

# **BUSINESS PAPER**

Ordinary Council Meeting

To be held on

Thursday, 22 May 2025

## Statement of Ethical Obligations

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

## Conflicts of Interest

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

## Recording of Council Meetings

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

Council meetings should be:

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



Notice is herewith given of an

# ORDINARY MEETING

That will be held at the Glen Innes Severn Learning Centre,  
William Gardner Conference Room, Grey Street, Glen Innes on:  
Thursday, 22 May 2025 at 9:00 AM

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Bernard Smith  
**General Manager**

- 1 ACKNOWLEDGEMENT OF COUNTRY**
- 2 OPENING WITH PRAYER**
- 3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**
- 4 MINUTES OF PREVIOUS ORDINARY MEETING - 24 APRIL 2025 TO BE CONFIRMED**
- 5 DISCLOSURE OF CONFLICT OF INTERESTS:  
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- 6 MAYORAL MINUTE(S)**

## 7 REPORTS TO COUNCIL

**REPORT TITLE:** 7.1 REQUEST TO ATTEND COUNCIL MEETING BY AUDIO-VISUAL LINK - CR T ALT

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

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### PURPOSE

The purpose of this report is to provide Council with a request received from Councillor Tim Alt to attend this meeting (22 May 2025 Ordinary Council Meeting) by audio-visual link, in accordance with Council's Code of Meeting Practice.

### RECOMMENDATION

*That Council approves for Councillor Tim Alt to attend the 22 May 2025 Ordinary Council Meeting by audio-visual link on the grounds that he will be attending the NSW Apiarists Conference in Ballina and is unable to attend the meeting in person.*

### REPORT

At the Ordinary Council Meeting held on 21 September 2023, a resolution was passed (22.09/23) to amend the Code of Meeting allowing Councillors, under special circumstances, to attend Council meetings via audio-visual link.

Following this meeting, a draft Code of Meeting Practice was prepared and placed on public exhibition, inviting submissions. No submissions were received and it was subsequently adopted at the Ordinary Council Meeting held on 23 November 2023.

Cr Alt has made a request, in writing, to the General Manager to attend this meeting via audio-visual link as he will be attending the NSW Apiarists Conference in Ballina and is unable to attend the meeting in person.

In accordance with clause 5.22, Cr Alt is attending this meeting via audio-visual link and may participate in the meeting until Council determines whether to approve the request. Cr Alt is to be considered present at the meeting and may participate in the decision relating to this report. If Council does not approve Cr Alt's request, his link to the meeting will be terminated.

If the request is approved, Cr Alt must give his full attention to the business of the meeting, be properly dressed, and ensure no items are in sight of the meeting that are inconsistent with the maintenance of order at the meeting or may bring Council into disrepute. He must also ensure that his camera is always on, unless otherwise indicated by the Code of Meeting Practice.

Further, the Code of Meeting Practice and Code of Conduct for Councillors, including the declaration of conflicts of interest, applies equally to all councillors whether attending in person or via audio-visual link.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

Nil.

#### **Policy**

Code of Meeting Practice  
Code of Conduct for Councillors

#### **Risk**

Councillors who attend a Council meeting via audio-visual link must be mindful of confidentiality and ensure that, in the case of parts of the meeting closed to members of the public, no one is in sight of the screen nor can hear any discussion.

#### **Consultation**

Acting Governance 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**

Cr Alt has made a request in accordance with the Code of Meeting Practice to attend this Council meeting via audio-visual link.

### **ATTACHMENTS**

There are no annexures to this report.



**REPORT TITLE: 7.2 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**) along with an update on the resolutions from previous meetings that have been completed since the last report (**Annexure B**).

### **RECOMMENDATION**

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

### **REPORT**

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.

The table below provides details the progress on Council Resolutions:

Outstanding Actions reported at the April 2025 Council Meeting	19
New actions assigned following April 2025 Council Meeting	16
Actions completed since the previous report	-11
Outstanding Actions as of Thursday, 8 May 2025	24

Annexure A provides the most recent comments, from the responsible officers, as of Friday, 16 May 2025.

Annexure B outlines the 11 Council Resolution actions that have been completed since the report presented to Council in April 2025.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

Nil.

## Policy

Nil.

## 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.

## 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.

## ATTACHMENTS

- |            |   |
|------------|---|
| Annexure A | Outstanding Actions as at 16.5.25 <a href="#">⇨</a>         |
| Annexure B | Actions Completed from 17.4.25 to 16.5.25 <a href="#">⇨</a> |

**REPORT TITLE:        7.3   EXCLUSION OF TWO NOTICES OF MOTION FROM  
APRIL 2025 ORDINARY COUNCIL MEETING**

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

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**PURPOSE**

The purpose of this report is to inform Council that two Notices of Motion were disallowed at the April 2025 Ordinary Council Meeting in accordance with Council's Code of Meeting Practice.

**RECOMMENDATION**

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

**REPORT**

Section 3.19 of Council's Code of Conduct states,  
*The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.*

**KEY CONSIDERATIONS**

**Financial/Asset Management**

Nil.

**Policy**

Code of Meeting Practice.

**Risk**

Nil.

**Consultation**

Nil

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

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

### **CONCLUSION**

This report is submitted in accordance with Section 3.19 of Council's Code of Conduct.

### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.4 DELEGATION OF AUTHORITY FROM THE COUNCIL TO THE MAYOR - UPDATED**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to review and approve the updated version of the Mayoral Delegations.

**RECOMMENDATION**

*That Council receives, notes and approves the updated Mayoral Delegations.*

**REPORT**

Council is required (by the *Local Government Act 1993*) to review its delegation of functions to the Mayor within the first year of each term of Council.

A comprehensive review of the current document was conducted in light of advice from the Office of Local Government, discussion with a number of Governance Managers at other NSW Councils and at the **Management Executive Team (MANEX)** level. The updated version is provided with minor amendments: deleting a current operational duty (which appears to be a Legacy matter and not contained within the current version of the Local Government Act) and redefining a strategic requirement.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

Financial delegations and limits are stipulated within the Sustainable Procurement and Contracts policy.

**Policy**

This delegation is framed subject to the *Local Government Act 1993* and Regulations.

**Risk**

Nil identified.

**Consultation**

Office of Local Government, MANEX, some discussion with other Governance Managers across NSW Councils.

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

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

## **CONCLUSION**

As required under section 380 of the *Local Government Act 1993*, Council is required to review, consider and update its delegations within the first year of each term of Council. The attached draft delegation complies with the Act and is recommended for the approval of the Council.

## **ATTACHMENTS**

Annexure A      Instrument of Delegation: Delegations of Authority from the Council to the Mayor [⇒](#)

**REPORT TITLE: 7.5 INTERNAL AUDIT CHARTER**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is for Council to consider endorsing a recommendation made at the **Audit Risk and Improvement Committee (ARIC)** meeting held on 10 September 2024.

**RECOMMENDATION**

*That Council endorses the updated Internal Audit Charter previously endorsed by the Audit Risk and Improvement Committee.*

**REPORT**

The ARIC is required to consider particular matters and make recommendations to Council.

At the 10 September 2024 ARIC meeting an updated version of the Internal Audit Charter was considered and approved by the ARIC. The rationale for updating the Charter reflects that the current Charter, based upon Office of Local Government guidelines, is not compliant with current International Auditing standards. It further appears that, while the Charter was reviewed and endorsed by the ARIC in September 2024, this document has not previously been tabled for Council's endorsement. The recommendation for consideration by Council:

- To endorse and approve the Internal Audit Charter as amended.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

Auditing across the various aspects of Government ensures accountability and transparency. The charter provides a framework assisting the Council in bringing a systematic, disciplined approach for evaluation and continual improvement in risk management, control and effective governance.

**Policy**

Nil.

## **Risk**

Appropriate and regular internal auditing of various aspects of Council processes contributes to the mitigation and reduction of risk factors, identifying areas of continual improvement.

## **Consultation**

This updated Charter was presented to and approved at the 10 September 2024 meeting of the ARIC. It is now recommended for endorsement by the 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 5.3.8: Provide an Independent Internal Audit Function in line with the Office of Local Government Risk Management Framework and Internal Audit Guidelines.

## **CONCLUSION**

The ARIC duly considered the matters brought before it, and the recommendation arising from the meeting requires endorsement from Council.

## **ATTACHMENTS**

Annexure A Internal Audit Charter V3 [⇒](#)



**REPORT TITLE:        7.6   OPERATIONAL PLAN 2024-2025 PERIODIC REVIEW (Q3)**

**ECM INDEXES:**

Subject Index:        **CORPORATE MANAGEMENT: Integrated Planning and Reporting**  
Customer Index:      **NIL**  
Property Index:       **NIL**

**REPORT FROM:       Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to inform Council of the progress made in achieving actions in the Operational Plan 2024-2025 as measured against the principal activities in the Delivery Program (2022-2025), for the period 1 December 2024 to 31 March 2025.

**RECOMMENDATION**

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

**REPORT**

The *Integrated Planning and Reporting Guidelines for Local Government in NSW 2021 (the Guidelines)* require the General Manager to provide progress reports to Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

The last report provided to Council was at the 19 December 2024 Ordinary Meeting of Council for the period 1 July 2024 – 30 November 2024 in the form of the Progress Report.

This Operational Plan quarterly Periodic Review Report (***Annexure A***) provides Council and the Community with information measuring Council’s performance.

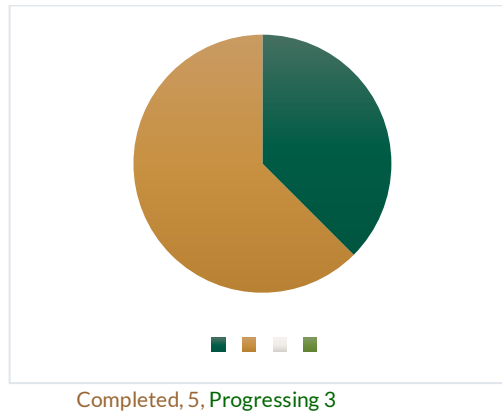
Actions listed as *not due to start* are actions that are required to be completed at certain periods of the year, such as creating an operational plan, annual report or insurance renewal.

