

# **GLEN INNES SEVERN COUNCIL**

## **BUSINESS PAPER**



**FOR THE ORDINARY  
COUNCIL MEETING**

**TO BE HELD ON  
THURSDAY,  
22 JUNE 2023**

## **PUBLIC FORUMS**

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

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

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

### **Local Government Act 1993**

#### **Section 10A(2) (a) – (i)**

The matters and information are the following:

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





# GLEN INNES SEVERN COUNCIL

## Notice is herewith given of an **ORDINARY MEETING**

That will be held at the Glen Innes Severn Learning Centre,  
William Gardner Conference Room, Grey Street, Glen Innes on:  
Thursday, 22 June 2023 at 9.00am

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Bernard Smith  
**General Manager**

# Council

**Meeting Date:** 4<sup>th</sup> Thursday of the month commencing at 9.00am.

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

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

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

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

**Membership:** Full Council - 7 Councillors.

**Quorum:** 4 members

**Chairperson:** The Mayor

**Deputy Chairperson:** The Deputy Mayor

The Mayor will read the following statement:

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

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

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

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

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

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

Thank you.”

The Mayor will read the following statement of ethical obligations:

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

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



## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

## **2 OPENING WITH PRAYER**

## **3 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

Councillor Tim Alt for apology from the Council meeting.

## **4 MINUTES OF PREVIOUS ORDINARY MEETING - 25 MAY 2023 TO BE CONFIRMED**

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

### **PECUNIARY:**

Nature of conflict:

Action to be taken:

### **NON-PECUNIARY:**

#### a) Significant Non-Pecuniary

Nature of conflict:

Action to be taken:

#### b) Non-significant Non-Pecuniary

Nature of conflict:

Action to be taken:

## **6 MAYORAL MINUTE(S)**

## 7 REPORTS TO COUNCIL

**REPORT TITLE:** 7.1 RESOLUTION TRACKING REPORT

**ECM INDEXES:**

Subject Index: **GOVERNANCE: Ordinary Meetings of Council**

Customer Index: **NIL**

Property Index: **NIL**

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

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### 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 13 Council Resolutions currently outstanding at Thursday, 15 June 2023.

There were 14 Council Resolutions outstanding in the report that went to the Thursday, 25 May 2023 Ordinary Council Meeting.

A further 15 outstanding actions were added after the 25 May 2023 Ordinary Council Meeting.

Therefore, 16 outstanding actions have now been completed since the last Ordinary Council Meeting (workings:  $14 + 15 = 29 - 13 = 16$ ).

The 13 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	May 2023)
2021	0	(0	May 2023)
2022	7	(7	May 2023)
2023	5	(6	May 2023)
<b>TOTAL</b>	<b><u>13</u></b>	<b>(14</b>	<b>Apr 2023)</b>

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	0	(0	May 2023)
Corporate and Community Services	3	(2	May 2023)
Place and Growth	3	(5	May 2023)
Infrastructure Services	7	(7	May 2023)
<b>TOTAL</b>	<b><u>13</u></b>	<b>(14</b>	<b>May 2023)</b>

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, 15 June 2023.

Staff will continue to focus and prioritise completing the one (1) remaining outstanding action from the 2020 year.

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

Nil.

### (b) Governance/Policy

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

**(c) Legislative/Statutory**

The *Local Government Act 1993*

*335 Functions of a General Manager*

*The general manager of a council has the following functions*

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

**(d) Risk**

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Various responsible officers.

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

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

## **CONCLUSION**

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

## **ATTACHMENTS**

Annexure A Outstanding Actions Report as at 15 June 2023

**REPORT TITLE: 7.2 RENEWABLE ENERGY ZONE-COALITION OF REGIONAL ENERGY MAYORS**

**ECM INDEXES:**

Subject Index: **ENERGY AND TELECOMMUNICATIONS: New England Renewable Energy Zone**

Customer Index: **Energy Corporation of NSW - EnergyCo**

Property Index: **NIL**

**AUTHOR: Bernard Smith - General Manager**

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**PURPOSE**

The purpose of this report is to provide Council with an opportunity to discuss joining the Coalition of Regional Energy Mayors.

