

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised Community Strategic Plan (*Annexure A*) for public exhibition.

RECOMMENDATION

THAT Council:

- 1. Approves for the revised Towards 2035 Community Strategic Plan to be placed on public exhibition, inviting submissions for 28 days from Friday, 25 October 2024 until Thursday, 21 November 2024.***
- 2. Displays the revised Towards 2035 Community Strategic Plan on Council's website, and that it be made available for viewing at the following locations:***
 - Council's Town Hall Office,***
 - Council's Church Street Office,***
 - The Glen Innes Severn Public and TAFE Library, and***
 - The Village Post Offices at Deepwater and Emmaville.***
- 3. Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Towards 2035 Community Strategic Plan; otherwise, that the Towards 2035 Community Strategic Plan be adopted by Council.***

REPORT

(a) Background

The Community Strategic Plan 2022-2032 was last adopted by Council on 1 June 2022. The document has recently undergone a rigorous process of review by Council's **Management Executive Team (MANEX)** and is recommended for public exhibition.

(b) Discussion

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

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

General requirements of the Plan

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

Further community engagement will take place during the *Public Exhibition* period.

Council has ensured that the Plan:

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

The draft Plan will include a Message from the Mayor and information regarding the newly elected Council prior to going on public exhibition.

Information that has been considered when preparing the Plan

Key issues and challenges for the Glen Innes Severn **Local Government Area (LGA)**, and for the surrounding region have been considered.

In addition to the legislative requirement to consider State Government priorities, Council has considered relevant state plans as well as relevant regional plans, strategies and priorities.

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

Resourcing Strategy

The Community Strategic Plan provides a vehicle for expressing long-term community aspirations. However, these will not be achieved without sufficient resources – time, money, assets and people – to carry them out.

The Resourcing Strategy consists of 3 components:

1. Long-Term Financial Planning
2. Workforce Management Planning
3. Asset Management Planning.

The Resourcing Strategy is the point where Council explains to the community how it intends to perform all its functions, including implementing the strategies set out in the Community Strategic Plan. Some strategies in the Community Strategic Plan will clearly be the responsibility of the council, some will be the responsibility of other levels of government, and some will rely on input from business and industry groups, community groups or individuals.

The Resourcing Strategy focuses in detail on matters that are the responsibility of Council and considers, in general terms, matters that are the responsibility of others. The Resourcing Strategy articulates how Council will allocate resources to deliver the objectives under its responsibility.

Each element of the Resourcing Strategy is being presented to Council separately and all documents will go on public exhibition alongside the Plan.

Community Engagement

In 2023, Council engaged Taverner Research Group to conduct a statistically valid (95%) Community Satisfaction Survey. The May 2023 Report was presented to Council at its 25 May 2023 Ordinary Meeting of Council. This report has helped inform the revised Plan. This survey was conducted via telephone.

Additionally, the Towards 2034 Community Engagement Program was held between 11 April 2024 and 17 May 2024 and was conducted to further inform the Towards 2035 Community Strategic Plan.

Surveys were distributed throughout the town of Glen Innes and surrounding villages. The survey was based online and available through Council's website using the Granicus Engagement HQ program. Paper based surveys were available at town and village post offices and libraries and staff conducted four listening posts in Glen Innes. The program was advertised widely on local radio stations and through social media channels.

Council received 106 submissions from the community. The survey, which focused on gathering qualitative data, provided valuable insights through content analysis to help shape the Towards 2035 Community Strategic Plan.

The results of this survey were presented to Council at its 27 June 2024 Ordinary Meeting of Council.

The community will have the opportunity to provide feedback on the Plan, draft Delivering our Future Delivery Program and Resourcing Strategy (collectively the “draft documents”) and complete the survey regarding the proposed options for a **Special Rate Variation (SRV)**.

How to Participate:

1. Online Submissions

Visit Council's *Have Your Say* page at haveyoursay.gisc.nsw.gov.au.

2. Hard Copy Submissions

Hard copies of the draft documents and the SRV survey will be available at:

- Council Administration Offices at Town Hall and Church Street
- The Glen Innes Severn Public & TAFE Library
- Post Offices in Emmaville and Deepwater

3. Resident Newsletter

An unaddressed mailout from Council will be sent to the community with information about the draft documents and SRV with a tear-off survey.

Completed surveys can be dropped off at *Have Your Say* boxes located at:

- Council Administration Offices at Town Hall and Church Street
- The Glen Innes Severn Public & TAFE Library
- Post Offices in Emmaville and Deepwater

4. Community Information Sessions

Members of the community and other interested persons, organisations and agencies may attend an in-person session to ask questions and provide feedback on the documents and complete the SRV survey:

- Emmaville Community Hall: 12 November, 5 pm - 7 pm
- Glen Innes Town Hall: 19 November, 6 pm - 8 pm
- Deepwater Town Hall: 20 November, 5 pm - 7 pm

5. Virtual Information Sessions

- 14 November, 5:30 pm - 6:30 pm (via Teams)
- 18 November, 5:30 pm - 6:30 pm (via Teams)

Public submissions on these draft documents and the SRV survey will be open until 21 November 2024.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The Community Strategic Plan is supported by the Resourcing Strategy. The Resourcing Strategy is made up by Council's Asset Management Plans, its Workforce Management Strategy and the Long Term Financial Plan.

(b) Policy/Legislation

Once adopted by Council, the revised Towards 2035 Community Strategic Plan will be the over-arching strategic plan guiding Council's delivery outcomes.

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

The Plan has been developed in accordance with:

- the Integrated Planning and Reporting Guidelines 2021, and
- the Integrated Planning and Reporting Handbook 2021.

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

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

(c) Risk

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

(d) Consultation

Consultation has been detailed in the main body 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 5.1.1: Deliver the Integrated Planning and Reporting Framework (IPRF) requirements.

CONCLUSION

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

The Plan has been revised, taken into account recent community consultation, and the draft has been reviewed by MANEX and is put to Council to endorse the draft Plan for Public Exhibition and further community input.

ECM INDEXES

Subject Index: CORPORATE MANAGEMENT: Integrated Planning and Reporting

ATTACHMENTS

Annexure A Draft Towards 2035 Community Strategic Plan [⇒](#)

REPORT TITLE: 7.7 ENDORSEMENT OF THE DRAFT DELIVERING OUR FUTURE DELIVERY PROGRAM 2025-2029 FOR PUBLIC EXHIBITION

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the **draft Delivering Our Future Delivery Program 2025-2029 (DP)** for public exhibition (**Annexure A**).

RECOMMENDATION

THAT Council:

- 1. Approves for the draft Delivering Our Future Delivery Program 2025-2029 to be placed on public exhibition, inviting submissions for 28 days from Friday, 25 October 2024 until Thursday, 21 November 2024.**
- 2. Displays the draft Delivering Our Future Delivery Program 2025-2029 on Council's website, and that it be made available for viewing at the following locations:**
 - Council's Town Hall Office,**
 - Council's Church Street Office,**
 - The Glen Innes Severn Public and TAFE Library, and**
 - The Village Post Offices at Deepwater and Emmaville.**
- 3. Undertakes a comprehensive Community Engagement Program regarding a proposed application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rate Variation (SRV) to apply in 2025-2026 as outlined in the Draft 2025-2029 Delivering Our Future Delivery Program.**
- 4. Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Delivering Our Future Delivery Program 2025-2029; otherwise, that the Delivering Our Future Delivery Program 2025-2029 be adopted by Council.**

REPORT

(a) Background

The Delivery Program 2022-2025 was adopted by Council on 1 June 2022. A new Delivery Program has recently been drafted and reviewed by Council's **Management Executive Team (MANEX)** and is recommended for Public Exhibition and adoption.

(b) Discussion

The Delivery Program is the point where the community’s strategic goals are systematically translated into actions. The Delivery Program identifies the principal activities to be undertaken by Council to perform all its functions, including implementing the strategies established by the **Towards 2035 Community Strategic Plan (CSP)**, using the resources identified in the Resourcing Strategy.

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

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

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

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

General requirements of the Delivery Program

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

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

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

Basic structure of the Delivery Program

The Delivery Program:

- Directly addresses the objectives and strategies of the CSP and identifies the principal activities that Council will undertake to meet the objectives and implement the strategies,

- Ensures that the principal activities cover the full range of Council functions and operations, and
- Includes a method of assessment to determine the effectiveness of each principal activity detailed in the Delivery Program in achieving the objectives.

The Delivery Program allocates high-level responsibilities for each activity or set of activities to the relevant Council department and the responsible manager/officer for that function will report on progress at least every six months.

Monitoring and reviewing the Delivery Program

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

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

Financial Sustainability

The Delivery Program considers the financial sustainability of Council and provides information to address Council's financial sustainability challenges. These challenges are being addressed by the following **strategic actions**:

1. A service review program to inform a council-wide improvement plan focusing on areas for potential service cost reductions.
2. A new waste (domestic and non-domestic), water and sewer services costs and pricing strategy developed following a thorough review. The outcomes of the review have ensured that all costs (including appropriate overheads) were identified, and that Council's new pricing strategy will ensure that waste, water and sewer fees and charges fund all costs over time.
3. Options for a **Special Rate Variation (SRV)** application to the NSW Independent Pricing and Regulatory Tribunal to apply in the financial year 2025/26 to address projected deficits that will impact on Council's service delivery and limit growth and prosperity.

The first two strategic actions will ensure Council's General Fund operations are as efficient and effective as possible, however they are not likely to fully address Council's operating deficits or its declining cash entirely. To do this Council must consider a permanent SRV in 2025/2026 to increase revenue and allow Council to fully fund the delivery of services and support growth and prosperity initiatives.

The Proposed SRV options are:

Option 1. A Managed decline – Just a 4.4% rate peg for 2025/26 and forecasted rate pegs of 3.0% and 2.5% for 2025/26 and 2026/27. Council will implement the Service Review Program and the waste and water pricing strategy.

These strategies alone will not resolve operating deficits or a decline in cash reserves.

Option 2. A Sustainable Council – Implementation of the Strategic Actions plus a cumulative permanent SRV of 46.9% applied over three years (including the rate peg) as follows; 29.4% (rate peg + SRV) in 2025/26; 10.0% (rate peg + SRV) in 2026/27 and 7.5% (rate peg + SRV) in 2027/28 which is the third and final year of a special rate variation.

Option 3. Growth and Prosperity – Implementation of the Strategic Actions plus a cumulative permanent SRV of 64.9% over 3 years (which includes the rate peg) applied as follows; 29.4% (rate peg + SRV) in 2025/26; 21.0% (rate peg + SRV) in 2026/27 and 14.5% (rate peg + SRV) in 2027/28 which is the third and final year of a special rate variation increase.

The Growth and Prosperity Program includes initiatives such as additional funds to implement the Economic Development Strategy, assistance to the health and housing sectors which are critical to future growth, initiatives for Glen Innes and the townships to improve liveability and detailed master planning for the Glen Innes Town Hall to renovate this iconic building as a future community cultural facility.