For actions that are progressing, the report provides a percentage to allow Council to understand how much progress has been made.

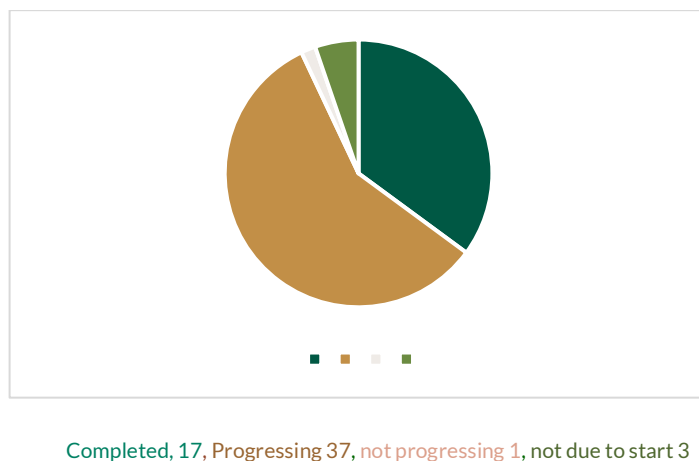
The following charts provide a synopsis of progress made in each area, towards completing this year’s operational targets, and broken down into the status of *progressing, completed, not due to start or not progressing*.

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

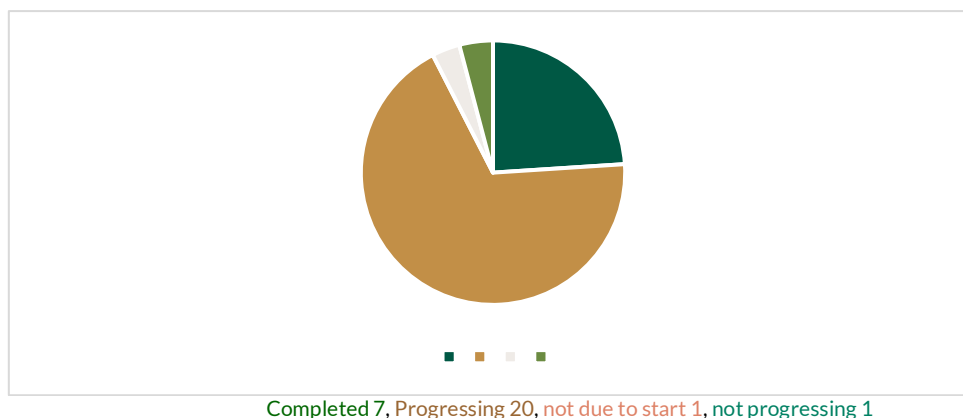
### 1. General Manager's Office



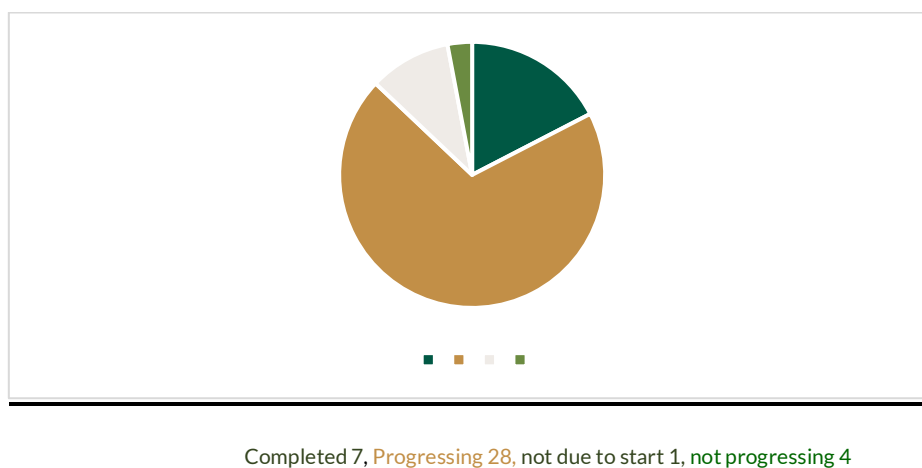
### 2. Corporate and Community Services



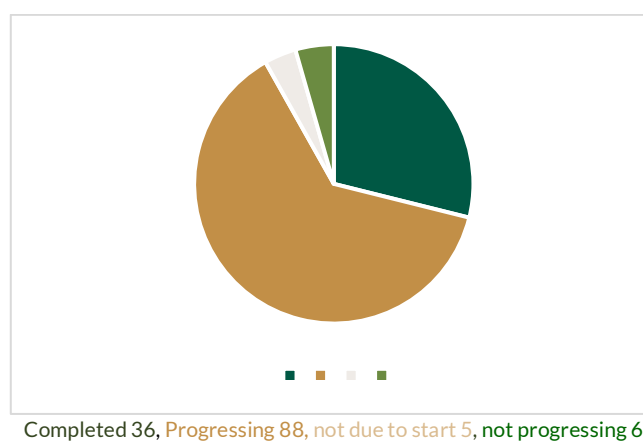
### 3. Place and Growth



### 4. Infrastructure Services



### 5. All actions



## Item 7.6

The Q3 report showed that 38 actions have been completed, with 86 progressing, five not due to start, and six not progressing. The reasons for the six actions that have not progressed as at 30 March 2025 are summarised in the table below:

Action Number	Action Details	Percentage Complete	Reason for not progressing
CS 1.1.1.1	<p>Undertake a 5-year review of the Sports Facilities Master Plan and re-prioritise actions. Apply for funding to deliver outstanding actions as opportunities become available.</p> <p>Provide and maintain suitable sporting fields for community use including the delivery of relevant aspects and review of the Glen Innes Sporting facilities Master Plan.</p>	0%	<p>This has been deferred for 2025-2026 operational year.</p> <p>Continuation of the implementation of the Master Plan is occurring throughout 2024/25 as evidenced by budget allocation for new cricket nets to be implemented in Glen Innes and sign-off the grant expenditure at Mead Park and the internal lining at the Glen Innes Stadium which is currently being undertaken.</p> <p>However, a full review or update of the Master Plan will not occur until 2025/26 due to:</p> <ul style="list-style-type: none"> <li>• No budget allocation in 2024/25; and</li> <li>• The temporary reduction in resources due to Manager transition to retirement and difficulty to fulfill the position.</li> </ul>
CS 1.1.1.2	<p>Action: Develop detailed design plans for the establishment of a pump track and skate park extension and amenities.</p> <p>Provide and maintain suitable sporting fields for community use including the delivery of relevant aspects and review of the Glen Innes Sporting facilities Master Plan.</p>	0%	Not occurring due to no funding being allocated in the 2024-2025 Operational Plan and at this point no suitable grant funding available.
ED 2.1.1.2	<p>Action: Deliver an Agri-Innovation Action Plan in consultation with GLENRAC and Industry.</p> <p>Deliver the key actions and initiatives from the Economic Development Strategy 2020-2040 and Action Plan 2020-2025 relating to ED 2.1 Support Agricultural Diversification and Resilience.</p>	0%	As per H2 2023 - 2024, due to insufficient resources and no budget, this project is currently not progressing.

Action Number	Action Details	Percentage Complete	Reason for not progressing
IM 3.2.16.1	<p>Action: Finalise and implement a Recreation and Open Space Strategic plan including maintenance.</p> <p>Develop and implement a plan for Open Spaces and Parks and Gardens assets maintenance.</p>	0%	<p>Has been deferred for the 2025-2026 Operational Plan. Due to the absence of a budget allocation in 2024/25 the Recreation &amp; Open Spaces Strategic Plan will not progress until 2025/26.</p> <p>However, Council is progressing with the Master Plans for the four Glen Innes Heritage Parks which will be undertaken in the latter half of 2024/25.</p>
EH 4.2.1.2	<p>Action: Digital mapping of Glen Innes Cemetery.</p> <p>Apply for Heritage grant funding to support the maintenance and upgrade of heritage buildings.</p>	0%	<p>This will not occur due to no budget being approved in the 2024-2025 Operational Plan. Watch will be kept for any possible grant funded pathways.</p>
STC 5.7.3.2	<p>Action: Implement the Employee Self Service (ESS) module within Dynamics 365, roll out to individual teams, and train/educate staff in its use.</p>	0%	<p>This action will not be completed in the current year, due to the decision to move to a different business system and away from Dynamics 365.</p>

Resolution 9.11/24 at the Ordinary Council Meeting held on 28 November 2024, endorsed the motion to change the review frequency of the Operational Plan progress from half yearly to quarterly in conjunction with the Quarterly Budget Review.

Operational Plan progress reports will be presented to Council at the February (Q2), May (Q3), August (Q4) and November (Q1) meetings each year. In addition, the Operational Plan annual report is included in Council's official Annual Report, to be presented to Council prior to 30 November each year.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

Nil.

### **Policy**

The *Integrated Planning and Reporting Guidelines for Local Government in NSW 2021* require the General Manager to provide progress reports to Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

### **Risk**

Ensuring progress reports are provided to Council mitigates the risk of non-compliance with legislation. Further, it provides Council an opportunity to assess how Council is tracking towards achieving the Delivery Program principal activities.

## **Consultation**

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

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

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

## **CONCLUSION**

Council has undertaken many activities towards completion of the Delivery Program (2022-2025). The report for the period 1 December 2024 to 30 March 2025 has been reviewed by Manex and is provided to Council for its information and review.

## **ATTACHMENTS**

Annexure A      Periodic Review 2024-2025 Operational Plan (Q3) [⇒](#)

**REPORT TITLE:        7.7   REVIEW OF FINANCIAL HARDSHIP POLICY,  
PENSIONER CONCESSION POLICY AND DEBT  
RECOVERY POLICY**

**REPORT FROM:        Corporate and Community Services**

**PURPOSE**

The purpose of this report is to present Council with various revised financial policies for review and adoption.

