

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
22 FEBRUARY 2024**

PUBLIC FORUMS

- 1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. The duration of public forums will be 15 minutes and they will commence at 8.45am on the day of a set Council meeting.
- 2 Public forums are to be chaired by the mayor or their nominee. Only the names of speakers, the organisation that they are representing and the topic that they are speaking on will be recorded in Council's Meeting minutes.
- 3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 12 noon on the Tuesday before the meeting and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4 A person may apply to speak on no more than two (2) items of business on the agenda of the council meeting.
- 5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 7 No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no less than one (1) day before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 12 Each speaker will be allowed a maximum of five (5) minutes to address the council. If there are more than three (3) speakers, the maximum time will be reduced to stay within the duration scheduled for the Public Forum. This time is to be strictly enforced by the chairperson.
- 13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to two (2) minutes.

- 16 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to three (3) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 19 When addressing the council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- a) The Mayor or Chair will be guided by Section 10A(2)(a) – (i) of the *Local Government Act 1993*, in not allowing members of the public during community consultation sessions to deal with or discuss or disclose any information with regards to the matters mentioned in this section and subsections of the Act.
 - b) The opinions expressed by community members are not reflective or representative of the views of Council and hence Council cannot be held responsible or liable for such views.

Note: Public forums should not be held as part of a Council meeting. Council meetings should be reserved for decision-making by the Council. Where a public forum is held as part of a Council meeting, it must be conducted in accordance with the other requirements of the Code of Meeting Practice relating to the conduct of Council meetings.

Local Government Act 1993

Section 10A(2) (a) – (i)

The matters and information are the following:

- (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) 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.



GLEN INNES SEVERN COUNCIL

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 February 2024 at 9:00 AM

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Bernard Smith
General Manager

Council

Meeting Date: 4th Thursday of the month commencing at 9.00am.

Matters determined by Ordinary meetings will include all those non-delegable functions identified in Section 377 of the Local Government Act as follows:

- *"the appointment of a general manager*
- *the making of a rate*
- *a determination under section 549 as to the levying of a rate*
- *the making of a charge*
- *the fixing of a fee*
- *the borrowing of money*
- *the voting of money for expenditure on its works, services or operations*
- *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)*
- *the acceptance of tenders which are required under this Act to be invited by the council*
- *the adoption of a management plan under section 406*
- *the adoption of a financial statement included in an annual financial report*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6*
- *the fixing of an amount or rate for the carrying out by the council of work on private land*
- *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work*
- *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#)*
- *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194*
- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons*
- *the making of an application, or the giving of a notice, to the Governor or Minister*
- *this power of delegation*
- *any function under this or any other Act that is expressly required to be exercised by resolution of the council."*

Other matters and functions determined by Ordinary Council Meetings will include:

- *Notices of Motion*
- *Notices of Motion of Rescission*
- *Council Elections, Polls, Constitutional Referendums and Public Hearings/Inquiries*
- *Ministerial Committees and Inquiries*
- *Mayor and Councillors Annual Fees*
- *Payment of Expenses and Provision of Facilities to Mayor and Councillors*
- *Local Government Remuneration Tribunal*
- *Local Government Boundaries*
- *NSW Ombudsman*
- *Administrative Decisions Tribunal*
- *Delegation of Functions by the Minister*
- *Delegation of Functions to General Manager and Committees*
- *Organisation Structure*
- *Code of Conduct*
- *Code of Meeting Practice*
- *Honesty and Disclosure of Interests*
- *Access to Information*
- *Protection of Privacy*
- *Enforcement Functions (statutory breaches/prosecutions/recovery of rates)*
- *Dispute Resolution*
- *Council Land and Property Development*
- *Annual Financial Reports, Auditors Reports, Annual Reports and Statement of the Environment Reports*
- *Performance of the General Manager*
- *Equal Employment Opportunity*
- *Powers of Entry*
- *Liability and Insurance*
- *Membership of Organisations*
- *Any matter or function not within the delegable function of Committees*
- *Matters referred from Committees for determination*

Membership: Full Council - 7 Councillors.

Quorum: 4 members

Chairperson: The Mayor

Deputy Chairperson: The Deputy Mayor

The Mayor will read the following statement:

“This Council Meeting is being streamed live, recorded and published in accordance with Council’s Live Streaming of Council Meetings Policy. No other persons are permitted to record the Meeting, unless specifically authorised by Council to do so.

To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published.

Anyone who is invited to speak during the meeting will be recorded and their voice, image and comments will form part of the live stream and recording.

All speakers are requested to ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms.

The Chair and/or the General Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

Thank you.”

The Mayor will read the following statement of ethical obligations:

“Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the Glen Innes Severn Local Government Area and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.”

1 ACKNOWLEDGEMENT OF COUNTRY

“I acknowledge the Ngarabul people as the traditional custodians of this land and pay my respect to the Elders past, present and emerging. I also extend that respect to Aboriginal and Torres Strait Islander people here today.”

2 OPENING WITH PRAYER

3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4 MINUTES OF PREVIOUS ORDINARY MEETING - 21 DECEMBER 2023 AND EXTRAORDINARY MEETING - 25 JANUARY 2024 TO BE CONFIRMED

5 DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY AND NON-PECUNIARY INTERESTS

6 MAYORAL MINUTE(S)

REPORT TITLE: 6.1 COST SHIFTING

ECM INDEXES:

Subject Index: **GOVERNANCE: Mayoral Minutes**

Customer Index: **Local Government NSW**

Property Index: **NIL**

AUTHOR: Rob Banham - Councillor

MOTION

THAT:

- 1. Council receives and notes the findings of the LGNSW Cost Shifting report for the 2021/2022 financial year; and*
- 2. A copy of the cost shifting report be placed on Council's website so that our communities can access it; and*
- 3. Council writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently seek to address these costs through a combination of regulatory reform, budgetary provision and appropriate funding.*

I, Councillor Rob Banham, give notice that at the next Ordinary Meeting of Council to be held on 22 February 2024, I intend to move the abovementioned motion.

RATIONALE

The pressure on councils to continue to provide services of appropriate standard to our communities is now extraordinary.

The unrelenting growth of cost shifting to councils, coupled with rate pegging, is increasingly eroding any possibility of financially sustainable local government and risking the capacity of councils to deliver tailored, grassroots services to their communities and properly deliver and maintain vital local infrastructure.

Alarmingly, the latest research commissioned by Local Government NSW (LGNSW) shows that the increase in cost shifting has been accelerated by various NSW Government policies.

As shown in the latest cost shifting report produced by independent consultants Morrison Low on behalf of LGNSW for the 2021/2022 financial year (www.lgnsw.org.au/costshifting), an amount of \$1.36 billion of expense has been passed on to councils to fund. This is an increase of \$540 million since the last report from the 2017/2018 financial year and represents lost services, lost opportunity and lost amenity for all our residents and businesses.

On average, this represents an additional cost of \$460.67 for every ratepayer across the state.

With councils having to fund this ongoing subsidy for the State Government each and every year it means our communities get less or go without. They go without better roads, they go without better parks, they go without important community services that only councils provide, and they and their ratepayers are effectively paying hidden taxes to other levels of government.

Our communities deserve better and this must stop. Prior to the most recent state election the then Minns Opposition wrote to LGNSW acknowledging that cost shifting had undermined the financial sustainability of the local government sector.

Now in 2024, it is important to councils and communities that the NSW Government urgently seek to address cost shifting through a combination of regulatory reform, budgetary provision and appropriate funding.

As a result, I move the following:

1. That Council receives and notes the findings of the LGNSW Cost Shifting report for the 2021/2022 financial year; and
2. That a copy be placed on Council's website so that our communities can access it; and
3. That Council writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently seek to address cost shifting through a combination of regulatory reform, budgetary provision and appropriate funding.

I commend this Mayoral Minute to Council.

Cr Rob Banham

Councillor

Date: 2 February 2024

ATTACHMENTS

Annexure A Cost Shifting 2023: How State Costs Eat Council Rates - Report Summary and Highlights⇒

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

ECM INDEXES:

Subject Index: GOVERNANCE: Ordinary Meetings of Council

Customer Index: NIL

Property Index: NIL

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

PURPOSE

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

RECOMMENDATION

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

REPORT

(a) Background

Resolutions of Council are resolved at each Ordinary and Extraordinary Council Meeting. It is important that all Council Resolutions are then followed up by staff in a timely and professional manner. The Outstanding Actions Report which is attached to this report (Annexure A) provides a framework to monitor and manage all the Outstanding Council Resolutions.

(b) Discussion

There are nine Council Resolutions currently outstanding at Wednesday, 14 February 2024.

There were seven Council Resolutions outstanding in the report that went to the Thursday, 22 December 2023 Ordinary Council Meeting.

A further seven actions were assigned after the 22 December 2023 Ordinary Council Meeting.

Therefore, 15 outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $7 + 7 = 14 - 9 = 5$).

The nine outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	Dec 2023)
2021	0	(0	Dec 2023)
2022	3	(3	Dec 2023)
2023	5	(3	Dec 2023)
TOTAL	<u>9</u>	(7	Dec 2023)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	1	(0	Dec 2023)
Corporate and Community Services	0	(0	Dec 2023)
Place and Growth	1	(2	Dec 2023)
Infrastructure Services	7	(5	Dec 2023)
TOTAL	<u>9</u>	(7	Dec 2023)

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

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

Annexure A provides the most recent comments, from the responsible officers, as at Wednesday, 14 February 2024.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Council strives for exceptional or best practice governance. One of the ways that Council achieves this is by ensuring that Council resolutions are actioned in a timely, accurate and professional manner.

(c) Legislative/Statutory

*The Local Government Act 1993
335 Functions of a General Manager
The general manager of a council has the following functions
b) to implement, without undue delay, lawful decisions of the council*

(d) 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.

(e) Social

An up-to-date Resolution Tracking Report provides confidence to Councillors and the community that Council Resolutions are being followed up in a timely, accurate and professional manner.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Various responsible officers.

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

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.1.1: 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 14.2.24 [⇒](#)

REPORT TITLE: 7.2 ALGA NATIONAL GENERAL ASSEMBLY 2024

ECM INDEXES:

Subject Index: **GOVERNANCE: Conferences**

Customer Index: **Australian Local Government Association (ALGA)**

Property Index: **NIL**

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

PURPOSE

The purpose of this report is to seek approval for the Mayor, Deputy Mayor and the General Manager to attend the 30th **National General Assembly of Local Government (NGA)**, which is being held in Canberra from Tuesday, 2 July 2024 until Thursday, 4 July 2024, and for Council to consider if it wishes to submit any motions for consideration at the assembly.

RECOMMENDATION

THAT Council:

- 1. Authorises for the Mayor, the Deputy Mayor and the General Manager to attend the National General Assembly of Local Government, which is being held in Canberra from Tuesday, 2 July 2024 until Thursday, 4 July 2024.***
- 2. Considers whether it would like to submit any motions to the 2024 National General Assembly in accordance with the requirements listed in Annexure A of this report.***

REPORT

(a) Background

The NGA of Local Government is an opportunity for individual councils to identify matters of national relevance to the sector and to submit motions to seek support at the NGA for those matters to be considered by the **Australian Local Government Association (ALGA)** as national policy, for its advocacy role or for more immediate action by ALGA on behalf of the sector.