Council will undertake a comprehensive Community Engagement Program regarding the proposed application to the NSW Independent Pricing and Regulatory Tribunal for an SRV to apply in 2025-2026.

Community Engagement

The community will have the opportunity to provide feedback on the CSP, this DP and Resourcing Strategy (collectively the “draft documents”) and complete the survey regarding the proposed options for an SRV.

How to Participate:

1. Online Submissions

Visit Council’s *Have Your Say* page at haveyoursay.gisc.nsw.gov.au.

2. Hard Copy Submissions

Hard copies of the draft documents and the SRV survey will be available at:

- Council Administration Offices at Town Hall and Church Street
- The Glen Innes Severn Public & TAFE Library
- Post Offices in Emmaville and Deepwater

3. Resident Newsletter

An unaddressed mailout from Council will be sent to the community with information about the draft documents and SRV with a tear-off survey. Completed surveys can be dropped off at *Have Your Say* boxes located at:

- Council Administration Offices at Town Hall and Church Street
- The Glen Innes Severn Public & TAFE Library
- Post Offices in Emmaville and Deepwater

4. Community Information Sessions

Members of the community and other interested persons, organisations and agencies may attend an in-person session to ask questions and provide feedback on the documents and complete the SRV survey:

- Emmaville Community Hall: 12 November, 5 pm - 7 pm
- Glen Innes Town Hall: 19 November, 6 pm - 8 pm
- Deepwater Town Hall: 20 November, 5 pm - 7 pm

5. Virtual Information Sessions

- 14 November, 5:30 pm - 6:30 pm (via Teams)
- 18 November, 5:30 pm - 6:30 pm (via Teams)

Public submissions on these draft documents and the SRV survey will be open until 22 November 2024.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The Delivery Program includes sections on:

- a Delivery Program Budget; and
- Financial Sustainability.

(b) Policy/Legislation

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

Following is a summary of the requirements of section 404 of the *Local Government Act 1993*:

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

(c) Risk

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

(d) Consultation

Community engagement has been detailed in the body of this report. MANEX has engaged in a rigorous process of the Delivery Program with all managers consulted on its development.

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

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

The draft Delivering Our Future Delivery Program 2025-2029 has been developed and reviewed by MANEX and is put to Council to endorse for Public Exhibition.

ECM INDEXES

Subject Index: CORPORATE MANAGEMENT: Integrated Planning and Reporting

ATTACHMENTS

Annexure A Draft Delivering Our Future Delivery Program 2025-2029 [⇒](#)

REPORT TITLE: 7.8 DRAFT RESOURCING STRATEGY INCLUDING THE 2025 TO 2035 LONG TERM FINANCIAL PLAN AND COUNCILS DRAFT WORKFORCE MANAGEMENT STRATEGY

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to provide Council with the Draft Resourcing Strategy to support achievement of the Delivering our Future Community Strategic Plan and Delivery Program. Note that the Resourcing Strategy includes Council's Asset Management Strategy and Plans; the Draft 2025-2035 Long Term Financial Plan and the Draft Workforce Management Strategy (2025-2029). The Asset Management Strategy and Plans are provided to Council in a separate report. This report includes the Draft Long Term Financial Plan 2025-2035 and the Workforce Management Strategy 2025-2029.

RECOMMENDATION

THAT Council:

- 1. Approves for the Draft Resourcing Strategy 2025-2029 including the Draft Long Term Financial Plan 2025-2035 to be placed on public exhibition, inviting submissions for 28 days from Friday, 25 October 2024 until Thursday 21 November 2024.**
- 2. Displays the Draft Resourcing Strategy and Long Term Financial Plan on Council's website, and that it be made available for viewing at the following locations:**
 - Council's Town Hall Office,**
 - Council's Church Street Office,**
 - Glen Innes Severn Public and TAFE Library, and**
 - The Village Post Offices at Deepwater and Emmaville.**
- 3. Undertakes a comprehensive Community Engagement Program regarding a proposed application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rate Variation (SRV) to apply in 2025-2026 as outlined in the SRV Options outlined below.**
- 4. Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Resourcing Strategy and Draft Long Term Financial Plan 2025-2035.**

REPORT**(a) Background**

The Integrated Planning and Reporting Framework for local government in NSW is a requirement under the *NSW Local Government Act 1993*. The Resourcing Strategy supports achievement of the Community Strategic Plan and the Delivery Program and consists of three inter-related plans:

- Long-Term Financial Plan (2025-2035)
- Asset Management Plans (2025-2035)
- Workforce Management Strategy 2025-2029

(b) Discussion

The Long-Term Financial Plan provides financial forecasts for the council for at least ten years, and is updated annually as part of the development of the Operational Plan. The Long-Term Financial Plan must be used by the council to inform its decision-making during the finalisation of the Community Strategic Plan and the development of the Delivery Program. The Draft 2023-2035 Long Term Financial Plan was informed by a detailed Financial Sustainability Review conducted in May/June 2024 which found that Council was not financially sustainable into the future.

The Long-Term Financial Plan (LTFP) includes:

- Projected income and expenditure,
- Planning assumptions that were used in the Plan's development,
- A sensitivity analysis which highlights the factors and assumptions most likely to impact on the Plan,
- Financial modelling for at least three different scenarios, the Draft 2025-2035 GISC LTFP includes the following three scenarios:

- **Option 1. A Managed decline** – Just a 4.4% rate peg for 2025/26 and forecasted rate pegs of 3.0% and 2.5% for 2025/26 and 2026/27. Council will implement the Service Review Program and the waste and water pricing strategy.

These strategies alone will not resolve operating deficits or a decline in cash reserves.

- **Option 2. A Sustainable Council** – Implementation of the Strategic Actions plus a cumulative permanent SRV of 46.9% applied over three years (including the rate peg) as follows; 29.4% (rate peg + SRV) in 2025/26; 10.0% (rate peg + SRV) in 2026/27 and 7.5% (rate peg + SRV) in 2027/28 which is the third and final year of a special rate variation.
- **Option 3. Growth and Prosperity** – Implementation of the Strategic Actions plus a cumulative permanent SRV of 64.9% over 3 years (which includes the rate peg) applied as follows; 29.4% (rate peg + SRV) in 2025/26; 21.0% (rate peg + SRV) in 2026/27 and 14.5% (rate

peg + SRV) in 2027/28 which is the third and final year of a special rate variation increase.

- Methods of monitoring financial performance.

The LTFP must be publicly exhibited for at least 28 days and submissions received by the council in that period must be accepted and considered before the final LTFP is adopted by the council.

Financial Sustainability Review

The Draft 2023-2035 Long Term Financial Plan was informed by a Financial Sustainability Review conducted in May/June 2024. Financial experts (Morrison Low) were engaged in 2024 to undertake an independent review of Council's financial position. A ten-year fully integrated forecasting model was developed, which included Council's available income and expenditure for services, assets, and workforce requirements.

This review found that Council's budget faces significant pressures and that like many other Council's in NSW Glen Innes Severn is faced with an income gap, with costs increasing at a greater rate than revenue. This imbalance is projected to grow over the coming decade.

To address Council's financial sustainability challenges Council has undertaken the following **strategic actions**:

1. A service review program to inform a council-wide improvement plan focusing on areas for potential service cost reductions.
2. Reviewed the waste (domestic and non-domestic), water and sewer services costs and pricing and developed a new Waste and Water Pricing Strategy. The outcomes of this review will ensure that all costs (including appropriate overheads) are identified, and that Council implements a pricing strategy to ensure that waste, water and sewer fees and charges fund all these costs over time.
3. Considered options for a Special Rate Variation (SRV) to address projected deficits that will impact on Council's service delivery and limit growth and prosperity.

The first two initiatives will ensure Council's General Fund operations are as efficient and effective as possible, however they are not likely to fully address Council's operating deficits or its declining cash entirely. To do this Council must consider a permanent Special Rate Variation in 2025/2026 to increase revenue and allow Council to fully fund the delivery of services and support growth and prosperity initiatives.

The Proposed Special Rate Variation (SRV) options are:

Option 1. A Managed decline – Just a 4.4% rate peg for 2025/26 and forecasted rate pegs of 3.0% and 2.5% for 2025/26 and 2026/27. Council will implement the Service Review Program and the waste and water pricing strategy.

These strategies alone will not resolve operating deficits or a decline in cash reserves.

Option 2. A Sustainable Council – Implementation of the Strategic Actions plus a cumulative permanent SRV of 46.9% applied over three years (including the rate peg) as follows; 29.4% (rate peg + SRV) in 2025/26; 10.0% (rate peg + SRV) in 2026/27 and 7.5% (rate peg + SRV) in 2027/28 which is the third and final year of a special rate variation.

Option 3. Growth and Prosperity – Implementation of the Strategic Actions plus a cumulative permanent SRV of 64.9% over 3 years (which includes the rate peg) applied as follows; 29.4% (rate peg + SRV) in 2025/26; 21.0% (rate peg + SRV) in 2026/27 and 14.5% (rate peg + SRV) in 2027/28 which is the third and final year of a special rate variation increase.

Growth and Prosperity initiatives are planned as annualised initiatives to build on what we have and provide scope for innovative initiatives that include Health, Housing, improved liveability and implementing Council's Economic Development Strategy.

Council will undertake a comprehensive Community Engagement Program regarding the proposed application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rate Variation (SRV) to apply in 2025-2026 as outlined in the SRV Options outlined below.

The Asset Management Strategy and Plans

The Asset Management Strategy and Plans covers all asset classes and are included under a separate report to Council.

The Workforce Management Strategy

The Workforce Management Strategy supports achievement of the Community Strategic Plan and Delivery Program. The Workforce Management Strategy is a four-year plan, addressing the human resources required to achieve the activities identified in the Delivery Program (**Annexure A**).

KEY CONSIDERATIONS

(a) Financial/Asset Management

The Resourcing Strategy was informed by a detailed Financial Sustainability Review and aims to ensure Glen Innes Severn Council remains financially sustainable into the future. The Long Term Financial Plan provides three scenarios or options to ensure financial viability which include an application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rating Variation to apply in 2025/2026.

(b) Policy/Legislation

The Resourcing Strategy is required under the *NSW Local Government Act 1993* as part of the Integrated Planning and Resourcing Framework.

(c) Risk

The Draft Long Term Financial Plan (LTFP) addresses future financial risk by addressing forecast budget deficits through the implementation of strategic actions that include the application of service reviews that monitor service costs and efficiencies and the implementation of a pricing strategy that ensures that waste, water and sewer fees and charges fund service costs over the time of the ten year LTFP.

(d) Consultation

The Management Executive Team (MANEX)
Chief Financial Officer
External Consultants

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

This report recommends that Council approves for the draft Resourcing Strategy 2025-2029 and the Draft Long Term Financial Plan 2025-2035 to be placed on public exhibition, inviting submissions for 28 days from Friday, 25 October 2024 until Thursday, 21 November 2024.