**RECOMMENDATION**

*That Council adopts the revised Financial Hardship, Debt Recovery, Pension Concession policies.*

**REPORT**

The previous Policy versions are past due for review, generally to be reviewed on a three-year cycle. The documents have been reviewed in line with legislative amendments, comparison with those of a number of nearby Councils, transferred to the new template and reviewed by Council's Finance Officers, Governance and the Director of Corporate and Community Services, and are now presented to Council for review and adoption.

**Summary of amendments:**

- Rates Hardship Policy has been streamlined, some text reformatted into a table – added text is shown in red, deleted text as red strikethrough,
- Pensioner Concession Policy – variations as 2.2 and 2.4,
- Debt Recovery Policy – this has had substantial changes in line with the new template format. It has been significantly streamlined, processes moved to appendices, definitions formatted into a table (rather than free text), sections moved around according to more appropriate headings. Added text in red, deleted in red strikethrough.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

These documents represent Glen Innes Severn Council's core financial policies with respect to the recovery of rates, fees and charges.

**Policy**

These policies and forms were substantially outdated. A review of comparable Councils policies was considered in the drafting of the recommended versions.

## **Risk**

Council needs to have current and accurate concession, debt recovery and hardship policies in place to maximise avenues for assistance to ratepayers and debtors to ensure timely payment of rates, fees and charges

## **Consultation**

Finance team.

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

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

## **CONCLUSION**

Council's Debt Recovery, Financial Hardship and Pensioner Concession Policies have been revised to include changes that have occurred since the current Policies were adopted on 18 April 2023, 24 July 2014 and 25 June 2020.

Changes are noted in red text and the revised Policies are now presented to Council for review and adoption.

## **ATTACHMENTS**

- |            |   |
|------------|---|
| Annexure A | updated Rates-Financial Hardship Policy <a href="#">⇒</a> |
| Annexure B | updated Pensioner Concession Policy <a href="#">⇒</a>     |
| Annexure C | updated Debt Recovery Policy <a href="#">⇒</a>            |



**REPORT TITLE: 7.8 ELECTION OF COMMITTEE AND OFFICE BEARERS:  
EMMAVILLE MINING MUSEUM COMMITTEE**

**REPORT FROM: Corporate and Community Services**

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### **PURPOSE**

The purpose of this report is for Council to consider endorsing recommendations made at the Emmaville Mining Museum Committee meeting held on 20 February 2025.

### **RECOMMENDATION**

***THAT Council:***

- 1. Receives and notes the minutes of the Annual General meeting.***
- 2. Approves the office bearers and committee members for the current year.***

### **REPORT**

The Emmaville Mining Museum Committee includes representation from interested individuals. The Committee is required to consider particular matters and make recommendations to Council.

The Minutes of the Emmaville Mining Museum Committee are attached (***Annexure A***). The following recommendations were made at the meeting for consideration by Council:

- To endorse the committee members and office bearers for the current term.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

The committee operates prudently and reported a nett profit for the previous year.

#### **Policy**

Committee of Council.

#### **Risk**

Committee has endorsed continuity of leadership.

## Consultation

Nil.

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

This report links to Council's Delivery Program Community Service Principal Activity CS 1.2.2: Deliver wellbeing and facilitation support to promote access to community-based programs.

## CONCLUSION

The Emmaville Mining Museum Committee duly considered the matters brought before it, and the recommendations arising from the meeting require endorsement from Council.

## ATTACHMENTS

Annexure A      Emmaville Mining Museum AGM minutes [↗](#)

**REPORT TITLE: 7.9 CASHFLOW MANAGEMENT AND FORECASTS****REPORT FROM: Corporate and Community Services****PURPOSE**

The purpose of this report is to provide Council with a cashflow forecast to monitor the unrestricted cash position and adequately forecast the cash requirements of operational and capital expenditure. The report also proposes actions to ensure a positive cash flow balance into the future.

**RECOMMENDATION**

***THAT Council:***

- 1. Notes the information contained in the Cashflow forecast.***
- 2. Endorses the conversion of two equipment purchases to a lease.***
- 3. Approves the drawdown of up to the maximum limit of \$5M from the overdraft facility on 26 June 2025, that will be reversed on 1 July 2025.***

**REPORT**

As a result of operating deficits, delays in grant reimbursements, reliance on restricted reserves and timing mismatches in cash inflows and outflows for major capital grant funded projects, Management has been working on a cashflow model (attached as Annexure A) to forecast Councils cash needs and position for the next 12 months, with a strong focus on ensuring its unrestricted cash position remains in a positive position throughout the year.

The cashflow forecasted (***Annexure A***) for the end of financial year 2024-25 is projected to be a positive unrestricted amount, dependent on the following key factors:

- \$2.6M invoiced from Contract Assets and payment being before 30 June 2025,
- \$1.4M to be paid from Transport NSW on 25 May 2025,
- \$1.2M - LRCI for FY2022-23 has been submitted following audit clearance,
- \$5.3M - Financial Assistance Grants (FAGS) – anticipated early payment towards the end of June 2025,
- Up to a maximum of \$5M – Council approval to draw down up to the maximum limit of the overdraft facility.

**Conversion of equipment purchases to a lease**

Recent equipment purchases of a waste compactor and a Komatsu Loader is being proposed to be converted to a lease resulting in a cash inflow of \$1.4M. Given the current unrestricted cash position, it is recommended that Council endorse this option to assist in alleviating the unrestricted cash position.

Depreciation costs of 10% per annum over 10 years of \$142k (non-cash) will be replaced by lease amortisation costs of \$283k over five years (which is also non-cash) with no balloon payment at the end of the lease term. The lease amortisation can be reduced with a longer lease term or a balloon payment at the end of the lease which will also reduce the interest costs.

The Lease term proposed is five years at a total cost of \$214,394 at an interest rate of 5.69%. The annual interest cost is \$42,876 which will be the impact to the bottom line of the annual income statement.

The actual cost difference to Council between owning and leasing (Council invests the \$1.4M at today's average rate of 4%) is 1.69% or ~\$14,000 per annum, or \$48,000 over the five year term.

The monthly repayment amount is \$27,184, with the interest component being \$3,573 per month. Council will own the assets outright at the end of the lease.

The option to convert to a lease is summarized in the table below:

Proposal to convert equipment purchases to leases			
Equipment	Purchase Price ex.GST	Lease conversion price ex GST	Loss on conversion
Waste Compactor - purchased Dec-2024	\$ 926,338	\$ 926,338	-
Komatsu Loader purchased Nov-2024	490,309	490,309	-
<b>Total</b>	<b>1,416,647</b>	<b>1,416,647</b>	<b>-</b>
Lease term proposed is for 5 Years at a cost of \$214,394 @ 5.69% interest rate			
Cost per year over 5 years - \$42,879			

**Drawdown from the overdraft facility to a maximum of \$5M**

- Council approval is sought to draw down up to the maximum level of the overdraft facility before 30 June 2025 as a measure to ensure the unrestricted cash position is positive or is minimized as much as possible.

**KEY CONSIDERATIONS****Financial/Asset Management**

Cashflow management ensures that councils have sufficient liquidity to meet their obligations while achieving strategic objectives.

Key elements include:

- *Local Government Act 1993 (NSW)* – Requires councils to operate in a financially responsible manner (Section 8B).
- *Local Government (General) Regulation 2021* – Outlines budgeting, financial reporting, and reserve management.

The key components of Council Cashflow includes:

Operating cashflows from revenue rates, fees & charges, grants, and operating/capital expenses.

Investing cashflows: Purchase and renewal of assets, funded often through capital grants or reserves and loans.

Financing cashflows: Loans, repayments, and interest.

### **Policy**

Nil.

### **Risk**

Certain assumptions of the cashflow model might not eventuate and place further pressure on the unrestricted cash position.

### **Consultation**

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

### **CONCLUSION**

Cashflow management ensures that councils have sufficient liquidity to meet their obligations while achieving strategic objectives. These actions will assist in achieving that.

### **ATTACHMENTS**

Annexure A     General Fund Cashflow Model FY25 to FY26 [⇒](#)

**REPORT TITLE: 7.10 QUARTERLY BUDGET REVIEW - MARCH 2025**

**REPORT FROM: Corporate and Community Services**

### PURPOSE

The purpose of this report is to provide Council with a **Quarterly Budget Review Statement (QBRs)** for the period from 1 January 2025 until 31 March 2025 (**Annexure A**) for its review and adoption.

### RECOMMENDATION

*That Council notes and adopts the March 2025 Quarterly Budget Review.*

### REPORT

As a result of the budget review process through QBRs3, overall operating cost reductions of \$410K have been achieved.

The original budget adopted by Council indicated that the Net Operating Deficit at the end of the 2024/2025 Financial Year was expected to be \$3.895M (excluding Capital Grants and Contributions of \$12M). This was based on budgeted total operating revenue of \$36.894M and budgeted total operating expenditure of \$40.789M, with \$12M expected from Capital Grants and Contributions.

The March 2025 Quarterly Budget Review proposes an improvement in the budget position \$410K, resulting in a projected Net Operating Deficit for the 2024/25 Financial Year of \$3.407M (excluding capital grants and contributions of \$12M).

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

$$\frac{\text{Total Continuing Operating Revenue (excluding Capital grants and contributions)} - \text{Operating Expenses}}{\text{Total Continuing Operating Revenue}}$$

Total Continuing Operating Revenue

The Benchmark for this ratio is 0% or greater. Council has a negative Operating Ratio (deficit) excluding Capital income of **-10.56%**. The Operating Performance Ratio will improve to **-9.77%** due to proposed variations.

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

- **-11.16%** in 2023/2024,
- 4.40% in 2022/2023,
- 1.23% in 2021/2022,
- **-4.81%** in 2020/2021,
- **-2.78%** in 2019/2020,
- 0.72% in 2018/2019.

The major adjustments recommended for the March 2025 quarterly review are as follows, noting that minor items affecting total increases have not been shown separately.

