

BUSINESS PAPER

Ordinary Meeting

To be held on

Wednesday, 24 April 2024



Statement of Ethical Obligations

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

Conflicts of Interest

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

Recording of Council Meetings

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

Council meetings should be:

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



Notice is herewith given of an
ORDINARY MEETING

That will be held at the Glen Innes Severn Learning Centre,
William Gardner Conference Room, Grey Street, Glen Innes on:
Wednesday, 24 April 2024 at 9:00 AM

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Bernard Smith
General Manager

- 1 ACKNOWLEDGEMENT OF COUNTRY**
- 2 OPENING WITH PRAYER**
- 3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF
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- 4 MINUTES OF PREVIOUS ORDINARY MEETING - 28
MARCH 2024 TO BE CONFIRMED**
- 5 DISCLOSURE OF CONFLICT OF INTERESTS: PECUNIARY
AND NON-PECUNIARY INTERESTS**
- 6 MAYORAL MINUTE(S)**

7 REPORTS TO COUNCIL

REPORT TITLE: 7.1 RESOLUTION TRACKING REPORT

REPORT FROM: GENERAL MANAGER'S OFFICE

PURPOSE

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

RECOMMENDATION

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

REPORT

(a) Background

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 16 Council Resolutions currently outstanding at Thursday, 18 April 2024.

There were 17 Council Resolutions outstanding in the report that went to the Thursday, 28 March 2024 Ordinary Council Meeting.

A further six actions were assigned after the 28 March 2024 Ordinary Council Meeting.

Therefore, seven outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $(17 + 6 = 23 - 16 = 7)$).

The 16 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	Mar 2024)
2021	0	(0	Mar 2024)
2022	3	(3	Mar 2024)
2023	2	(5	Mar 2024)
2024	10	(8	Mar 2024)
TOTAL	<u>16</u>	(17	Mar 2024)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	2	(3	Mar 2024)
Corporate and Community Services	0	(1	Mar 2024)
Place and Growth	4	(4	Mar 2024)
Infrastructure Services	10	(9	Mar 2024)
TOTAL	<u>16</u>	(17	Mar 2024)

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 Thursday, 18 April 2024.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

The Local Government Act 1993

335 Functions of a General Manager

The general manager of a council has the following functions

b) to implement, without undue delay, lawful decisions of the council

(c) Risk

There is a risk that Council staff may not action Council Resolutions without undue delay, in an accurate and professional manner. This report aims to mitigate this risk by managing accountability and promoting transparency.

(d) Consultation

Various responsible officers within Council.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

ECM INDEXES

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

ATTACHMENTS

Annexure A Outstanding Actions as at 18.4.24

REPORT TITLE: 7.2 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS AND SPECIAL SCHEDULES FOR THE 2022/2023 FINANCIAL YEAR

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

Council must comply with the statutory requirements relating to the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2023.

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

RECOMMENDATION

THAT Council:

1. *In accordance with Section 413 (2) (c) of the Local Government Act 1993:*
 - a. *Resolves that, in its opinion, the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2023 are properly drawn up in accordance with the provisions of the Local Government Act 1993 and the Regulations.*
 - b. *Authorises for the Financial Statements for the year ending 30 June 2023 to be certified and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer on behalf of Council.*
2. *Refers the Financial Statements to Council's Auditor for audit.*
3. *Delegates authority to the General Manager to forward the Audited Financial Statements to the Office of Local Government.*
4. *Delegates Authority to the General Manager to place the Audited Financial Statements on public exhibition and give notice that Council will present its Audited Financial Statements at the next Ordinary Council Meeting.*

REPORT

(a) Background

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

The statutory process that must be followed is that:

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

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

At this meeting Council may, if it chooses, receive a presentation from the NSW Audit Office on their reports in respect of the Financial Statements for the year ended 30 June 2023.

The 2021/2022 Financial Statements were prepared in Council's previous financial management system Practical. The 2022/2023 Financial Statements have been prepared in Council's new financial management system, Dynamics. Several key reporting tools, for example Rates and Property and Interfund have not supported report preparation as they were not fully developed by ReadyTech, this has resulted in a significant delay in the preparation in the 2022/2023 Financial Statements.

Council requested an extension to December 2023 from the NSW Office of Local Government (OLG). This was granted, requests for further extensions were not approved.

The OLG notification to Council dated 9 March 2024 was considered by Council on 28 March 2024, at this meeting Council resolved the following:

1. Notes receipt by the General Manager of the attached correspondence from the NSW Office of Local Government; and
2. Endorses the strategies Council officers are implementing to ensure lodgement of Council's 2023/2024 Financial Statements by 31 October 2024.

Council also noted that the Draft 2022/2023 Financial Statements would be tabled at the June 2024 **Audit, Risk and Improvement Committee (ARIC)**, for its information and comment.

(b) Discussion

The Draft General Purpose Financial Statements and Draft Special Purpose Financial Statements for the year ended 30 June 2023 are distributed with this report under separate cover (**Annexures A and B**) and have been provided for audit.

The net operating surplus for the year of \$12.282M (\$9.975M in 2021/22) is an improvement on the previous year of \$2.307M.

Council received \$11.978M (\$9.722 in 2021/22) in capital grant funding, an increase of \$2.256M over the previous year), while maintaining a surplus before capital items of \$304k, an improvement of \$51k over the comparative period.

The Statement of Financial Position as at 30 June 2023 and its supporting notes, in particular Note C1-3, shows that there was sufficient cash to cover all external restrictions placed on those holdings with an excess of \$3.435M. It should be noted that there was insufficient cash at balance date in order to set aside funds for planned expenditure in future years, viz., the Financial Assistance Grant paid in advance \$5.05M or to provide working capital over and above the 2023/24 Operating Plan in the event of the need to reinstate assets that are damaged by unplanned and unforeseen events such as bushfires and floods.

Planned Improvements to Financial Management

Council is currently conducting a Financial Sustainability Review to inform development of a new Long Term Financial Plan and development of a new:

- Grants management system and procedure; and a
- Financial Planning Policy.

The financial planning policy and Grants Management System will improve Council's liquidity with the timely recovery of expenditure funded by grants. Note C1-6 discloses a balance of \$7.179M owed by other government departments at balance date.

Certification

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

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

- The Act and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements,
- The Local Government Code of Accounting Practice and Financial Reporting,

- The Department of Water and Energy Practice Management of Water Supply and Sewerage Guidelines,
- NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- Department of Local Government Guidelines '*Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*'.

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

A copy of the required statement to be signed is included in the attached Draft Financial Statements (Page 4).

IT SHOULD BE NOTED THAT THE UNAUDITED FINANCIAL STATEMENTS REFLECT AN OPINION ONLY AND ARE NOT LEGALLY BINDING.

KEY CONSIDERATIONS

(a) Governance/Policy

NSW Local Government Act 1993,
NSW Local Government Code of Accounting Practice and Financial Reporting.

(b) Financial/Asset Management

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

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

(c) Policy/Legislation

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

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

413 Preparation of Financial Reports

- (1) A council must prepare financial reports for each year and must refer them for audit as soon as practicable.
- (2) A Council's Financial Reports must include:
 - (a) A General-Purpose Financial Report, and
 - (b) Any other matters prescribed by the regulations, and
 - (c) A statement in the approved form by the Council as to its opinion on the General-Purpose Financial Report.
- (3) The General-Purpose Financial Report must be prepared in accordance with this Act and the regulations and the requirements of:
 - (a) The publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to the regulations, and
 - (b) Such other standards as may be prescribed by the regulations.

416 Time for preparation and auditing of Financial Reports

- (1) A Council's Financial Reports for a year must be prepared and audited within the period of 4 months after the end of the year.
- (2) A Council may from time to time apply to the Departmental Chief Executive for an extension of that period.
- (3) A Council must make such an application if requested to do so by its auditor.
- (4) Before deciding whether or not to grant an extension, the Departmental Chief Executive may require the Council to give reasons, additional to those set out in the application, as to why the extension should be granted.
- (5) The Departmental Chief Executive may grant an extension of such period as, in the opinion of the Departmental Chief Executive, is necessary in the particular circumstances of the case.
- (6) A Council must notify its auditor of any application for an extension made under this section and of the outcome of the application.

418 Public notice to be given of presentation of Financial Reports

- (1) As soon as practicable after a Council receives a copy of the Auditor's Reports:
 - (a) It must fix a date for the meeting at which it proposes to present its Audited Financial Reports, together with the Auditor's Reports, to the public, and
 - (b) it must give public notice of the date so fixed.

- (2) The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the Auditor's Report are given to the Council.

Note

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

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

419 Presentation of Council's Financial Reports

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

(d) Risk

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

(e) Consultation

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

In accordance with the *Local Government Act 1993* Council authorises the Financial Statements for the year ending 30 June 2023 to be certified and signed by the Mayor, the Deputy Mayor, the General Manager and the Responsible Accounting Officer on behalf of Council and be referred to the Auditor for audit and that the audited financials be presented at the next Ordinary Council Meeting and placed on public exhibition.

The Draft General Purpose Financial Statements and Draft Special Purpose Financial Statements for the year ended 30 June 2023 are attached to this report.