Displays the draft Resourcing Strategy including the Long-Term Financial Plan on Council’s website, and that it be made available for viewing at the following locations:

- Council’s Town Hall Office,
- Council’s Church Street Office,
- Glen Innes Severn Public and TAFE Library, and
- The Village Post Offices at Deepwater and Emmaville.

Requests the General Manager (or his delegate) to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Resourcing Strategy and Draft Long Term Financial Plan 2025-2035.

Council will undertake a comprehensive Community Engagement Program regarding the proposed application to the NSW Independent Pricing and Regulatory Tribunal for a Special Rate Variation (SRV) to apply in 2025-2026 as outlined in the SRV Options outlined below. **The Community Engagement Program is outlined in Annexure B.**

ECM INDEXES

Subject Index: CORPORATE MANAGEMENT: Integrated Planning and Reporting

ATTACHMENTS

Annexure A Workforce Management Strategy 2025-2029 [⇒](#)
Annexure B Community Engagement Program [⇒](#)

REPORT TITLE: 7.9 ANNUAL DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to table the Annual Disclosure of Interest Returns prepared by Councillors and Designated Persons for the 2023/2024 Financial Year.

RECOMMENDATION

That Council notes the tabled Disclosure of Interests Returns by Councillors and Designated Persons for the 2023/2024 Financial Year, in accordance with Section 440AAB of the Local Government Act 1993.

REPORT

(a) Background

The purpose of the Disclosure of Interests Returns is to provide Councillors and Designated Persons with the opportunity to disclose any items where there may be a Pecuniary Interest that may influence or affect official decisions made by the person completing the return.

The return is to be completed by each Councillor and each Designated Person and lodged with the General Manager by 30 September each year. Pecuniary Interests that arise later and are not disclosed in the annual return must be disclosed within three months of the Councillor or Designated Person becoming aware of the interest, in accordance with the relevant Council Code of Conduct.

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

(b) Discussion

Individuals are responsible for lodging their returns by the due date, and the **Office of Local Government (OLG)** encourages General Managers to remind Councillors and Designated Persons of their obligation in this regard.

Returns were distributed to all Councillors and Designated Persons on 12 July 2024 with a memorandum providing instruction on the completion of the returns and the deadline as set out by the relevant Code of Conduct. Council has procedures in place to record the lodgement of all returns.

All returns have been received by the General Manager and are now tabled at this Council Meeting.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

Pecuniary Interests are covered by the Code of Conduct for Councillors, Code of Conduct for Council Staff, and Code of Conduct for Council Committee Members, Delegates and Advisers.

Governance requirements:

Complaints about breaches of these Code of Conduct requirements are to be referred to the OLG and may result in disciplinary action by the Council, the Chief Executive of OLG or the NSW Civil and Administrative Tribunal.

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

440AAB REGISTER AND TABLING OF RETURNS

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

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

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

(c) Risk

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

(d) **Consultation**

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The Annual Disclosures of Interests Returns provided to the General Manager are tabled at this meeting in accordance with section 440AAB of the Act.

ECM INDEXES

Subject Index:	GOVERNANCE: Disclosures by Councillors and Designated Persons Return Register
Customer Index:	Nil
Property Index:	Nil

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.10 RECREATION AND OPEN SPACES COMMITTEE -
ENDORSEMENT OF ADDITIONAL MEMBERS**

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is for Council to endorse recommendations made at the Recreation and Open Spaces Committee meeting held on Wednesday, 28 August 2024.

RECOMMENDATION

That Council endorses the following additional representatives to the Recreation and Open Spaces Committee:

- *Carlene Knight, and*
- *Bob Davidson.*

REPORT

(a) Background

The Recreation and Open Spaces 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 Recreation and Open Spaces Committee was held on Wednesday, 28 February 2024. Nine nominations were received for membership of the committee.

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

12.04/24 RESOLUTION

THAT Council:

1. **Endorses the following nine representatives as the newly elected Recreation and Open Spaces Committee:**
 - Christine Davis,
 - Desmond Fitzgerald,
 - Jon Fletcher,
 - Richard Moon,
 - Preston Parkes,
 - Jane Renata,
 - Bob Thomas,
 - Jenny Thomas, and
 - Raelene Watson.

2. Endorses Councillor Troy Arandale as the Committee Chairperson for the newly elected Recreation and Open Spaces Committee.

CARRIED

An additional two nominations were received at the Recreation and Open Spaces Committee meeting held on Wednesday, 28 August 2024, which require endorsement by Council.

(b) Discussion

The Minutes of the Recreation and Open Spaces Committee are attached (**Annexure A**). The following recommendations for endorsement were made at the 28 August 2024 meeting for consideration by Council:

- Carlene Knight, and
- Bob Davidson.

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 members, and the remaining nine endorsed members, the total number of committee members will be 11.

In accordance with Council’s resolution 7.10/24, dated Thursday, 10 October 2024, Council’s representatives on this Committee are the Mayor and Councillor Tim Alt. The Director Place and Growth (or delegate) and Manager of Recreation and Open Spaces 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 Recreation and Open Spaces Committee has no financial delegations.

(b) Policy/Legislation

The Recreation and Open Spaces 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 Recreation and Open Spaces Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

With the nominations from Carlene Knight and Bob Davidson, Council’s approval is now sought for the additional memberships.

ECM INDEXES

Subject Index:	GOVERNANCE: Committees of Council
Customer Index:	Recreation and Open Spaces Committee
Property Index:	Nil

ATTACHMENTS

Annexure A Minutes - Recreation and Open Spaces Committee Meeting 28.8.24 [⇨](#)

REPORT TITLE: 7.11 REVISED AUSTRALIA DAY AWARDS AND CITIZENSHIP CEREMONY POLICY

REPORT FROM: Corporate and Community Services

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Australia Day Awards and Citizenship Ceremony Policy.

REPORT

(a) Background

The Australia Day Policy was last adopted by Council on 25 February 2021 and is due for review every three years.

(b) Discussion

The revised Policy has been reviewed in consultation with the Australia Day Committee, Manager of Governance and Executive Assistant (Mayor and General Manager).

The proposed changes to the Policy have been updated to the new policy template, along with several proposed amendments as summarised below:

- Amendment to the policy name,
- Addition of award categories (*note: Environmental Citizen and Young Environmental Citizen of the Year have been removed by Committee due to lack of nominations in previous years*),
- Addition of nomination requirements,
- Addition of privacy clause,
- Addition of selection procedure,
- Reference to Australia Day Citizenship Ceremony,
- Reference to other activities undertaken by the Australia Day Committee,
- Change review term of policy from three to four years.

The **Governance Officer (GO)** will be the responsible officer for this policy going forward as this position is responsible for managing the Community Committees of Council.

All changes are shown in red text in Annexure A.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The Operational Plan and Budget for the 2024/2025 Financial Year provided \$6,000 for the Australia Day Committee. The Australia Day Committee has also been successful in obtaining grant funding in previous years from the **National Australia Day Council (NADC)** to assist in Australia Day celebrations. The Australia Day Committee will continue to seek grant funding from NADC each year.

The Australia Day Committee has been given financial delegations for these funds under the provisions of Chapter Five, Financial Management, of the **Community Committees of Council Manual (the Manual)**.

(b) Policy/Legislation

The Australia Day Committee has delegated functions and responsibilities requiring it to comply with the Manual.

The Australia Day Committee is constituted under the provisions of section 355 of the *Local Government Act 1993*. The Committee is delegated authority under sections 377-78 of the Act.

(c) Risk

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

There is potential for a reputational risk to Council if it does not contribute to or provide proactive leadership in the function of Australia Day celebrations. This Policy aims to mitigate this risk and the revision of this Policy ensures that it is up to date and meets Council requirements.

(d) Consultation

Feedback was sought and received from the members of the Australia Day Committee, Manager of Governance, and the Executive Assistant (Mayor and General Manager).

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.

This report links to Council’s Delivery Program Economic Development Principal Activity ED 2.2.5: Provide an event support service to the community.

CONCLUSION

Council’s Australia Day Awards and Citizenship Ceremony Policy has been revised to include changes that have occurred since the current Policy was adopted in February 2021. Changes are significant, and the revised Policy is now presented to Council for its review and adoption.

ECM INDEXES

Subject Index:	GOVERNANCE: Committees of Council CORPORATE MANAGEMENT: Policy
Customer Index:	Australia Day Committee
Property Index:	NIL

ATTACHMENTS

Annexure A Draft Australia Day Awards and Citizenship Ceremony Policy [⇨](#)

**REPORT TITLE: 7.12 REVISED AUSTRALIAN STANDING STONES
MANAGEMENT BOARD TERMS OF REFERENCE**

ECM INDEXES:

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

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to present Council with the revised **Australian Standing Stones Management Board (ASSMB) Terms of Reference (Annexure A)** for its review and adoption.

RECOMMENDATION

That Council adopts the revised Australian Standing Stones Management Board Terms of Reference.

REPORT

(a) Background

The ASSMB's Constitution (**Annexure B**) was last adopted by Council on 27 October 2016 (20.10/16 Resolution) and was due for review in June 2019. The document has recently been reviewed and retitled, the *Australian Standing Stones Management Board Terms of Reference*. The ASSMB Terms of Reference has been endorsed by the ASSMB and is now presented to Council for its review and endorsement.

(b) Discussion

The amendments to the ASSMB Terms of Reference have been made in alignment with the recently revised Community Committees of Council Manual. The Terms of Reference has also been placed in Council's new document template.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

- *Local Government Act 1993*
 - Sections 355, 377-78.
- Code of Conduct for Council Committee Members, Delegates and Advisers
- Community Committees of Council Manual

(c) Risk

Oversight of Community Committees of Council is provided through Council's Governance department. Controls are in place including the Community Committees of Council Manual and documented Terms of Reference.

(d) Consultation

ASSMB.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

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

CONCLUSION

Council's ASSMB Terms of Reference has been revised to include changes that have occurred since the current Constitution was reviewed by the Committee in October 2016. Changes are minor and the revised Terms of Reference is now presented to Council for its review and adoption.