- 1) **Administration** – total net increase of **\$329K**
  - **\$260K decrease in Plant charges income** – the impact of this decrease will be offset by a decrease of plant hire expenses (less plant hire margins). This is being worked through by the affected departments and will reflect in the final results for financial year 2024/25.
  - **\$50k increase in Consulting and Contractor costs (offset by \$27K of savings in salaries and wages plus oncosts in the Governance department)** – related to acting Governance Manager role. In addition, LTFP, Cashflow Forecasting Model, and further Grants Register analysis works costs have been reflected.
- 2) **Community Services** (including Life Choices Support Services) – total net decrease of **\$61k**
  - Community Services (including LC-SS) income and expenditure has been adjusted for the remainder of FY2024-25 client services. The projected result is a \$520k deficit for Community Services on a consolidated basis.
- 3) **Glen Innes Aggregates** – total net decrease of **\$663K**
  - Expected remediation work for several satellite quarries have been removed as detailed in the Income & Expenses Variation detailed report.
- 4) **Governance** – the remaining budget of \$27k for Governance salaries and wages plus on-costs will partially offset the increase in Contractor costs.
- 5) **Water Supply** – total decrease of **\$180K**
  - Consulting costs of \$200k underground assessment delayed to the next financial year.

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

### **Rating charge run preparation for 2025-26**

The preparation work for the rating charge for 2025-26 is underway and is on track to process the rating run in July 2025.

### **Water billing**

Water usage charges for the third quarter of financial year 2024-25 was completed on 29 April 2025.

### **Capital project expenditure**

Capital project expenditure for the year-to-date 31 March of financial year 2024-25 is \$15.3M.

### **Cash and Investment Review**

The cash and investment review provides the current internal and external restrictions on Council's invested funds.

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

This report in combination with the monthly investment report, ensures that Council is complying with the statutory, regulatory and policy requirements.

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur daily with a full reconciliation performed monthly. The full reconciliation for the December 2024 quarter occurred on 2 April 2025.

### **Unrestricted Cash position**

The unrestricted cash position refers to the amount of cash or liquid assets that are not tied to specific purposes, such as grants, reserves, or restricted funds. It represents the funds available for general operations and unanticipated expenses. A negative unrestricted cash position may lead to potential breaches of Local Government legislation, specifically under the *Local Government Act 1993 (NSW)* and its associated regulations.



The unrestricted cash position reported as at 31 March 2025 is negative \$8.2M. Council has incurred eligible capital expenditure that is grant funded, however the grant funding payments are in arrears of approximately \$10 million. These payments are expected to be recovered over the coming months as grant funded projects are acquitted.

Cashflow forecasted for the end of financial year 2024-25 is projected to be positive dependent on the following key factors:

- \$2.6M has been invoiced from Contract Assets and payment is being sought before 30 June 2025,
- \$1.4M expected to be paid from Transport NSW on 25 May 2025,
- \$1.2M - LRCI for FY2022-23 has been submitted following audit clearance,
- \$5.3M - Financial Assistance Grants (FAGS) – anticipated early payment towards the end of June 2025,
- \$5M – seek Council approval to draw down up to the maximum level of the overdraft facility before 30 June 2025 (will be tabled in a separate report for the May-25 Council meeting).

Further assessment of the Contract Assets (CA) is being undertaken to analyse the status of each project to ensure milestone payments are invoiced to the funding bodies and ensure that projects are acquitted when completed and that all acquitted projects are invoiced and paid in a timely manner.

### **Capital Budget Review**

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

The review process has resulted in changes of \$448K increase to the total Capital Budget to \$47.075M. Year to date capital expenditure is \$15.288M. A correction of \$342k for project #7231C24 (Life Choices Bus) has been made to correct an error from QBRs2. The overall impact to the Capital Budget is a \$106K increase, predominantly funded from capital grants & contributions.

Capital projects which have been capitalised as at 30 June 2024 have now been removed for the purpose of reporting budget and actual YTD spend.

### **Contracts**

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

New contracts entered into Council's contract register for the period of January to March 2025 are listed under the contracts section.

### **Consultancy and Legal Expenses**

The current expenditure to 31 March 2025 on qualifying consultancies and legal fees is identified in the QBRs.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

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

The original estimated Operating Deficit for the 2024/2025 Financial Year was \$3.895M excluding Capital Grants and Contributions. After the quarterly budget review adjustments, the estimated Operating Deficit for the 2024/2025 Financial Year is \$3.407M.

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

#### **Policy**

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

#### **Risk**

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

#### **Consultation**

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

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

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**

As a result of the budget review process through QBRs3, operating cost reductions of \$410K have been achieved.

## **ATTACHMENTS**

Annexure A      QBRs March 25 [↗](#)

**Item 7.10**

**REPORT TITLE: 7.11 BANK VARIANCE WRITE-OFF**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is for Council to consider to write-off the amount of \$15,326, being the unexplained bank reconciliation variance stemming from the implementation of the finance system which went live on 1 July 2022.

**RECOMMENDATION**

*That Council approves the write-off of the unidentified bank variance of \$15,326.*

**REPORT**

In 2022–23, the Chief Financial Officer identified a discrepancy in the Council's operating bank account reconciliation and its process, tabled in the Investments Report at both the April and May 2024 Ordinary Council Meetings, highlighting an unexplained variance identified as part of the bank reconciliation process. The discrepancy arose due to system issues encountered during the implementation of the new accounting system and the transfer of data from the legacy system in July 2022. Most of the reconciling items causing the discrepancy were identified and resolved and the outstanding amount of \$15,326 remains unresolved.

Despite numerous attempts over many months to identify the specific transactions or to fully reconcile the related debits and credits, the \$15,326 variance could not be traced back to specific transactions. The matter has been discussed extensively with the auditors and has also been raised with Councils Audit and Risk Improvement Committee. In May 2024, the variance amount was transferred to a holding account while further investigations were carried out, however to date, the issue remains unresolved and consequently Council Officers seek approval to write off the outstanding amount.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

The write off will have a negative impact on the 2024/25 Financial Year Operating Result of \$15,326.

**Policy**

Nil.

## **Risk**

There is no indication of any fraudulent activity, and investigations have determined that the issue most likely resulted from the sub-standard data migration process relating to the implementation of the Dynamics 365 Business System in July 2022.

## **Consultation**

MANEX has been informed and consulted on this matter.

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

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.4: Implement the Fraud Control Plan.

## **CONCLUSION**

Since isolating the variance of \$15,326 in May 2024, Management has experienced no new instances of any variances in the bank reconciliations. Bank reconciliations are completed and reviewed on a daily basis by the Financial Accountant, and on a monthly basis by the CFO.

## **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.12 CAPITAL WORKS PROGRAM PROGRESS REPORT AS AT 30TH APRIL 2025**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2024/2025 Financial Year and the progress of Capital Works Projects carried over from previous financial years or revoted from previous financial years, all of which were adopted in October 2024.

**RECOMMENDATION**

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

**REPORT**

Council adopts its Capital Works Program annually as part of the adoption of the Operational Plan and Budget.

The Capital Works Program report includes all currently active projects, confirming that each aligns with its approved budget. Refer to the attached report titled “Capital Projects Details” (**Annexure A**).

Projects have been categorised into relevant areas. With the grants register now fully established and rolled over into the 2024-25 fiscal year, monitoring grant-related capital projects has become a priority to ensure alignment with funding requirements. This enhanced oversight will include monthly reviews of capital projects associated with the contract assets/liabilities balance, aiming to ensure timely receipt of grant funds. Such timely inflows will help manage and relieve pressure on the unrestricted cash position, ensuring better management of working capital and cashflow.

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

The Annexure provides detailed information on all the open Capital Works projects for the 2024/2025 Financial Year and reviews progress on Capital Works projects that were carried over or revoted from previous financial years.

**LRCI – Town Centre Beautification Project**

Planting is now completed across the project with the exception of the grasses around the base of the centre trees on Grey Street. New street furniture has also been installed along the length of the project.

To prevent further crumbling of the asphalt surrounding the centre street trees, composite planks will be installed as a border.

Remaining activities include refurbishing the streetlights at the Bourke Street and Meade Street roundabout, and installation of new Town Centre directional signage. This is expected to be completed by 30 June.



Image 1: Garden Bed Corner of Grey and Bourke Street.



Image 2: New Seating and Garbage Bin Surrounds





Image 3: Planting around Pedestrian Crossing

## KEY CONSIDERATIONS

### Financial/Asset Management

The following table provides a summary of the adopted budget, the actual and committed amounts as of 30 April 2025, along with the percentage of the actual and committed expenditure when compared to adopted budgets.

Project Type	<input type="checkbox"/>	Projects Count	FY25-QBR2 Budget	Total Spent	Expenditures %
Aerodome		3	\$3,303,178.00	\$2,589,131.55	78.38%
Bridge		7	\$4,630,062.62	\$3,942,994.60	85.16%
Building		3	\$95,000.00	\$85,824.89	90.34%
Community Halls		1	\$131,651.00	\$114,304.45	86.82%
Drainage		1	\$150,000.00	\$22,019.70	14.68%
Ecnomic Development		7	\$893,446.00	\$485,269.79	54.31%
Flood Recovery & Natural Disasters		2	\$1,425,225.00	\$975,068.43	68.42%
IT		1	\$80,000.00	\$35,000.00	43.75%
Library		1	\$10,750.93	\$9,454.55	87.94%
Life Choices		5	\$187,153.00	\$168,421.48	89.99%
Open Office		1	\$785,825.00	\$507,206.39	64.54%
Open Spaces & Recreational		23	\$3,870,674.71	\$2,108,239.04	54.47%
Plant		31	\$1,177,408.39	\$1,401,819.09	119.06%
Quarry		5	\$836,119.32	\$655,732.56	78.43%
Roads		27	\$26,584,696.37	\$13,872,646.16	52.18%
Sewer		4	\$639,318.00	\$102,992.42	16.11%
Waste		7	\$1,759,065.00	\$1,250,552.14	71.09%
Water		6	\$1,429,941.67	\$480,934.40	33.63%
<b>Grand Total</b>		<b>135</b>	<b>\$47,989,515.01</b>	<b>\$28,807,611.64</b>	<b>60.03%</b>



*N.B. Project #7231C24 has been assigned a negative budget of \$342k hence causing the expenditure percentage to be over 100% for the Plant category. This will be corrected during QBR3 3.*

The extent to which the Capital Works program is completed determines the Infrastructure Asset Renewal ratio, which is a measure of the financial sustainability of Council's assets. This ratio is crucial in determining the future cash requirements and Council will need to ensure that asset renewals are at the required levels and the funding source of asset renewals are thoroughly understood and forecasted. The asset revaluations and depreciation expense also play a pivotal role in ensuring all these factors are allowed for in Council's Long Term Financial Plan.