ECM INDEXES

Subject Index:	FINANCIAL MANAGEMENT: Financial Reporting
Customer Index:	Nil
Property Index:	Nil

ATTACHMENTS

Annexure A	Draft GPFS (<i>under separate cover</i>)
Annexure B	Draft SPFS (<i>under separate cover</i>)

**REPORT TITLE: 7.3 CAPITAL WORKS PROGRAM PROGRESS REPORT AS
 AT 31 MARCH 24**

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2023/2024 Financial Year and the progress of Capital Works Projects carried over from previous financial years or revoted from previous financial years, all of which were adopted in December 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 a holistic overview of Council’s progress regarding completed projects, works in progress, or expected project commencement dates.

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

Water Billing

Water notices for the first quarter of 2023-24 (Jul to Sep 2024) were processed by 31 March 2024 and the target for the water billing cycle is in alignment to when the rates notices are sent.

Fixing Country Bridges

Three of the Round 1 Fixing Country Bridges projects are well underway with piling works completed on Furracabad, Wentworth Street and Mt Mitchell Road bridge replacement projects.



Image 1: Furracabad Bridge piling works

Bald Nob Project

Stabilisation of the subbase pavement is almost complete, reaching a critical milestone on the 6km construction project. The road will be opened to traffic and final base pavement works and bitumen sealing will be completed in Spring 2024.



Image 2: Bald Nob Road

Regional Emergency Road Repair Fund (RERRF)

Gravel re-sheeting works and heavy patching works are underway under the \$2.9M state funded RERRF program through contractors and internal teams. See below heavy patching works on Grafton Street.



Image 3: Heavy patching on Grafton Street

Construction of Centennial Parklands amenities facilities and outdoor area

The **Project Control Group (PCG)** was officially notified on 5 April 2024 that the Centennial Parklands Project will not be completed in time for the **Australian Celtic Festival (ACF)** due to the ongoing weather impacts. The construction project will cease work a few days before and after the ACF to enable the event to continue with minimal impacts.

Council is continuing to engage with key stakeholders such as the licensee of the Crofters Cottage and Australian Standing Stones Management Board to ensure that impacts to businesses and events are managed and mitigated where possible.

Construction progress made since reported to the March 2024 Council meeting include:

- Concrete pathways,
- Retaining wall,
- Formwork, and
- All-abilities ramp at Crofters Cottage constructed.



Image 4: Centennial Parklands Project – Construction

Glen Innes Netball Association – Playground Installation

Installation of the playground located adjacent to the outdoor netball courts is underway. After a formal Request for Quotation process, local contractor James Graham Construction, was awarded the project and commenced works on the 5 April 2024.



Image 6: Playground to be installed adjacent to the Glen Innes Netball Courts

Glen Innes Aquatic Centre – Resurfacing Project

After undertaking a formal **Request for Quotation (RFQ)** process, Mattioli Innovators in Protective Coatings has been awarded the project for the Regel surfacing of the Glen Innes 25 metre and Learn to Swim pools. The works commenced on 4 April 2024 and are anticipated to be completed later this month.

This project is fully funded by the NSW Government under the Stronger Country Communities Fund – Round 5 program.



Image 7: Before and After Re-Gel Works Pictures of Glen Innes 25m and Learn to Swim Pools

KEY CONSIDERATIONS**(a) Financial/Asset Management**

The following table provides a summary of the adopted budget, the actual and committed amounts as of 29 February 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	109,748.35	3.32%
Bridge	8	6,805,695.50	3,867,010.22	56.82%
Building	3	753,000.00	246,484.84	32.73%
Community Halls	1	131,651.00	105,326.40	80.00%
Drainage	4	2,188,503.16	2,105,739.51	96.22%
Ecnomic Development	4	413,446.00	250,051.60	60.48%
Flood Recovery & Natural Disasters	5	5,943,419.00	245,379.60	4.13%
IT	1	65,000.00	50,000.00	76.92%
Library	1	38,000.00	24,181.82	63.64%
Life Choices	6	187,153.00	31,936.46	17.06%
Open Office	1	785,825.00	507,206.39	64.54%
Open Spaces & Recreational	16	5,489,369.00	4,192,019.48	76.37%
Plant	28	2,858,128.79	2,559,056.49	89.54%
Quarry	3	811,119.32	37,728.64	4.65%
Roads	36	28,074,792.00	12,582,095.24	44.82%
Sewer	3	641,749.00	497,565.38	77.53%
Waste	3	1,434,065.00	1,037,714.34	72.36%
Water	6	2,094,486.00	1,459,920.40	69.70%
Grand Total	132	62,018,579.77	29,909,165.16	48.23%

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.

(b) Policy/Legislation

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

The following legislation applies:

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

(c) Risk

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

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

(d) Consultation

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

ECM INDEXES:

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

ATTACHMENTS

Annexure A Annexure A-Capital Projects Details

REPORT TITLE: 7.4 INVESTMENT REPORT - MARCH 2024

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

The purpose of this report is to provide details of all money that Council has invested under section 625 of the *Local Government Act 1993* (Act).

RECOMMENDATION

That Council notes the Investment Report as at 31 March 2024, including the certification by the Responsible Accounting Officer.

REPORT

(a) Background

In accordance with section 212 of the *Local Government (General) Regulation 2021* (Regulation), the Responsible Accounting Officer must provide Council with a written report on a monthly basis setting out details of all money that the Council has invested under section 625 of the Act.

Also in this month's meeting agenda, Council will be considering the Report, **"DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS AND SPECIAL SCHEDULES FOR THE 2022/2023 FINANCIAL YEAR."** That report refers to cash at bank and on hand balances held as at 30 June 2023 of \$9.581M. That report also refers to restrictions placed on the cash and investments held totalling \$24.871M.

(b) Discussion


Council has \$20.1M invested in Term Deposits, equating to 100% of Council's total financial investment portfolio as at the end of the reporting month.

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

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

Currently Council has three responsible investments, being three \$1M investments with Westpac's Green Tailored Deposits. Two investments are with institutions that do not fund fossil fuels: \$1.1M with Heritage Bank and \$1.0M with My State Bank.

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

Bank Reconciliation Statement	
Balance as per General Ledger :	
Ledger Balance as at 31 March 2024	\$3,728,927.70
Balance as per Bank :	
Opening Balance 1 March 2024	\$6,183,690.19
March Movements	-\$3,032,606.01
Closing Balance 31 March 2024	<u>\$3,151,084.18</u>
less : Unrepresented Receipts & Payments	-\$589,808.45
less : Timing Differences	\$26,225.40
less : Reconciling item being investigated (AirTime support ticket #49985 – level 2)	-\$14,260.47
Total:	<u>\$3,728,927.70</u>
	check : 0
 Responsible Accounting Officer 10 April 2024	

The unrepresented receipts and payments of \$590K and the overall reconciliation variance of \$14K is being investigated and will need to be resolved as part of the bank reconciliation process. This will be completed in consultation with ReadyTech's support team due to system issues that are causing the variance. A current support ticket is open with ReadyTech. A system issue has opened previously closed sessions of the bank reconciliation; hence the unrepresented receipts and payments amount being high, at \$590K.

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/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
A1+/AA-	06/02/2025	5.12%	Westpac **	Yes	1,000,000	51,340
A1+/AA-	13/02/2025	5.10%	NAB	Yes	700,000	35,700
A2/BBB+	07/03/2025	5.10%	My State	No	1,000,000	50,860
A2/BBB	14/03/2025	5.11%	Regional Australia Bank	Yes	1,000,000	50,960
Expected Return FY24		5.11%	Total Investments		20,100,000	1,026,311
Avg. Headline Rate Return		5.10%	Cash on Hand		3,151,084	
			Total Cash and Investments		23,251,084	

** 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 Mar 2024	\$1,088,006.44
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The table below details the monthly movements of investments for the reporting month:

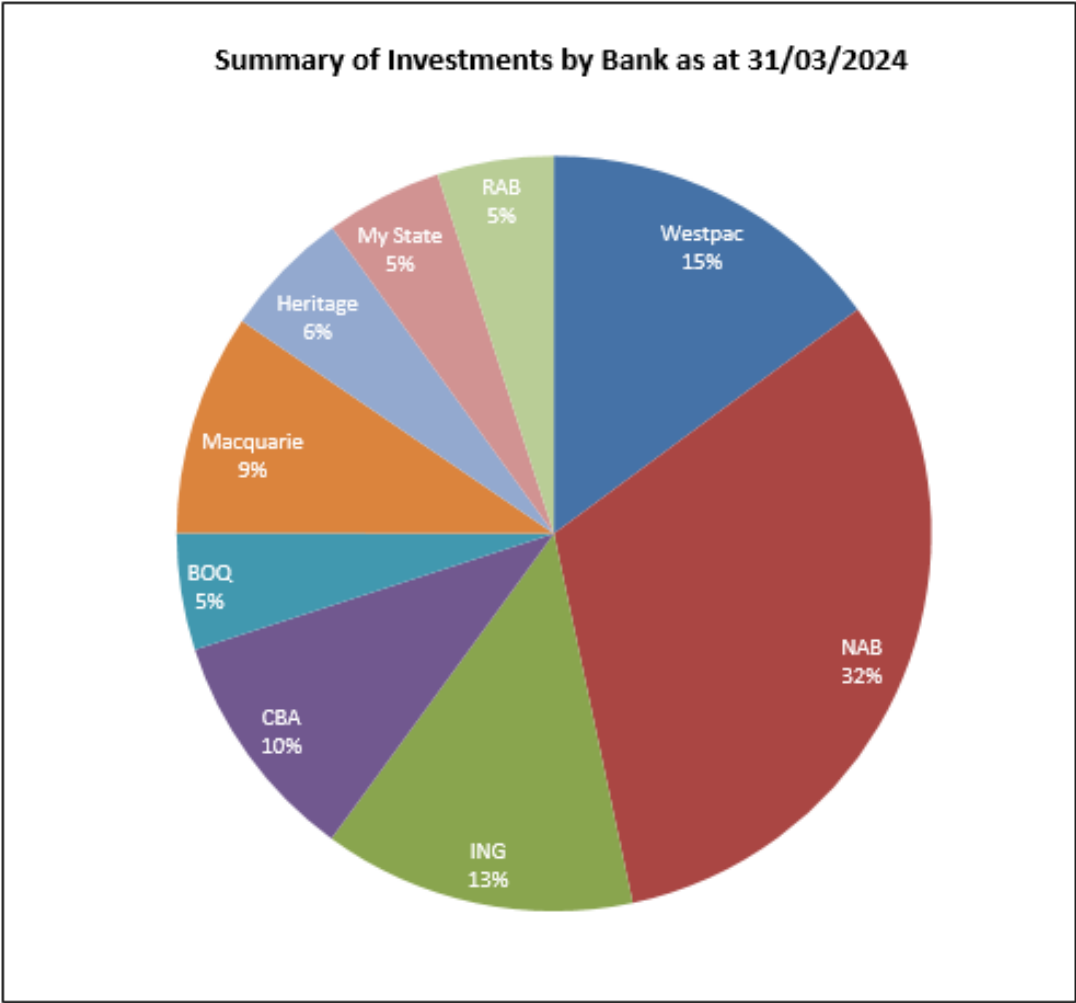
Investment Movements	
Opening Balance as at 1 March 2024	20,200,000
Less :	
Maturities (2)	2,100,000
Subtotal	18,100,000
Plus :	
Rollovers (2)	2,000,000
New Investments (0)	-
Current Balance as at 31 March 2024	20,100,000