**RECOMMENDATION**

*That Council joins the Coalition of Regional Energy Mayors and agrees to the contribution of \$5,000 per annum.*

**REPORT**

**(a) Background**

Following the Councillor Workshop held on Wednesday, 7 June 2023 a request for a Council report was made to further discuss the proposal to join the Coalition of Regional Energy Mayors.

**(b) Discussion**

Under the *Electricity Infrastructure Investment Act 2020* (the Act), the NSW Government is leading the planning and coordination of five **Renewable Energy Zones (REZs)** across NSW, to deliver renewable energy generation and storage connected by new transmission infrastructure. The project was initiated under the former State Government and is being moved forward by the new Government.

REZs are the modern-day equivalent of traditional power stations. They combine renewable energy generation, storage capabilities and transmission infrastructure.

The **Energy Corporation of NSW (EnergyCo)**, has been appointed under the Act as the Infrastructure Planner responsible for delivering the REZs, including the New England REZ.

In NSW, five REZs have so far been identified that will maintain a reliable and affordable supply of electricity as coal-fired power stations retire over the next decade. The zones are:

- New England REZ;
- Central-West Orana REZ;
- Hunter-Central Coast REZ;
- Illawarra REZ; and
- South-West REZ.

The project overview (**Annexure A**) provides a description of how the REZ's will be developed and operate.

Armidale City Council has been facilitating informal meetings of affected councils with Ministers and EnergyCo, however, it is now important to formalise the structure in order to ensure that Local Government maintains a strong voice in the ongoing discussions and negotiations with EnergyCo as well as with the proponents of specific projects.

By joining together as a coordinated group of Local Government Areas hosting renewables projects, councils will benefit by sharing information of what works and what does not. There will be greater strength in terms of lobbying government and government departments. Most importantly, by adopting a coordinated approach, Local Government will be better able to shape the way renewable energy proponents operate and will ensure the best possible financial and infrastructure outcomes are achieved for the community.

A draft terms of reference has been developed (**Annexure B**) and a fee of \$5,000 per council is proposed to cover costs.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

A fee of \$5,000 is being proposed per council to cover costs. This has not yet been budgeted in the draft Operational Plan and Budget for the 2023/2024 Financial Year.

**(b) Governance/Policy**

Nil.

**(c) Legislative/Statutory**

Nil.

**(d) Risk**

By Local Government not acting in unison there is a risk that the best possible community outcomes are not achieved.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

Mayor.

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

This report links to Council's Delivery Program Environment Heritage Principal Activity EH 4.5.2: Implement the Renewable Energy Action Plan.

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

**CONCLUSION**

Council has an opportunity to join the Coalition of Regional Mayors as part of the New England REZ to benefit from sharing information about the REZ and ensure optimal community outcomes.

**ATTACHMENTS**

Annexure A NE REZ - Project Overview  
Annexure B Terms of Reference for CoREM



**REPORT TITLE: 7.3 ADOPTION OF THE FINAL OPERATIONAL PLAN AND BUDGET FOR THE 2023/2024 FINANCIAL YEAR**

**ECM INDEXES:**

Subject Index: **CORPORATE MANAGEMENT: Planning  
GOVERNANCE: Planning  
FINANCIAL MANAGEMENT: Budgeting**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Shageer Mohammed - Chief Financial Officer**

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**PURPOSE**

The purpose of this report is to seek Council's adoption of the Glen Innes Severn Council Operational Plan and Budget 2023/2024 (**Annexure A** – under separate cover).