ATTACHMENTS

- Annexure A Draft Terms of Reference - ASSMB [⇒](#)
Annexure B ASSMB Constitution [⇒](#)

REPORT TITLE: 7.13 INVESTMENTS REPORT - SEPTEMBER 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 September 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 \$23.4M 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 four responsible investments, being four \$1M investments with Westpac's Green Tailored Deposits. Four investments are with institutions that do not fund fossil fuels: \$1M with BOQ, \$1M with My State Bank, and two \$1M investments with Bendigo 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 September 2024	\$4,415,073.73
Balance as per Bank :	
Opening Balance 1 September 2024	\$6,561,588.24
September Movements	-\$2,183,296.15
Closing Balance 30 September 2024	\$4,378,292.09
less : Unrepresented Receipts & Payments	-\$36,781.64
less : Timing Differences	\$0.00
Total:	\$4,415,073.73
Variance	\$0.00
	
Responsible Accounting Officer	
1 October 2024	

The unrepresented receipts and payments of \$37K 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+/AA-	14/10/2024	5.10%	NAB	Yes	1,000,000	12,715
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
A2/A-	13/01/2025	5.15%	BOQ	No	1,000,000	25,679
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
A1/A	14/04/2025	5.20%	ING	Yes	1,000,000	38,893
A1/A	22/04/2025	5.12%	ING	Yes	700,000	26,905
A2/A-	22/05/2025	4.95%	Rabobank	Yes	1,000,000	37,023
A2/A-	23/05/2025	5.10%	Bendigo	No	1,000,000	42,058
A2/A-	11/06/2025	4.98%	Rabobank	Yes	1,000,000	41,068
A2/BBB+	19/06/2025	5.02%	AMP	Yes	1,000,000	41,398
A2/A-	15/07/2025	5.15%	Bendigo	No	1,000,000	51,500
A2/A-	22/07/2025	4.90%	Rabobank	Yes	1,000,000	44,838
A1+/AA-	08/08/2025	5.05%	NAB	Yes	1,000,000	50,500
A1+/AA-	22/08/2025	4.95%	NAB	Yes	1,000,000	49,500
A1+/AA-	05/09/2025	4.90%	NAB	Yes	1,000,000	48,866
A1+/AA-	10/09/2025	4.83%	Westpac **	Yes	1,000,000	48,300
Expected Return FY24		5.07%	Total Investments		23,400,000	1,035,098
Avg. Headline Rate Return		5.07%	Cash on Hand		4,378,292	
Total Cash and Investments					27,778,292	

** 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 September 2024	\$262,617.92
--	---------------------

The table below details the monthly movements of investments for the reporting month:

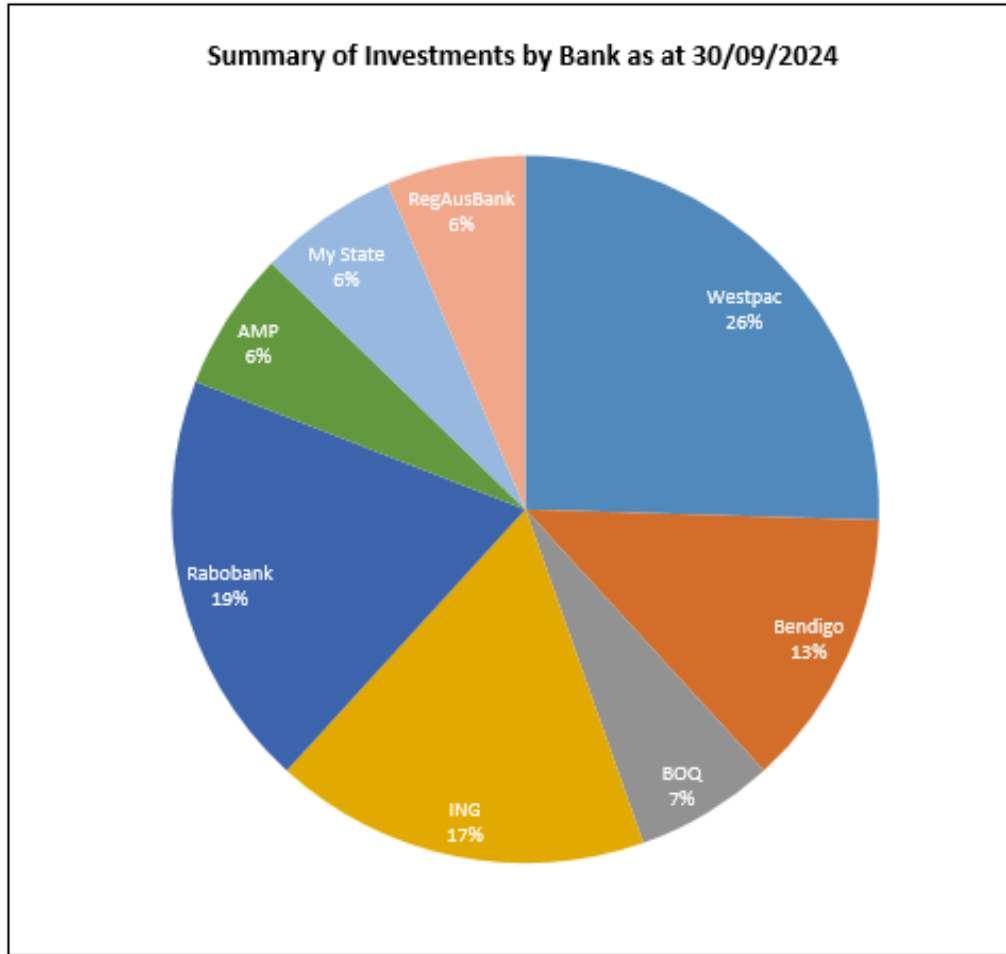
Investment Movements	
Opening Balance as at 1 September 2024	23,100,000
Less :	
Maturities (2)	1,700,000
Subtotal	21,400,000
Plus :	
Rollovers (1)	1,000,000
New Investments (1)	1,000,000
Current Balance as at 30 September 2024	23,400,000

During the reporting month two term deposits matured: \$700K with NAB was rolled over and \$1M with CBA was reinvested with Westpac.

A summary of maturities is set out below:

Period	No. of Term Deposits Maturing	Value
Oct-24	2	2,000,000
Nov-24	2	2,000,000
Dec-24	2	2,000,000
Jan-25	2	2,000,000
Feb-25	2	1,700,000
Mar-25	2	2,000,000
Apr-25	2	1,700,000
May-25	2	2,000,000
Jun-25	2	2,000,000
Jul-25	2	2,000,000
Aug-25	2	2,000,000
Sep-25	2	2,000,000
Oct-25	0	0
Nov-25	0	0
Dec-25	0	0
Total	24	\$23,400,000

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 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 September 2024		
	\$'000	
Trust Funds	-	as at 30 June 2024
Included in Grant related contract liabilities	10,121	as at 30 June 2024
CHSP	402	as at 30 June 2024
Developer contributions - Rangers Valley Feedlot S7.11	1,094	as at 30 June 2024
Water Fund	3,288	as at 30 June 2024
Sewer Fund	4,919	as at 30 June 2024
Waste management	5,189	as at 30 June 2024
Drainage	827	as at 30 June 2024
Council Committees	390	as at 30 June 2024
Total external restrictions	26,230	
Total Cash & investments	23,400	
Unrestricted (i.e. available after the above restrictions)	- 2,830	(\$-6.049M as at 30 June 2024)
Add Contract Assets (funds expended on Grant related projects not yet received)	11,881	as at 30 June 2024
Unrestricted cash position (after Contract Assets)	9,051	

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 2023/2024 Financial Year was 5.17%. The current actual average return for the 2024/2025 Financial Year is 5.07%, a decrease of 0.10% reflecting declining interest rates.

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

Investment Balances	This Year	Last Year
Opening Balance 1 September	23,100,000	21,700,000
Closing Balance 30 September	23,400,000	22,800,000

(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).

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%	23,400,000
Yes	AA	50.0%	11,700,000	100%	11,700,000
Yes	A	37.2%	8,700,000	45%	1,830,000
Yes	BBB	12.8%	3,000,000	25%	2,850,000
Yes	Government	0.0%	-	100%	23,400,000
		100.0%	23,400,000		

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	23,400,000	100%
Total			23,400,000	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: 7.14 QUARTERLY BORROWINGS REPORT AS AT 30 SEPTEMBER 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	\$ 1,232,367.36
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 33,140.85
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 504,000.00
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 59,560.28
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 238,241.09
16	Glen Innes & Emmaville Swim Centre	4.70%	6/03/2015	28/02/2035	\$ 958,218.12
Total General Fund Liability					\$ 4,486,478.62

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	\$ 1,348,800.00
Total Water Supply Fund Liability					\$ 1,348,800.00

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					\$ 6,292,126.38
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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 **\$6,292,126.38** 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: 7.15 STATECOVER MUTUAL GENERAL MANAGERS REPORT 2023/2024

REPORT FROM: Corporate and Community Services

PURPOSE

The purpose of this report is to inform Council of the information provided in the StateCover Mutual 2023/2024 General Managers Report. (*Annexure A*).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

Council’s workers compensation insurer, StateCover Mutual, prepares an annual report for its member councils, providing comparative data on each council’s performance relative to other councils within the StateCover group.

The report for 2023/2024 was received by Council on Tuesday, 24 September 2024, and presented by StateCover to the **Management Executive Team (MANEX)** on the same day. It is now presented to Council for information.

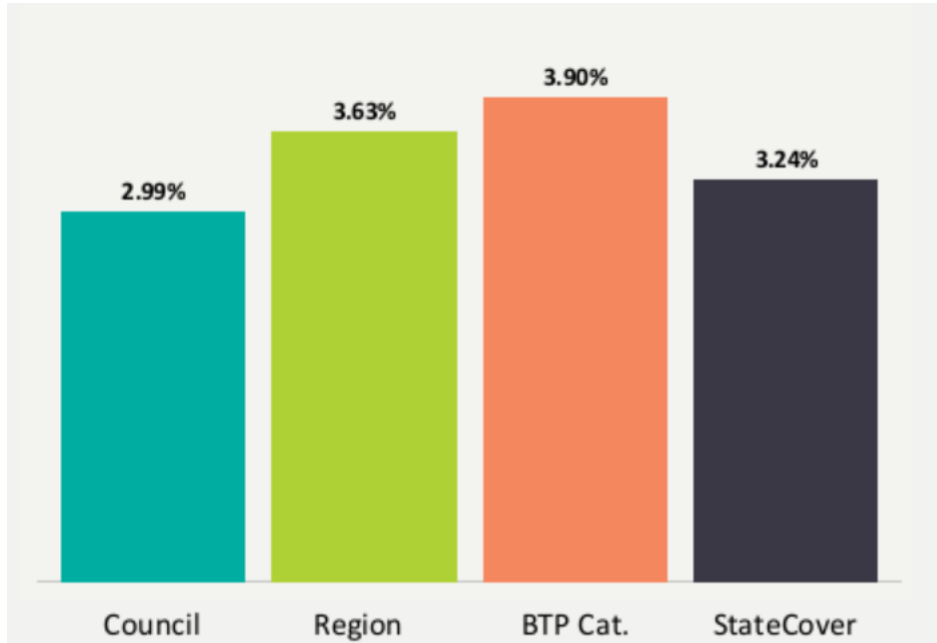
(b) Discussion

The 2023/2024 StateCover General Manager’s Report provides a summary of key workers compensation and **Work Health and Safety (WHS)** information and comparative data. Information is compared using the following cohorts.