During the reporting month two term deposits matured: \$1M with Beyond Bank which was reinvested with My State Bank, and \$1.1M with IMB of which \$1.0M was reinvested with Regional Australia Bank.

A summary of maturities is set out below:

Period	No. of Term Deposits Maturing	Value
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	2	1,700,000
Mar-25	2	2,000,000
Apr-25	0	0
Total	21	\$20,100,000

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).

KEY CONSIDERATIONS

(a) Financial/Asset Management

The actual average return on Council investments for the 2022/2023 Financial Year was 4.40%. The current actual average return for the 2023/2024 Financial Year is 5.11%. This is an increase on the actual average return of 0.71%, which reflects the higher interest rates in FY24 over FY23.

Interest rates are stabilising after a year and a half of trending upwards. The Bloomberg Ausbond Bank Bill Index one-year return rate for the reporting month is 4.20%.

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

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

(b) Policy/Legislation

Monthly financial reporting ensures transparency, to enable councillors to make financially sustainable and accountable decisions. The Policy states that short-medium term funds can be invested for up to five years.

Investments are to be considered in conjunction with the following key criteria:

- At the time of investment, no institution at any time shall hold more than 45% of Council's total investments. The maximum will be determined by the long-term rating of the institution - AAA up to 45%; AA up to 35%; A up to 15% and BBB up to five percent,
- At the time of investment, the maximum portfolio limits per rating are - AAA up to 100%; AA up to 100%; A up to 45%; BBB up to 25% and Government up to 100%, and
- Council's Investments can be placed in a mixture of short (0-12 months), short-medium (1-2 years) and medium (2-5 years) term investments whilst ensuring that liquidity and income requirements are met.

The portfolio is split across three of the credit rating categories (AA, A and BBB).

During January 2024, \$1.9M was allowed to mature without reinvestment, meaning our \$1.1M term deposit with Heritage now takes up a greater overall percentage of investments than it 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	0.0%	-	100%	20,100,000
Yes	AA	56.7%	11,400,000	100%	8,700,000
Yes	A	22.9%	4,600,000	45%	4,445,000
Yes	BBB	20.4%	4,100,000	25%	925,000
Yes	Government	0.0%	-	100%	20,100,000
		100.0%	20,100,000		

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

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

Section 625 of the Act states the following:

How may Councils invest?

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

Section 212 of the Regulation states the following:

Report on Council's Investments

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

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

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

(c) Risk

The following table provides information on investment types including a risk assessment and the amount and percentage invested compared to the total investment portfolio:

RISK ASSESSMENT OF INVESTMENT PORTFOLIO

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term Deposits	Low	Low	20,100,000	100%
Total			20,100,000	100%

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

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

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

(d) Consultation

Council makes investments through Curve Securities and deals directly with the Commonwealth Bank and the Westpac Bank. During the month, all three advisors were contacted to gain advice on daily interest rates.

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

ECM INDEXES:

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.5 QUARTERLY BORROWINGS REPORT AS AT 31 MARCH 2024**REPORT FROM: CORPORATE AND COMMUNITY SERVICES****PURPOSE**

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT**(a) Background**

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

(b) Discussion

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

General Fund					
Loan No	Purpose	Interest Rate	Loan Start Date	Loan Completion Date	Balance
1	TCORP "Wattle Vale" & RFS Loan	3.95%	12/12/2016	8/12/2036	\$1,505,822.05
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$1,397,914.09
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 59,166.69
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 525,000.00
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 117,977.65
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 471,910.55
16	Glen Innes & Emmaville Swim Centre	4.70%	6/03/2015	28/02/2035	\$ 992,974.71
Total General Fund Liability					\$5,070,765.74

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	\$1,405,000.00
Total Water Supply Fund Liability					\$1,405,000.00

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					\$7,036,772.28
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*On each of the two (2) **Local Infrastructure Renewal Scheme (LIRS)** loans, Council pays the interest rates above; Council is then reimbursed three percent every six months of interest paid on each loan under the LIRS scheme.

Certification

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

KEY CONSIDERATIONS

(a) Financial/Asset Management

Council has Loan Liabilities totalling **\$7,036,772.28** as at the end of the reporting quarter.

(b) Policy/Legislation

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

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

(c) Risk

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

(d) Consultation

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN (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.

ECM INDEXES:

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.6 REVISED RISK MANAGEMENT POLICY

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Risk Management Policy.

REPORT

(a) Background

The Risk Management Policy was last adopted by Council on 25 March 2021 and is due for review every three years. The document has been reviewed by Council's **Management Executive Team (Manex)** and is now recommended for Council's review and adoption.

(b) Discussion

The purpose of risk management is the creation and protection of value. It improves performance, encourages innovation and supports the achievement of objectives.

The Risk Management Policy details Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all Council's planning, decision-making and operational processes. It is not an isolated document but part of an integrated approach to meeting the requirements of legislation and the Guidelines, whilst being sensitive to the organisational context.

The revised Policy has adopted elements from the example risk management policy contained within the ***Risk Management and Internal Audit Guidelines for Local Councils in NSW (the Guidelines)***. As the amendments are extensive, the current Risk Management Policy (***Annexure B***) is provided for comparison.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

- *Risk Management Guidelines* (AS ISO 31000:2018)
- *Local Government Act 1993* – s 428A
- *Local Government (General) Regulation 2021*
 - o Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 – to commence 1 July 2024
 - 216S Risk management—the Act, Sch 6, cl 18 - (1) A council must adopt and implement a system for managing risk.
- Risk Management Plan (Draft plan currently under Manex review).

(c) Risk

The Risk Management Policy is a key document in Council's Risk Management Framework and sets Council's strategic commitment towards risk management practices.

(d) Consultation

Council's Audit, Risk and Improvement Committee, the Independent Commission Against Corruption (NSW), and the NSW Office of Local Government.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Risk Management Policy has been revised to include changes that have occurred since the current Policy was adopted in March 2021. Changes are significant and the revised Policy is now presented to Council for its review and adoption.

ECM INDEXES:

Subject Index:	RISK MANAGEMENT: Framework
Customer Index:	NIL
Property Index:	NIL

ATTACHMENTS

Annexure A	Draft Risk Management Policy
Annexure B	Risk Management Policy

REPORT TITLE: 7.7 GLEN INNES COMMUNITY ACCESS COMMITTEE - ELECTION OF COMMITTEE

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

The purpose of this report is for Council to endorse recommendations made at the Glen Innes Community Access Committee meeting held on Monday, 4 March 2024.

RECOMMENDATION

THAT Council:

1. ***Endorses the following six community representatives as the elected Glen Innes Community Access Committee:***
 - *Joan Jones,*
 - *Leonie Lee,*
 - *Kelly Reynolds,*
 - *Kerrie Sturtridge,*
 - *Julie Teal, and*
 - *David Thomas.*
2. ***Endorses the election of office bearers within the newly elected Glen Innes Community Access Committee as follows:***
 - *Chairperson - Kerrie Sturtridge, and*
 - *Vice Chairperson – David Thomas.*

REPORT

(a) Background

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

The **Annual General Meeting (AGM)** of the Glen Innes Community Access Committee was held on Monday, 4 March 2024. Six nominations were received for membership of the committee. The representatives who nominated for the Glen Innes Community Access Committee are aware of the conditions as outlined in the **Community Committees of Council Manual (the Manual)**. Some of the conditions are included here, from section 13-14:

A Community Committee will comprise of those people endorsed by the General Manager or Council. Committee membership is on an annual basis. Members may stand for re-election at each AGM.

No qualifications are necessary for membership, though a commitment to the activities of the committee, a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential.

Community representatives nominated for a committee are to be residents of the LGA, carry out business within the LGA, or an employee in a business within the LGA.