It is the peak Local Government event bringing together Mayors, Councillors and Senior Officers from Councils across Australia to develop Local Government policy ideas, meet with key Federal politicians, and to hear from experts on key issues affecting Local Government in Australia.

(b) Discussion

The NGA provides a platform for Local Government to address national issues and lobby the Federal Government on critical issues facing our sector. The theme for the 2024 NGA is “*Building Community Trust*”. The theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens.

Invitations are usually extended to the Prime Minister, the Leader of the Opposition, and relevant Ministers to address the NGA to give attendees the opportunity to hear directly from them, and it is expected for high level politicians to be attending again this year.

It is usual for a number of important policy motions to be debated at the NGA and it is preferable that every Council is represented in these debates to actively contribute to the dialogue. A key purpose of the NGA is to bring local government together to adopt a position on key policy areas which in turn enables the peak body to lobby the Federal Government with the known backing of local government nationally.

The ALGA Board is calling for motions under the theme of “*Building Community Trust*”.

A discussion paper has been developed to assist councils to identify motions that address the theme of the NGA (**Annexure A**).

Motions for this year’s NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government’s objectives.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of your state or territory local government association.

5. Be submitted by a Council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

“This National General Assembly calls on the Australian Government to ...”

The deadline for councils to submit motions to the 2024 NGA has been extended until Tuesday, 30 April 2024.

(c) Options

Option 1

THAT Council:

- Authorises for the Mayor, the Deputy Mayor and the General Manager to attend the National General Assembly of Local Government, which is being held in Canberra from Tuesday, 2 July 2024 until Thursday, 4 July 2024.
- Considers whether it would like to submit any motions to the 2024 National General Assembly in accordance with the requirements listed in Annexure A of this report.

THIS IS THE RECOMMENDED OPTION.

Option 2

Council may prefer to send an alternate Councillor in lieu of the Mayor or Deputy Mayor.

Option 3

Council may prefer not to send any delegates to the Conference.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The costs for a representative to attend the NGA include the registration fees for the NGA and the Regional Development Forum (approximately \$1,200 per person) as well as meals, accommodation and travel expenses (approximately \$2,300 per person).

There is sufficient funding available in the 2023/24 Operational Plan and Budget for the Mayor, Deputy Mayor and General Manager to attend this conference.

(b) Governance/Policy

The payment of expenses for Councillors to attend the Conference will be in accordance with Council's "Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy", and the payment of expenses for the General Manager will be in accordance with Council's Human Resources Policy Statement Register.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report has no relevance to the Integrated Planning and Reporting Framework, however, some of the policy matters discussed at the Conference may influence Council's future strategic planning.

CONCLUSION

It is recommended that Council authorises for the Mayor, the Deputy Mayor, and the General Manager to attend the 30th NGA being held in Canberra from Tuesday, 2 July until Thursday, 4 July 2024 and that Council considers whether it would like to submit any motions in accordance with the criteria listed in the body of this report.

ATTACHMENTS

Annexure A 2024 NGA Motions Discussion Paper [⇒](#)

REPORT TITLE: 7.3 FINANCIAL SUSTAINABILITY REVIEW

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Planning**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Fiona Plesman - Director of Corporate and Community Services

PURPOSE

The purpose of this report is to notify Council of the decision to conduct an external review of Glen Innes Severn Council's long term financial sustainability to inform the development of a new Long Term Financial Plan 2024-2034.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

In 2013 TCorp reviewed Council's financial sustainability (as part of the Fit for the Future program). TCorp's Financial Sustainability Rating for Council was Moderate with "an adequate capacity to meet financial commitments in the short or medium term and an acceptable capacity in the long term". In 2013 TCorp found that Council's financial outlook was rated as neutral which meant that Council could expect to maintain a moderate FSR into the future.

Council has not undertaken an independent financial sustainability review since 2013. Local Government in NSW has experienced significant changes in the past decade.

(b) Discussion

A **Financial Sustainability Review (FSR)** will provide Council with an independent, comprehensive analysis of Council's long-term financial position. It will recommend options to improve Council's long-term financial sustainability and address potentially negative financial trends.

A FSR will provide a better understanding of Council's current financial performance and forecast Council's capacity to maintain fiscal capital (access to cash) and existing infrastructure and assets.

Council does not currently have a complying **Long Term Financial Plan (LTFP)** which will need to be developed as part of its review of the current Delivery Program and Resourcing Strategy. The best way to inform development of a robust LTFP is having access to a current FSR.

As Council's Financial Services function is currently challenged with the implementation of a new financial system it does not have capacity to undertake a FSR or the experience to develop a LTFP.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

\$30k is allocated to the FSR and LTFP development.

(b) Governance/Policy

A comprehensive LTFP with alternative financial scenarios that plans for financial sustainability is required under the **Local Government Act 1993 (LG Act)** and as part of the Integrated Planning and Reporting requirements.

(c) Legislative/Statutory

A comprehensive LTFP is required under the LG Act.

(d) Risk

Council is at risk without a comprehensive LTFP.

(e) Social

There are negative social implications if Council is not financially responsible and sustainable.

(f) Environmental

There are negative environmental implications if Council is not financially responsible and sustainable.

(g) Economic

There are negative economic implications if Council is not financially responsible and sustainable.

(h) Asset Management

There are negative implications to asset management if Council is not financially responsible and sustainable.

CONSULTATION

(a) External

Not applicable.

(b) Internal

Chief Financial Officer.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.3.6: Implement the Long Term Financial Plan.

CONCLUSION

There has been discussion with both Council and the Audit Risk and Improvement Committee (ARIC) recently regarding the need to update the LTFP, something which has been significantly hampered by matters associated with the implementation of the new finance system, however significant progress is now being made on this front.

Further to this there have been significant changes to Council's asset base in the last 2-3 years associated with the large amount of grant funding received for both existing and new infrastructure as well as an escalation in asset valuations.

This, combined with the requirement to review the Delivery Program and Resourcing Strategy post-election and the passage of time since the last comprehensive review all leads to the timeliness of commencing a FSR.

Given the legislative requirement for a LTFP and a review of the Delivery Program and Resourcing Strategy as well as the fact that such a review is good practice. Preliminary work has commenced on the project.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.4 QUARTERLY BUDGET REVIEW - DECEMBER 2023

ECM INDEXES:

Subject Index: FINANCIAL MANAGEMENT: Budgeting

Customer Index: NIL

Property Index: NIL

AUTHOR: Shageer Mohammed - Chief Financial Officer

**APPROVER/S: Fiona Plesman - Director of Corporate and Community Services
Bernard Smith - General Manager**

PURPOSE

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

RECOMMENDATION

That Council notes and adopts the December 2023 Quarterly Budget Review.

REPORT

(a) Background

Section 203 of the **Local Government (General) Regulation 2021 (the Regulation)** states that:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*

- (2) *A budget review statement must include or be accompanied by:*
- (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
 - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

The Code referred to above is the **Code of Accounting Practice and Financial Reporting (the Code)**. While earlier versions of the Code had an appendix that listed minimum requirements, these were removed a few years ago as they are of no relevance to the Financial Statements (which is the main purpose of the Code).

In the absence of any instructions in the Code, the QBRS publication issued in 2010 by the then Division of Local Government, NSW Department of Premier and Cabinet, details the minimum requirements and these requirements have been met in the preparation of the QBRS.

The quarterly review should act as a barometer of Council's financial health during the year, and it is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan and Budget.

(b) Discussion

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

The September Quarterly Budget Review led to a change from original budget of \$36K, resulting in a projected Net Operating Deficit of \$2.543M (excluding capital grants and contributions of \$11M).

The December Quarterly Budget Review led to a change from original budget of \$113K, resulting in a projected Net Operating Deficit of \$2.656M (excluding capital grants and contributions of \$11M). The December 2023 Quarterly Budget Review indicates that Council is in a steady position in respect of actual net expenditure when compared to budgeted net expenditure.

The December 2023 Quarterly Budget Review does indicate that the Council spend of operational expenses is less than anticipated when compared to the projected total operating expenses, which is the result of not yet processing depreciation charges of \$4.5M (for the period of 01 July 2023 to 31 December 2023) and noting that the income for capital and operational grants have not been reconciled and recognised. Taking this into account, the trajectory of expenses reported as at 31 December 2023 is aligned with all other expected costs.

The annual budgeted depreciation of \$9.010M was based on asset valuations as at 30 June 2022. Asset valuations for the financial year 2023/24 have now been completed, highlighting a significant uplift in asset values, which will be finalised as part of the 2023/24 financial statements. The increase in asset values affects assumptions made for depreciation and will impact on the actual final depreciation for 2023/24. The exact impact is unknown at this stage but is expected to be significant.

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

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

Total Continuing Operating Revenue

The Benchmark for this ratio is 0% or greater. Council originally budgeted for a negative Operating Ratio (deficit) excluding Capital income of **-7.4%**. The Operating Performance Ratio is expected to be negative because of the current proposed variations and will shift to **-7.5%**.

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

- 1.23% in 2021/2022;
- **-4.81%** in 2020/2021;
- **-1.94%** in 2019/2020;
- 0.72% in 2018/2019;
- 7.75% in 2017/2018; and
- 12.84% in 2016/2017.

The major adjustments recommended for the December 2023 quarterly review are as follows, noting that minor items affecting total increases have not been shown separately.

- 1) **Administration and HR** – total increase of **\$50K**
 - a. \$50K increase due to the use of recruitment agencies for senior roles.
- 2) **Finance** – total increase of **\$48K**
 - a. An increase of \$48K due to the engagement of two consultants in relation to the finalisation of the 2022-23 financial statements.

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

Cash and Investment Review

The cash and investment review provides an estimate of the current internal and external restrictions on Council's invested funds. These are not fully determined until the end of the financial year and the completion of the preparation of the financial statements for that financial year. The report also includes a reconciliation of Council's cash and investments on hand as at 31 December 2023.

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

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

Further, a declaration as to the preparation of bank reconciliations is also required. Bank reconciliations occur daily with a full reconciliation performed monthly. The full reconciliation for the December 2023 quarter occurred on Friday, 05 January 2024.

Capital Budget Review

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

This review proposes an increase in the Capital Expenditure Budget of \$2.990M.

The major capital adjustment recommended for the December 2023 quarterly review are as follows, noting that minor items affecting total increases have not been shown separately.

- **Regional Emergency Road Repair Fund** – total increase of **\$2.942M**, budget adjusted to match grant funding income received for this program in December 2023.

Details of all other capital project adjustments are included in Annexure A.

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.

There were no new contracts entered into Council's contract register for the period of October 2023 to December 2023.

Consultancy and Legal Expenses

The current expenditure to 31 December 2023 on qualifying consultancies and legal fees is identified in the QBRS. This expenditure is budgeted for and, given the size and nature of Council's operations, is considered reasonable.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED**(a) Financial**

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

The original estimated Operating Deficit for the 2023/2024 Financial Year was \$2.580M excluding Capital Grants and Contributions. After quarterly budget review adjustments, the estimated Operating Deficit for the 2023/2024 Financial Year is \$2.656M.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

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

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

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Investment in Capital Works assists in the stimulation of the local economy. Additional Capital expenditure has been incorporated into this review and funds required are appropriately provided for the capital works.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

The proposed changes outlined in this December 2023 Quarterly Budget Review will lead to an increase to the bottom line, resulting in a projected Net Operating deficit of \$2.656M before capital items.