Cohort	Description
Region	Cohort of councils in the same geographical location
BTP Cat.	Group determined by Council’s Base Tariff Premium
StateCover	Overall average of all StateCover Members

Premium Rate

Graph one shows Council’s premium rate compared with average rates for councils in the three cohorts.



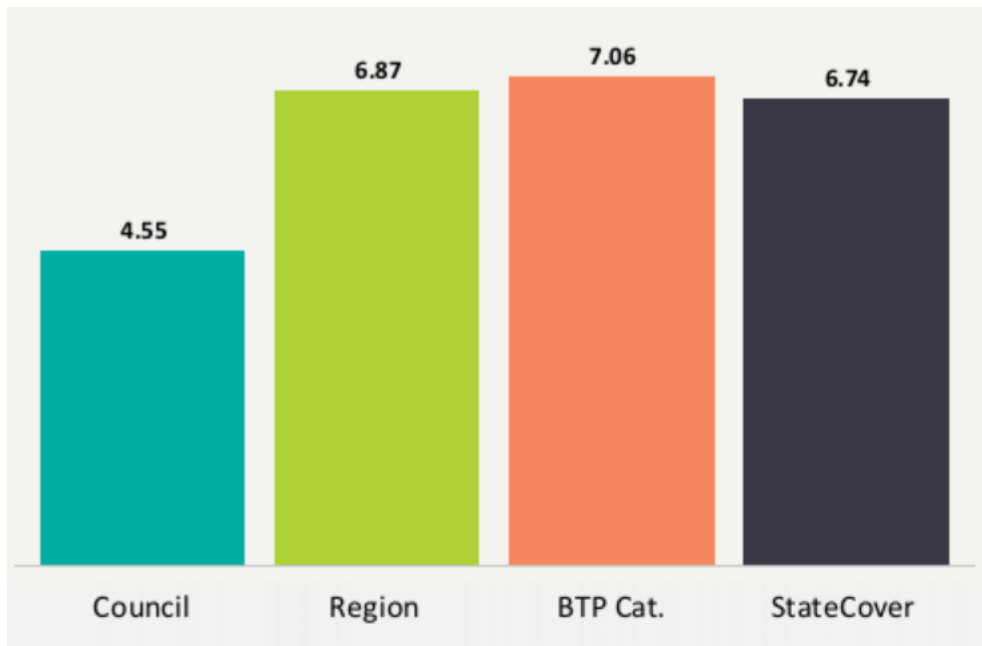
Graph 1 – Premium Rate

Council’s premium is “experience rated”, with the cost of claims for the past three years influencing the premium calculated. Councils can reduce their premiums through the implementation of safety measures and proactively assisting injured workers to recover at work.

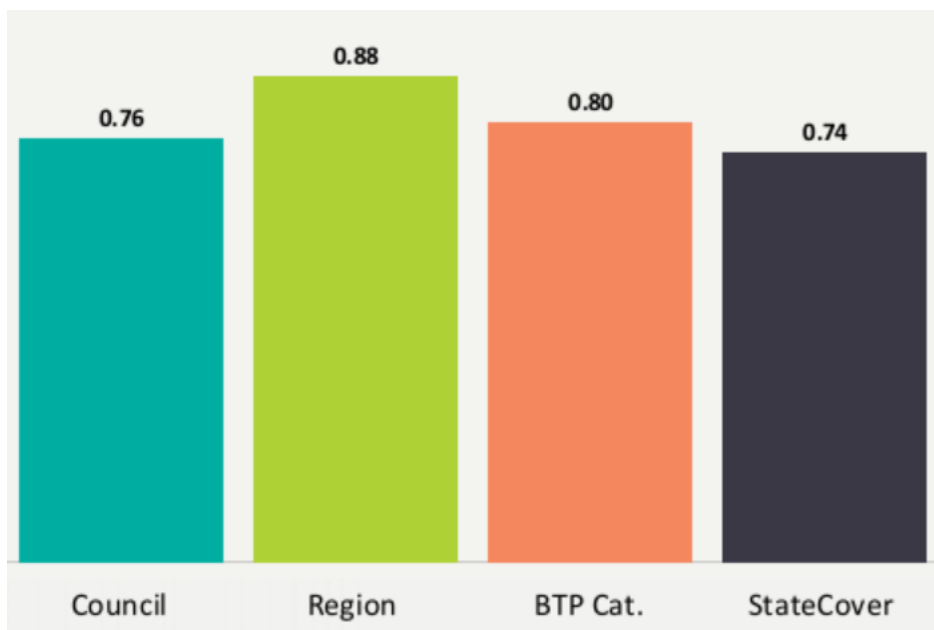
Council’s effective management of WHS and workplace injuries is reflected in the premium rate set out in the graph above, which compares favourably across all cohorts.

Claim Frequency Rate

Graphs two and three highlight claim frequency, which is a measure of Council’s WHS performance and should also be considered in conjunction with injury severity and claims costs. Graph two shows claim frequency per 100 employees and graph three gives claim numbers per \$1M in wages.



Graph 2 - Claim Frequency – Employee Numbers

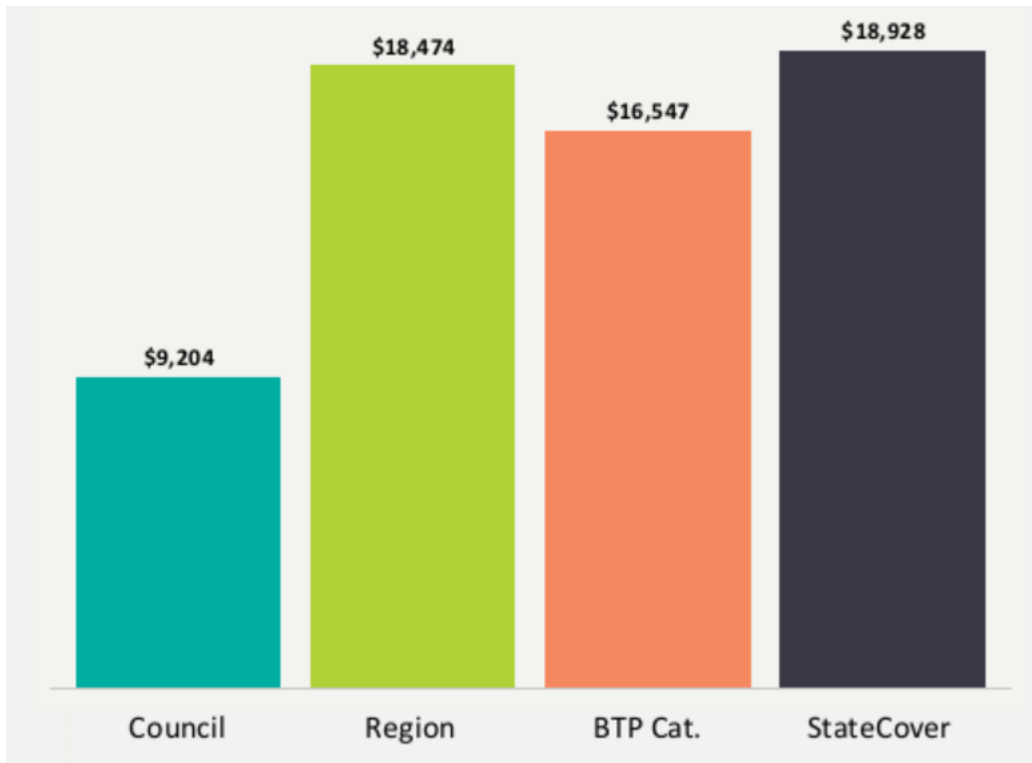


Graph 3 – Claim Frequency – Wages

Based on the first metric, Council has performed well overall and is low compared with all cohorts. Using the second metric, Council has performed reasonably well and is low overall compared with most of the cohorts.

Average Claims Cost

Graph four below provides a comparison of Council’s average incurred claims costs over the past three years, along with the average claims costs for the other cohorts.



Graph 4 – Average Claims Cost

Council has performed very well in this area compared with other councils overall.

It should be noted that these costs are on an “incurred” basis, i.e., actual paid plus future estimated cost. The incurred cost is as of 30 June 2024 and does not represent the ultimate expended cost. Claims costs may increase over time as further entitlements are paid, e.g., lump sums, whole person impairment or workplace injury damages.

Injury Type

Figure one illustrates the proportion of Council’s claims by type of injury over the previous year.

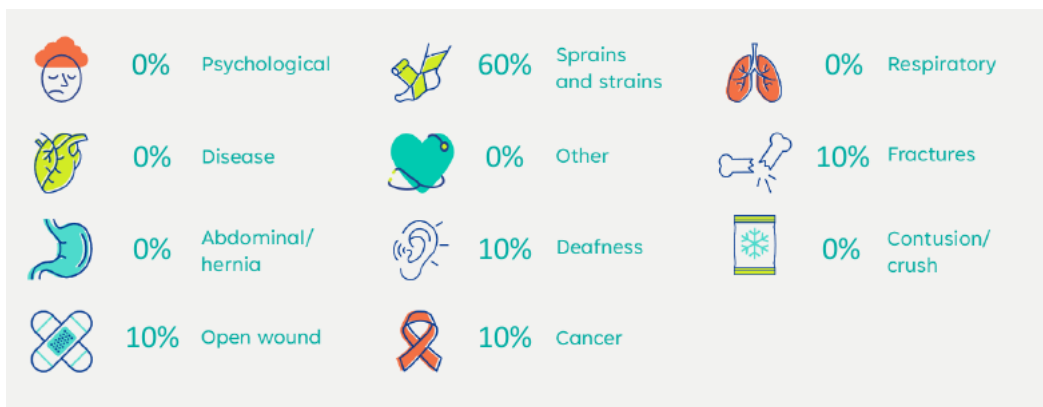


Figure 1 – Type of Injury

Physical injuries resulted in 10 claims during 2023/2024, or 100% of total claims. Typically, sprains and strains represent the highest proportion of claims for most councils.

Understanding the type and proportion of injuries assists Council to target its WHS efforts, preventing the recurrence of injuries and improving the overall safety of its workplace.

Psychological injuries are the fastest growing claims type in the scheme.

Cause of Injury

Graph five illustrates the proportion of Council’s claims by cause of injury over the previous year.