Members of Community Committees are volunteers, therefore, do not receive payment for services.

(b) Discussion

In accordance with the Manual, all positions were declared vacant. Nominations were called from interested members of the community to fill the committee positions for the coming year.

The AGM Minutes of the Glen Innes Community Access Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Joan Jones,
- Leonie Lee,
- Kelly Reynolds,
- Kerrie Sturtridge,
- Julie Teal, and
- David Thomas.

The election of office bearers was also held, with Kerrie Sturtridge re-elected as Chairperson and David Thomas re-elected as Vice Chairperson. It is to be noted that the secretarial role of this committee is performed by a Council staff member.

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

KEY CONSIDERATIONS

(a) Financial/Asset Management

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

(b) Policy/Legislation

A wholly advisory committee is a Council committee that Council has not delegated any functions to. Members of such a committee do not fall under Council's Code of Conduct for Council Committees, Delegates and Advisers, although Council staff members and Councillors will come under the Code of Conduct for Council Staff and Code of Conduct for Councillors, respectively. Despite this, the manual includes this provision at section 11:

Community Committees with advisory functions only, must:

- (a) Always put the public interest ahead of personal interest,*
- (b) Act respectfully, courteously, properly, ethically, legally and not engage in conduct that constitutes bullying or harassment, and*
- (c) Provide impartial advice.*

(c) Risk

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

(d) Consultation

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5 Support the Voluntary and Not-For-Profit Sector to strengthen its capability.

CONCLUSION

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

The Glen Innes Community Access Committee has elected six members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ECM INDEXES

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

ATTACHMENTS

Annexure A Glen Innes Community Access Committee - AGM Minutes 4.3.2024

REPORT TITLE: 7.8 GLEN INNES SALEYARDS ADVISORY COMMITTEE - ELECTION OF COMMITTEE

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

The purpose of this report is for Council to endorse recommendations made at the Glen Innes Saleyards Advisory Committee meeting held on Wednesday, 14 February 2024.

RECOMMENDATION

THAT Council:

1. **Endorses the following five representatives as the newly elected Glen Innes Saleyards Advisory Committee:**
 - **Shad Bailey - Colin Say and Co Pty Ltd (agent representative),**
 - **Carl Hooton – Elders (agent representative),**
 - **Lyle Perkins (landholder representative),**
 - **Terry te Velde - Newberry te Velde Carige Agencies (agent representative), and**
 - **Angus Vivers (landholder representative).**
2. **Endorses Carl Hooton as the Committee Chairperson for the newly elected Glen Innes Saleyards Advisory Committee.**

REPORT

(a) Background

The Glen Innes Saleyards Advisory Committee, a community committee of Council, includes representation from community landholders, transport/carriers and selling agents. The committee is required to consider matters brought before it and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Glen Innes Saleyards Advisory Committee was held on Wednesday, 14 February 2024. Five nominations were received for membership of the committee. The representatives who nominated for the Glen Innes Saleyards Advisory Committee are aware of the conditions as outlined in the **Community Committees of Council Manual (the Manual)**. Some of the conditions are included here, from section 13-14:

A Community Committee will comprise of those people endorsed by the General Manager or Council. Committee membership is on an annual basis. Members may stand for re-election at each AGM.

No qualifications are necessary for membership, though a commitment to the activities of the committee, a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential.

Community representatives nominated for a committee are to be residents of the LGA, carry out business within the LGA, or an employee in a business within the LGA.

Members of Community Committees are volunteers, therefore, do not receive payment for services.

(b) Discussion

In accordance with the Manual, all positions were declared vacant. Nominations were called from interested members of the community to fill the committee positions for the coming year.

The AGM minutes of the Glen Innes Saleyards Advisory Committee (**Annexure A**) include the following five recommendations, for membership, for consideration by Council:

- Two landholder representatives:
 - Lyle Perkins, and
 - Angus Vivers.
- Three representatives from selling Agents who use the Saleyards:
 - Shad Bailey - Colin Say and Co,
 - Carl Hooton – Elders, and
 - Terry te Velde - Newberry te Velde Carige Agencies.

It is noted that there were no transport/carrier representative nominations received, along with no agent representative nomination from Nutrien. It was also noted that only two of the three landholder representative memberships available were filled, with one landholder representative remaining vacant.

The election of office bearers was held with Carl Hooton elected to perform the duty of Chairperson for this committee.

In accordance with Council's resolution 14.09/23, dated Thursday, 21 September 2023, Council's representatives on this Committee are the Mayor (Councillor Rob Banham) and Councillor Tim Alt. The General Manager, Director of Place and Growth and the Saleyards Manager also attend these meetings as management representatives.

Council currently provides a minute secretary to assist this committee.

KEY CONSIDERATIONS

(a) Financial/Asset Management

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

(b) Policy/Legislation

A wholly advisory committee is a Council committee that Council has not delegated any functions. Members of such a committee do not fall under Council's Code of Conduct for Council Committees, Delegates and Advisers, although Council staff members and Councillors will come under the Code of Conduct for Council Staff and Code of Conduct for Councillors, respectively. Despite this, the manual includes the following provisions at section 11:

Community Committees with advisory functions only, must:

- (a) Always put the public interest ahead of personal interest;*
- (b) Act respectfully, courteously, properly, ethically, legally and not engage in conduct that constitutes bullying or harassment; and*
- (c) Provide impartial advice.*

(c) Risk

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

(d) Consultation

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.6.1: Deliver the Glen Innes Saleyards Services to a break-even or profitable level.

This report links to Council's Delivery Program Economic Development Principal Activity ED 2.6.2: If Item ED 2.6.1 is not being delivered, determine the ongoing viability of and strategy for the Glen Innes Saleyards.

CONCLUSION

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

The Glen Innes Saleyards Advisory Committee has elected five members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ECM INDEXES

Subject Index:	GOVERNANCE: Committees of Council
Customer Index:	Glen Innes Saleyards Advisory Committee
Property Index:	NIL

ATTACHMENTS

Annexure A Glen Innes Saleyards Advisory Committee - AGM Minutes 14.2.2024

REPORT TITLE: 7.9 GLEN INNES SEVERN LIBRARY COMMITTEE - ELECTION OF COMMITTEE

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

The purpose of this report is for Council to endorse recommendations made at the Glen Innes Severn Library Committee meeting held on Friday, 16 February 2024.

RECOMMENDATION

THAT Council:

1. ***Endorses the following four community representatives as members of the newly elected Glen Innes Severn Library Committee:***
 - ***Marina Gerlofsma,***
 - ***Kerry Muir,***
 - ***Lindy Stevenson, and***
 - ***Jenny Sloman.***
2. ***Endorses the election of office bearers within the newly elected Glen Innes Severn Library Committee as follows:***
 - ***Kerry Muir elected as Chairperson,***
 - ***Lindy Stevenson elected as Vice Chairperson, and***
 - ***Marina Gerlofsma elected as Minute Secretary.***

REPORT

(a) Background

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

The **Annual General Meeting (AGM)** of the Glen Innes Severn Library Committee was held on Friday, 16 February 2024. Four nominations were received for membership of the committee. The representatives who nominated for the Glen Innes Severn Library Committee are aware of the conditions as outlined in the **Community Committees of Council Manual (the Manual)**. Some of the conditions are included here, from section 13-14:

A Community Committee will comprise of those people endorsed by the General Manager or Council. Committee membership is on an annual basis. Members may stand for re-election at each AGM.

No qualifications are necessary for membership, though a commitment to the activities of the committee, a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential.

Community representatives nominated for a committee are to be residents of the LGA, carry out business within the LGA, or an employee in a business within the LGA.

Members of Community Committees are volunteers, therefore, do not receive payment for services.

(b) Discussion

In accordance with the Manual, all positions were declared vacant. Nominations were called from interested members of the community to fill the 12 committee positions for the coming year.

The AGM Minutes of the Glen Innes Severn Library Committee (**Annexure A**) include the following recommendations, for membership, for consideration by Council:

- Marina Gerlofsma,
- Kerry Muir,
- Lindy Stevenson, and
- Jenny Sloman.

The election of office bearers was held, with Kerry Muir elected as Chairperson, Lindy Stevenson elected as Vice Chairperson and Marina Gerlofsma elected as Minute Secretary.

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

In addition to Council representatives the following representatives will also participate as non-voting committee members:

- Donna Green (TAFE Representative); and
- Sarah Wilson (Senior TAFE Librarian).

KEY CONSIDERATIONS

(a) Financial/Asset Management

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

(b) Policy/Legislation

A wholly advisory committee is a Council committee that Council has not delegated any functions to. Members of such a committee do not fall under Council's Code of Conduct for Council Committees, Delegates and Advisers, although Council staff members and Councillors will come under the Code of Conduct for Council Staff and Code of Conduct for Councillors, respectively. Despite this, the manual includes this provision at section 11:

Community Committees with advisory functions only, must:

- (a) Always put the public interest ahead of personal interest,*
- (b) Act respectfully, courteously, properly, ethically, legally and not engage in conduct that constitutes bullying or harassment, and*
- (c) Provide impartial advice.*

(c) Risk

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

(d) Consultation

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

This report links to Council's Delivery Program Community Service Principal Activity CS 1.5 Support the Voluntary and Not-For-Profit Sector to strengthen its capability.