Ongoing projects currently marked as "Capitalised" are now included in this report. The remaining budgets for these projects have been brought forward after capitalisations have been completed.

### **Policy**

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

### **Risk**

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

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

### **Consultation**

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

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

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

### **CONCLUSION**

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary. Projects for the 2024/2025 year will be updated into the Capital Report as they are commenced.

### **ATTACHMENTS**

Annexure A      Capital Works Projects as at 30 April 2025 [↗](#)

**REPORT TITLE: 7.13 INVESTMENTS REPORT - MARCH 2025**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

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

**RECOMMENDATION**

*That Council notes the Investment Report as of 30 April 2025, including the certification by the Responsible Accounting Officer.*

**REPORT**

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*.


Council has \$13M 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 two responsible investments, being two \$1M investments with Westpac's Green Tailored Deposits. There are also two investments with institutions that do not fund fossil fuels; that is 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:

<b>Bank Reconciliation Statement</b>	
<b>Balance as per General Ledger :</b>	
Ledger Balance as at 30 April 2025	<b>\$4,455,010.29</b>
<b>Balance as per Bank :</b>	
Opening Balance 1 April 2025	\$4,835,224.86
April Movements	-\$421,759.07
Closing Balance 30 April 2025	<u>\$4,413,465.79</u>
less : Unrepresented Receipts & Payments	-\$34,713.55
less : Timing Differences	-\$6,830.95
<b>Total:</b>	<b><u><u>\$4,455,010.29</u></u></b>
Variance	\$0.00
	
Responsible Accounting Officer	
7 May 2025	

The summary of Investments set out in the following table details each of Council's investments, where each investment is held, maturity date, interest rate and the rating of each investment as at the end of the reporting month.

## SUMMARY OF INVESTMENTS

Rating (S&P)	Maturity	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A2/A-	22/05/2025	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
A1+/AA-	12/12/2025	4.95%	NAB	Yes	1,000,000	49,500
A1+/AA-	12/12/2025	4.92%	Westpac **	Yes	1,000,000	49,200
A1+/AA-	10/03/2026	4.58%	NAB	Yes	1,000,000	45,800
<b>Expected Return FY25</b>		<b>4.94%</b>	<b>Total Investments</b>		<b>13,000,000</b>	<b>599,551</b>
<b>Avg. Headline Rate Return</b>		<b>4.94%</b>	<b>Cash on Hand</b>		<b>4,413,466</b>	
			<b>Total Cash and Investments</b>		<b>17,413,466</b>	

The table below details the interest received for the current financial year as at the end of the reporting month. Interest yield maybe be affected against budget as investments maturing are not being reinvested due to cash requirements for operational purposes.

<b>Interest received for the year to 30 April 2025</b>	<b>\$787,218</b>
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The table below details the monthly movements of investments for the reporting month:

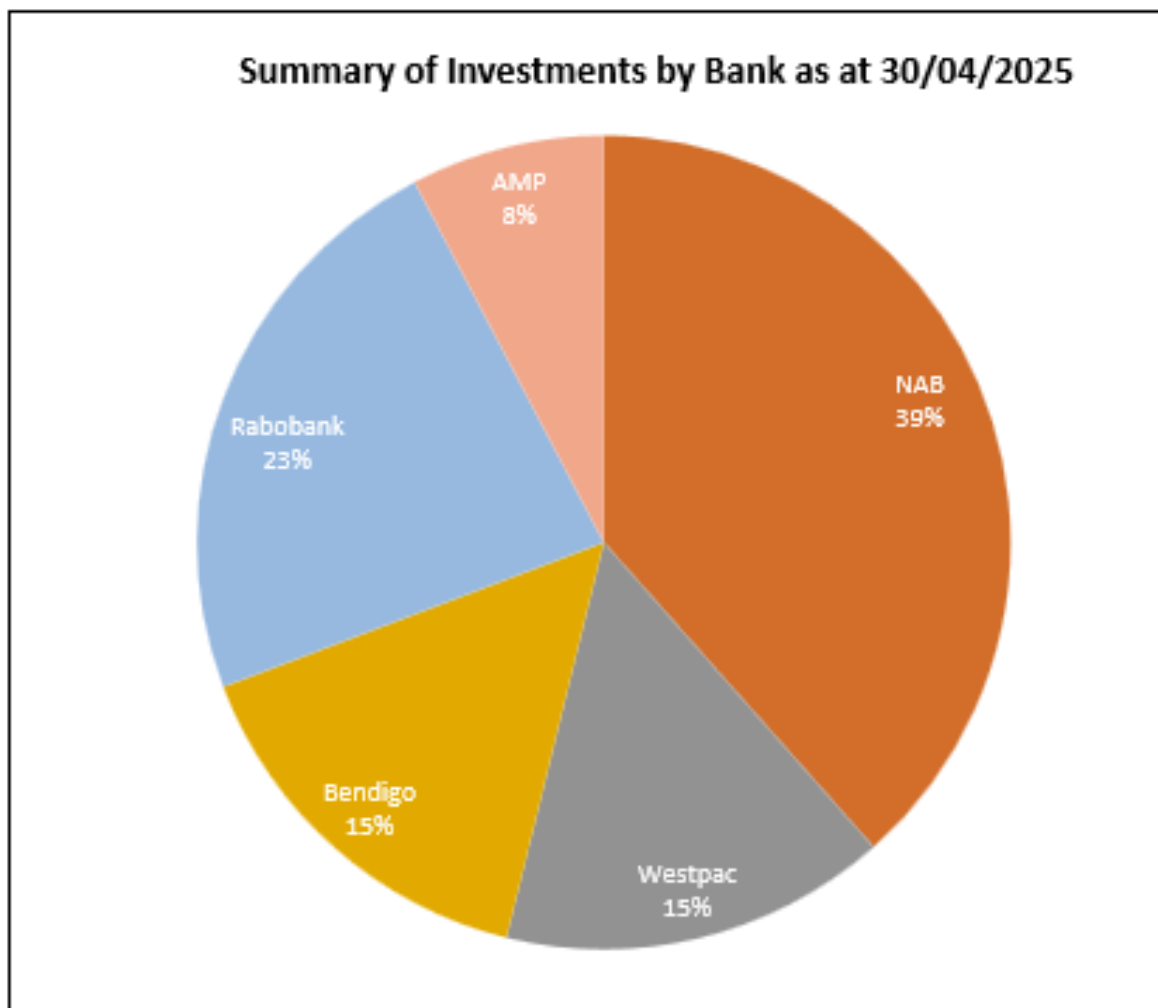
<b>Investment Movements</b>	
<b>Opening Balance as at 1 April 2025</b>	<b>14,700,000</b>
<b>Less :</b>	
Maturities (2)	1,700,000
<b>Subtotal</b>	<b>13,000,000</b>
<b>Plus :</b>	
Rollovers (0)	-
New Investments (0)	-
<b>Current Balance as at 30 April 2025</b>	<b>13,000,000</b>

During the reporting month two term deposits matured: \$1.M and \$0.7M with ING, neither of which were reinvested.

A summary of maturities is set out below:

<b>Period</b>	<b>No. of Term</b>	<b>Value</b>
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
Dec-25	2	2,000,000
Mar-26	1	1,000,000
<b>Total</b>	<b>13</b>	<b>\$13,000,000</b>

The graph below shows the summary of investments by bank:



Restricted funds and trust funds are limited to a particular purpose and must be set aside for that purpose. Therefore, they may not be available to meet certain obligations, and this should be kept in mind when determining the short-term liquidity of Council.

Council has been working with ReadyTech (Finance system Vendor) over several months to rectify the Interfund script that is related to the reporting of the water and sewer fund reserves, being externally restricted. As a result of the interfund script fix, it has been discovered that the water fund has been understated by \$1.7M, this has compounded from system go live from 01 July 2022. This will negatively impact the unrestricted cash position once the finance system has been updated with the required software upgrade and will be reflected in future reports.

The table below is reporting restricted funds balances as at 30 April 2025.

Externally restricted cash, cash equivalents and investments as at 30 April 2025		
	\$'000	
Trust Funds	-	as at 30 June 2024
Included in Grant related contract liabilities	9,369	as at 30 April 2025
Developer contributions - Rangers Valley Feedlot S7.11	1,094	as at 30 June 2024
Water Fund	2,415	as at 30 April 2025
Sewer Fund	5,978	as at 30 April 2025
Waste management	4,151	as at 30 June 2024
Drainage	827	as at 30 June 2024
Council Committees	403	as at 30 April 2025
Specific purpose unexpended grants (general funds)	2,244	as at 30 April 2025
<b>Total external restrictions</b>	<b>26,481</b>	
<b>Total Cash &amp; investments as at 30 April 2025</b>	<b>17,413</b>	
<b>Unrestricted cash position (i.e. available after the above restrictions)</b>	<b>- 9,068</b>	
<b>Balance after overdraft facility offset (not drawn down)</b>	<b>- 4,068</b>	
<b>The Contract Assets balance as at 30 April 2025</b>	<b>9,875</b>	

### Unrestricted Cash Position

The Office of Local Government has been formally notified of Council's negative unrestricted cash position and incorporates a plan which outlines a number of immediate actions to address this issue.

To ensure no further escalation of the unrestricted cash position, it is recommended that all grants that require Council to expend its own funds be approved by management. Funds should only be released after management has thoroughly assessed the cashflow impacts of these grants.