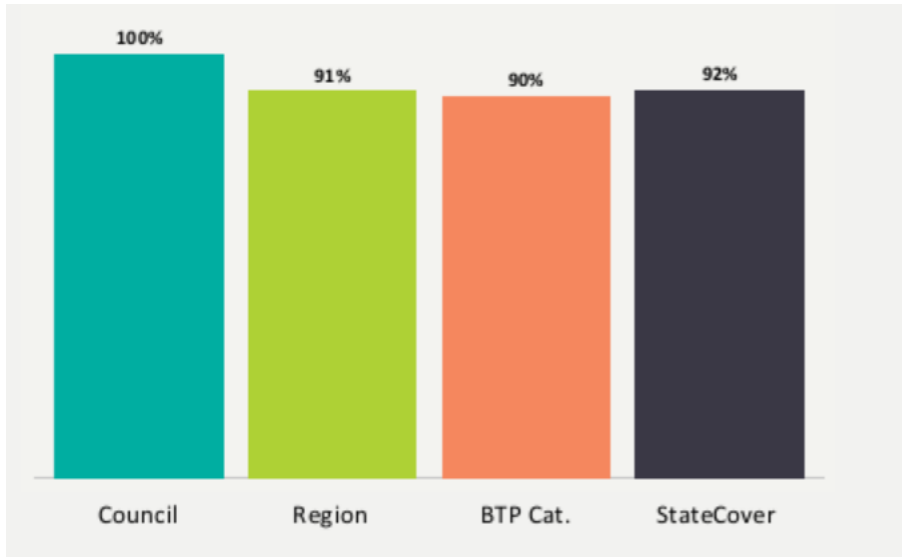
Graph 5 – Cause of Injury

It is worth noting that many injury types and their causes relate to historic WHS practices rather than those that are in place today, e.g., sound and pressure (industrial deafness).

Understanding the cause of injury can assist Council to target its injury prevention efforts to improve the overall safety of its workplace.

Injury Reporting Timeframe

Graph six shows the percentage of claims reported by Council to StateCover within 48 hours, compared to the various council cohorts.



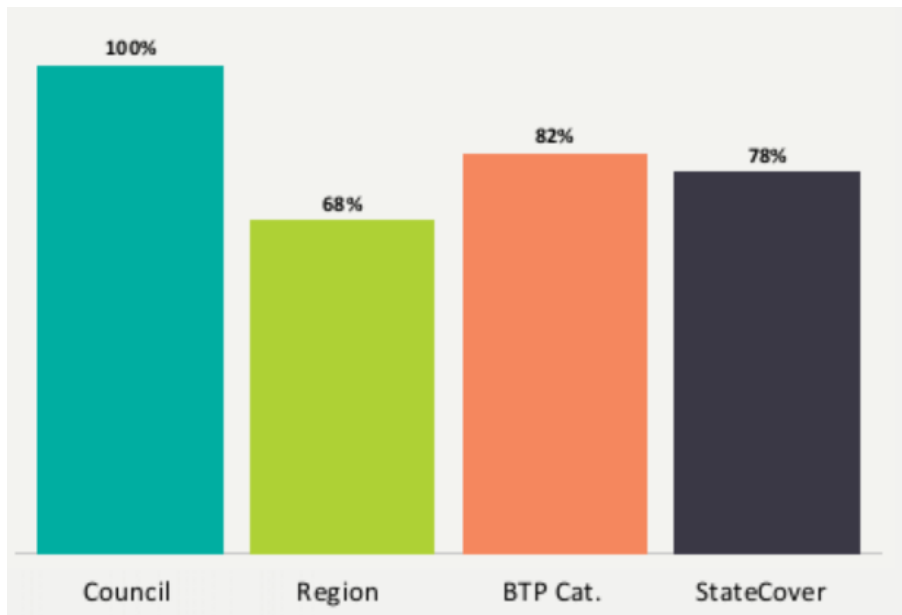
Graph 6 – Injury Reporting

Reporting injuries to StateCover within 48 hours of Council becoming aware of the injury is a legislative requirement. Prompt reporting also allows for early intervention to assist with swift recovery, early return to work and effective claims management.

The achievement of 100% for reporting within the 48 hours is good when compared with other councils. This achievement represents a three percent increase from Council’s 2022/2023 result.

Return to Work Performance

Graph seven shows Council’s average four-week return to work performance in 2023/2024.



Graph 7 – Return to Work Performance

The return-to-work rate measures the proportion of injured workers who have experienced lost time due to their injury and who have resumed work in any capacity within four weeks of the date the claim was reported.

The measure is used to demonstrate the overall injury management effectiveness. StateCover adopts a collaborative approach to return to work and understands the mutual benefits that early intervention and returning to work have on a worker's recovery and wellbeing.

The achievement of 100% for returning workers to some type of work is good when compared with other councils.

KEY CONSIDERATIONS

(a) Financial/Asset Management

There are no specific financial implications arising from this report, which is for information only; however, there are ongoing budgetary considerations for effective WHS implementation and workers compensation costs, which are set out in Council's annual Operational Plan and budget.

(b) Policy/Legislation

Council's WHS Management Plan and Workplace Injury Management and Recover at Work Policy and Program are essential tools in the effective management of workplace safety and injury claims.

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 in this report has been completed in consultation with StateCover Mutual Limited, Council's workers compensation insurer.

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

Council has performed well in the latest figures provided in StateCover's *2023/2024 General Managers Report* compared with averages in the various council cohorts, reflecting Council's ongoing commitment to improving its performance in the critical areas of workplace safety and injury management.

ECM INDEXES

Subject Index: WORK HEALTH AND SAFETY: General
Customer Index: Internal Department: WHS
Property Index: NIL

ATTACHMENTS

Annexure A StateCover Mutual 2023/2024 General Managers Report [↔](#)

REPORT TITLE: 7.16 AMENDED 2024/25 OPERATIONAL PLAN FEES AND CHARGES - ADDITION OF FEE FOR TEMPORARY FOOD SHOP INSPECTIONS

REPORT FROM: Place and Growth

PURPOSE

The purpose of this report is to present to Council, for consideration and endorsement, the addition of a new fee for Food Shop Inspections at Temporary Events for the remainder of the 2024/2025 financial year beginning 1 January 2025.

RECOMMENDATION

THAT Council:

1. ***Endorses for public exhibition for at least 28 days, in accordance with the provisions of Section 610F of the Local Government Act 1993, the revised 2024/25 Fees and Charges and associated wording in specific reference to the addition of a new \$30.00 fee for Food Shop Inspections at Temporary Events.***
2. ***Displays the proposed fee on Council's website, and that it be made available for viewing at the following locations:***
 - ***Council's Town Hall Office,***
 - ***Council's Church Street Office, and***
 - ***The Village Post Offices at Deepwater, Emmaville and Glencoe.***

REPORT

(a) Background

Council adopted its 2024/25 Schedule of Fees and Charges at the June 2024 Ordinary Council meeting.

Upon recent application of the fees and charges, Council staff have identified the need to add an additional charge for service that is less onerous for Food Shop Inspections at Temporary Events.

(b) Discussion

As the Regulatory Authority appointed under the *Food Act 2003*, it is a requirement that Council inspects not only fixed premises and mobile food businesses annually, but also inspects any temporary food businesses operating within the Local Government Area.

At this time the annual inspection fee for a food shop inspection in the 2024/25 Operational Plan is set at \$150 per premises. This fee is for a complete **Food Premises Assessment Report (FPAR)** inspection. When undertaking inspections at temporary events there is not a requirement for a full inspection, as such we wish to implement a lesser fee of \$30 per food business to reflect the essential measures checked during these ‘as required’ inspections for cost recovery of Council operations.

KEY CONSIDERATIONS

(a) Financial/Asset Management

There will be an increase to Council’s revenue with the additional fee.

(b) Policy/Legislation

Subject to Council’s endorsement of the proposed changes, Council’s Operational Plan Schedule of Fees & Charges 2024/2025 will need to be updated to reflect the new fee.

(c) Risk

There is no inherent risk associated with the implementation of this fee.

(d) Consultation

Regulatory staff have consulted with staff from Economic Development about this proposed implementation. As the fee is lesser than that currently in the 2024/25 Operational Plan for fixed food premises inspections, this outcome is favourable.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The addition of a new fee for undertaking temporary food shop inspections will enable cost recovery of time for Regulatory staff.

ECM INDEXES

Subject Index: PUBLIC HEALTH: Food Shops; EVENTS: Events - other
Customer Index: NIL
Property Index: NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.17 LAWS AND ENFORCEMENT: ALCOHOL FREE ZONES

REPORT FROM: Place and Growth

PURPOSE

*Note: This report covers the subject of Alcohol **Free Zones** whereas the following report relates to Alcohol **Prohibited Areas**.*

The purpose of this report is for Council to approve the continuation of an **Alcohol Free Zone (AFZ)** within Glen Innes. The proposed AFZ will encompass the whole of Grey Street, between Taylor Street and Oliver Street, including those streets, public places and car parks intersecting and adjacent to Grey Street from the eastern side of East Avenue and the western side of Church Street.



Figure 1 Map of existing Alcohol-Free Zone in Glen Innes

RECOMMENDATION

THAT Council:

- 1. Declares in the township of Glen Innes as an Alcohol Free Zone for the whole of Grey Street between Taylor Street and Oliver Street; including those streets, public places and car parks intersecting and adjacent to Grey Street from the eastern side of East Avenue and the western side of Church Street.**
- 2. Advertises the establishment of the Alcohol Free Zone described in paragraph one above by publishing notice on Council's website and through Council's social media channels.**
- 3. Declares the area described in paragraph one above to be an Alcohol Free Zone for a period of four years from seven days after the notice first appeared on Council's website.**
- 4. Consults with the Glen Innes Police about the appropriate locations of the existing signage.**

REPORT**(a) Background**

This area was previously designated an AFZ by Council on 28 September 2017. The four-year period has now concluded and if Council wishes to extend the AFZ, a further resolution of Council is required. An extensive consultation process was carried out, and submissions were requested by 31 May 2024. Correspondence was sent to the NSW Police Force and all hotels, clubs and bottle shops in and adjacent to the proposed area, requesting submissions relating to the proposal. Council also advertised in the *Glen Innes Examiner* giving the community the opportunity to make submissions to Council by 31 May 2024.

(b) Discussion

Council may re-establish an AFZ under the provisions of Section 644B (4) of the *Local Government Act 1993* following the appropriate public consultation. An AFZ is essentially a short-term control measure, and there is no general provision for an AFZ to be extended.

Council has two options in dealing with the consumption of alcohol in a public place. The first being the declaration of an area as an **Alcohol Prohibited Area (APA)**, and the second being declaration of an AFZ.

The NSW Police can issue a **Penalty Infringement Notice (PIN)** in an APA for failing to comply with terms of a notice erected by Council under the *Local Government Act 1993*, being a notice prohibiting the consumption of alcohol. In an AFZ Police Officers are only able to seize alcohol being consumed in the area, this is the only enforcement action available in an AFZ. However, discretion can be used, and a warning issued before further action may be taken. NSW Police find that an AFZ is an effective tool in dealing with alcohol related crime and view its retention and expansion as an integral part of the ongoing strategy in combating these offences.

Council conducted an extensive consultation process in relation to the proposed AFZ. Correspondence was sent to the NSW Police Force, all hotels, clubs and bottle shops in, and adjacent, to the proposed area, requesting submissions relating to the proposal. In addition, Council sought public feedback through advertising the proposed AFZ in the *Glen Innes Examiner*.

Council received one submission in relation to the proposed AFZ. This was from the NSW Police Force.