CONCLUSION

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

The Glen Innes Severn Library Committee has elected four members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ECM INDEXES:

Subject Index: GOVERNANCE: Committees of Council
Customer Index: Library Committee
Property Index: NIL

ATTACHMENTS

Annexure A Glen Innes Severn Library Committee - AGM Minutes - 16.2.2024

**REPORT TITLE: 7.10 RECREATION AND OPEN SPACES COMMITTEE -
ELECTION OF COMMITTEE**

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

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

RECOMMENDATION

THAT Council:

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

REPORT

(a) Background

The Recreation and Open Spaces Committee, a community committee of Council, includes representation from community members. The committee is required to make recommendations to Council on matters brought before the committee.

The **Annual General Meeting (AGM)** of the Recreation and Open Spaces Committee was held on Wednesday, 28 February 2024. Nine nominations were received for membership of the committee. The representatives who nominated for the Recreation and Open Spaces Committee are aware of the conditions as outlined in the **Community Committees of Council Manual (the Manual)**. Some of the conditions are included here, from section 13-14:

A Community Committee will comprise of those people endorsed by the General Manager or Council. Committee membership is on an annual basis. Members may stand for re-election at each AGM.

No qualifications are necessary for membership, though a commitment to the activities of the committee, a willingness to be actively involved in committee issues, and a willingness to attend training provided by Council, are essential.

Community representatives nominated for a committee are to be residents of the LGA, carry out business within the LGA, or an employee in a business within the LGA.

Members of Community Committees are volunteers, therefore, do not receive payment for services.

(b) Discussion

In accordance with the Manual, all positions were declared vacant. Nominations were called from interested members of the community to fill the committee positions for the coming year.

The AGM minutes of the Recreation and Open Spaces Committee (**Annexure A**) include the following nine recommendations, for membership, for consideration by Council:

- Christine Davis,
- Desmond Fitzgerald,
- Jon Fletcher,
- Richard Moon,
- Preston Parkes,
- Jane Renata,
- Bob Thomas,
- Jenny Thomas, and
- Raelene Watson.

The election of office bearers was held with Councillor Troy Arandale elected to perform the duty of Chairperson for this committee.

In accordance with Council's resolution 14.09/23, dated Thursday, 21 September 2023, Council's representatives on this Committee are the Mayor (Councillor Rob Banham) and Councillor Troy Arandale. The Director of Place and Growth and the Manager of Recreation and Open Spaces also attend these meetings as management representatives.

Council currently provides a minute secretary to assist this committee.

KEY CONSIDERATIONS

(a) Financial/Asset Management

As this is an advisory Committee of Council, the Recreation and Open Spaces Committee has no financial delegations.

(b) Policy/Legislation

A wholly advisory committee is a Council committee that Council has not delegated any functions. Members of such a committee do not fall under Council's Code of Conduct for Council Committees, Delegates and Advisers, although Council staff members and Councillors will come under the Code of Conduct for Council Staff and Code of Conduct for Councillors, respectively. Despite this, the manual includes the following provisions at section 11:

Community Committees with advisory functions only, must:

- (a) Always put the public interest ahead of personal interest;*
- (b) Act respectfully, courteously, properly, ethically, legally and not engage in conduct that constitutes bullying or harassment; and*
- (c) Provide impartial advice.*

(c) Risk

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

(d) Consultation

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

The Recreation and Open Spaces Committee has elected nine members for the coming year, who have agreed to be actively involved in Committee issues in accordance with the conditions set out in the Manual. Council's approval is now sought for the new membership.

ECM INDEXES

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

ATTACHMENTS

Annexure A	Recreation and Open Spaces Committee - AGM Minutes 28.2.2024
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REPORT TITLE: 7.11 WORKPLACE INJURY MANAGEMENT REPORT AS AT 31 MARCH 2024

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion

The table below covers Workers Compensation figures from 1 July 2020 until 31 March 2024, as follows:

Item	2020/2021	2021/2022	2022/2023	2023/2024
Total Premium Paid	\$226,022.88	\$204,694.45	\$278,977.52	\$355,371.15 (estimate)
Premium as a % of Gross Wages (excluding GST)	1.97%	1.81%	2.22%	2.71% (estimate)
YTD New Claims (Premium Impacting)	5	5	11	4
YTD New Claims (Non-Premium Impacting)	10	5	6	3
YTD Total New Claims	15	10	17	7
YTD Time Lost Due to Injury (LTI Days)	29	387	638	578
Open Premium Impacting Claims (From Previous Years)				3
Open Non-Premium Impacting Claims (From Previous Years)				2

Item	2020/2021	2021/2022	2022/2023	2023/2024
Open Premium Impacting Claims (Current Year)				3
Open Non-Premium Impacting Claims (Current Year)				2
Total Open Claims				10
Closed Claims that are still Impacting on Council's Premium				7
Total Cost of All Premium Impacting Claims (to date)	\$35,352.00	\$60,800.00	\$108,607.00	\$116,730.00
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 January 2024 to 31 March 2024, with both claims being non-premium impacting.

Three claims were closed during the quarterly reporting period, all of which were premium impacting claims from the current year.

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

KEY CONSIDERATIONS

(a) Financial/Asset Management

Council's original budget for its 2023/2024 Workers Compensation Insurance premium was \$252,301. This amount 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.

(b) Policy/Legislation

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

(c) Risk

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

(d) Consultation

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

The reporting period 1 January 2024 to 31 March 2024 saw two new workers compensation claims, both with no lost time. Three claims were closed during the same period. Increases in lost time and claims costs continue to impact negatively on Council's premium.

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

ECM INDEXES:

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.12 LANDSCAPING PLAN - TOWN CENTRE, CHURCH STREET, INDOOR STADIUM AND WENTWORTH STREET BRIDGE

REPORT FROM: PLACE AND GROWTH

PURPOSE

The purpose of this report is to present to Council the new landscaping plan concepts for the Glen Innes Town Centre, Church Street, Indoor Stadium and Wentworth Street Bridge precincts and to refer to future budget considerations an allocation of up to \$500,000 per annum from 2025/26 – 2029/30 to fund the staged implementation of the plan (subject to any offset being received via grant funding and ongoing review of works to be undertaken).

RECOMMENDATION

THAT Council:

1. *Notes the new Sala4D Landscaping Plans for the Glen Innes Town Centre, Church Street, Indoor Stadium and Wentworth Street Bridge precincts have been received; and*
2. *Refers to future budget considerations an indicative budget allocation of up to \$500,000 (subject to being offset by any grant funds being received) per annum from 2025/26 – 2029/30 to fund the staged implementation of the plan.*

REPORT

(a) Background

Public spaces and in particular streetscapes are a key component of a community's identity. Quality streetscapes assist in building community confidence and pride and streetscape projects are often seen as an economic development initiative. Residents want to feel good about where they live and the quality of the public realm is a vital part of engendering that community pride.

The urban environment in Glen Innes has degraded in recent times and it is considered vital to put a plan in place to address the situation over coming years.

Council formally engaged Sala4D on 1 August 2023 after undertaking a **Request for Quotation (RFQ)** for the Glen Innes Landscape Upgrade Project.

The aim of the project is to enhance and beautify the region's Town Centre and surrounds to create an even more vibrant and attractive precinct.

The consultant was to develop a landscape plan and concept that builds upon the 2010 King and Campbell design to enhance features such as:

- New tree-planting to provide more shade and amenity, creating a greener environment,
- New landscaped gateways at Meade and Lang Streets,
- Feature planters,
- Public art opportunities, including wayfinding and storytelling sculptures and light boxes,
- New lighting, including feature lighting,
- New and enhanced signage to draw attention to the presence of Grey Street, Glen Innes, and
- Installation of additional street furniture to entice residents and visitors to 'stay longer' within the precinct.

The initial engagement was to focus on three areas, being:

1. Central Business District, Grey Street Glen Innes.
2. Church Street Highway (Meade Street/Gwydir Highway through to Lang Street).
3. Glen Innes Multi-Sports Complex Precinct.

However, part way through the consultant engagement, Council identified a further area requiring a landscaping plan, being Wentworth Street Bridge precinct, given that the bridge is undergoing replacement and landscaping will be needed to complete the project as well as noting the important setting the bridge sits within.

Council has now received the landscape plans which will enable us to deliver a detailed shovel-ready design which will be used to implement works and attract the necessary funding to complete the project over a stage time frame.

(b) Discussion

In March 2024, Council received fully document landscaping specifications, detailed construction plans, and photomontages of the proposed works.

A copy of the photomontages is attached.

In terms of landscaping implementation, the following priority areas have been earmarked for completion in 2024/25:

- Roundabouts located in Glen Innes Town Centre, Grey Street and Church Streets (New England Highway),
- Town Square and replanting of permanent planter boxes,
- Glen Innes Multi-Sports Stadium, and
- Wentworth Street Bridge.

Most of these works will be undertaken during the spring/summer period given that Glen Innes has a harsh Winter/Autumn period which is not conducive for many new plantings.

It is likely that Council will deliver the landscaping plans through a mix of internal staff labour and external contractors.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Whilst the estimated costings provided by the consultant are well outside Council's budgetary limitations, officers are confident that through good project management a successful outcome can be achieved. Therefore, the plans received will form the basis for implementation but may be subject to change to ensure the best financial outcome is achieved whilst still maintaining the integrity of the project. Some of the elements of the consultant's costings, whilst not unreasonable in some settings, are not a priority for this project.

The Wentworth/Grey St roundabout is in need of pavement rehabilitation and a funding mix is currently being considered for this project, part of the LRCI grant could be accessed for some of the works if necessary.