As a result of the new finance system implementation, the 2022-23 financial year not being finalised, the grants and capital income & expenses and depreciation is not reflected in the actuals. The projected Net Operating deficit of \$2.656M might differ considerably against the actual result as at 30 June 2024.

ATTACHMENTS

Annexure A QBRS Quarter 2 - December 2023 [⇒](#)

**REPORT TITLE: 7.5 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 JANUARY 24**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Ala'a Radaideh - Finance Consultant

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

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

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

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

The capital works in progress balance of \$13.7M carried forward from financial year 2021/2022 is yet to be assigned to projects that were created in the new financial system. The total reported in the capital spend as of 30 November 2023 will need to be reconciled and verified, with the prior year spend currently reported as carry overs from previous reports. Any difference is currently unknown and will be reported once a full reconciliation of the opening balances brought forward is completed.

New Finance System Implementation

Significant works are currently underway with ReadyTech to resolve all known critical system issues that are preventing the finalisation of the 2022-23 financial statements. System upgrades and fixes were deployed on Thursday, 8 February and will be reviewed with the Director of Corporate and Community Services, the Chief Financial Officer and the Management Accountant to assess the implications of the fix and the need to be audit ready. An audit planning meeting will be held with Forsyths (external auditors) to plan for and agree on a timeline to have the draft financial statements ready within the agreed timelines.

Rates instalments notices are being sent as per the required timelines. The water billing has been completed for financial year 2022-23 and action plans have been implemented to return to the normal quarterly water bills.

Fixing Local Roads Round 2 – New Bitumen Seals

Ten Mile Road and Tent Hill Road have been bitumen sealed, which completes the \$3M Fixing Local Roads Round 2 program.



Image 1: Bitumen sealing Tent Hill Road

Fixing Local Roads - Regional and Local Roads Repair Program (RLRRP)

Council is continuing gravel re-sheeting and heavy patching under the RLRRP grant, with the rehabilitation of failed pavement on Services Lane completed in January.



Image 2: Services Lane works

Mt Mitchell Road, Mann River Bridge

Council has demolished the old timber bridge structure at the Mann River and has commenced foundation works for the new \$1.4M concrete bridge.



Image 3: Mt Mitchell Road, Mann River bridge

Construction of Centennial Parklands amenities facilities and outdoor area

Council has engaged Public Works Advisory to project manage the delivery of this project.

An extraordinary confidential Council meeting was held on 25 January 2024 to resolve the award of tender for the construction phase of the project. In summary, Council resolved to decline all tenders (as all tenders received were over the allocated budget) and enter into direct negotiations with the preferred tenderer being Shay Brennan Constructions.

Council also resolved to increase the project budget by \$100,000 to allow for project contingencies.



Image 3: Render of the Centennial Parklands project



Image 4: Render of the Centennial Parklands Project

Glen Innes Outdoor Multi-Purpose Courts (GIOMC)

The Glen Innes Outdoor Multi-Purpose Courts are now fully complete and are open for use by the community.

The project has been delivered within budget and grant funding timeframes.

Glen Innes Skate Park Redevelopment

The Glen Innes Skate Park redevelopment works is now complete with the only item remaining is shelter and seating to be installed.

The project has been delivered within budget and grant funding timeframes.



Image 5: Redeveloped Glen Innes Skate Park

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED**(a) Financial**

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

Project Type	Projects Count	Budget	Total Spent	Expenditures %
Aerodome	3	3,303,178.00	96,894.67	2.93%
Bridge	8	6,667,000.00	3,742,736.06	56.14%
Building	2	753,000.00	22,500.00	2.99%
Community Halls	1	131,651.00	105,326.40	80.00%
Drainage	3	2,002,546.00	1,811,980.38	90.48%
Ecnomic Development	4	413,446.00	215,545.38	52.13%
Flood Recovery & Natural Disasters	5	5,943,419.00	238,843.85	4.02%
IT	1	65,000.00	50,000.00	76.92%
Library	1	38,000.00	20,000.00	52.63%
Life Choices	6	187,153.00	31,936.46	17.06%
Open Office	1	785,825.00	497,056.39	63.25%
Open Spaces & Recreational	17	6,022,301.00	3,388,966.28	56.27%
Plant	28	3,446,742.00	2,243,162.44	65.08%
Quarry	3	724,225.00	19,518.64	2.70%
Roads	34	24,600,012.00	10,181,898.68	41.39%
Sewer	3	641,749.00	494,249.77	77.02%
Waste	3	629,065.00	404,832.85	64.35%
Water	8	2,444,486.00	1,431,703.41	58.57%
Grand Total	131	58,798,798.00	24,997,151.66	42.51%

(b) Governance/Policy

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

(c) Legislative/Statutory

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

(d) 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.

(e) Social

Asset maintenance and renewal work is performed to manage public hazards and asset performance. Where feasible, maintenance and renewal activities are scheduled to minimise social impacts.

(f) Environmental

Capital works are designed, and operational staff members have received training, to assess and minimise the environmental impact of work activities.

(g) Economic

Nil.

(h) Asset Management

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

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

ATTACHMENTS

Annexure A Capital Projects Details [↗](#)

REPORT TITLE: 7.6 INVESTMENT REPORT - JANUARY 2024

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Investments**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Callum Whitburn - Financial Accountant

PURPOSE

The purpose of this report is to provide Council with a reconciliation of financial investments as at the end of the reporting month.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report is required to be prepared monthly and presented to the next available Ordinary Council Meeting in accordance with Section 212 of the **Local Government (General) Regulation 2021 (the Regulation)**.

(b) Discussion


Council has \$20.2M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

Council selects banks based on rating, return and term of investment. It is expected that future investments will continue to target returns while aiming to select institutions with a high **Standard and Poor's (S&P)** rating. This is done by rolling investments between banks that meet Council's criteria and cash requirements.

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

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

The Bank Reconciliation Statement shown below details what Council held in its bank account as at the end of the reporting month. This considers unrepresented cheques, unrepresented deposits and unrepresented debits compared to what is stated in the General Ledger:

Bank Reconciliation Statement	
Balance as per General Ledger :	
General Fund	\$5,735,927.18
Water Fund	-\$107,090.70
Sewer Fund	-\$1,637,450.98
Glen Innes Aggregates	\$2,052,193.41
355 Committees	\$24,150.92
Ledger Balance as at 31 January 2024	\$6,067,729.83
Balance as per Bank :	
Opening Balance 1 January 2024	\$3,536,444.29
January Movements	\$2,068,586.01
Closing Balance 31 January 2024	\$5,605,030.30
less : Unrepresented Receipts & Payments	-\$533,793.45
less : Timing Differences	\$21,439.07
Total:	\$6,117,384.68
Variance	\$49,654.85
	
Responsible Accounting Officer	
5 February 2024	

The unrepresented receipts and payments of \$534K and the overall reconciliation variance of \$50K are being investigated and will need to be resolved as part of the bank reconciliation process. This will be completed in consultation with the Readytech's support team due to possible system issues that are causing variance. A system issue has opened previously closed sessions of the bank reconciliation; hence the unrepresented receipts and payments amount being high, at \$534K.

The variance highlights the need to ensure that all differences between the general ledger and the bank statement balance are accounted for.

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

SUMMARY OF INVESTMENTS

Rating (S&P)	Maturity	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	06/02/2024	4.82%	Westpac	Yes	1,000,000	44,502
A2/BBB	14/02/2024	4.80%	AMP	Yes	700,000	30,378
A2/BBB	08/03/2024	5.10%	Beyond	No	1,000,000	25,011
A2/BBB+	15/03/2024	5.00%	IMB	No	1,100,000	27,425
A1/A+	04/04/2024	4.55%	Macquarie	Yes	900,000	40,950
A2/BBB+	22/05/2024	5.20%	BOQ	Yes	1,000,000	34,192
A1/A	23/05/2024	4.92%	ING	Yes	1,000,000	49,335
A1+/AA-	21/06/2024	5.50%	NAB	Yes	1,000,000	54,849
A1/A+	24/06/2024	4.38%	Macquarie	Yes	1,000,000	87,720
A1/A	22/07/2024	5.20%	ING	Yes	700,000	33,308
A2/BBB	25/07/2024	5.55%	Heritage	No	1,100,000	61,050
A1+/AA-	08/08/2024	5.15%	NAB	Yes	1,000,000	51,500
A1+/AA-	14/08/2024	5.17%	CBA	Yes	1,000,000	51,700
A1+/AA-	06/09/2024	5.15%	NAB	Yes	700,000	35,951
A1+/AA-	10/09/2024	4.99%	CBA	Yes	1,000,000	49,900
A1/A	16/10/2024	5.14%	ING	Yes	1,000,000	42,387
A1+/AA-	06/11/2024	5.15%	NAB	Yes	1,000,000	46,562
A1+/AA-	21/11/2024	5.10%	NAB	Yes	1,000,000	42,058
A1+/AA-	11/12/2024	5.27%	Westpac **	Yes	1,000,000	52,844
A1+/AA-	12/12/2024	5.25%	Westpac **	Yes	1,000,000	52,644
A1+/AA-	03/01/2025	5.05%	NAB	Yes	1,000,000	50,500
Expected Return FY24		5.07%	Total Investments		20,200,000	964,767
Avg. Headline Rate Return		5.07%	Cash on Hand		5,605,030	
Total Cash and Investments					25,805,030	

** green deposit

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

Interest received for the year to 31 Jan 2024	\$785,682.60
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The table below details the monthly movements of investments for the reporting month:

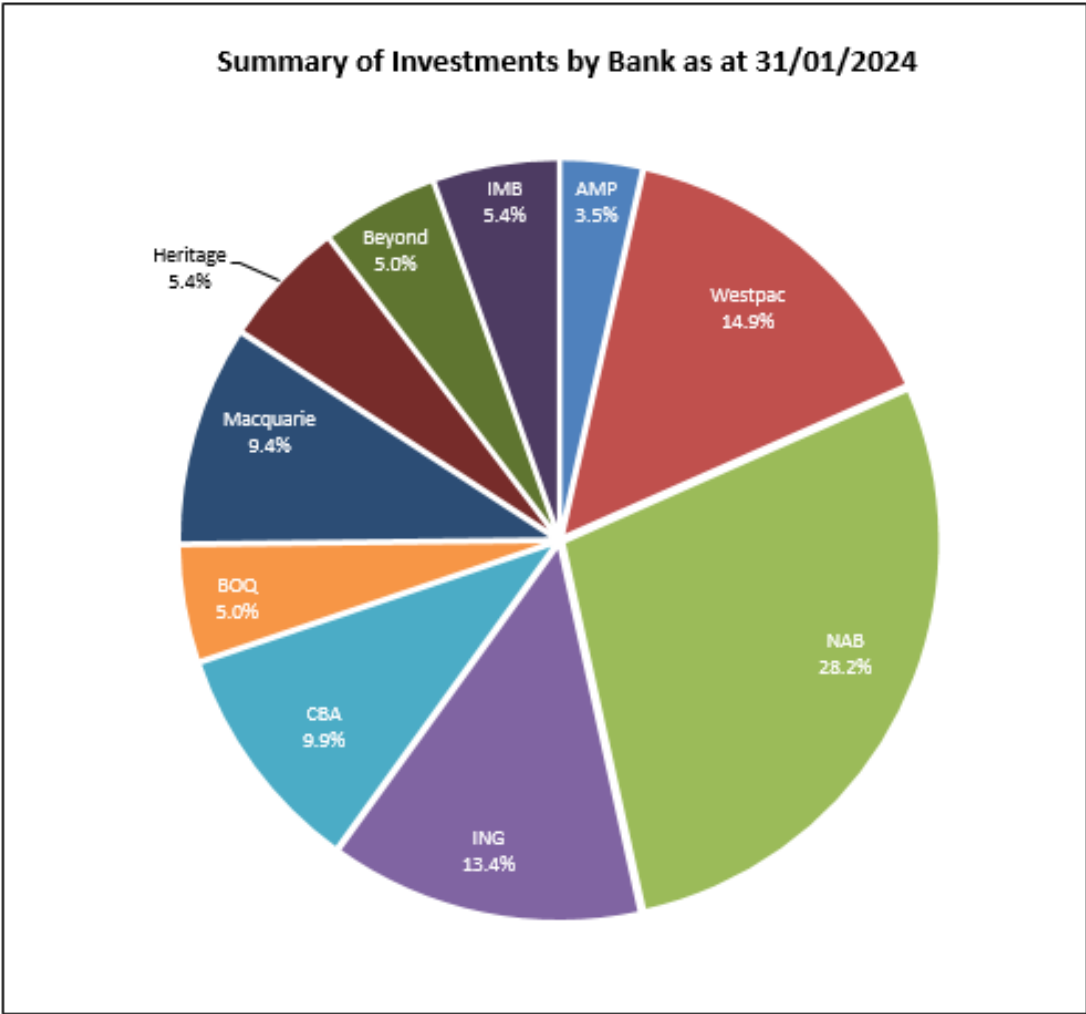
Investment Movements	
Opening Balance as at 1 January 2024	22,100,000
Less :	
Maturities (2)	3,900,000
Subtotal	18,200,000
Plus :	
Rollovers (2)	2,000,000
New Investments (0)	-
Current Balance as at 31 January 2024	20,200,000

During the reporting month two term deposits matured: \$1M with NAB which was reinvested with NAB, and \$2.9M with Westpac of which \$1.0M was reinvested due to the cash on hand balance dropping below our comfort level.

A summary of maturities is set out below:

Period	No. of Term Deposits Maturing	Value
Feb-24	2	1,700,000
Mar-24	2	2,100,000
Apr-24	1	900,000
May-24	2	2,000,000
Jun-24	2	2,000,000
Jul-24	2	1,800,000
Aug-24	2	2,000,000
Sep-24	2	1,700,000
Oct-24	1	1,000,000
Nov-24	2	2,000,000
Dec-24	2	2,000,000
Jan-25	1	1,000,000
Feb-25	0	0
Mar-25	0	0
Total	21	\$20,200,000

The graph below shows the summary of investments by bank:



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

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)**.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED**(a) Financial**

The actual average return on Council investments for the 2022/2023 Financial Year was 4.40%. The current actual average return for the 2023/2024 Financial Year is 5.07%. This is an increase on the actual average return of 0.67%, which reflects the current upward but stabilising trend in interest rates.

Interest rates are stabilising after a year and a half of trending upwards, and it is expected that the actual average return will now stabilise. The Bloomberg Ausbond Bank Bill Index one-year return rate for the reporting month is 3.97%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 January	22,100,000	18,700,000
Closing Balance 31 January	20,200,000	18,000,000

(b) Governance/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).

During January 2024, \$1.9M was allowed to mature without reinvestment, meaning two \$1.1M term deposits with Heritage & IMB took up a greater overall percentage of investments than they would have if the \$1.9M had been reinvested. This is a temporary situation until reinvestment can take place in the coming weeks.

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	0.00%	-	100%	20,200,000
Yes	AA	52.97%	10,700,000	100%	9,500,000
Yes	A	22.77%	4,600,000	45%	4,490,000
Yes	BBB	24.26%	4,900,000	25%	150,000
Yes	Government	0.00%	-	100%	20,200,000
		100.00%	20,200,000		

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

(c) Legislative/Statutory

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.*

(d) 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	20,200,000	100%
Total			20,200,000	100%

The Policy defines the principal objective of the investment portfolio as the preservation of capital. There is a risk that the investment portfolio does not perform on par with or greater than the **Consumer Price Index (CPI)**. It is possible therefore that Council does not meet the principal objective of the Policy. In addition, consideration must be given to the potential that the investment restrictions provided in the Policy (both legislatively and by Council) may increase this risk.

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

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

(e) Social

Council funds are used to provide services and infrastructure to the community and, as a result, well managed funds maximise the level of financial resources available to support the community.

(f) Environmental

Nil.

(g) Economic

Sound economic management includes maximising Council's return on financial investments.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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.

(b) Internal

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

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

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

CONCLUSION

Funds have been restricted to ensure all areas of Council continue to operate in accordance with both the annual Operational Plan and Budget and the Long-Term Financial Plan. Further, all investments continue to be made in accordance with the requirements of the Act, the Regulation, and the Policy.

ATTACHMENTS

There are no annexures to this report.

**REPORT TITLE: 7.7 QUARTERLY BORROWINGS REPORT AS AT 31
DECEMBER 2023**

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Loans**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Callum Whitburn

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

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

General Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP "Wattle Vale" & RFS Loan	3.95%	12/12/2016	8/12/2036	\$ 1,505,822.05
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$ 1,478,380.19
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 71,844.77
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 535,500.00
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 146,784.38
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 587,137.49
16	Glen Innes & Emmaville Swim Centre	4.70%	6/03/2015	28/02/2035	\$ 1,010,176.98
Total General Fund Liability					\$ 5,335,645.86

Water Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
11-02	Land Acquisition: Future Storage	7.69%	28/07/2011	28/07/2036	\$ 1,433,100.00
Total Water Supply Fund Liability					\$ 1,433,100.00

Sewer Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
10	Sewer Augmentation Loan	6.51%	9/05/2006	11/05/2026	\$ 561,006.54
Total Sewer Fund Liability					\$ 561,006.54

TOTAL LOANS LIABILITY					\$ 7,329,752.40
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*On each of the two (2) **Local Infrastructure Renewal Scheme (LIRS)** loans, Council pays the interest rates above; Council is then reimbursed three percent every six months of interest paid on each loan under the LIRS scheme.

Certification

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

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council has Loan Liabilities totalling \$7,329,752.40 as at the end of the reporting quarter.

(b) Governance/Policy

As Council is responsible for the prudent management of community resources, it is important it adheres to the Capital Expenditure Guidelines, prepared by the Office of Local Government.

(c) Legislative/Statutory

All Borrowings continue to be made in accordance with the requirements of the Act.

The Act, Chapter 15, Part 12, states the following:

Section 621 – When and for what may a Council borrow?

A Council may borrow at any time for any purpose allowed under this Act.

Section 622 – What form may a Council borrowing take?

A council may borrow by way of overdraft or loan or by any other means approved by the Minister.

Section 624 – Are there any restrictions on a Council borrowing?

The Minister, may from time to time, impose limitations or restrictions on borrowings by a particular Council or Councils generally despite the other provisions of this Part.

Other legislation and guidelines relevant to Council borrowing:

- The Regulation (Section 229 and Section 230); and
- Minister of Local Government Borrowing Order pursuant to section 624 of the Act (Appendix A11, Code of Accounting Practice) Local Government Circulars and Directives.

(d) Risk

Council is reminded that, under section 8A of the Act, it should consider the long term and cumulative effects of its decisions on future generations.

Accordingly, Council must exercise reasonable care and diligence that a prudent person would exercise when borrowing funds. The borrowing of money is not a function that Council can delegate.

It is expected that Councillors would have a full understanding of the terms and conditions of borrowing arrangements before entering any contract. Council is required to abide by the contractual requirements of the loan providers.

(e) Social

Council funds are used to provide services and infrastructure to the community and, as a result, well managed funds maximise the level of financial resources available to support the community.

(f) Environmental

Nil.

(g) Economic

Sound economic management includes maximising Council's available funds by taking out loans to spread the cost of the Capital Works across the period in which the project will be available for the community's use.

This is called "Intergenerational Equity". Each generation pays for the service or project when borrowings are used to fund the project.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.8 REVISED CCTV POLICY AND CODE OF PRACTICE

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT - Policy**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Dennis McIntyre - Manager of Governance, Risk and Corporate Planning

PURPOSE

The purpose of this report is to present the Council with the revised CCTV Policy and CCTV Program Code of Practice, which have been combined as the draft CCTV Code of Practice (***Annexure A***), for its review and adoption.

RECOMMENDATION

That Council adopts the revised CCTV Code of Practice.

REPORT

(a) Background

The **Closed Circuit Television (CCTV)** Policy was last adopted by Council on 24 August 2017 and was due for review in August 2022.

The CCTV Program Code of Practice does not have any document control, so it is unclear who authorised the document and when it was created or last reviewed.

(b) Discussion

After reviewing the documents and the NSW Government *policy statement and guidelines for the establishment and implementation of closed circuit television (CCTV) in public places* (the Guidelines), it was decided that a single document at Council would suffice. The revised document is called the CCTV Code of Practice (policy) which includes the policy and the requirements from the Guidelines.

The revised policy includes elements of the code of practice and aligns with the Guidelines. It removes any repetitious material contained in both documents and details the key principles Council will abide by to ensure that CCTV is used ethically and lawfully.

In essence the policy was created to guide Council in the use of CCTV that can be an effective crime prevention tool, improving perceptions of safety, deterring antisocial behaviour, protecting assets and assisting in prosecution.

The policy's principles promote:

- An integrated approach which will include interagency data before installing additional CCTV,
- Public notification, including compliant signage informing the public of CCTV's existence,
- Consultation with residents, users of public space, local business, police and other regulatory authorities and Council staff when considering establishing or expanding CCTV systems,
- Establishing objectives for the establishment, operation and management of CCTV in a public place,
- Privacy and civil rights, ensuring any recording or retention of images is undertaken lawfully, appropriate signage is installed and ensuring any captured information is only used for the purpose it was obtained,
- An evaluation framework that assists Council to analyse the effectiveness of the program and whether objectives are being met, and
- A complaints management process.

The document is now presented to Council, with amendments marked in red font and proposed deletions in red font with strikethrough, for Council's review and adoption.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The maintenance and establishment of CCTV is considered during Council's Operational Plan and Budget Process. The amendments to the policy have no immediate financial impact.

(b) Governance/Policy

Once adopted by Council, the revised CCTV Code of Practice will become policy of Council. Overseeing implementation and review of the policy and the CCTV systems will reside with the Manager Sustainability and Compliance.