The proposed AFZ will have no bearing on approved out-door dining areas that have a current, or future, liquor license issued by Liquor & Gaming NSW.

KEY CONSIDERATIONS

(a) Financial/Asset Management

If Council wishes to pursue the AFZ, the existing signage that designates the AFZ needs to be amended. Council has sufficient allocated funding in its Regulatory budget in the 2024/25 Operational Plan to update the current signage.

(b) Policy/Legislation

Under the provisions of Section 644 of the *Local Government Act 1993*, Council may, by resolution, adopt a proposal to establish an AFZ. Accordingly, conspicuous signage is required to be erected on the outer limits of the area, and at suitable intervals within the area.

(c) Risk

The continuation of the AFZ will assist Council and the Glen Innes Police Force in ensuring that the community lives in a safe and healthy environment. Police Officers are responsible for enforcing an AFZ, which excludes a Special Constable appointed under the *Police Offences Act 1901*.

(d) Consultation

Consultation was undertaken with key stakeholders both internal and external through requests for submissions to the proposed reinstatement of the APZ.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

An AFZ is most effective if it is part of a larger program directed at irresponsible alcohol consumption. The Glen Innes Police support the declaration as it has proven to be an effective tool in preventing irresponsible consumption of alcohol.

ECM INDEXES

Subject Index: LAWS AND ENFORCEMENT: Alcohol Free Zone
Customer Index: NIL
Property Index: NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.18 LAWS AND ENFORCEMENT: ALCOHOL PROHIBITED AREAS

REPORT FROM: Place and Growth

PURPOSE

*Note: This report covers the subject of Alcohol **Prohibited Areas** whereas the previous report relates to Alcohol **Free Zones**.*

The purpose of this report is for Council to consider renewing the declaration of the following locations as **Alcohol Prohibited Areas (APA)**:

- Coronation Park (Skate Park),
- Lions Park,
- Veness Park,
- Anzac Park,
- King Edward Park,
- King George Oval,
- Wilson Park,
- Quinton Park, and
- O’Shea Park.



Figure 1 Map of Proposed Alcohol Prohibited Areas in Glen Innes

RECOMMENDATION

THAT Council:

1. *Declares the following locations within Glen Innes as Alcohol Prohibited Areas (Alcohol Consumption by Permit Only): Coronation Park (Skate Park) Lions Park, Veness Park, Anzac Park, King Edward Park, King George Oval and Park, Wilson Park, Quinton Park and O’Shea Park.*
2. *Advertises the re-establishment of the Alcohol Prohibited Areas (Alcohol Consumption by Permit Only) mentioned in paragraph one above by publishing notice on Council’s website and through Council’s social media channels.*
3. *Declares the areas mentioned in paragraph one above to be Alcohol Prohibited Areas (Alcohol Consumption by Permit Only) for a period of four years, from seven days after the notice first appeared on Council’s website.*
4. *Consults with the Glen Innes Police about the current locations of existing signage and determines if these locations are still appropriate.*

REPORT

(a) Background

These areas were most recently designated as APA by Council on 28 September 2017.

(b) Discussion

The drinking of alcohol in the abovementioned parks is prohibited and is enforced by the NSW Police. These alcohol prohibitions are in place to promote the safe use of park areas without harassment and interference from irresponsible drinkers.

These areas have been APAs since 2013, however, an application can be made to Council for a permit to allow alcohol consumption for special events by way of a current Single-Use Liquor License. The Glen Innes Police strongly support the APA and have found that they have assisted greatly in the reduction of alcohol related incidents in public places around Glen Innes.

Council has two options in dealing with the consumption of alcohol in a public place. The first involves the declaration of an area as an APA where alcohol consumption is only allowed by Permit. The second is by declaration of **Alcohol Free Zones (AFZ)**. The difference between AFZ and APA is that:

- An AFZ covers public roads, footpaths, car parks and laneways; and
- An APA covers public parks, beaches and reserves.

The NSW Police Force can issue a penalty infringement notice in an APA for failing to comply with terms of a notice erected by Council under the *Local Government Act 1993*, being a notice prohibiting the consumption of alcohol.

Council conducted an extensive consultation process in relation to the proposed APA (Alcohol Consumption by Permit Only). Correspondence was sent to the NSW Police Force, all hotels, clubs and bottle shops in the area requesting submissions relating to the proposal. In addition, Council sought public feedback through advertising the proposed Alcohol Prohibited Areas in the *Glen Innes Examiner*, as well as through correspondence sent to individual residences on 13 June 2024.

Council received one submission in relation to the proposed APA. This was from the NSW Police Force.

Although the abovementioned areas may be declared an APA (Alcohol Consumption by Permit Only), Council may issue a permit for the consumption of alcohol in an area for individual events. Council's Department of Place and Growth will be responsible for issuing these permits, as deemed appropriate.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Council has allocated funding to renew the current signage. This expense will be minimal.

(b) Policy/Legislation

Under Section 632A (4) of the *Local Government Act 1993*, Council may declare any public place in its Local Government Area to be an APA (Alcohol Consumption by Permit Only). Accordingly, conspicuous signage must be erected to the outer limits of the area, and at suitable intervals within the area.

(c) Risk

Under Section 632A of the *Local Government Act 1993*, a Police Officer or an enforcement officer, being an officer authorised in writing by the Commissioner of Police, may seize any alcohol that is in the immediate possession of a person in an APA if the officer has reasonable cause to believe that the person is drinking, about to drink, or has recently consumed, alcohol in the APA, and dispose of the alcohol.

Failing this, a Police Officer or an enforcement officer can issue an infringement notice for failing to comply with the terms of a notice erected by Council. The person issued with the infringement notice is guilty of an offence.

The continuation of the APA will assist Council and the NSW Police Force in ensuring that the community environment is safe and healthy.

(d) Consultation

Consultation was undertaken with key stakeholders both internal and external through requests for submissions to the proposed reinstatement of the APA.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report is not linked to the Integrated Planning and Reporting Framework.

CONCLUSION

APAs are most effective if they are part of a larger program directed at responsible alcohol consumption within the local community. NSW Police support the declaration, as it has proven to be an effective tool in preventing irresponsible consumption of alcohol and support the adoption of the APA as identified in this report.

ECM INDEXES

Subject Index: NIL
Customer Index: NIL
Property Index: NIL

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.19 REVIEW OF ASSET MANAGEMENT STRATEGY AND PLANS

REPORT FROM: Infrastructure Services

PURPOSE

The purpose of this report is to present Council with the Draft Asset Management Strategy and associated Asset Management Plans for exhibition as part of the 2025-2029 Integrated Planning and Reporting Framework (IPRF) requirements.

RECOMMENDATION

THAT Council:

- 1. Approves for the Draft Asset Management Strategy and Asset Management Plans to be placed on public exhibition for 28 days from Friday, 25 October 2024 until Thursday, 21 November 2024.***
- 2. Displays the Draft Asset Management Strategy and Asset Management Plans on Council's website, and that it be made available for viewing at the following locations:***
 - Council's Town Hall Office,***
 - Council's Church Street Office,***
 - The Glen Innes Severn Public and TAFE Library, and***
 - The Village Post Offices at Deepwater and Emmaville.***
- 3. Requests a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Draft Asset Management Strategy and Asset Management Plans; otherwise, that the Draft Asset Management Strategy and Asset Management Plans be adopted by Council.***

REPORT

(a) Background

The Asset Management Strategy and Asset Management Plans were last adopted by Council on 28 April 2022. The documents have recently been reviewed by Council's **Management Executive Team (MANEX)** and are recommended for adoption.

(b) Discussion

Council's Asset Management Plans sit under the Asset Management Strategy. These Asset Management Plans document Council's management of, and investment in, each asset class over a 10-year planning period.

The Asset Management Planning Framework integrates into the wider IPRF, and ensures Council performs the Asset Management functions of planning, coordinating, controlling, executing, monitoring and improving the activities associated with managing community assets.

Asset Management Plans expand the high-level summary contained in the Asset Management Strategy with a detailed analysis of inventory, risk, levels of service and asset class sustainability undertaken. Asset Management Plans are developed for all infrastructure asset classes and are continually reviewed, to ensure long-term sustainability of the Council services they support. They are informed by community consultation and are used as core inputs into the development of Council's Long-Term Financial Plan.

The planning framework is a set of sub-plans originally based on the **National Asset Management System (NAMS)** Plus template and then adapted to the local situation. The planning framework defines the levels of service for each asset class, describes the assets in detail and provides a thorough overview of the management process. A full financial model including depreciation impacts and forward asset renewal planning is also contained for each class.

KEY CONSIDERATIONS

(a) Financial/Asset Management

The Asset Management Plans defines the asset management processes and practices of Council: setting service levels, defining asset practices, and providing a forward plan for capital and maintenance spending over the ten-year forecast period.

(b) Policy/Legislation

The Asset Management Plans are foundational documents in Council's Governance structure. These plans define the levels of service for each asset class and set the level of funding for asset renewal that Council will allocate to individual projects as part of the development of the Operational Plan and Budget for the term of the plans.

(c) Risk

The adoption of an Asset Management Plan set with associated policy and strategy mitigates the risk that Council's assets are not managed in a sustainable manner.

If Council does not have these plans in place, it is at risk of spending money on new assets that are not able to be afforded in the longer term, or alternately not keeping up with required renewal and maintenance activities and allowing the asset base to deteriorate.

The Asset Management Plan identifies the risk mitigation strategies for each asset class and provides a defence against litigation in some cases by defining the limit of resources available to mitigate risks to the public.

(d) Consultation

Asset Management Plans incorporate feedback and satisfaction ratings from recent community surveys.

The Roads Asset Management Plan is informed by recommendations from the Roads Consultative Committee.

Managers of the relevant asset classes were consulted and involved during the review of the Asset Management Plan set. These included the Manager of Recreation and Open Spaces, the Manager of Integrated Water Services and the Manager of Infrastructure Delivery.

The Draft Plans will be placed on public display for 28 days to provide for further consultation with the community.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.2.3: Maintain and/or further develop advanced Asset Management Plans across all asset classes.

CONCLUSION

Council's Asset Management Strategy and Asset Management Plans have been reviewed to include changes that have occurred since the current suite of documents was adopted in April 2022. The revised documents are now presented to Council for review and endorsement for public display.

ECM INDEXES

Subject Index: ASSET MANAGEMENT: Planning
Customer Index: NIL
Property Index: NIL

ATTACHMENTS

Annexure A Asset Management Strategy [⇨](#)
Annexure B Core AMP [⇨](#)
Annexure C Bridges AMP [⇨](#)
Annexure D Buildings AMP [⇨](#)

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Annexure E	Plant and Fleet AMP ⇒
Annexure F	Roads AMP ⇒
Annexure G	Sewer AMP ⇒
Annexure H	Urban Drainage AMP

**REPORT TITLE: 7.20 INVESTMENT PROPERTY AT 146 CHURCH STREET,
GLEN INNES**

REPORT FROM: Infrastructure Services

PURPOSE

The purpose of this report is to present Council with the next steps in making the Council-owned house at 146 Church Street, Glen Innes available to rent, including options available to maintain the current budget and rent the property as is, or create an additional budget for upgraded fixtures and fittings.