Council has received an as of right allocation of \$872,429 from the **Local Roads and Community Infrastructure Program (LRCI)** to fund the implementation of the landscaping plans in 2024/25. This funding will enable significant implementation of the project to commence next financial year.

It is proposed that the project will be funded via LRCI 2024/25, and from 2025/26 onwards a general fund allocation of \$500,000 per year (subject to grant funding being received to offset costs).

(b) Policy/Legislation

Nil.

(c) Risk

The landscaping plans highlight the works that are needed to raise the beautification standard of the Glen Innes township and surrounding areas. The implementation, maintenance and planting renewals will require significant budget allocation per year. Absence of sufficient budget will greatly reduce the effectiveness of the project.

(d) Consultation

Extensive community and stakeholder has been undertaken by Sala4D within their project scope. The community and stakeholder project report is attached.

Further consultation between Sala4D and Council senior staff has also been undertaken, specifically with:

- Manager Recreation and Open Spaces,
- Director Place & Growth,
- Director Infrastructure Services,
- Manager Integrated Water & Sewer,
- Manager Infrastructure Delivery, and
- General Manager.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Community Service Principal Activity CS 1.3.1: Promote Public Art in the LGA and encourage participation by local artists.

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.1.7: Assess need for Open Spaces and Parks and Gardens assets construction or renewal.

CONCLUSION

Landscaping plans for four strategic Glen Innes areas (Glen Innes Town Centre - Grey Street Glen Innes, Church Street Highway - Meade Street/Gwydir Highway through to Lang Street, Glen Innes Multi-Sports Complex Precinct and Wentworth Street Bridge precincts) have been completed by consultants Sala4D with the photomontages attached to this report.

Council has sufficient funds to commence implementing the plans in 2024/25 through the LRCI funding program, however in order to achieve the full impact of the project, Council will require an additional \$500,000 per annum commencing in 2025/26 over the following five years to implement the landscaping plans across all identified areas.

ECM INDEXES

Subject Index:	Glen Innes Landscaping Plan
Customer Index:	Nil
Property Index:	Nil

ATTACHMENTS

Annexure A	Glen Innes Landscaping Plan Photomontages
Annexure B	Glen Innes Landscaping Plan - Community Consultation Report

REPORT TITLE: 7.13 NOTICE OF DETERMINATION - GENERAL MANAGER AS APPLICANT

REPORT FROM: PLACE AND GROWTH

PURPOSE

The purpose of this report is to advise Council that a Development Application has been received and determined by Council for a minor development (carport) to the private residence of Council's General Manager. This report has been prepared to fulfill the requirements the Conflicts of Interest Policy (In Dealing with Council-related Development) endorsed by Council.

RECOMMENDATION

That Council notes the receipt of a Development Application for a Carport to the General Manager's residence, and has assessed it in line with the relevant Council policy.

REPORT

(a) Background

Under the endorsed Conflicts of Interest Policy (In Dealing with Council-related Development) Council is required to notify the next Ordinary Meeting of Council where an application has been received from a member of the **Management Executive Team (MANEX)**.

A development application has been received for a minor ancillary development (carport) at the private residence of the General Manager. As such, the appropriate procedures have been followed as outlined in this report.

(b) Discussion

Council has received and assessed by way of approval an application for a Carport to the private residence of the General Manager of Council. As such, under the endorsed Conflict of Interest Policy, Council is obligated to report this activity to Council. This report seeks to advise Council of the process undertaken. No determination from Council is required as the value of works is under \$200,000. In accordance with the policy, the assessing officer has declared that all processes undertaken during the assessment of the application are in accordance with Council's policies, procedures and legislative requirements. No special or preferential treatment has been requested nor given, nor has the applicant been discriminated against.

Under Appendix A of the policy, the development is best categorised as:

Where Manex members, Place and Growth and Infrastructure Services staff are involved in a development assessment process and are applicants and / or owners (residential development).

The assessment of such applications is to be by “an independent qualified member of the Place and Growth directorate and approved by the Director of Place and Growth”. The assessing officer is an external independent planning consultant and has not, at the time of assessment nor subsequently, ever met or corresponded with the General Manager. Under Appendix A, applications with a value less than \$200,000 are to be reported to Council at the next Ordinary Meeting of Council, but do not need to be determined by Council.

The assessment has been carried out in accordance with the principles set out in Section 10 of this Policy.

Section 10 states:

10.1 The following principles will be adhered to:

- a) If a Council staff member is the Authorised Staff Member to act as an applicant for a Council-related development, any discussion with other Council staff in relation to the development application must be undertaken by appointment and in a public location (the same as for any other Council customer). Records of meetings must be kept and retained on the relevant application register in ECM.*

Not applicable.

- b) If a Council staff member is the applicant and/or landowner for a personal development application, any discussion with other Council staff in relation to the development application must be undertaken in the staff member's (applicant/owner's) own time, by appointment and in a public location (the same as for any other Council customer). Records of meetings must be kept and retained on the relevant application register in ECM.*

No meeting has been held with the General Manager regarding this minor development.

- (c) If a Councillor, Council staff member, delegate of Council, adviser of Council or Council committee member is the applicant and/or landowner, the Councillor, staff member, delegate, adviser or committee member must not use his or her position to influence the Assessing Officer in the processing of the application.*

No contact between the General Manager and the assessing officer has been made. The assessing officer is an experienced external contractor located outside of the Local Government Area who has only recently commenced a contract with Council.

- (d) The Assessing Officer is to ensure that all processes undertaken during the assessment of any development application are in accordance with Council's policies, procedures and legislative requirements. The applicant is not to be given any special, preferential treatment nor discriminated against.*

The assessment report includes detailed information regarding compliance with this policy. No special treatment has been given, nor any discriminatory treatment.

- (e) *Relevant security controls will be put in place on all record management registers where Council staff have an identified conflict of interest as outlined in section 9.1.*

All relevant information prior to the issuing of the determination was saved external to Council equipment. The lodgement and processing was undertaken on the NSW Government Planning Portal, providing an additional level of separation.

- (f) *Development applications will be assessed in accordance with usual processes and will be reported to Council for determination if required in accordance with Annexure A*

The assessment of the application has been undertaken in accordance with standard Council processes.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

The process undertaken for the assessment of residential development undertaken by a member of MANEX has been in-line with Councils endorsed Conflicts of Interest Policy.

(c) Risk

Organisational risk has been reduced through strict adherence with the endorsed Conflicts of Interest Policy.

(d) Consultation

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

This report outlines the steps taken by Council staff in assessing an application for a carport to the General Manager's residence and notifies Council that such an application has been received. This is in line with the adopted Council policy.

ECM INDEXES

Subject Index:	BUILDING AND DEVELOPMENT CONTROLS: Applications
Customer Index:	Bernard Smith
Property Index:	Nil

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.14 REVOCATION OF THE EROSION AND SEDIMENT CONTROL POLICY

REPORT FROM: PLACE AND GROWTH

PURPOSE

The purpose of this report is to obtain Council approval to repeal the Erosion and Sediment Control Policy (*Annexure A*).

RECOMMENDATION

That Council repeals the Erosion and Sediment Control Policy.

REPORT

(a) Background

The Erosion and Sediment Control Policy was last adopted by Council on 24 September 2020 and is due for review every three years. The requirements, as detailed in the original Policy, are the minimum mandated detailed in the **Protection of the Environment Operations Act 1997 (“POEO Act”)**. A guideline was published by the Department of Land and Water Conservation in 2000 which is still relevant today.

(b) Discussion

The Erosion and Sediment Control Policy was originally developed to assist developers in the implementation of erosion and sediment controls on construction sites. The Policy continued to provide several different methods for erosion and sediment control that have been working effectively in minimising soil erosion from building sites.

The erosion of soil from building sites, and the resulting sediment pollution to stormwater and natural waterways, needs to be managed through the implementation of erosion and sediment controls. The provisions contained within the Policy provided the minimum requirements for the various types of erosion and sediment controls. The Policy also detailed the responsibilities of developers and builders, detailing procedures in relation to enforcement of non-compliance.

Council’s Regulatory staff have been assisting developers in achieving compliance through awareness and education. With the implementation of the NSW Planning Portal the ‘deemed to comply’ statement for Erosion and Sediment Control for residential and minor developments is no longer relevant and has been removed as Council no longer has local standard paper application forms. There is now a generic question/statement on each NSW Planning Portal

application for applicants to advise they are aware of the requirements and their responsibilities. Control requirements are conditioned on Development Consents and Complying Development Certificates respectfully. To date, Council Officers have not needed to implement any enforcement action regarding compliance with the Policy.

The Policy has been in effect since it was first adopted by Council in 2009. Only minor formatting changes have been made over the years, a recent review has seen further minor changes to wording.

It is proposed to revoke this Policy and make it a guideline of Council as having this as a Policy is unnecessary as the requirements set out in the Policy are legislated and cannot be modified below the minimum standard as per the POEO Act.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

Council and Management policies may be deleted from the Policy Register when they are considered no longer appropriate after the following:

- A report shall be submitted to Council (for Council Policies) or MANEX (for Management Policies) documenting reasoning for the deletion of the policy; and
- Upon Council or MANEX resolving to delete a policy, that policy will be removed from the Policy Register.

Once repealed by Council, the Erosion and Sediment Control Policy will be revised and endorsed by MANEX as a Guideline of Council.

The POEO Act provides Council with the regulatory responsibility of enforcement in relation to water pollution and ensuring that pollution of waterways does not occur. Council's Authorised Officers have the power to issue penalty infringement notices for failing to comply with the POEO Act.