**RECOMMENDATION**

**THAT:**

- 1. Council adopts the final Operational Plan and Budget for the 2023/2024 Financial Year and thereby adopts the expenditure amounts set out in the final Operational Plan and Budget for the 2023/2024 Financial Year, which is contained in Annexure A, under separate cover to the Business Paper, in accordance with the provisions of Section 405 of the Local Government Act 1993.**
- 2. The Schedule of Fees and Charges for the 2023/2024 Financial Year be adopted by Council as part of Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993.**
- 3. The Water Supply Charge Schedule for the 2023/2024 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993. The following charges are proposed to be levied in accordance with the provisions of Section 552 and Section 501(1) of the Local Government Act 1993 on all land rateable to the Water Supply Charge for the year ending June 2024:**
  - a. Meter connection: Connected - \$382 per annum;**
  - b. Meter connection: Unconnected - \$382 per annum;**
  - c. Meter connection: 20mm - \$382 per annum;**
  - d. Meter connection: 25mm - \$452 per annum;**

- e. *Meter connection: 32mm - \$528 per annum;*
- f. *Meter connection: 40mm - \$679 per annum;*
- g. *Meter connection: 50mm - \$1,130 per annum;*
- h. *Meter connection: 63mm - \$1,850 per annum;*
- i. *Meter connection: 80mm - \$2,711 per annum;*
- j. *Meter connection: 100mm - \$4,525 per annum;*
- k. *Meter connection: 150mm - \$9,609 per annum;*
- l. *Meter connection: 200mm - \$19,218 per annum.*

*The proposed charge for water consumed by residential customers in both Glen Innes and Deepwater is to be charged by measure of metered water consumption at the rate of \$2.93 per kilolitre for water consumption between nil (0) and 450 kilolitres, and \$4.50 per kilolitre for water consumed over 450 kilolitres.*

*The supply of water at Emmaville shall be charged to customers by measure of metered water consumption and shall be charged at the rate of \$1.38 per kilolitre. Such rate shall only apply to those customers currently connected to the Emmaville system.*

*The supply of water for Council Sporting Fields shall be charged by measure of metered water consumption and shall be charged at the rate of \$0.55 per kilolitre.*

*The proposed charge for water consumed by commercial and non-rateable customers is to be charged by measure of metered water consumption at a rate of \$2.93 per kilolitre.*

*The proposed charge for water consumed from a standpipe/overhead fill point will be charged at the rate of \$3.34 per kilolitre.*

4. *In accordance with the provisions of Section 535 of the Local Government Act 1993 (NSW), Council makes, fixes and levies the rates for the year ending 30 June 2024 for the following rating categories.*

**Farmland:**

*Farmland rate of 0.001598345 cents in the dollar on the current land values of all rateable land in the Local Government Area being farmland, with a base rate of \$445 per annum (the total revenue collected from this base amount represents 13.29% of the total revenue collected from this category of land);*

**Residential – Non-Urban:**

*Residential – Non-Urban rate of 0.004621117 cents in the dollar on the current land values of all rateable land which is not within a Centre of Population in the Local Government Area, with a minimum rate of \$588 per annum;*

**Residential – Deepwater:**

*Residential – Deepwater rate of 0.003731300 cents in the dollar on the current land values of all rateable land in the village of Deepwater, with a minimum rate of \$588 per annum;*

**Residential – Dundee:**

*Residential – Dundee rate of 0.003147700 cents in the dollar on the current land values of all rateable land in the hamlet of Dundee, with a minimum rate of \$588 per annum;*

**Residential – Emmaville:**

*Residential – Emmaville rate of 0.004569120 cents in the dollar on the current land values of all rateable land in the village of Emmaville, with a minimum rate of \$588 per annum;*

**Residential – Glencoe:**

*Residential – Glencoe rate of 0.003293000 cents in the dollar on the current land values of all rateable land in the village of Glencoe, with a minimum rate of \$588 per annum;*

**Residential – Red Range:**

*Residential – Red Range rate of 0.004654050 cents in the dollar on the current land values of all rateable land in the village of Red Range, with a minimum rate of \$588 per annum;*

**Residential – Wellingrove:**

*Residential – Wellingrove rate of 0.006704020 cents in the dollar on the current land values of all rateable land in the hamlet of Wellingrove, with a minimum rate of \$588 per annum;*

**Residential – Glen Innes (including postponed rates):**

*Residential – Glen Innes rate of 0.010853793 cents in the dollar on the current land values of all rateable land in the town of Glen Innes, with a minimum rate of \$588 per annum;*

**Business – Non-Urban:**

*Business – Non-Urban rate of 0.012594743 cents in the dollar on the current land values of all rateable land which is not within a Centre of Population within the Local Government Area, and which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;*