Other measures implemented as part of the QBR2 and on other projects are as follows:

- A real-time cash flow forecasting model is being developed to track cash needs for major capital projects,
- A focus on debt recovery for overdue rates and sundry debtors,
- Phasing of grant related contract assets to support the cash flow model,
- Project will be implemented to ensure grant contract assets are acquitted when required so that funds are received on a timely basis,
- Council will investigate and consider internal loans from another council fund (e.g., water/sewer fund) with clear repayment terms. This will require ministerial approval.

## 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

### 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 4.94%, a decrease of 0.23% 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 April	14,700,000	20,100,000
Closing Balance 30 April	13,000,000	19,200,000

### Policy

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%	13,000,000
Yes	AA	53.8%	7,000,000	100%	6,000,000
Yes	A	38.5%	5,000,000	45%	850,000
Yes	BBB	7.7%	1,000,000	25%	2,250,000
Yes	Government	0.0%	-	100%	13,000,000
		<b>100.0%</b>	<b>13,000,000</b>		

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

All investments continue to be made in accordance with the requirements of the Act and the Policy.

Section 625 of the Act states the following:

#### How may Councils invest?

- (1) *A Council may invest money that is not, for the time being, required by the Council for any other purpose.*
- (2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*
- (3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- (4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.*

Section 212 of the Regulation states the following:

#### Report on Council's Investments

- (1) *The responsible accounting officer of a council:*
  - (a) *must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:*
    - (i) *if only one ordinary meeting of the council is held in a month, at that meeting, or*
    - (ii) *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*

(b) *must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.*

(2) *The report must be made up to the last day of the month immediately preceding the meeting.*

## 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	13,000,000	100%
Total			13,000,000	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.

## 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.

### **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.

### **ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 7.14 GLEN INNES SEVERN LEARNING CENTRE ANNUAL REPORT 2024**

**REPORT FROM: Corporate and Community Services**

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**PURPOSE**

The purpose of this report is to inform Council of the annual activities and services of the **Glen Innes Severn Learning Centre (GISLC)** stakeholders and to table the GISLC Annual Report (*Annexure A*).

**RECOMMENDATION**

*That Council notes the information contained in the Glen Innes Severn Learning Centre Annual Report 2024.*

**REPORT**

The Manager of the Library and Learning Centre has a responsibility under the GISLC Principal Agreement between Glen Innes Severn Council, TAFE NSW, University of New England (**UNE**) and the Glen Innes Art Gallery Incorporated (**GIAG**) to present an Annual Report on the activities, services and other management developments during the year to the stakeholders and the GISLC Management Committee.

The Annual Report is compiled to achieve this purpose and as a marketing and information document for grants.

The GISLC Annual Report for 2024, indicates that the Learning Centre's stakeholder businesses have strengthened and increased in activity. This was directly related to the Learning Centre's Community Action Plan 2021-22 which had an emphasis on increased marketing strategies, stronger partnerships, and more events to reconnect with our community following COVID-19 which disrupted our connection to community and our business activities.

Visitation numbers have increased in all our stakeholder areas (see statistics, p.17) and more activities, events and workshops were offered to our community during 2024. Improved connections with external providers, businesses and local schools have resulted in combined events and more need-based services.

While increased marketing using targeted social media, radio sponsorship and a weekly Friday morning talk on the local 2CBD FM radio were strategies that improved our connections and interaction with the Glen Innes community during the year.

The library celebrated its 70<sup>th</sup> Anniversary in November 2024 with a full week of events, an official recognition ceremony for our supporters and a community Birthday Party. These celebrations highlighted the long-term community support that is received by

library services and gave us the opportunity to showcase our growing modern services which are keeping abreast of library industry standards and innovations.

### **TAFE NSW Learning Resource Centre**

TAFE NSW successfully recruited and welcomed Shannon Harmon as its new TAFE Librarian in 2024. Sharon is based in the TAFE NSW Glen Innes Campus where she is actively engaged with staff and students, facilitating TAFE NSW Online Sessions and supporting the 'Ask a Librarian' initiative for three days a week.

### **University of New England – UNE / TAFE New England (TNE) Study Centre**

The **UNE and TNE Study Centre** is a purpose-build student study facility of approximately 64 square metres. The room is equipped with six computers, a printer and Internet access. Study carrels offer students space to study, and lounge chairs are provided for reading and networking with fellow students.

The facility is safely accessible after hours via dedicated passcodes, enabling 24/7 access. This facility helps students to access online courses and improve their qualifications, careers and future working opportunities.

As regional Internet access can be poor and unstable, this facility is particularly important for students living in these areas to improve their future working options.

Currently, the Study Centre has seven UNE students and seven TAFE students using the facilities to enhance their course outcomes and experience.

### **Glen Innes Art Gallery Incorporated**

This was another great year for the Art Gallery. We have attracted new exhibitors partly through further advertising on Facebook, Instagram, flyers, and ABC radio interviews. Lauren Elise Art has given a professional touch to our advertising presence with her fantastic graphic designs on the flyers and keeping the website up to date.

There were nine exhibitions during the year, some of the popular exhibitions ran a week longer to accommodate their visitation. The Gala Opening events have been very well attended and are a great opportunity for meeting the artists and for buying artwork.

Several workshops have been held in 2024 which included two with JAMB Hats & Millinery, whereby students learnt to make felt, a flower and then a hat to take home.

Visitation for the year was 2,143 visitors, up by 300 to the previous year. Considering the gallery is manned by volunteers, this is a great result for us and a big thank you must go to them for their continuing support.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

The delivery of the Library services and activities together with the GISLC facility maintenance costs are included in the 2024-25 Operational Plan and Budget. The GISLC Principal Agreement outline the annual financial contribution by TAFE NSW for the operational and maintenance costs of the GISLC.

The library's budget is support by the State Library of NSW, which provides an annual Library Subsidy and Local Priority Subsidy that rises annually with the Consumer Price Index (CPI). The Subsidy for 2024/2025 was \$92,931.

### **Policy**

Nil.

### **Risk**

Nil.

### **Consultation**

The GISLC stakeholders have been contacted for their contribution to the Annual Report 2024 and consultation with the community will occur during the exhibition period and at the next Glen Innes Library Committee Meeting.

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

This report links to Council's Delivery Program Community Service Principal Activity CS 1.2.1: Deliver Library and Learning Centre Services to enhance the equity of access to information, education and recreation for all members of the community.

## **CONCLUSION**

The Management Executive Team endorsed the progression of the Glen Innes Severn Learning Centre Annual Report 2024 to an Ordinary Council Meeting to inform Council about the shared facility and stakeholder's activities and services.

## **ATTACHMENTS**

Annexure A     Glen Innes Severn Learning Centre Annual Report 2024 [⇒](#)

**REPORT TITLE: 7.15 BIOSECURITY WEEDS MANAGEMENT POLICY**

**REPORT FROM: Place and Growth**

## **PURPOSE**

The purpose of this report is to present the draft Biosecurity Weeds Management Policy (**Annexure A**) for adoption by Council, in preparation for Glen Innes Severn Council becoming the **Local Control Authority (LCA)** under the *Biosecurity Act 2015* (NSW).

The policy is necessary to ensure Council can effectively fulfill its legislative responsibilities following the Governor's impending proclamation to dissolve the **New England County Council** (trading as **New England Weeds Authority – NEWA**).

## **RECOMMENDATION**

***That Council:***

- 1. Places on exhibition, the draft Biosecurity Weeds Management Policy for 28 days from Thursday 29 May 2025.***
- 2. Displays the draft Biosecurity Weeds Management Policy on Council's website, and makes it available for viewing at the following locations:***
  - Council's Town Hall Office, and***
  - The Village Post Offices of 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 Biosecurity Weeds Management Policy; otherwise, that the draft Biosecurity Weeds Management Policy be adopted by Council.***

## **REPORT**

NEWA has historically served as the LCA for Glen Innes Severn Council under the *Biosecurity Act 2015*. However, in accordance with Ministerial direction, NEWA is in the process of being dissolved.

In February 2025, the NSW Minister for Local Government approved the proposal to dissolve NEWA, initiating a 28-day public consultation period. This consultation has now concluded, with no submissions understood to have been received that would affect the progression of the proposal. The Governor's proclamation is now required to formalise the dissolution, transferring NEWA's functions, assets, and staff to the constituent councils, including Glen Innes Severn Council.

Council is anticipated to become the designated LCA under the Biosecurity Act the day following the gazettal of the dissolution, which at the time of writing this report, is anticipated to be on or around 10 June 2025.

In preparation for assuming Local Control Authority responsibilities, Council must have a formal policy framework in place to guide weed biosecurity actions in accordance with the *Biosecurity Act 2015*. Informed by biosecurity weed management policies adopted by other councils, the Biosecurity Weeds Management Policy (Annexure A) outlines Council's approach to fulfilling its statutory obligations, including education, enforcement, and inspection.

The public exhibition and subsequent adoption of the draft policy is a critical step in ensuring Council is equipped to undertake biosecurity responsibilities following the dissolution of NEWA. Adoption of the policy will enable the incoming Biosecurity Officer, transferred to Council in accordance with the *Local Government Act 1993*, to carry out their duties under a clear operational framework.

It is important to advise that Council has already delegated relevant biosecurity functions under the *Biosecurity Act 2015* to the General Manager. These functions will be conferred to the new Biosecurity Officer as appropriate upon their formal commencement with Council.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

The proposed 2025/2026 budget includes a dedicated allocation for weeds management, including provision for the Biosecurity Officer's wages. Additional funding requirements will be pursued through State Government programs, including the NSW Weeds Action Program. In addition, due to the recent sale and lease of the NEWA building located in Armidale, Council will receive proceeds from both transactions to replenish contributions previously made to NEWA.

#### **Policy**

This policy aligns with the following strategic documents:

NSW Weeds Action Program 2020–2025

Northern Tablelands Regional Strategic Weed Management Plan 2023–2027

NSW Invasive Species Plan 2023–2028

NSW Biosecurity and Food Safety Strategy 2022–2030

NSW Handbook – Weeds and the Biosecurity Act (2022)

#### **Risk**

Failure to have a formal policy in place prior to assuming LCA responsibilities could result in non-compliance with the *Biosecurity Act 2015*, limit operational effectiveness, and pose reputational and environmental risks to Council.