RECOMMENDATION

That Council allocates a further budget of \$92,000 to complete improvements to the investment property at 146 Church Street, Glen Innes to be funded from borrowings for the purpose of housing development in Glen Innes.

REPORT

(a) Background

At the August 2023 Ordinary Council Meeting, Council resolved to purchase 146 Church Street, Glen Innes, at the purchase price of \$225,000. A budget of \$250,000 was created to allow for this purchase and cost-effective repairs to the property to bring it to an acceptable standard. In the Financial Year 23 / 24, \$246,127.17 was outlaid on the purchase and renovations to the property.

22.08/23 RESOLUTION

THAT Council:

1. Authorises for the Common Seal of the Glen Innes Severn Council to be affixed to the Contract for the sale and purchase of land, located at 146 Church Street, Glen Innes.
2. Authorises for the Mayor and the General Manager to execute all documents relating to the purchase of land located at 146 Church Street Glen Innes.
3. Authorises the expenditure of \$250,000 for the purchase of land located at 146 Church Street Glen Innes at a purchase price of \$225,000, plus all associated and necessary disbursements, fees and duties to be taken from Internally Restricted Funds for Co-location of Council Administrative Staff.

4. Hereby gives notice of the proposal to classify the land known as 146 Church Street Glen Innes as Operational land of Council and calls for submissions from the public to be received prior to 4.00pm on Friday 29 September 2023.
5. Classifies the land as Operational Land on the date 60 days after the date of settlement, in the event that Council does not resolve to classify the land as community land prior to that date.

After review of the renovations completed to date, it is questionable if the property is at an acceptable level to rent or whether additional works must be undertaken to bring the property to a higher standard. There is no current budget available for any further works to this property.

Council's Corporate Property Policy Guidelines provides guidance on the leasing or licensing of Council's fixed assets. The Guidelines do not provide guidance on an acceptable level of repair on fixed assets.

(b) Discussion

After review of the current rental market in Glen Innes, a limited number of comparable properties exist. A search completed on "realestate.com.au" on the 13 September showed three comparable properties for rent. Rental values range from \$250 per week to \$270 per week however all properties available for rent have a higher standard of external and internal finishings. Based on this available information, Council could expect to receive approximately \$200 per week if rented out in its current state however this would need to be confirmed with a rental appraisal. It is suggested that an additional budget should be created for improvements to the property as although the property could be rented in its current form, it would benefit from further works.

Images of the property in its current state are shown on the following pages.



Image: Front of House



Image: Front porch

Item 7.20



Image: Side of house



Image: Living Area

Item 7.20



Image: Stairs to Toilet and rear of Property



Image: Kitchen

Item 7.20



Image: Bathroom



Image: Toilet

It has been determined that there are two budgetary estimates available to complete further works to this property. See below:

Estimate 1 – High Standard of Works : \$92,000 (preferred option)

An additional budget of \$92,000 would allow the following works to be completed:

- Kitchen design and replacement,
- New carport,
- Renovated outdoor / BBQ area,
- Refreshed flooring,
- Updated internal painting,
- Renovated bathroom,
- Demolition of old laundry,
- Replacement of front entry deck,
- Installation of air-conditioning for heating,
- Updated landscaping,
- Installation of new windows,
- Updated fencing, and
- Any planning approvals needed.

Based on the above works, Council could reasonably expect to receive approximately \$320 to 350 per week when rented.

Estimate 2 – Reduced Scope of Works: \$76,000

An additional budget of \$76,000 would allow the above works to be completed with a reduced budget for kitchen design and replacement, repairs to existing fencing rather than replacement, keeping the existing carport as is and no works to an outdoor / BBQ area.

Based on the above reduced scope of works, Council could expect to receive approximately \$270 to \$300 per week when rented.

Both budget estimates include a contingency allowance and are high-level estimates. Actual work will be required to be supported by quotations if an additional budget is created.

KEY CONSIDERATIONS

(a) Financial/Asset Management

A budget does not currently exist for any future works to improve this property. A new budget is required to complete the improvements. It is proposed that the works be funded from proposed borrowings that have been included in Council's draft Long Term Financial Plan for the purpose of housing development in Glen Innes.

(b) Policy/Legislation

- Glen Innes Severn Council Corporate Property Policy,
- Glen Innes Severn Council Corporate Property Policy Guidelines,
- NSW Residential Tenancies Act 2010 No.42.

(c) Risk

Council could experience reputational risk by making available a property for rent in its current state.

(d) Consultation

Internal:

- Facilities Maintenance Officer,
- Property Officer.
- Manex

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

Council purchased 146 Church Street, Glen Innes in 2023 with minor improvements completed. A rationale for the purchase included its proximity to 148 Church Street and the possibility of the site forming part of a future redevelopment. Council has previously resolved to be more active in the housing space and there is significant merit in ensuring it is returned to the housing market as soon as possible. To achieve a reasonable rental return and attract suitable tenants, the property currently requires further improvements. It is recommended that Council allocates an appropriate budget to facilitate these works.

ECM INDEXES

Subject Index: COUNCIL PROPERTIES: Maintenance
Customer Index: Glen Innes Severn Council
Property Index: 146 Church Street, Glen Innes

ATTACHMENTS

There are no annexures to this report.

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

Clause 3.9 of Council's *Code of Meeting Practice* states the following:

A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted six (6) business days before the meeting is to be held (by 12 noon on the Wednesday one (1) week prior to the council meeting).

REPORT TITLE: 8.1 NOTICE OF MOTION - COUNCILLOR ATTENDANCE AT LOCAL GOVERNMENT CONFERENCES

REPORT FROM: Councillors

MOTION

That Council requests the General Manager to prepare a report to be brought before Council, to resolve the attendance of councillors at each local government conference within Financial Year 2025.

I, Councillor Margot Davis, give notice that at the next Ordinary Meeting of Council to be held on 24 October 2024, I intend to move the following motion:

That Council requests the General Manager to prepare a report to be brought before Council, to resolve the attendance of councillors at each local government conference within Financial Year 2025.

RATIONALE

The intention of the report is to provide the necessary information for Council to debate Councillors attendance at relevant local government conferences, over and above the attendance by the Mayor and Deputy Mayor, and to ensure Council is being financially responsible in relation to such attendance.

Furthermore, the report will allow for Council to resolve councillor attendance for each conference opportunity in Financial Year 2025 taking into account conference attendance year to date.

I commend this Notice of Motion to Council.

Cr Margot Davis

Councillor

Date: 15 October 2024

Officer Comment

Attendance at conferences by Councillors is covered in the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy which states:

Conferences and seminars

6.27. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

6.28. Council will set aside a total amount of \$8,000 annually in its budget for registration costs to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors except the Mayor who will receive a total amount of \$5,500 annually. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably between the Councillors, other than the Mayor.

6.29. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:

- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and*
- cost of the conference or seminar in relation to the total remaining budget.*

6.30. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

ECM INDEXES W

Customer Index: INTERNAL DEPT: Councillors
Subject Index: GOVERNANCE: Councillors
CORPORATE MANAGEMENT: Conferences

ATTACHMENTS

There are no annexures to this report.

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 between 1 August 2024 and 13 September 2024.

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletter,
- Australian Local Government Association (ALGA) – newsletter,
- Council Magazine,
- Local Government NSW – newsletters,
- Office of Local Government (OLG) – post election guide, circulars and newsletters, and
- Weekly Councillor updates from the General Manager.

Press Releases

- Member for Northern Tablelands, Mr Brendan Moylan MP, and
- Parliament of NSW.

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

ECM INDEXES

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

REPORT TITLE: 9.2 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

REPORT FROM: Corporate and Community Services

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 Australia Day Committee - 7/08/24 [↔](#)
Annexure B Australian Standing Stones Management Board - 17/07/24 [↔](#)
Annexure C Australian Standing Stones Management Board - 21/08/24 [↔](#)
Annexure D Australian Standing Stones Management Board AGM - 21/08/24 [↔](#)
Annexure E Australian Standing Stones Management Board - 18/09/24 [↔](#)
Annexure F Emmaville Mining Museum Committee - 15/08/24 [↔](#)
Annexure G Glen Elgin Federation Sports Committee AGM - 20/07/24 [↔](#)
Annexure H Glencoe Hall Committee AGM - 6/08/24 [↔](#)
Annexure I Pinkett Recreation Management Committee - 29/05/24 [↔](#)
Annexure J Pinkett Recreation Management Committee - 28/06/24 [↔](#)
Annexure K Pinkett Recreation Management Committee - 28/07/24 [↔](#)
Annexure L Pinkett Recreation Management Committee AGM - 28/07/24 [↔](#)
Annexure M Recreation and Open Spaces Committee - 28/08/24 [↔](#)
Annexure N Roads Consultative Committee - 14/08/24 [↔](#)

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

REPORT FROM: Corporate and Community Services

PURPOSE

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

Glen Innes Interagency Service Network	14/08/24
Glen Innes Interagency Service Network	11/09/24

RECOMMENDATION

That Council notes the information contained in this report.

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

REPORT FROM: General Manager’s Office

PURPOSE

The purpose of this report is to list recent meetings held by the Section 355 Community Committees of Council. Future reports will include details of 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,
- Delegate of Council: 1,
- Community Committees NOT Committees of Council: 12.

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 10 October 2024. These delegates will remain in place until the September 2025 Ordinary Council Meeting.

(b) Discussion

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Thursday, 10 October 2024:

7.10/24 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 August and September 2024:

Name of Committee	Date
Glencoe Hall Committee	6.8.24
Australia Day Committee	7.8.24
Glen Innes Saleyards Committee	14.8.24
Roads Consultative Committee	14.8.24
Emmaville Mining Museum Committee	15.8.24
Glen Innes Severn Library Committee	20.8.24
Australian Standing Stones Management Board	21.8.24
Aboriginal Consultative Committee	26.8.24
Recreation and Open Spaces Committee	28.8.24
Glen Innes Community Access Committee	2.9.24
Australian Standing Stones Management Board	18.9.24

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

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

Manual for Community Committees of Council

23. Attendance at Committee Meetings

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

(c) Risk

Nil.

(d) Consultation

The Governance Administration Officer provided the information regarding the meetings held by 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, 10 October 2024. These delegates will remain in place until the September 2025 Ordinary Council Meeting.

This report lists the recent meetings held by the Community Committees of Council and the meetings and functions that have been attended by Councillors during August and September 2024.

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS

CLOSED COUNCIL

To consider Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATION

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

Item	Report	Reason
12.1	T24-05 Glen Innes Roads Rehabilitation Package	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>
12.2	Expression of Interest - 148 Church Street	<i>(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i>

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

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

RECOMMENDATION

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