**Business – Deepwater:**

*Business – Deepwater rate of 0.005656553 cents in the dollar on the current land values of all rateable land in the village of Deepwater, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;*

**Business – Dundee:**

*Business – Dundee rate of 0.009274432 cents in the dollar on the current land values of all rateable land in the village of Dundee, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;*

**Business – Emmaville:**

***Business – Emmaville rate of 0.007882750 cents in the dollar on the current land values of all rateable land in the village of Emmaville, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;***

**Business – Glencoe:**

***Business – Glencoe rate of 0.006166940 cents in the dollar on the current land values of all rateable land in the village of Glencoe, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;***

**Business – Red Range:**

***Business – Red Range rate of 0.022773335 cents in the dollar on the current land values of all rateable land in the village of Red Range, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;***

**Business – Wellingrove:**

***Business – Wellingrove rate of 0.041354148 cents in the dollar on the current land values of all rateable land in the hamlet of Wellingrove, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;***

**Business – Glen Innes:**

***Business – Glen Innes rate of 0.015208463 cents in the dollar on the current land values of all rateable land in the town of Glen Innes, which cannot be categorised as either Farmland or Residential, with a minimum rate of \$588 per annum;***

**Mining:**

***Mining rate of 0.012228400 cents in the dollar on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a minimum rate of \$341 per annum.***

- 5. The Drainage Charge Schedule for the 2023/2024 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993, noting that a charge of \$108 is proposed to be levied in accordance with the provisions of Section 501 and Section 552 of the Local Government Act 1993 on all land assessable within the Glen Innes Severn LGA for the year ending June 2024.***
- 6. The Sewerage Services Charges Schedule for the 2023/2024 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993. The following charges are proposed to be levied in accordance with the provisions of Section 501 and Section 552 of the Local Government Act 1993 on all land rateable to the Sewerage Services Charges for the year ending June 2024:***

**Residential Sewerage – Glen Innes:**

**Sewerage availability charge of \$632 per annum per assessment (unconnected \$451 per annum) – intended to represent a contribution towards the cost of providing and maintaining the infrastructure.**

**Residential properties discharging septic tank effluent into the sewerage system will also be charged an annual sewerage availability charge of \$632 per connection.**

**Residential Sewerage – Deepwater:**

**Sewerage availability charge of \$504 per annum per assessment (unconnected \$380 per annum) – intended to represent a contribution towards the cost of providing and maintaining the infrastructure.**

**Commercial and Non-Rateable Sewerage – Glen Innes and Deepwater:**

**A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a nominal charge for sewerage discharge, calculated in accordance with the following connection options and the formula following subparagraph "l" below:**

- a. Meter connection: Connected - \$255 per annum;**
- b. Meter connection: Unconnected - \$255 per annum;**
- c. Meter connection: 20mm - \$255 per annum;**
- d. Meter connection: 25mm - \$394 per annum;**
- e. Meter connection: 32mm - \$650 per annum;**
- f. Meter connection: 40mm - \$1,016 per annum;**
- g. Meter connection: 50mm - \$1,585 per annum;**
- h. Meter connection: 63mm - \$2,500 per annum;**
- i. Meter connection: 80mm - \$4,060 per annum;**
- j. Meter connection: 100mm - \$6,329 per annum.**
- k. Meter connection: 150mm - \$14,668 per annum;**
- l. Meter connection: 200mm - \$25,697 per annum.**

**Annual Non-Residential Sewerage Bill \* = SDF x (AC + C x UC), where:**

**SDF is the Sewer Discharge Factor (dependent on the type of business, assumed to be 0.95 unless stated otherwise within Council's Trade Waste Policy). This factor may be reduced upon evidence from the customer of reduced discharge to the sewerage system.**

**C is the Customer's Annual Water Consumption.**

**UC is the Sewer Usage Charge (\$1.35/kL).**

**AC is the Access Charge.**

**Commercial and non-rateable customers discharging septic effluent into the sewerage system will also be charged as detailed above.**