(c) Legislative/Statutory

- *Privacy and Personal Information Protection Act 1998,*
- *Workplace Surveillance Act 2005,*
- *Surveillance Devices Act 2007.*

(d) Risk

The CCTV Code of Practice details Council's framework and CCTV system in consideration of community and privacy risks.

(e) Social

An objective proposed for establishing CCTV is to deter anti-social behaviour in high-risk public places.

(f) Environmental

CCTV may be used to identify potential environmental safety risks.

(g) Economic

Deterring antisocial and criminal behaviour may have a positive economic impact.

(h) Asset Management

CCTV may be used to assist in the investigation and/or prosecution of civil and criminal offences in relation to Council's facilities/assets.

CONSULTATION

(a) External

Wollongong City Council.

(b) Internal

Director Place and Growth, and the Building and Environmental Health Officer.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.9.3: Provide Regulatory and Public Health Safety services to adopted customer service standards.

CONCLUSION

Council's CCTV Policy and Code of Practice have been revised and compiled into a single document, to include changes that have occurred since the current Policy was adopted in August 2017. Changes are significant and the revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft CCTV Code of Practice [⇒](#)

**REPORT TITLE: 7.9 REVISED MANAGING UNREASONABLE
COMPLAINANT CONDUCT POLICY**

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Dennis McIntyre - Manager of Governance, Risk and
Corporate Planning**

PURPOSE

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

RECOMMENDATION

That Council adopts the draft Managing Unreasonable Complainant Conduct Policy.

REPORT

(a) Background

The Unreasonable Complaints Policy and Unreasonable Complaints Procedure were last adopted by Council on 24 September 2020 and are due for review every three years. The revised policy has been to the **Management Executive Team (MANEX)** for review and has incorporated their recommendations.

(b) Discussion

This revision includes a name change, being the Managing Unreasonable Complainant Conduct Policy. It is based on the NSW Ombudsman's ***Managing unreasonable conduct by complainants - Model Policy (the Model Policy)***.

The Model Policy was revised in July 2022 and has combined the former model policy with the procedure. Whilst Council's Corporate Governance Policy Framework generally advises to separate policy from procedure, the NSW Ombudsman's Model Policy, like their model Public Interest Disclosures policy, combines policy with procedure to ensure all obligations or suggested approaches are captured in the one document. Therefore, the revised Policy includes both elements from the current policy and the current procedure, with amendments made in accord with the Model Policy.

This policy is predominantly a guide for the Public Officer, MANEX, and frontline customer service staff in dealing with unreasonable complainant conduct. To ensure the document was not inordinately long, many of the appendices from the Model Policy have not been included in this revision. They are template guides and checklists which the Public Officer uses in assessing unreasonable complainant conduct. The Policy draws reference to the appendices in the Model Policy, along with the *Managing Unreasonable Complainant Conduct Practice Manual (2nd Edition)*.

Whilst the revised policy is primarily a guide for Council staff, it also provides information to complainants on what they might expect from Council if they engage in unreasonable complainant conduct. Appendix A to the policy includes a document, *Individual rights and mutual responsibilities of the parties to a complaint*, setting clear expectations for complainants, staff and those subject to a complaint. In initial correspondence provided to complainants, Appendix A will be included.

Further, the policy identifies and elaborates on the five general types of unreasonable complainant conduct and includes procedures to be used as a guide when implementing the policy, including any restrictions accessing Council staff and/or services.

Since Council first adopted the policy and procedure in 2020, Council has not completely restricted any ratepayers from accessing Council services. Some complainants have had restrictions placed on their contact with Council, such as 'in writing' only due to either their aggressive and abusive conduct or because of forum shopping and consuming an unreasonable amount of Council resources in comparison to the trivial matters being raised. Experience has shown that the policy needs to consider all the various nuances when being applied so as not to exacerbate unreasonable conduct and, where possible, improve relationships.

Additionally, this policy guides Council in providing other persons at the workplace, such as complainants, with directions that will assist Council to comply with the *Work Health and Safety Act 2011* (see s 29).

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Managing Unreasonable Complainant Conduct Policy will become a policy of Council, guiding consistency in dealing with unreasonable complainant conduct. By following the policy, Council can demonstrate to the NSW Ombudsman how it has followed the Model Policy in dealing with complainants who may also complain to their office.

(c) Legislative/Statutory

- *Work Health and Safety Act 2011*, and
- *Inclosed Lands Protections Act 1901*.

(d) Risk

This policy aims to mitigate risks caused by unreasonable complainant conduct, by having a consistent approach to reducing their impact on Council.

(e) Social

The policy has provisions to consider social impacts when applying restrictions.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

NSW Ombudsman's *Managing unreasonable conduct by complainants - Model Policy*.

(b) Internal

MANEX.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.5.3: Deliver a Complaints Management Service to adopted customer service standards.

CONCLUSION

Council's Managing Unreasonable Complainant Conduct Policy has been revised to include changes that have occurred since the current Policy was adopted in 2020, combining the policy and procedure into a single document, in accordance with the Model Policy. Changes are significant and the revised Policy is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Managing Unreasonable Complainant Conduct [↗](#)

REPORT TITLE: 7.10 WORKPLACE INJURY MANAGEMENT REPORT AS AT 31 DECEMBER 2023

ECM INDEXES:

Subject Index: **WORK HEALTH AND SAFETY: General**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Ann Blunt - WHS Co-ordinator

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

The following table covers Workers Compensation figures from 1 July 2020 until 31 December 2023.

Item 7.10

Item	2020/2021	2021/2022	2022/2023	2023/2024
Total Premium Paid	\$226,022.88	\$204,694.45	\$278,977.52	\$355,371.15 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.97%	1.81%	2.22%	2.71% (estimate)
YTD New Claims (Premium Impacting)	5	5	11	4
YTD New Claims (Non-Premium Impacting)	10	5	6	1
YTD Total New Claims	15	10	17	5
YTD Time Lost Due to Injury (LTI Days)	29	387	638	249
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				2
Open Premium Impacting Claims (Current Year)				4
Open Non-Premium Impacting Claims (Current Year)				0
Total Open Claims				9
Closed Claims that are still Impacting on Council's Premium				8
Total Cost of All Premium Impacting Claims (to date)	\$35,352.00	\$60,800.00	\$108,607.00	\$85,260.00
Safety & Wellbeing Incentive (Scheme Performance Rebates)	\$34,953.89	\$34,265.14	\$33,838.58	\$37,537.18

There were two new workers compensation claims during the quarterly reporting period from 1 October 2023 to 31 December 2023.

Three claims were closed, including two premium impacting claims from previous years and one non-premium impacting claim from the current year.

Lost time continues to impact on claims costs, with three workers currently unable to sustain suitable duties and one worker performing suitable duties on reduced hours.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Council's original budget for its 2023/2024 Workers Compensation Insurance premium was \$252,301. This amount has been increased by \$100,000 via a quarterly budget review, with the amended budget now standing at \$352,301 excluding GST. The estimate from the insurer for this year's premium currently stands at \$355,371.15 excluding GST, which is very close to the adjusted budget amount.

The higher premium estimate is based on Council's 2023/2024 wages estimate of \$13,075,452, and its three-year claims history (2020 to 2023). Increases in wages costs reported to StateCover, which are influenced by higher employee numbers and annual wage increases to employees, have pushed Council in a higher premium category.

The higher premium would be mitigated to a certain extent if Council had been able to maintain a favourable claims history over the past three years; however, the inability to find suitable duties for some injured workers has adversely affected lost time figures. Lump sum amounts paid on some claims have also had an adverse effect. Due to the poor claims history, Council is unable to access StateCover discounts to offset premium increases.

Council has received the StateCover Safety & Wellbeing Incentive (Scheme Performance Rebate) of \$37,537.18.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

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

(d) Risk

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

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

Finance team.

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

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

CONCLUSION

The reporting period 1 October 2023 to 31 December 2023 saw three claims closed and two new workers compensation claims, resulting in an increase in lost time. This will impact negatively on Council's premium costs in current and future years.

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.11 GLEN INNES HIGHLANDS AND GLEN INNES SEVERN COUNCIL BRAND RE-FRESH

ECM INDEXES:

Subject Index: **COMMUNITY RELATIONS: Corporate Image**

Customer Index: **Glen Innes Highlands
Glen Innes Severn Council**

Property Index: **NIL**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to present the Glen Innes Highlands and Glen Innes Severn Council Brand Refresh for endorsement.

RECOMMENDATION

THAT Council:

- 1. Endorses the Glen Innes Highlands Brand Refresh Concepts and Collateral; and***
- 2. Endorses the Glen Innes Severn Council Brand Refresh Concepts and Collateral.***

REPORT

(a) Background

Council’s place-based 2020-2040 Economic Development Strategy and 2020-2025 Action Plan has an action item to: *Refresh the Glen Innes Highland Brand Guidelines*. ‘**Glen Innes Highlands**’ (GIH) is the destination marketing brand for the Glen Innes Severn Council Local Government Area.

The brand refresh was to evolve the GIH branding, products and experiences under a central contextual theme to bring together all the attributes of natural and cultural heritage whilst aligning to national, state and regional brands and campaigns. Re-defining the GIH vision, positioning to the visitor economy and focusing our offer with a central theme will provide a focus for Council, community and industry to align and strengthen our position as a destination of choice.

The GIH vision is as follows: *a strong, diversified and sustainable visitor economy that delivers significant social and economic benefits for our community. Recognised as part of New England High Country and New England North West – part of Regional NSW. Known for nature-based adventure that leverages its natural, built, historic and cultural resources to create unique and personalised experiences for our visitors.*

GIH Brand Positioning – “Where adventure meets nature, culture and history”.

In 2022 Council called for **Expressions of Interest (EOI)** to refresh the Glen Innes Highlands Brand and Guidelines. The EOI was awarded to Keo Designs in June 2022.

In mid-2022 Keo Designs commenced the GIH Brand Refresh project but due to a series of staffing changes at both the Manager and Officer level within Council’s Economic Development and Tourism team the project stalled for approximately nine months.

The project re-commenced in mid-2023 with Council re-engaging with Keo Designs. In late 2023 Keo Designs presented concepts for the GIH brand and noted two important key factors:

- No stakeholder engagement had been conducted; and
- The **Glen Innes Severn Council (GISC)** brand was inconsistent with the GIH brand.

Council was keen to gain stakeholder feedback on the refreshed GIH brand concept and held a GIH Brand Focus Group Session on 5 December 2023 with tourism and business stakeholders within the Glen Innes Severn Council Local Government Area. The Focus Group was overwhelmingly in support of the new refreshed brand however post focus group discussion, Keo Designs made refined modifications to the brand concepts to address and include the stakeholder feedback.

During the Focus Group session, the stakeholders also confirmed that the current GISC branding did not align with the GIH brand, nor did it represent a modern, innovative, business friendly Council.

After a series of discussions between Council and Keo Designs, it was agreed to expand the scope of the engagement to include the GISC brand refresh so both brands are in harmony and unity, in co-branding situations. The refresh of both brands will create a unified and consistent image that promotes unified brand recognition.