#### **Consultation**

The draft Policy has been reviewed by the Director of Place and Growth and Council's Management Executive Team (MANEX).



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

This report links to Council's Community Strategic Plan Strategic Objective 4 – *An Appealing Sense of Place* – that is protected and preserved, so that our authentic natural and built assets are showcased and enhanced for the enjoyment of all and enriched by new developments. CSP Goal 4.7 - Support Weed Management and Control To work with partners, to support weed management control and regulate the community's weed management practices, in waterways, landscapes, habitats and corridors across the Local Government Area (LGA).

## **CONCLUSION**

In anticipation of Glen Innes Severn Council becoming the Local Control Authority under the *Biosecurity Act 2015*, it is critical that Council exhibit and subsequently adopt a Biosecurity Weeds Management Policy.

This Policy ensures legislative compliance, provides operational clarity, and enables the incoming Biosecurity Officer to carry out their duties under a clear framework.

## **ATTACHMENTS**

Annexure A     DRAFT Biosecurity Weeds Management Policy [⇒](#)

**REPORT TITLE: 7.16 GLEN INNES SEVERN LEARNING CENTRE - PLAN OF MANAGEMENT**

**REPORT FROM: Infrastructure Services**

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**PURPOSE**

The purpose of this report is to present Council with the **Glen Innes Severn Learning Centre – Plan of Management (POM)**, for exhibition (*Annexure A*).

**RECOMMENDATION**

***THAT Council:***

- 1. Approves for the Glen Innes Severn Learning Centre – Plan of Management to be placed on public exhibition for 28 days from Thursday, 29 May 2025.***
- 2. Displays the Glen Innes Severn Learning Centre – Plan of Management on Council’s website, and that it be made available for viewing at the following locations:***
  - Council’s Town Hall Office, and***
  - The Village Post Offices at Deepwater and Emmaville.***
- 3. Requests the Manager of Asset Services to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Glen Innes Severn Learning Centre – Plan of Management; otherwise, that the Glen Innes Severn Learning Centre - Plan of Management be adopted by Council.***

**REPORT**

The POM is the first POM for the Learning Centre and will be due for review every 10 years. The document has recently been reviewed by Council’s **Management Executive Team (MANEX)** and is recommended for adoption.

Glen Innes Severn Council is responsible for a range of Council and Crown-owned land throughout its **Local Government Area (LGA)**. Under the *Local Government Act 1993*, Council-owned and Council-managed Crown Land is classified as either ‘community’ or ‘operational’ land. Where classified as ‘community’ land, the land must also be categorised to provide a basis for its ongoing management. All land classified as ‘community’ land must be captured within a POM, which provides further details of how that land will be managed.

A POM is a document that expresses the intended use and development of land that is classified as ‘community’ land. As the Glen Innes Severn Learning Centre is Council owned land that is classified as ‘community’ land, there is a need for a POM to be prepared prior to any change in the nature and use of the land. A POM can also provide for the authorisation of leases, licences and other estates over the land. That is, under certain circumstances set out by the *Local Government Act 1993*, part or all of the land can be allocated for use by a certain group or organisation for some or all of the time. In the case of the Glen Innes Severn Learning Centre, these arrangements (under a Principal Agreement) have long been in place with TAFE NSW, UNE and the Glen Innes Art Gallery. As the existing agreement is coming to the end of its current term, a POM has been prepared to include the express authorisation of a new lease.

Under section 38 of the *Local Government Act 1993*, a draft POM must be publicly exhibited for no less than 28 days, and the public notice must specify a submission period of at least 42 days after the draft plan is placed on public exhibition. If no objecting submissions are received, the POM will be considered adopted by Council. If objecting submissions are received, and the POM is redrafted, the above public exhibition process must be completed again.

## **KEY CONSIDERATIONS**

### **Financial/Asset Management**

The POM will allow Council to execute leases with learning institutions, such as NSW TAFE, in accordance with the *Local Government Act, 1993*. This will provide additional income for Council.

### **Policy**

Nil.

### **Risk**

Plans of Management must be in place for all Council-owned ‘community land’. If a POM does not exist, any lease that pertains to the land in question, would be in contradiction to the *Local Government Act 1993*.

### **Consultation**

Steve Thompson, Locale Consulting,  
Manager Library and Learning Centre.

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

This report links to Council’s Delivery Program Community Service Principal Activity CS 1.2.1: Deliver Library and Learning Centre Services to enhance the equity of access to information, education and recreation for all members of the community.

## **CONCLUSION**

The draft Glen Innes Learning Centre POM has been created to allow for greater use and flexibility of the area in question, including leasing to learning institutions. This POM has been created in accordance with the *Local Government Act 1993*.

## **ATTACHMENTS**

Annexure A      Draft Glen Innes Severn Learning Centre - Plan of Management [⇒](#)

**REPORT TITLE: 7.17 HEADWORKS CHARGES DISCOUNT FOR NOT-FOR-PROFIT ORGANISATIONS****REPORT FROM: Infrastructure Services****PURPOSE**

The purpose of this report is to recommend the inclusion of a discount on headworks charges for eligible not-for-profit organisations within the Glen Innes Severn Council's **Development Services Plan (DSP)**. This aims to support community initiatives and reduce financial barriers for these organisations.

As per the resolution provided in the April Council meeting, the report did not address the risk of the discount being utilised by organisations that do not meet the eligibility criteria, nor did it provide context around the financial impact to Council. These elements have been addressed in this revised report as requested.

**RECOMMENDATION*****THAT Council:***

- 1. Approves the inclusion of a 50% discount on headworks charges for eligible not-for-profit organisations, as defined in this report including the Administrative Procedures, Application Form and the Checklist, within the Glen Innes Severn Council's Development Services Plan.***
- 2. Undertakes a review of the financial impact of the discount after 12 months of implementation and reports back to Council with findings and recommendations.***

**REPORT**

Glen Innes Severn Council's DSP outlines the framework for infrastructure contributions required from developers to support growth and development within the local government area. Headworks charges are a component of these contributions, levied to fund the provision of essential infrastructure such as water, sewerage, and stormwater drainage.

Not-for-profit organisations play a vital role in providing essential services and community benefits within the Glen Innes Severn region. These organisations often face financial constraints, and headworks charges can represent a barrier to undertaking development projects that would benefit the community. Council has only received two applications in the last two years that may have been eligible for this discount.

Introducing a discount on headworks charges for eligible not-for-profit organisations would provide much needed encouragement for the development of housing and accommodation. A 50% discount is proposed, balancing the need to support these organisations with the Council's responsibility to ensure adequate funding for infrastructure provision.

Eligibility criteria has been clearly defined in the administrative procedures to ensure the discount is targeted to genuine not-for-profit organisations that provide demonstrable community benefits.

An application process has been established and the instructions and forms are attached to allow eligible organisations to apply for the discount, providing supporting documentation to demonstrate their not-for-profit status and the community benefit of their proposed development.

### **KEY CONSIDERATIONS**

#### **Financial/Asset Management**

The proposed discount will have an impact on Council revenue, and a review is proposed in 12 months to assess this. For the development in the current year that may be eligible, it is a financial impact on council of approximately \$8,588.

The impacts on asset management can be managed with the remainder of the levied Headworks charge.

#### **Policy**

Council's existing policies regarding development contributions and financial assistance will be reviewed to ensure consistency with the proposed discount. The full Development Service Plan will be reviewed in 2026 following the completion of the Integrated Water Cycle Management Plan.

#### **Risk**

There is a risk that the discount could be accessed by organisations that do not genuinely meet the eligibility criteria. A robust application process and ongoing monitoring will be essential to mitigate this risk.

There is also a risk that the reduction in revenue from headworks charges could impact Council's ability to fund essential infrastructure projects. Due to the small amount of applications that would be eligible for this discount, and the small amount of Headworks contributions council receives each year, it is unlikely this would have an impact on the financial sustainability of Water and Sewer.

In addition, there is a risk that previous applicants may seek to retrospectively apply the discounted rates to developments that have already proceeded under the standard charging regime. To avoid confusion or inconsistent application, it must be clearly stated that the discount will apply from the date of adoption by Council. However, some allowances may be considered for applications submitted for developments that were approved during the current 2024/25 financial year.

### **Consultation**

Director of Place and Growth.

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

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.4.1: Manage water functions according to adopted service levels.

### **CONCLUSION**

The introduction of a 50% discount on headworks charges for eligible not-for-profit organisations would provide significant benefits to the community by supporting the development of essential services and facilities. While there are financial and risk considerations, these can be effectively managed through a robust application process, ongoing monitoring, and regular review. It is recommended that Council approve the inclusion of this discount within the Glen Innes Severn Council's DSP.

### **ATTACHMENTS**

- |            |  |
|------------|--|
| Annexure A | DRAFT - Headworks Discount Administrative Procedures <a href="#">⇒</a> |
| Annexure B | DRAFT - Headworks Discount Application Form <a href="#">⇒</a>          |
| Annexure C | DRAFT - Headworks Discount Internal Checklist <a href="#">⇒</a>        |

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

**REPORT TITLE: 8.1 QUESTION WITH NOTICE**

**REPORT FROM: Councillors**

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I Troy Arandale hereby give notice that I will asking the following questions with notice during the scheduled council meeting to be held on Thursday the 22nd of May 2025.

1. Please provide a detailed overview of how much waste charges will be increased next year and the years proceeding?
2. How much total revenue will be created after the full implementation of the waste charge increases?
3. How does this extra revenue from waste charges translate into a percentage compared to the amount of rates the council currently charges?
4. What will be the cost of an entire rates notice after the implementation of a 68.5% rate increase in 2029 including the increased waste charges for a 3-bedroom home on 1000 square meters in Bourke Street Glen Innes.
5. What will be the cost of an entire rates notice after the implementation of a 68.5% rate increase in 2029 including the increased waste charges for a pensioner in a 3-bedroom home on 1000 square meters in Bourke Street Glen Innes.
6. Has a capacity to pay report been conducted by the Council in consideration of the proposed rate rise?
7. How much of the \$240,029.00 committed through resolution 13.09/22 in the 2022 September council meeting has been spent on the project it was intended for?
8. Council has budgeted a further \$300,000.00 in the 25/26 operational plan for the enhancement of the Lang Street Depot. This money is indicated to be raised through the sale of assets. Which Asset will be sold to fund this project? And will the council be asking full market value for it?
9. How much money has Roberts and Morrow Technology been paid for the construction and subsequent running of the Highland Hub?