**Trade Waste:**

**The Liquid Trade Waste fees and charges are calculated in accordance with the Glen Innes Severn Council Liquid Trade Waste Regulation Policy.**

*The fees and charges for the 2023/2024 Financial Year are set out below:*

<i>Trade Waste Application Fee</i>	<i>(\$)</i>
<i>Category 1 Discharger</i>	<i>Nil</i>
<i>Category 2 Discharger</i>	<i>132</i>
<i>Category 3 Discharger</i>	<i>240</i>
<i>Trade Waste Approval Renewal Fee (5 years)</i>	<i>(\$)</i>
<i>Category 1 Discharger</i>	<i>Nil</i>
<i>Category 2 Discharger</i>	<i>70</i>
<i>Category 3 Discharger</i>	<i>119</i>
<i>Change of Ownership (no change to conditions of Trade Waste approval)</i>	<i>28</i>
<i>Reinspection Fee</i>	<i>102</i>
<i>Non compliance penalty</i>	<i>221</i>
<i>Annual Trade Waste Fee</i>	<i>(\$)</i>
<i>Category 1 Discharger</i>	<i>110</i>
<i>Category 2 Discharger</i>	<i>216</i>
<i>Large Discharger</i>	<i>766</i>
<i>Industrial Discharger</i>	<i>766</i>
<i>Re-inspection Fee</i>	<i>102</i>
<i>Trade Waste Usage Charges</i>	<i>(\$)</i>
<i>Category 1 Discharger with appropriate equipment</i>	<i>Nil</i>
<i>Category 1 Discharger without appropriate pre-treatment</i>	<i>2.05/kL</i>
<i>Category 2 Discharger with appropriate pre-treatment</i>	<i>2.05/kL</i>
<i>Category 2 Discharger without appropriate pre-treatment</i>	<i>18.89/kL</i>
<i>Food Waste Disposal Charge</i>	<i>34.17 per bed</i>
<i>Non-compliance pH charge(k value)</i>	<i>0.50</i>
<i>Value of coefficient K in equation 3 of Liquid Trade Waste Policy</i>	<i>0.51</i>

**Excess Mass Charges – 2023/2024**

<b>Substance</b>	<b>Price/kg (\$)</b>
<b>Aluminium</b>	<b>0.90</b>
<b>Ammonia* (as N)</b>	<b>3.69</b>
<b>Arsenic</b>	<b>92.68</b>
<b>Barium</b>	<b>46.33</b>
<b>Biochemical oxygen demand* (BOD)</b>	<b>0.90</b>
<b>Boron</b>	<b>0.90</b>
<b>Bromine</b>	<b>18.51</b>
<b>Cadmium</b>	<b>425.71</b>
<b>Chloride</b>	<b>No charge</b>
<b>Chlorinated hydrocarbons</b>	<b>46.33</b>
<b>Chlorinated phenolics</b>	<b>1,853.68</b>
<b>Chlorine</b>	<b>1.88</b>
<b>Chromium</b>	<b>32.83</b>
<b>Cobalt</b>	<b>18.89</b>
<b>Copper</b>	<b>18.89</b>
<b>Cyanide</b>	<b>92.68</b>
<b>Fluoride</b>	<b>4.62</b>
<b>Formaldehyde</b>	<b>1.88</b>
<b>Oil and Grease* (Total O&amp;G)</b>	<b>1.70</b>
<b>Herbicides/defoliant</b>	<b>927.57</b>
<b>Iron</b>	<b>1.89</b>
<b>Lead</b>	<b>46.33</b>
<b>Lithium</b>	<b>9.27</b>
<b>Manganese</b>	<b>9.27</b>
<b>Mercaptans</b>	<b>92.68</b>
<b>Mercury</b>	<b>3,089.91</b>
<b>Methylene blue active substances (MBAS)</b>	<b>0.90</b>
<b>Molybdenum</b>	<b>0.90</b>
<b>Nickel</b>	<b>30.9</b>
<b>Nitrogen* (Total Kjeldahl Nitrogen – Ammonia) as N</b>	<b>0.26</b>
<b>Organoarsenic compounds</b>	<b>928.18</b>
<b>Pesticides general (excludes organochlorines and organophosphates)</b>	<b>927.99</b>
<b>Petroleum hydrocarbons (non-flammable)</b>	<b>3.09</b>
<b>Phenolic compounds (non-chlorinated)</b>	<b>9.27</b>
<b>Phosphorous* (Total P)</b>	<b>1.88</b>
<b>Polynuclear aromatic hydrocarbons</b>	<b>18.89</b>
<b>Selenium</b>	<b>65.24</b>
<b>Silver</b>	<b>1.72</b>
<b>Sulphate* (SO4)</b>	<b>0.23</b>
<b>Sulphide</b>	<b>1.88</b>
<b>Sulphite</b>	<b>2.04</b>
<b>Suspended Solids* (SS)</b>	<b>1.17</b>
<b>Thiosulphate</b>	<b>0.36</b>