(b) Discussion

Keo Designs pitch is that *GIH brand needs to create a feeling. A moment. Evoke emotion and connection. Something memorable. That is also relatable. That says seize the moment, experience this while you can. Something that is also welcoming... **Get in here** is a warm hug, it’s join us, it’s act quick. It’s friendly and familiar. It’s an invitation.*

Glen Innes Highlands = GIH = Get in here

The proposed refresh of the GIH brand provides:

- more versatile logo variations, options and orientations to suit a broader range of applications,
- a new colour palette and typography, and
- a new brand styling and guide (outlining application, colour, language, tone, image and video styling).

In terms of the refreshed GIH brand, Keo Design states:

Right now people want to explore. They want to escape and experience regional Australia more than ever before after being cooped up and cramped for so long in isolation.

They long for Freedom, Escape, Space, and Fresh air. They want to feel exhilarated and refreshed. They want to be able to breathe.

They value people, for their conversation and community. They want to be reinvigorated, and inspired.

They want what they've been taking for granted for all these years leading up to Covid.

They want a place to call home for a holiday, for the winter, for their family, for their business. They want the small-time life, and all that comes with that. Plus they want adventure and excitement. They want experiences again. They want to rediscover life.

Their eyes are open now, and they are looking, searching for somewhere they can visit, live, invest.

***And it's possible, it's REAL.
It's all in one place, waiting for you.***

Glen Innes. Get in here.

The GIH brand imagery is attached in **Annexure A** along with examples of its use.

To ensure strategic alignment between Council as an organisation and the destination marketing brand, Keo Designs has also refreshed the GISC brand imagery. The use of the refreshed GISC brand is demonstrated in **Annexure B**.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There will be minimal cost associated with the refreshed branding as the new GIH and GISC branding will be a phased implementation. Many of the updates will be digital based and therefore an any transition with negligible costs.

It is to be noted, that most of the physical GIH brand paraphernalia such as billboard advertising, brochures and the like, are overdue for update and would have been undertaken regardless of the brand refresh project.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

The benefits of tourism marketing go beyond just tourism related industries and can have an extremely positive impact on economic development. For small destinations, such as Glen Innes Highlands, businesses can find it difficult to thrive on income from locals alone, and the additional revenue created by visitors, through marketing, is really what makes a particular destination an attractive location to operate a business.

Although economic development efforts alone can generate some positive impact, combining it with tourism marketing gives it the extra push it needs to reach its full potential.

Creating a positive brand image and investing in marketing shows potential business owners that Council is committed to growing and supporting the businesses in the GISC Local Government Area, making it more attractive to them.

In addition, effective destination marketing can also inspire visitors to make GIH their home. This is positive for new and existing businesses because it increases both the quantity and quality of the employee pool available within the GIH destination.

(h) Asset Management

Nil.

CONSULTATION

(a) External

- Keo Design,
- Approx 25 tourism and business stakeholders from across the GISC Local Government Area, and
- Councillors.

(b) Internal

- Coordinator Economic Development and Tourism,
- Tourism Assistants,
- Media and Communications Officer, and
- General Manager.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.2.1: Deliver the actions and tasks from the Destination Management Summary and Action Plan 2021-2025.

CONCLUSION

The GIH and GISC brand refresh is not just about logos, it involves a holistic 360-degree approach to crafting, developing and nurturing a unique identity for the destination and organisation according to key elements such of the destination proposition, heritage and values.

ATTACHMENTS

- Annexure A Glen Innes Highlands - Refreshed Brand Examples [⇒](#)
 Annexure B Glen Innes Severn Council - Refreshed Brand Examples [⇒](#)

REPORT TITLE: 7.12 LOCAL BUSINESS AND INDUSTRY POLICY REVIEW

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **Nil**

Property Index: **Nil**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to present Council with the revised Local Business and Industry Policy, for exhibition (***Annexure A***).

RECOMMENDATION

THAT Council:

1. ***Approves for the revised Local Business and Industry Policy to be placed on public exhibition for 28 days from Thursday, 29 February 2024 until Wednesday, 27 March 2024.***
2. ***Displays the revised Local Business and Industry Policy on Council's website, and that it be made available for viewing at the following locations:***
 - ***Council's Town Hall Office;***
 - ***Council's Church Street Office; and***
 - ***The Village Post Offices at Deepwater, Emmaville and Glencoe.***
3. ***Requests the Director Place and Growth to prepare a further report to Council after the exhibition period in the event of Council receiving any substantial submissions regarding the Local Business and Industry Policy; otherwise, that the Local Business and Industry Policy be adopted by Council.***

REPORT

(a) Background

The Local Business and Industry Policy was last adopted by Council on 17 December 2020. The document has recently been reviewed by Council's **Management Executive Team (MANEX)** and is recommended for adoption.

(b) Discussion

Changes to the revised draft Local Business and Industry Policy are relatively minor and includes the following:

- Updating the document to the new Council policy format,
- Updating the title for the Director of Place and Growth,
- Expanding the roles and responsibilities section,
- Updating legislation and supporting documents, and
- Minor wording changes to provide further clarity in the application of the policy.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

This policy aims to achieves the best ‘overall value-for-money’ in Council’s procurement of goods and services, while (where appropriate) giving preference to local suppliers to support economic development, reduce local economic leakage and stimulate local employment outcomes in the **Glen Innes Severn Council Local Government Area (LGA)**. The policy needs to strike a balance between supporting local business and providing value for money to the ratepayer.

(b) Governance/Policy

Once adopted by Council, the revised policy will become a current policy of Council.

(c) Legislative/Statutory

The procurement of goods and services by Council must be in accordance with the provisions of Section 55 of the *Local Government Act 1993* (NSW) and the *Local Government (General) Regulation 2021*, as well as any tendering guidelines presented by the Office of Local Government under the Act and regulation.

(d) Risk

Nil.

(e) Social

This Policy gives local businesses greater opportunity to tender for and win Council work. It ensures the largest proportion possible of every dollar spent by Council stays in the LGA. This delivers benefits to the economy and community.

(f) Environmental

Nil.

(g) Economic

This Policy recognises that ‘overall value-for-money’ is about broader economic benefit to the Glen Innes Severn LGA and not just the lowest price. Council acknowledges that economic benefits flow to all local businesses where Council maximises opportunities for local suppliers to compete for Council's business based on value-for-money.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Councillors.

(b) Internal

Coordinator Economic Development & Tourism.
MANEX.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.5.1: Deliver the applicable actions, projects and initiatives from the 2020-2040 Economic Development Strategy and 2020-2025 Action Plan.

CONCLUSION

The draft Local Business and Industry Policy has been reviewed to include changes that have occurred since it was last adopted. The policy needs to strike a balance between supporting local business and providing value for money to the ratepayer. It is now presented to Council for endorsement to be placed on public exhibition.

ATTACHMENTS

Annexure A Draft Revised Local Business and Industry Policy [↗](#)

REPORT TITLE: 7.13 RECLASSIFICATION OF COUNCIL OWNED LAND**ECM INDEXES:****Subject Index: LAND USE AND PLANNING****Customer Index: Internal Department Place and Growth**

Property Index: Lot 5 Section A DP193319, Lot 6 Section A DP193319, Lot 1 DP1187809, Lot 2 DP1187809, Lot 3 DP1187809, Lot 11 Section A DP193319, Lot 12 Section A DP193319, Lot 13 Section A DP193319, Lot 14 Section A DP193319, Lot 15 Section A DP193319, Lot 16 Section A DP193319, Lot 687 DP753282, Lot 9, DP137340, Lot 10 DP137340, Lot 716 DP753282, Lot 3 DP211176, Lot 8 DP773258, Lot 9 DP773258

AUTHOR: Andrew Neil - Acting Manager of Growth and Development**PURPOSE**

The purpose of this report is to seek Council endorsement to submit a planning proposal seeking the reclassification of certain Council owned land to the **Department of Planning, Housing and Infrastructure (the Department)** for a Gateway Determination. The land to be reclassified is land utilised for operational purposes but has not yet been classified as such. The reclassification will be from Community to Operational.

RECOMMENDATION***THAT Council:***

- 1. Endorses the submission of the attached planning proposal for Gateway Determination to the Department of Planning, Housing and Infrastructure.***
- 2. Notes that a subsequent report detailing the outcomes of public exhibition and public hearing will be reported back to Council.***

REPORT**(a) Background**

At the introduction of the *Local Government Act* in 1993, all NSW Councils were required to classify, by resolution, all public land owned or under the control of Council as either “Community” or “Operational” land (except Roads and Crown land). Council owned or Council controlled land that was not classified as Operational on 28 June 1994 (or within three months of a property’s subsequent acquisition) reverted automatically to Community land. It is accepted legal principle that where no proof of reclassification can be found, the assumption is that land remains as Community land.

It should be noted that the classification / reclassification of land does not affect a property's ownership, tenure, development, or zoning, nor does it mean that Council is required to sell the property.

A review of Council assets has found that the majority of Council owned land has not been classified as Operational Land, or that there are insufficient records of the status of land.

The lots identified in this planning proposal are generally located in the suburb of Glen Innes, and all form land that is utilised for operational matters, such as Council offices.

This planning proposal is the first in a number of planning proposals that are to be prepared to reclassify land in the **Local Government Area (LGA)**. These are to be prepared in thematic or locational groupings. This planning proposal addresses Council operational buildings and facilities, all located within Glen Innes suburb boundary. A planning proposal is the only mechanism to achieve this outcome.

This report seeking endorsement for a Gateway Determination is the first stage in the planning proposal process. A Gateway Determination is a preliminary assessment of the planning proposal, which includes assessing the strategic merit of the proposal, and sets out any required consultation. The Gateway Determination is assessed and issued by the Department.

Following the issuing of a Gateway Determination, Council will undertake the required consultation with any relevant agencies, publicly exhibit the planning proposal and hold a public hearing. A second report back to Council will be prepared following this, outlining any submissions received, and how Council has addressed them. Given the minor nature of this planning proposal, Council will request to be the local plan making authority in this instance. This means that Council will prepare instructions for Parliamentary Counsel to draft the **Local Environmental Plan (LEP)** and issue opinion that the LEP can be made.

(b) Discussion

Following the Council resolution to sell the Old Shire Council building on 181 Bourke Street at the Council meeting held on 21 December 2023, it was ascertained that there was uncertainty over the land classification of this asset. The two forms of land classification for Council owned land are Community land and Operational land.

Community land generally comprises land that is open to the public, generally for passive or active recreation purposes, such as parks, bush land reserves or sportsgrounds. Generally, a Plan of Management is prepared for such a land holding, and any grant of licence over the land is restricted to certain purposes.

Operational land is generally land that Council holds which is for investment purposes, land which facilitates Council operations, or Council owned land that is not accessible to the public, such as sewerage treatment works.

The reclassification of land does not alter the use, zoning, ownership or existing developments on site. There is no requirement that operational land be sold.