(c) Risk

Nil.

(d) Consultation

Consultation was undertaken with the Regulatory Department and Infrastructure Services staff. There was no requirement to undertake any further changes other than are requested.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council's Erosion and Sediment Control Policy has been in effect for many years since its initial adoption. As the information and requirements are mandated by the POEO Act the Policy served more as a guide. It is requested that the Policy be revoked and instead make the revised document into a Council Guideline.

ECM INDEXES

Subject Index:	POLICY REGISTER – Glen Innes Severn Council
Customer Index:	Nil
Property Index:	Nil

ATTACHMENTS

Annexure A Erosion and Sediment Control Policy

REPORT TITLE: 7.15 DEVELOPMENT ASSESSMENT REPORT: JANUARY - MARCH 2024

REPORT FROM: PLACE AND GROWTH

PURPOSE

The purpose of this report is to provide information on the Development Assessments and Building Certification activities assessed by Council from 1 January 2024 to 31 March 2024.

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 January 2024 to 31 March 2024. 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 January – March 2024 quarter relative to the previous year.

Item 7.15

Applications Received and Determined	Jan 2024	Feb 2024	Mar 2024	Total for Jan - Mar Quarter 2024	Monthly Average for Jan - Mar Quarter 2024	Total for Jan - Mar Quarter 2023	Monthly Average for Jan - Mar Quarter 2023
DA Received	11	3	5	19	6	28	9
DA Determined	2	2	9	13	4	18	6
Average days for Determination	73	88	96		86		45
CDC Received	2	2	0	4	1	5	2
CDC Determined	1	1	0	2	1	3	1
Average days for Determination	31	5	0		12		5
CC Received	7	4	3	14	5	12	4
CC Determined	3	1	1	5	2	7	2

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. It is noted that the processing time for the CDC in January exceeded the required determination timeframe due to Council officers awaiting applicant requirements to meet the *State Environmental Planning Policy (Exempt and Complying Development Codes)* conditions.

The number of DAs presented to Council for determination have decreased when compared to last year, with the number of DA's determined in this quarter also reduced. As noted in the previous quarter, a contributing factor to the decline in determinations is a result of Council still recovering from the departure of Council's only Town Planner at the beginning of last quarter, having accumulated a backlog of DAs over the six-month period. Council engaged with an additional contract Town Planner commencing in February on a part-time basis, however, the Planning and Development team continue to operate below normal resourcing levels with no equivalent full-time development assessment planner on staff. The additional contractor has made a positive impact on determination timeframes as shown by the increase of determinations issued in March. Additional processing improvement times are anticipated to be recorded in the next quarter.

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

Since the NSW Planning Portal became mandatory for all development types, Council has seen a significant decrease in potential developers and owners attending Council for formal pre-development application meetings. This can lead to delays in processing times as applications may not have included appropriate information. Conversely, the complexity of lodgement via the NSW Planning Portal means that Council staff have had to spend significant additional resources in the administrative tasks of lodging applications, rather than focussing on the planning merits of the applications. 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 increased slightly from last year, whilst the number of CC’s determined have declined. Determination time frames for CC’s have increased in some instances, as developers and owners are unaware that they require approval post Development Consent Issuance. Council continues to engage a part-time commercially qualified contracting Building Certifier to assist one day a week following the departure of some Regulatory and Compliance staff.

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	50	92
Average Determination Time (days)	84	40
Value of DAs	\$8,698,239	\$14,512,505
Number of Single Dwellings	17	16
Number of Subdivisions	6	12
Number of Multi Unit Dwellings	0	3
Number of Commercial Developments	9	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	7	8
Value of CDCs	\$622,600	\$239,035
Number of Single Dwellings	1	1
Withdrawn	3	3

Table 3

Table 4 below lists the DAs and CDCs determined during the January – March 2024 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 January 2024 – 31 March 2024 to be publicly notified.

DA/CDC Number	Description	Location
DA 32/23-24	Convert Attached Garage to Bedroom with Ensuite	4 Lambeth Street, Glen Innes
CDC 7/23-24	Erect Carport	53 Heron Street, Glen Innes
DA 19/23-24	Erect Dwelling & Shed	6 Grey Street, Glen Innes
CDC 10/23-24	Demolish & Erect Shed	133 Church Street, Glen Innes
DA 30/23-24	Demolish Existing Dwelling & Erect New Dwelling	353 Emmaville Road, Glen Innes
#DA 31/23-24	Erect Shed	169 Church Street, Glen Innes
DA 25/23-24	Construct Detached Dual Occupancy	144-146 Herbert Street, Glen Innes
DA 27/23-24	Operate a Food Van	Wellington Vale Road, Emmaville
#DA 34/23-24	Erect Shed	6 Meurant Street, Glen Innes

DA/CDC Number	Description	Location
DA 26/23-24	Erect Livestock Shelter	34 Pedlows Road, Stonehenge
DA 39/23-24	Erect Dwelling & Shed	60 Fawcett Road, Glen Innes
DA 44/22-23/A	Erect Dwelling	80 Fawcett Road, Glen Innes
DA 43/23-24	Erect Horse Shelter	9904 New England Highway, Glen Innes
DA 44/23-24	Erect Rural Dwelling	532 Wellingrove Road, Wellingrove
DA 41/23-24	Erect Dwelling	188 Moore Street, Emmaville

Table 4

KEY CONSIDERATIONS**(a) Financial/Asset Management**

Nil.

(b) Policy/Legislation

Nil.

(c) Risk

Nil.

(d) Consultation

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

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.9.1: Provide Building Control services to adopted customer service standards.
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 remains steady. Determination timeframes will continue to remain high, whilst Council works on processing the back log of DA's received in the last six months. Council has made positive steps in reducing this processing time through engaging a second part time consultant planner.

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.16 WYTALIBA RURAL FIRE SERVICE LEASE AGREEMENT

REPORT FROM: INFRASTRUCTURE SERVICES

PURPOSE

The purpose of this report is to request that Council authorise the Common Seal of Glen Innes Severn Council to be affixed to the Wyaliba Rural Fire Service Lease between the Glen Innes Severn Council, on behalf of the Rural Fire Service, and Chamba Na Nmunga PTY LTD. It is also to confirm the relinquishment of management responsibility of Crown Reserve 1039932.

RECOMMENDATION

THAT Council:

- 1. *Authorises the Common Seal of Glen Innes Severn Council to be affixed to the Wyaliba Rural Fire Service Lease between the Glen Innes Severn Council and Chamba Na Nmunga PTY LTD.***
- 2. *Authorises the Mayor and/or Deputy Mayor and the General Manager and/or Councillor to execute all documents relating to the Wyaliba Rural Fire Service Lease between Glen Innes Severn Council and Chamba Na Nmunga PTY LTD.***
- 3. *Proceeds to relinquish management responsibilities of Crown Land Reserve 1039932 due to the site being no longer required for a Rural Fire Service Shed.***
- 4. *Authorises for the General Manager to execute all documents relating to the relinquishment of management for Crown Land Reserve 1039932.***

REPORT

(a) Background

A **Service Level Agreement (SLA)** exists between Council and the **NSW Rural Fire Service (RFS)**. Under the agreement the legal right to possession and control over land and buildings remains vested in Council. RFS provides funding for the initial purchase and ongoing maintenance of land and buildings on a cost reimbursement basis.

The RFS shed located at Wyaliba was damaged during the 2019/20 Black Summer Bushfires. The shed is located on private property owned by Chamba Na Nmunga Pty Ltd which operates as a communal property under company ownership.

(b) Discussion

After concerns were raised regarding the former lease arrangements Council was requested by RFS to assume management of land owned by the Crown for the purposes of a new shed to be erected. Council resolved in November 2021 to become the Crown Land Manager of the new site (Council resolution 39.11/21).

The building of an entirely new shed on this land has been explored by RFS but has been found to be prohibitively costly. In addition, a pathway to address native title legislative requirements for new assets on Crown land has not been determined. RFS has now requested Council to enter into a new lease over the existing shed site. The former Lease agreement is not adequate with regard to modern leasing standards.

APJ Law has drafted an agreement between Chamba Na Nzunga PTY LTD and Council (**Annexure A**). As the Lease period for this agreement is for an extended period (25 years), it is recommended that the Common Seal of Glen Innes Severn Council be affixed to the document.

The Crown reserve selected as the alternate site is now surplus to Council's needs. There have been no improvements made to land or assets during the time that Council has managed the reserve.

As the reserve no longer has any application, either presently or in the future, it is proposed that Council withdraw from its management responsibilities. Crown Lands has advised that the process to do this involves a letter stating Council's desire to be removed as the manager of the reserve, and the reasoning behind the decision. As an additional step it is required by Council guidelines that any contract involving the exchange of land must go before Council.

KEY CONSIDERATIONS**(a) Financial/Asset Management**

All costs will be reimbursed by RFS via normal arrangements under the SLA.

The building to be constructed will be deemed by Council to be an asset of the RFS and as such will not incur a depreciation charge to Council. If at a point in the future Council is forced to account for RFS building assets as Council assets, the replacement cost of the building less any accumulated depreciation would be depreciated over the 25-year term of the lease and impact Council's financial position.

(b) Policy/Legislation

Affixing the Common Seal of Glen Innes Severn Council to a lease agreement of this kind, whilst not a legislative requirement, is recommended by the Execution of Documents Matrix due to the 25-year timeframe of the lease.