<i>Tin</i>	<i>9.07</i>
<i>Total dissolved solids* (TDS)</i>	<i>0.07</i>
<i>Uranium</i>	<i>9.07</i>
<i>Zinc</i>	<i>18.34</i>

*Council has identified its sewerage supply service as a Category Two (2) Business and operates this in accordance with the Competitive Neutrality Guidelines 1997.*

*Tanked Waste:*

*Licence to discharge trucked septic waste (direct to Glen Innes STP by appointment only) \$35 per month.*

*Onsite Sewerage*

*Fee to operate an onsite sewerage system is charged in accordance with the Onsite Sewerage Management Strategy 2021.*

- 7. The Waste Management Facility Charge of \$80 levied under the provisions of Section 501 of the Local Government Act 1993 for the 2023/2024 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993.*
- 8. The Waste Collection Service Schedule for the 2023/2024 Financial Year be adopted by Council as part of the Council's Operational Plan and Budget in accordance with the provisions of Section 405 of the Local Government Act 1993. The following charges are proposed to be levied in accordance with the provisions of Sections 496 and 502 of the Local Government Act 1993 for the Waste Collection Services (with the understanding that one (1) Waste Collection Service entitles a property owner to a 240 litre fortnightly recycling service and a 140 litre weekly garbage service per assessment – unless otherwise indicated):*
  - a. Domestic: Occupied (140l Waste, 240l Recycling) - \$360 per annum;*
  - b. Domestic: Additional standard waste service per assessment - \$183 per additional standard waste service;*
  - c. Domestic: Occupied (240l Waste, 240l Recycling) - \$492 per annum;*
  - d. Domestic: Additional large waste service per assessment - \$266 per additional large waste service;*
  - e. Domestic: Vacant land within scavenging area - \$161 per annum;*
  - f. Business/Commercial: Occupied (140l Waste, 240l Recycling) - \$360 per annum;*
  - g. Business/Commercial: Additional standard waste service per assessment - \$183 per additional waste service;*
  - h. Business/Commercial: Occupied (240l Waste, 240l Recycling) - \$492 per annum;*



- i. Business/Commercial: Additional large waste service per assessment - \$266 per additional large waste service;*
  - j. Business/Commercial: Vacant land within scavenging area - \$161 per annum;*
  - k. Non-rateable: Occupied (140l Waste, 240l Recycling) - \$360 per annum;*
  - l. Non-rateable: Additional standard waste service per assessment - \$183 per additional standard waste service;*
  - m. Non-rateable: Occupied (240l Waste, 240l Recycling) - \$492 per annum;*
  - n. Non-rateable: Additional large waste service per assessment - \$266 per additional large waste service;*
  - o. Non-rateable: Vacant land - \$161 per annum.*
- 9. Council, in accordance with the provisions of Section 566(3) of the Local Government Act 1993, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2024. The rate for the 2023/2024 Financial Year is six percent (6%) per annum (6% for 2022/2023) and in accordance with the provisions of Section 405(6) of the Local Government Act 1993.**

## REPORT

### (a) Background

Council's final Operational Plan and Budget for the 2023/2024 Financial Year provides a direct link to the three year **Delivery Program (DP)**, and in turn the 10 Year **Community Strategic Plan (CSP)**. The DP was reduced by 12 months by the **Office of Local Government (OLG)** to align with the next local government election and will end on 30 June 2025.