This planning proposal seeks to reclassify the following properties:

Description	Address	Lot and DP
Old Shire Council building (west)	181 Bourke Street, Glen Innes	5/A/DP193319
Old Shire Council building (east)	181 Bourke Street, Glen Innes	6/A/DP193319
Aerodrome including terminal	773 Emmaville Road, Glen Innes	1//DP1187809
Aerodrome Site	773 Emmaville Road, Glen Innes	2//DP1187809
Aerodrome Hangers	773 Emmaville Road, Glen Innes	3//DP1187809
Council Church Street Offices	136 Church Street, Glen Innes	11/A/DP193319
Council Church Street Offices	136 Church Street, Glen Innes	12/A/DP193319
Council Church Street Offices	136 Church Street, Glen Innes	13/A/DP193319
Council Church Street Offices	136 Church Street, Glen Innes	14/A/DP193319
VRA Shed	5 Sachs Lane Glen Innes	15/A/DP193319
VRA Shed	5 Sachs Lane Glen Innes	16/A/DP193319
Works Depot	105 Lang Street, Glen Innes	687//DP753282
Jamesies Garage	138 Church Street, Glen Innes	9//DP137340
Jamesies Garage	138 Church Street, Glen Innes	10//DP137340
Saleyards	36 Lang S Street, t Glen Innes	716//DP753282
Visitor Information Centre	152 Church Street, Glen Innes	8//DP773258
Visitor Information Centre	152 Church Street, Glen Innes	9//DP773258
Visitor Information Centre	152 Church Street, Glen Innes	3//DP211176

All lots identified above are clearly utilised for either operational purposes or form a land investment of Council. As such, their current classification as Community land is incorrect and needs to be rectified.

If Council endorses the planning proposal it will be sent to the Department for a Gateway Determination to be issued. Once this is issued, public exhibition of the planning proposal will be undertaken, allowing community comments. Once public exhibition is concluded, a public hearing will be held. This will be undertaken by an independent consultant.

A report detailing community feedback, any community comments have been addressed and compliance with the conditions of the gateway determination will be reported back to Council following this. This will also seek to finalise the planning proposal.

(c) Options

Council can either:

- a) **Agree to proceed with the planning proposal to reclassify certain Council land from Community to Operational land by sending the planning proposal to the Department of Planning, Housing and Infrastructure for a Gateway Determination.**

This is the preferred option.

- b) Elect to not proceed with the planning proposal. This will mean that land that is currently utilised for operational purposes will continue with this incorrect classification, resulting in ongoing operational concerns.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There are no immediate financial implications from endorsing the planning proposal for submission to the Department. However, it may allow for the future sale of surplus Council land where identified and resolved by Council.

(b) Governance/Policy

Any future sale of land identified for reclassification will be reported back to Council.

(c) Legislative/Statutory

The process for undertaking a reclassification of land is governed by state legislation, namely the *Environmental Planning and Assessment Act 1979*. Council will follow this process.

(d) Risk

There is no organisational risk associated with this planning proposal. The land identified for reclassification all forms current operational land such as administration buildings, the saleyards and investment properties.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The reclassification of Council land from Community to Operational will have positive asset management implications for Council.

CONSULTATION

(a) External

Once a gateway determination is issued, public exhibition in accordance with the Gateway Determination will be undertaken and a Public Hearing will be held. The outcome of these will be reported back to Council.

(b) Internal

This planning proposal was initiated following a request from Infrastructure and Works. Ongoing consultation will occur.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.6.1: Continue to investigate options for increased utilisation of the Airport, whilst maintaining current service levels.

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

CONCLUSION

The attached Planning Proposal represents the only mechanism for Council to reclassify land which is generally used for Council operational purpose from an incorrect Community classification to an appropriate Operational classification. The land identified is land that is currently used for operational matters, and comprises no land used for public recreation. A subsequent report will be brought back to Council outlining any public submissions and outcomes from the public hearing.

ATTACHMENTS

Annexure A Planning Proposal - Reclassification of Council Land [↗](#)

REPORT TITLE: 7.14 DEVELOPMENT ASSESSMENT REPORT: OCTOBER - DECEMBER 2023

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Reporting**

Customer Index: **INTERNAL DEPT: Place and Growth**

Property Index: **NIL**

AUTHOR: Vanessa Holloway - Technical Support Officer

PURPOSE

The purpose of this report is to provide information on the Development Assessments and Building Certification activities assessed by Council from 1 October 2023 to 31 December 2023.

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

This report provides a summary on the Development Assessment and Building Certification activities of Council from 1 October 2023 to 31 December 2023. This includes data on the year-to-date number of **Development Applications (DA)** determined, number of Complying **Development Certificates (CDC)** determined, number of Construction **Certificates (CC)** determined, along with number of DA, CDC and CC lodged, average days taken to approve these applications, comparisons to the previous financial year and previous quarter, together with commentary on building and development trends for the information of Council.

(b) Discussion

A report of statistical data and updates relating to DA, CDC and CC will be presented to Council each quarter for comparison purposes, showing the quarterly totals, and the year-to-date figures for the current year alongside respective previous year counterparts.

The following table provides data on the volume of applications received and determined over the October – December 2023 quarter relative to the previous year.

Applications Received and Determined	Oct 2023	Nov 2023	Dec 2023	Total for Oct - Dec Quarter 2023	Monthly Average for Oct - Dec Quarter 2023	Total for Oct - Dec Quarter 2022	Monthly Average for Oct - Dec Quarter 2022
DA Received	7	9	3	19	6	11	4
DA Determined	3	4	3	10	3	21	7
Average days for Determination	246	73	35		118		116
CDC Received	0	0	1	1	.3	4	1
CDC Determined	2	0	0	2	.6	2	.6
Average days for Determination	26	0	0		9		5
CC Received	1	3	2	6	2	9	3
CC Determined	1	0	0	1	.3	10	3

Table 1

CDCs require the applicant to adhere to rigorous compliance requirements and thus result in a shorter processing period, but fewer applications. CDC applications have decreased from last year.

The number of DAs presented to Council for determination has increased by 72% when compared to last year. Whilst the number of DA's determined in this quarter have dropped significantly. A contributing factor to the decline in determinations is a result of the departure of Council's only Town Planner at the beginning of this quarter, and whilst Council has recently acquired a contract Manager for Growth and Development and has engaged a contracted Town Planner on a part-time basis, the Planning and Development team continue to operate below normal resourcing levels with no full-time development assessment planner on staff.

Additional factors in processing times are attributed by the delays in receiving necessary paperwork from applicants, ongoing assistance applicants are requiring from Council to lodge on the NSW Planning Portal, along with external referrals to other state agencies which has further added to the time and administration effort required to process application.

Since the Planning Portal became mandatory for all development consent types, Council has seen a significant decrease in potential developers and owners attending to Council to discuss their projects and the process that needs to be followed in order to gain consent prior to lodging an application which in turn, can further delay processing times. The processing times provided above, do not consider the number of applications that have been on “stop the clock” while officers are waiting for necessary information to be provided by the applicants.

Applications for CCs this quarter have decreased from last year. Rising building costs, the scarcity of building materials, recent changes to the National Energy, Sustainability and Building requirements, along with a shortage of tradespeople may be a contributing factor to the decline in applications. Determination time frames for CC’s have also increased in some instances, as developers and owners are unaware that they require approval post Development Consent Issuance. Similar to the Planning team, the Regulatory and Compliance team continue to operate below normal staff resourcing levels with the loss of two qualified Building Certifiers since 2021. Council has engaged a contracted part-time Commercial qualified Building Certifier to assist one day a week.

Table 2 below provides a summary of the number of DAs determined, the value of the work, type of development and the average determination time **year-to-date (YTD)**, compared to the 2022-2023 Financial Year:

	2023-2024 YTD	2022-2023 Full Year
Total Number of DAs Determined	37	92
Average Determination Time (days)	82	40
Value of DAs	\$5,388,319	\$14,512,505
Number of Single Dwellings	11	16
Number of Subdivisions	6	12
Number of Multi Unit Dwellings	0	3
Number of Commercial Developments	8	3
Number of Industrial Developments	3	2
Withdrawn	0	2

Table 2

Table 3 below provides statistical information regarding the number of CDCs issued in 2022/2023, compared to the number issued YTD for the current Financial Year:

	2023-2024 YTD	2022-2023 Full Year
Total Number of CDCs Determined	5	8
Value of CDCs	\$585,400	\$239,035
Number of Single Dwellings	1	1
Withdrawn	1	3

Table 3

Table 4 below lists the DAs and CDCs determined during the October – December 2023 quarter.

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (herein referred to as “the Act”), as amended, precludes a challenge to the validity of consent more than three months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Church Street office. In accordance with *Section 4.59* of the Act and *Clause 161* of the *Environmental Planning and Assessment Regulation 2021*, the following table lists the determinations issued determined from 1 October 2023 to 31 December 2023 to be publicly notified.

DA/CDC Number	Description	Location
CDC 5/23-24	Erect Dwelling	47 Bradleys Lane, Glen Innes
CDC 6/23-24	Alterations and Additions to Existing Shed	2 Young Street, Glen Innes
DA 17/22-23/A	Erect Dwelling, Garage and Shed – Relocation of Garage and Shed	36 Fawcett Road, Glen Innes
#DA 54/21-22	Pilot Trial of Resource Recovery Facility (Biomass and Carbon-Based Resources)	West Furracabad Road, Glen Innes
DA 11/23-24	Alterations and Additions (Commercial) and Installation of a Shipping Container	161 Grey Street, Glen Innes
#DA 20/23-24	2 Lot Subdivision	48 Dundee Street, Deepwater
DA 17/23-24	Install Carport, Deck and Paving	130 Macquarie Street, Glen Innes
#DA 71/22-23	Change of Use (Mystery Rooms) and Internal Alterations	15-19 East Avenue, Glen Innes
DA 21/23-24	Install Shipping Container	7 Blythe Street, Deepwater
DA 22/22-23/A	Erection of a Dwelling House and Detached Shed	3 Netherby Close, Glen Innes
DA 22/22-23/B	Erection of a Dwelling House and Detached Shed	3 Netherby Close, Glen Innes
DA 4/23-24/A	Erect Dwelling	33 Robinson Avenue, Glen Innes

Table 4

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

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

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Based on the information contained in this report, the data shows that the number of DA's received by Council continues to rise. DA determination timeframes may in turn, continue to remain high or increase further whilst Council receives more applications than it has the ability to process each month.

ATTACHMENTS

There are no annexures to this report.

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletter,
- Australian Flexible Pavement Association - International Women's Day Industry Event 2024,
- Council Magazine,
- Inside Local Government – newsletters,
- Local Government NSW – newsletters,
- Member for Northern Tablelands, The Hon. Adam Marshall – media alerts and weekly reports,
- Northern Inland Academy of Sport - 2024 Program selections,
- Office of the Official Secretary to the Governor-General – newsletter,
- Office of Local Government – newsletter, and
- Weekly Councillor updates from the General Manager.

Press Releases

- Member for Northern Tablelands, The Hon. Adam Marshall, and
- Shadow Minister for Veterans' Affairs, Member for New England, The Hon. Barnaby Joyce.

Publications

- LG Focus – December 2023.

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 DECEMBER 2023 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**

ECM INDEXES:

Subject Index: **RISK MANAGEMENT: Audit, Risk and Improvement Committee (ARIC)**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: **Dennis McIntyre - Manager of Governance, Risk and Corporate Planning**

PURPOSE

The minutes listed as annexures have been received from the **Audit, Risk and Improvement Committee (ARIC)**, from the Ordinary Meeting of ARIC held on 8 December 2023, for the information of Council.