(c) Risk

Continued management of the Crown Reserve makes Council liable for any issues that may occur on the land as if it was owned by Council.

(d) Consultation

- Scott Mack, District Manager RFS,
- Sandra Gully, Associate APJ Law,
- Angie Wetzler, Property Management Project Officer Crown Lands,
- David Hunt, Manager of Asset Services, Glen Innes Severn Council.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.3.1: Oversee Emergency Services within the LGA.

CONCLUSION

It is recommended that Council executes the Lease agreement to enable RFS to rebuild a local brigade shed and restore its operational capability in the area. It is also recommended that Council abdicates its management responsibilities of the Crown reserve previously dedicated for the purpose of housing an RFS brigade shed.

ECM INDEXES

Subject Index:	EMERGENCY SERVICES: Agreements
Customer Index:	NSW Rural Fire Service Headquarters - Glen Innes (RFS) - 100 Lambeth Street, GLEN INNES NSW 2370
Property Index:	11648 OLD GRAFTON ROAD, DIEHARD - 11353-00000000-000 - CHAMBA NA NMUNGA PTY LIMITED

ATTACHMENTS

Annexure A Lease agreement

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletters,
- Council Magazine,
- Dads Group – Programs for NSW Councils,
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts – 2024 National Awards for Local Government,
- Inside Local Government – newsletters,
- Local Government NSW – newsletters,
- Member for Northern Tablelands, The Hon. Adam Marshall – media messages and weekly reports,
- Local Land Services – 2024 Board elections and Ag Update,
- Office of Local Government – newsletter, and
- Weekly Councillor updates from the General Manager.

Press Releases

- Country Mayors Association,
- Member for Northern Tablelands, The Hon. Adam Marshall,
- NSW Rural Fire Service, and
- The Winston Churchill Trust.

Publications

- LG Focus – March 2024

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

ECM INDEXES:

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

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

REPORT FROM: CORPORATE AND COMMUNITY SERVICES

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ECM INDEXES

Subject Index: GOVERNANCE: Committees of Council
Customer Index: NIL
Property Index: NIL

ATTACHMENTS

Annexure A Australia Day Committee - 6/03/24
Annexure B Australia Day Committee AGM - 6/03/24
Annexure C Australian Standing Stones Management Board - 21/02/24
Annexure D Community Access Committee - 4/03/24
Annexure E Glen Elgin Federation Sports Committee - 13/03/24
Annexure F Library Committee - 16/02/24
Annexure G Pinkett Recreation Reserve Management Committee - 28/02/24
Annexure H Recreation and Open Spaces Advisory Committee - 28/02/24
Annexure I Saleyards Advisory Committee - 14/02/24

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

REPORT FROM: GENERAL MANAGER'S OFFICE

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

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

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

(b) Discussion

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

14.09/23 RESOLUTION

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

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 March 2024:

Name of Committee	Councillor Delegate(s)	Date
Aboriginal Consultative Committee	Mayor, Cr Sparks	25.3.24
Australia Day Committee	Cr Parsons, Cr Parry	6.3.24
Australian Standing Stones Management Board	Mayor, Cr Arandale	20.3.24
Glen Innes Community Access Committee	Cr Banham, Cr Sparks	4.3.24
Glen Elgin Federation Sports Committee	Cr Arandale	13.3.24
Pinkett Recreation Reserve Management Committee	Cr Parry	21.3.24

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Audit Risk and Improvement Committee (ARIC) Meeting	8.3.24
	International Women's Day event at the Library	8.3.24
	International Women's Day Long Lunch event	9.3.24
	PHN Better Health for the Bush Town Hall Meeting	11.3.24
	Travel to Armidale for early flight to Sydney	12.3.24
	Meeting with the Hon. Adam Marshall, MP	13.3.24
	Meeting with the Premier of NSW	13.3.24
	Meeting with the Treasurer of NSW	13.3.24
	Meeting with the Minister Regional Transport	13.3.24
	Dinner with the Hon. Adam Marshall, MP	13.3.24

Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Travel back to Glen Innes	14.3.24
	Discussion re Rail Trail	19.3.24
	Local Government Briefing with NSW Reconstruction	19.3.24
	GLENRAC ARLP Leadership Action Initiative	20.3.24
	Councillor Workshop	20.3.24
	Meeting with the Hon. Adam Marshall, MP and Question Time	21.3.24
	Lunch with the Hon. Adam Marshall, MP	21.3.24
	Energy Co Update with New England Councils	21.3.24
	Meeting with Minister Kamper	21.3.24
	Coalition of Renewable Energy Mayors (CoREM) Meeting	21.3.24
	Country Mayors Association Meeting	22.3.24
	Aboriginal Consultative Committee Meeting and AGM	25.3.24
	GLENRAC Photo Opportunity	27.3.24
	Pre-Meeting Briefing Session	28.3.24
	Ordinary Council Meeting	28.3.24
	Councillor Workshop – Budget	28.3.24
Cr T Arandale (Deputy Mayor)	PHN Meeting	22.2.24*
	GLENRAC Meeting	23.2.24*
	Recreation and Open Spaces Committee Meeting	28.2.24*
	Extraordinary Council Meeting	7.3.24
	Audit Risk and Improvement Committee (ARIC) Meeting	8.3.24
	Travel to Armidale for early flight to Sydney	12.3.24
	Meeting with the Hon. Adam Marshall, MP	13.3.24
	Meeting with the Premier of NSW	13.3.24
	Meeting with the Treasurer of NSW	13.3.24
	Meeting with the Minister Regional Transport	13.3.24
	Dinner with the Hon. Adam Marshall, MP	13.3.24
	Travel back to Glen Innes	14.3.24
	Attended the Rural Fire Service Northern exercise	15.3.24
	Glenwood Anniversary	20.3.24

Councillor	Name of Meeting / Function	Date attended
	Australian Standing Stones Management Board Meeting	20.3.24
	Councillor Workshop	20.3.24
	Harmony Day Activities at the Services Club	21.3.24
	Attract Connect and Stay Fundraiser	23.3.24
	Aboriginal Consultative Committee Meeting and AGM	25.3.24
	Glen Elgin Sports Ground Meeting to discuss Plan of Management	27.3.24
	Pre-Meeting Briefing Session	28.3.24
	Ordinary Council Meeting	28.3.24
	Councillor Workshop – Budget	28.3.24
Cr T Alt	Extraordinary Council Meeting	7.3.24
	Councillor Workshop	20.3.24
	Pre-Meeting Briefing Session	28.3.24
	Ordinary Council Meeting	28.3.24
	Councillor Workshop – Budget	28.3.24
Cr L Gresham	Extraordinary Council Meeting	7.3.24
	Councillor Workshop	20.3.24
	Pre-Meeting Briefing Session	28.3.24
	Ordinary Council Meeting	28.3.24
	Councillor Workshop – Budget	28.3.24
Cr J Parry	Australia Day Committee Meeting	6.3.24
	Extraordinary Council Meeting	7.3.24
	Glen Innes Health Hub Meeting in Town Hall	11.3.24
	Councillor Workshop	20.3.24
	Pre-Meeting Briefing Session	28.3.24
	Ordinary Council Meeting	28.3.24
	Councillor Workshop – Budget	28.3.24
Cr A Parsons	Extraordinary Council Meeting	7.3.24
	Councillor Workshop	20.3.24
	Glen Innes & District Community Centre Board Meeting	25.3.24
	Ordinary Council Meeting	28.3.24

Councillor	Name of Meeting / Function	Date attended
Cr C Sparks	Extraordinary Council Meeting	7.3.24
	ALGWA Conference (Sydney)	13.3.24 - 16.3.24
	NAIDOC Meeting	20.3.24
	Councillor Workshop	20.3.24
	Harmony Day Activities at the Services Club	21.3.24
	Glen Innes & District Community Centre Board Meeting	21.3.24
	Attract Connect and Stay and Can Assist Fundraiser	23.3.24
	Glen Innes & District Community Centre Board Meeting	25.3.24
	Aboriginal Consultative Committee Meeting and AGM	25.3.24
	Domestic Violence Training through Lifeline	26.3.24 27.3.24
	Pre-Meeting Briefing Session	28.3.24
	Ordinary Council Meeting	28.3.24
	Councillor Workshop – Budget	28.3.24

*not recorded in the March Business Paper report.

KEY CONSIDERATIONS

(a) Financial/Asset Management

Nil.

(b) Policy/Legislation

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

Manual for Community Committees of Council

23. Attendance at Committee Meetings

- (1) Attendance of Committee members is required at Committee meetings.
- (2) Committee members are required to attend a minimum of three meetings in each financial year.
- (3) In the instance that members are unable to attend a scheduled meeting, an apology must be submitted to the Secretary prior to the commencement of the meeting.

- (4) A person shall cease to be a member of a Community Committee if the member is absent for three meetings without leave (i.e., accepted apology).
- (5) Subsection (3) does not apply to Councillors or Council staff.

(c) Risk

Nil.

(d) Consultation

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

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

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

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

ECM INDEXES

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

ATTACHMENTS

There are no annexures to this report.

11 MATTERS OF AN URGENT NATURE

12 CONFIDENTIAL MATTERS

CLOSED COUNCIL

To consider Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATION

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

<i>Item</i>	<i>Report</i>	<i>Reason</i>
12.1	<i>Glen Industries - Mixed Recycling Contract - Request for Financial Consideration</i>	<i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>
12.2	<i>T24-01 Management and Operation of Council Owned Aquatic Centres</i>	<i>(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.</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.