### **ATTACHMENTS**

There are no annexures to this report.



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: 8.2 NOTICE OF MOTION - SPECIAL RATE VARIATION**

**REPORT FROM: Councillors**

### **MOTION**

#### **THAT:**

1. ***Council separates the discussion between the Community Strategic Plan (CSP) and Special Rate Variation (SRV) to allow more time to consult the community about the impacts of the SRV.***
2. ***Council uses that time to combine the current scenarios into one and models three extra scenarios for the SRV being:***
  - a. ***A 0% rise and inform the community what services will need to be cut to achieve a balanced budget by 2030.***
  - b. ***A 15% rise modelling a business-as-usual approach with an estimated date to reach a balanced budget and projected savings over a 10-year period.***
  - c. ***A 30% rise modelling a business-as-usual approach with 50% of the rise quarantined to borrow funds to enact a proposed "fast tracked infrastructure enhancement program".***
4. ***Once modelling is complete Council is to then deliver a comprehensive community consultation presenting all options in Emmaville, Deepwater, Red Range, Glencoe, Pinkett, Glen Elgin, Wyaliba and at least three sessions in Glen Innes held over different days and times.***
5. ***Council prepares a comprehensive report to be tabled at the October meeting of 2025 with all the feedback received for councillors to make an informed decision.***

I, Councillor Troy Arandale, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 22 May 2025, I intend to move the abovementioned motion.

## **RATIONALE**

The last month has seen a very divisive discussion within our community. Our council has dived into the discussion of a special rate variation with a tone-deaf approach and have left the people of our LGA behind. This council has not provided all the information well enough to our community to help them understand the need for an SRV. This council has jumped to the higher limits trying to fool our community with three options that appear different but produce near identical results.

We have missed an opportunity to make real change and create confidence in this council within our community. Our council needs to take responsibility and make hard decisions to prove to our community that we are willing to make the right choices not the easy ones. We cannot start the conversation with our community to ask for what we need before looking at what we can go without.

Council should as all local businesses do, work to produce the best results with the budget they have. As a council we cannot throw the hat on the ground and enforce our community to cough up more than 6 million dollars a year to fill it without first asking what they are willing to go without to save a few dollars.

Our community does not need \$800,000.00 worth of plans and advocacy listed under the “Growth and Prosperity” program. Our community needs to take 3 steps forward in its foundation by rebuilding its infrastructure and enhancing our position by at least 10 years.

The quarantined portion of the proposed 30% option is proposed to borrow the funds required to bring forward the next 10 years of “infrastructure backlog” and “wish list” work into the next 2 years. This is what is required to get Glen Innes back into a position where it can fund the renewals and maintenance of the assets we currently have.

I use the analogy that we cannot build a brick second story on a timber framed weatherboard house. Glen Innes’ infrastructure is that timber framed weatherboard house. It is time to upgrade our foundations so we can responsibly build what is required for tomorrow. It is important to remember we can no longer continue to pay forward the work that is required today. We are responsible for the infrastructure of the day not our children and grandchildren.

I commend this Notice of Motion to Council.

Cr Troy Arandale  
Councillor  
Date: 14 May 2025

## **ATTACHMENTS**

There are no annexures to this report.

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: 8.3 NOTICE OF MOTION - RESOLUTION REGARDING GLEN INNES AND DISTRICT COMMUNITY CENTRE**

**REPORT FROM: Councillors**

### **MOTION**

*That Council prior to implementing resolution 9.04/25 of the April Council meeting conducts a full review of the financial statements of the Glen Innes Community Centre particularly, the omission of a balance sheet for the 2023/2024 financial year on the ACNC website.*

I, Councillor Troy Arandale, give notice that at the next Ordinary Meeting of Council to be held on Thursday, 22 May 2025, I intend to move the abovementioned motion.

### **RATIONALE**

Since the April council meeting, I have had several concerned community members approach me concerned with the financial position of the community centre. In the absence of any financial information attached in the April business papers for item 7.8 it was prudent of me to bring this situation to the council's attention.

In the financial year 22/23 the centres financial statement listed an income of \$119,467.05 with total expenses of \$115,146.99 leaving a modest profit of \$4550.06

The following financial year 23/24 the centre listed an income of \$115,761.87 with expenses of \$147,068.26 finishing the year with a \$31,306.39 loss.

The difference between the two years expenses can be attributed to an increase of \$41,223.00 in wages.

The omission of the financial state of the Community Centre must have been an oversight in the preparation of Aprils business papers as this could be significant information to help inform councillors in making decisions in allocating funds. In light of this new information, it is the responsible thing to do to request any action resolved by the council be delayed until a review of the financial documents take place.

I commend this Notice of Motion to Council.

Cr Troy Arandale  
Councillor  
Date: 14 May 2025

For reference purposes, below is a copy of the Council Resolution from the April 2025 Ordinary Council Meeting:

### **9.04/25 RESOLUTION**

THAT Council:

1. Advocates for Homes North to strengthen their support of Glen Innes and District Community Centre (GIDCC) operations and the client referral process.
2. Authorises Council Officers to provide in-kind support through assistance with developing a 2025/26 Strategy document for the GIDCC.
3. Authorises Council Officers to provide in-kind administrative support for the preparation of external grant applications for the GIDCC to improve the Centre's financial position.
4. Requests the General Manager to investigate and determine the availability of up to \$20,000 within the current financial year budget, for the purpose of providing a one-off subsidy to support the debt repayment and running costs of the GIDCC; and
5. Notes that this subsidy is intended to assist the Community Centre Committee in maintaining service continuity while they work to improve their financial sustainability.
6. Supports in principle the concept of establishing a Community Service Hub in Glen Innes to improve access to coordinated services for vulnerable and disadvantaged members of the community; and
7. Authorises the General Manager to engage with relevant local service providers, including Homes North, the Glen Innes & District Community Centre, and State and Federal Government agencies, to explore co-location opportunities and collaborative service delivery models; and
8. Requests the General Manager to investigate potential Council-owned or leased facilities suitable for such a co-location, including operational, financial, and community benefits and constraints; and
9. Advocates to relevant government departments and funding bodies for support to progress a Community Service Hub in Glen Innes, including identification of grant opportunities and partnership models; and
10. Receives a report outlining options, preliminary findings, and next steps for consideration at the August 2025 Ordinary Council Meeting.

### **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

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### PURPOSE

The purpose of this report is to list the documents and press releases that have been circulated to Councillors during April 2025.

### RECOMMENDATION

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

### Correspondence

- Australian Local Government Association,
- Council Magazine,
- Councillor updates from the General Manager,
- Local Government NSW – newsletters,
- Office of Local Government (OLG) – newsletter, and
- Rotary Inspirational Women's Awards 2025.

### Press Releases

- Member for Northern Tablelands, Mr Brendan Moylan MP,
- Member for New England, The Hon. Barnaby Joyce MP, and
- Country Mayors Association of NSW.

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

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

**REPORT FROM:        Corporate and Community Services**

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**PURPOSE**

The minutes listed as annexures have been received from Committees of Council for the information of Council.

**RECOMMENDATION**

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

**ATTACHMENTS**

Annexure A	Emmaville Mining Museum Committee - 20/02/25 <a href="#">⇒</a>
Annexure B	Glen Elgin Federation Sports Committee - 19/03/25 <a href="#">⇒</a>
Annexure C	Recreation and Open Spaces Committee - 26/02/25 <a href="#">⇒</a>
Annexure D	Saleyards Advisory Committee Extraordinary Meeting -12/03/25 <a href="#">⇒</a>

## **10 REPORTS FROM DELEGATES**

**REPORT TITLE: 10.1 REPORTS FROM DELEGATES**

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

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### **PURPOSE**

This report outlines recent meetings conducted by the Section 355 Community Committees and records Councillor attendance at these meetings.

### **RECOMMENDATION**

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

### **REPORT**

Council currently has the following number of Committees, Groups and Industry Structures on which it is represented:

- Councillor/Staff Committees of Council: 4,
- Community Committees of Council: 15,
- Delegates of Council: 1,
- County Councils: 1, and
- 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.

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.

During April 2025, the following meetings were held by Council Committees, Community Committees of Council, Regional Committees, and Non-Council Community Committees to which Councillors were appointed as delegates:

Date	Committee	Councillor Delegate	Attendance
7.4.25	Rural Fire Northern Tablelands District Liaison Committee	Cr M Davis* Cr Alt Cr Scott	Yes Yes Yes
15.4.25	Glen Innes Severn Library Committee	Cr M Davis	No
16.4.25	Community Services Interagency Committee	Cr C Sparks	Yes
16.4.25	Australian Standing Stones Management Board	Cr M Davis Cr T Arandale	Yes Unknown
17.4.25	Glen Innes District Community Centre Inc.	Cr C Sparks	Yes

\*The Mayor is not a delegate to this committee.

**KEY CONSIDERATIONS**

**Financial/Asset Management**

Nil.

**Policy**

Manual for Community Committees of Council.

**Risk**

Nil.

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

### **ATTACHMENTS**

There are no annexures to this report.

## **11 MATTERS OF AN URGENT NATURE**

## 12 CONFIDENTIAL MATTERS

### CLOSED COUNCIL

#### To consider Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

## **RECOMMENDATION**

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

<b><i>Item</i></b>	<b><i>Report</i></b>	<b><i>Reason</i></b>
<b><i>12.1</i></b>	<b><i>Proposal to Exercise Extension Clause – Domestic Kerbside Waste Management Contract</i></b>	<b><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></b>  <b><i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i></b>

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.***