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A ARIC - 8 December 2023 Ordinary Meeting Minutes (*Confidential*)

REPORT TITLE: 9.3 MINUTES OF COUNCIL COMMUNITY COMMITTEE MEETINGS FOR INFORMATION

ECM INDEXES:

Subject Index: **GOVERNANCE – Committees of Council**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Jeff Carroll - Records Supervisor

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 Australia Day Committee - 6/12/23[⇒](#)
- Annexure B Australia Day Committee - 10/01/24[⇒](#)
- Annexure C Glen Innes Severn Learning Centre Management Committee -
17/03/23[⇒](#)
- Annexure D Glen Innes Severn Learning Centre Management Committee -
17/11/23[⇒](#)
- Annexure E Library Committee - 8/12/23[⇒](#)
- Annexure F Recreation and Open Spaces Committee - 13/12/23[⇒](#)
- Annexure G Roads Consultative Committee - 16/11/23[⇒](#)
- Annexure H Saleyards Advisory Committee - 29/11/23[⇒](#)

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council

Customer Index: INTERNAL DEPT – Councillors

Property Index: NIL

AUTHOR: Debbie Duffell - Executive Assistant (Mayor and General Manager)

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

- Councillor/Staff Committees of Council: 4,
- Community Committees of Council: 15,
- Delegates of Council: 2,
- County Councils: 1, and
- Community Committees NOT Committees of Council: 11.

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

(b) Discussion

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

14.09/23 RESOLUTION

3. All Councillors be required to provide the Executive Assistant to the Mayor and General Manager with all relevant information relating to their attendances at all Committee Meetings during the previous month, in a timely, professional and accurate manner, and that these records of attendance continue to be published for all Councillors under Section 10 “Reports from Delegates” in the following month’s Business Paper.

Councillors are therefore required to provide information to the Executive Assistant (Mayor and General Manager) regarding their attendance at all Council and Committee meetings.

To meet the deadlines in relation to the publication of the Business Paper, Councillors are requested to provide the names and dates of meetings/ functions attended in writing or by email to the Executive Assistant (Mayor and General Manager) by close of business on the first Friday of every month.

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

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

The following meetings were held by Section 355 Community Committees of Council during December 2023 and January 2024:

Name of Committee	Councillor Delegate(s)	Date
Australia Day Committee	Cr Parry, Cr Parsons	6.12.23
Glen Innes Library Committee	Cr Banham	8.12.23
Recreation and Open Spaces Advisory Committee	Cr Banham, Cr Arandale, Cr Sparks	13.12.23
Australia Day Committee	Cr Parry, Cr Parsons	10.1.24
Australian Standing Stones Management Board	Cr Banham, Cr Arandale	17.1.24
Emmaville War Memorial Hall Committee	Cr Banham	29.1.24

The following is a list of meetings and functions attended by Councillors during December 2023 and January 2024:

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Christmas in the Highlands	1.12.23
	Reddestone Rural Fire Service 80 th Anniversary Event	2.12.23
	Lioness-Lion Youth of the Year Club Event	2.12.23
	General Manager Appraisal Committee Meeting	4.12.23
	Glen Innes High School Presentation	5.12.23
	Meeting with the General Manager and the Director of Place and Growth regarding Saleyards	6.12.23
	Tablelands Health Sector Comprehensive Care Meeting	6.12.23
	Glen Innes Business Chamber Christmas Festivities	6.12.23
	Glen Innes Public School Presentations	7.12.23
	Deepwater Public School Presentation Night	7.12.23
	Audit Risk and Improvement Committee (ARIC) Face to Face Meeting	8.12.23
	Glen Innes Sub-Branch Christmas Party	8.12.23
	Spend in Glen Draw	8.12.23
	Tablelands Health Sector Clinical Quality and Patient Care Committee	12.12.23
	Rail Trail Steering Committee Meeting – Armidale Regional Council and Glen Innes Severn Council	13.12.23
	Meeting with The Hon. Barnaby Joyce, MP	13.12.23
	Site Visit Shannon Vale Bridge with The Hon. Barnaby Joyce, MP	13.12.23
	Recreation and Open Spaces Advisory Committee Meeting	13.12.23
	Emmaville Central School Annual Presentation Event	14.12.23
	Vegetable Creek Local Health Committee Meeting	14.12.23
	Councillor Workshop	14.12.23
	Council Staff Christmas Party	15.12.23
	Spend in Glen Draw	15.12.23
	Northern Inland Academy of Sport (NIAS) Basketball Teams at Indoor Sports Centre	16.12.23
	The Hon. Adam Marshall, MP Road Funding Announcement	18.12.23

Councillor	Name of Meeting / Function	Date attended
	Pre-Meeting Briefing Session	21.12.23
	Ordinary Council Meeting	21.12.23
	RSPCA Christmas Raffle Draw	22.12.23
	Spend in Glen Final Draw	22.12.23
	Glen Innes Races	13.1.24
	Australian Standing Stones Management Board	17.1.24
	Housing Australia Future Fund Facility Information Session – Online	18.1.24
	Official Opening Glen Innes Highlands Skywalk	19.1.24
	New England Weeds Authority Meeting at Hub	24.1.24
	Extraordinary Council Meeting	25.1.24
	Glen Innes Skate Park Opening with The Hon, Barnaby Joyce, MP	25.1.24
	Rural Signage Project with The Hon. Barnaby Joyce, MP	25.1.24
	Pinkett War Memorial Hall and Reserve Upgrades Opening with The Hon. Barnaby Joyce, MP	25.1.24
	Pre Australia-Day Dinner with Ambassador	25.1.24
	Australia Day Breakfast at Dundee	26.1.24
	Australia Day Ceremony	26.1.24
	Australia Day Committee Dinner	26.1.24
	Deepwater Races	27.1.24
	Emmaville War Memorial Hall Committee Meeting	29.1.24
	Better Health for the Bush Health Hub Video Filming	30.1.24
	Discussion with Senior Police on Law and Order in Glen Innes	31.1.24
	Meeting with Builder regarding Emmaville War Memorial Hall	31.1.24
Cr T Arandale (Deputy Mayor)	Revitalise Festival Glen Innes Railway Station	25.11.23
	Disability Expo	26.11.23
	Christmas in the Highlands	1.12.23
	General Manager Appraisal Committee Meeting	4.12.23
	Glen Innes High School Presentation	5.12.23
	Glen Innes Public School Presentations	7.12.23
	Audit Risk and Improvement Committee (ARIC) Face to Face Meeting	8.12.23
	Recreation and Open Spaces Advisory Committee Meeting	13.12.23

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Councillor Workshop	14.12.23
	Council Staff Christmas Party	15.12.23
	Pre-Meeting Briefing Session	21.12.23
	Ordinary Council Meeting	21.12.23
	New England Weeds Authority Meeting	24.1.24
	Extraordinary Council Meeting	25.1.24
	Glen Innes Skate Park Opening with The Hon, Barnaby Joyce, MP	25.1.24
	Rural Signage Project with The Hon. Barnaby Joyce, MP	25.1.24
	Pinkett War Memorial Hall and Reserve Upgrades Opening with The Hon. Barnaby Joyce, MP	25.1.24
	Australia Day Ceremony	26.1.24
	Discussion with Senior Police on Law and Order in Glen Innes	31.1.24
Cr T Alt	Councillor Workshop	14.12.23
	Pre-Meeting Briefing Session	21.12.23
	Ordinary Council Meeting	21.12.23
	Official Opening Glen Innes Highlands Skywalk	19.1.24
	Extraordinary Council Meeting	25.1.24
	Australia Day Breakfast at Dundee	26.1.24
Cr L Gresham	Councillor Workshop	14.12.23
	Pre-Meeting Briefing Session	21.12.23
	Ordinary Council Meeting	21.12.23
	Extraordinary Council Meeting	25.1.24
Cr J Parry	Councillor Workshop	14.12.23
	Pre-Meeting Briefing Session	21.12.23
	Ordinary Council Meeting	21.12.23
	Australia Day Committee	10.1.24
	Official Opening Glen Innes Highlands Skywalk	19.1.24
	Extraordinary Council Meeting	25.1.24
	Glen Innes Skate Park Opening with The Hon, Barnaby Joyce, MP	25.1.24
	Pre Australia-Day Dinner with Ambassador	25.1.24
	Australia Day Breakfast at Dundee	26.1.24
	Australia Day Ceremony	26.1.24
	Australia Day Committee Dinner	26.1.24

Councillor	Name of Meeting / Function	Date attended
Cr A Parsons	Australia Day Committee Meeting	6.12.23
	Glen Innes and District Community Centre	Dec 2023
	Australia Day Committee Meeting	10.1.24
	Extraordinary Council Meeting	25.1.24
	Pre Australia-Day Dinner with Ambassador	25.1.24
	Australia Day Breakfast at Dundee	26.1.24
	Australia Day Ceremony	26.1.24
	Australia Day Committee Dinner	26.1.24
Cr C Sparks	Christmas Dinner Glen Innes Youth and Support Services and Rotary	2.12.23
	General Manager Appraisal Committee Meeting	4.12.23
	Wyaliba Public School Presentation Day	6.12.23
	Highlands Hub Budgeting for Small Businesses Workshop	8.12.23
	Choir Christmas at Emmaville Hall	9.12.23
	Safe in our Town and Interagency Committee Meeting	13.12.23
	Recreation and Open Spaces Advisory Committee Meeting	13.12.23
	Councillor Workshop	14.12.23
	Glen Innes and District Community Centre trial of Mobile Starlink	20.12.23
	Pre-Meeting Briefing Session	21.12.23
	Ordinary Council Meeting	21.12.23
	Glen Innes and District Community Centre Comedy show	14.1.24
	Art Gallery Committee Meeting	15.12.24
	Official Opening Glen Innes Highlands Skywalk	19.1.24
	Extraordinary Council Meeting	25.1.24

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED**(a) Financial**

Nil.

(b) Governance/Policy

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

Manual for Community Committees of Council

23. Attendance at Committee Meetings

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

(c) Legislative/Statutory

Section 355 of the *Local Government Act 1993* states the following:

How a council may exercise functions.

A function of a council may, subject to this Chapter be exercised:

- (a) by the council by means of the councillors or the employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) **by a committee of the council**, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).

(d) Risk

Nil.

(e) Social

The record of attendance provides valuable information to the community on what meetings all Councillors are attending.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Governance Administration Officer provided the information regarding the meetings held by Section 355 Community Committees of Council.

Individual Councillors provided the information regarding the meetings and functions that they attended.

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

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.

Council achieves many of its strategic objectives contained in the Operational Plan and Delivery Program through its Community Committee structure.

CONCLUSION

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

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

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:

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Tender - Collection and Recycling of Used Mattresses</i>	<i>(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i> <i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>
<i>12.2</i>	<i>Sale of Council Land at 180 Dumaresq Street, Glen Innes</i>	<i>(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i>
<i>12.3</i>	<i>Proposed Lease for Mobile Phone Tower</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>

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.