The CSP contains five strategic objectives, which are: An Attractive Quality of Life, A Prosperous Local Economy, Fit for Purpose Public Infrastructure, An Appealing Sense of Place, and Recognised for Local Leadership. The CSP objectives cascade down to 38 strategic goals, which in turn cascade into the DP's principal activities and then into the annual Operation Plan actions.

In line with the provisions of the *Local Government Act 1993* and requirements of the **Integrated Planning and Reporting Framework (IP&RF)**, Council is required to develop an annual Operational Plan and Budget that is derived from the CSP and DP.

The *Local Government Act 1993* (NSW) states the following in **Section 405**, regarding the Operational Plan:

- 1) *A council must have a plan (called its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*

In addition, Council must ensure that:

- 1) *An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*
- 2) *A council must prepare a Final operational plan and give public notice of the Final indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the Final is to be on public exhibition. The council must publicly exhibit the Final operational plan in accordance with the notice.*
- 3) *During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the Final operational plan applies.*
- 4) *In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the Final plan.*
- 5) *The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.*

The Operational Plan and Budget forms part of IP&RF for Local Government in NSW. This one-year Operational Plan and Budget is part of a reduced three-year DP and 10-year CSP.

**(b) Discussion**

The Operational Plan and Budget consists of a "written part" where strategies and actions have been developed for the 2023/2024 Financial Year to achieve the goals and objectives that are identified in the CSP. The "financial part" of the Operational Plan and Budget provides for the financial resources to enable the CSP strategies and actions to be implemented and pursued during the 2023/2024 Financial Year.

**Snapshot of Council's Financial Position and the 2023/2024 Budget:**

Council's final budget comprises the following (with last year's figures in brackets as a comparison):

- Operating Income (including Capital Grants and Contributions) **\$45,561,604** (\$48,185,908)
- Operating Income (excluding Capital Grants and Contributions) **\$34,561,604** (\$36,983,667)
- Operating Expenditure **\$37,141,158** (\$36,964,116)
- Capital Expenditure **\$20,700,875** (\$19,534,216)
- Loan Principal and Lease Repayments **\$ 1,847,802** (\$ 2,276,992)

The Final Operational Budget for the 2023/2024 Financial Year proposes an Operational Surplus of \$8.4M, which includes forecasted Capital Income of \$11M. Therefore, after excluding Capital Income, the proposed Operational deficit will be \$2.6M.

Council's Capital Works Program Budget of \$20,700,875 is broken down into the following projects:

	\$
Projects funded from Roads to Recovery Grants	5,949,085
Projects funded through the Bridge Renewal Program	1,064,000
Projects (roads and footpaths) funded from the General Fund	268,095
Projects (bridges) funded through the LIRS* loans scheme	872,429
Plant and Equipment funded from the General Fund	3,286,103
Projects funded from the Water Fund	889,954
Projects funded from the General Fund	82,390
Projects funded from Regional Roads Grants	685,000
Projects funded from the Sewer Fund	641,749
Projects (roads and plant) funded from the Glen Innes Aggregates surplus	650,000
Projects funded from other grants and contributions	5,275,587
Projects funded from borrowings	0
Projects funded from the Stormwater / Drainage Restricted Funds	1,036,483

\*Local Infrastructure Renewal Scheme

The 2023/2024 Financial Year Operating Performance Ratio forms part of the NSW Local Government's Fit for the Future criteria. This ratio measures Council's ability to contain operating expenditure within operating revenue.

The benchmark for this ratio is 0% or better to break even average over three (3) years. The ratio excludes capital grants and contributions from Operating Revenue.

Council is unlikely to meet this target in the 2023/2024 Financial Year. The neutral ratio of (-7.47%) shows that Council has insufficient operational revenue to cover its operational expenditure.

Council will continue to look at ways to reduce its operational expenditure or alternatively find ways to increase its operational income.

The annual rate peg amount this year has been announced at 3.7%, whilst salary and wages under the Local Government (State) Award are budgeted to increase by five percent (5%) and superannuation is budgeted to increase by 0.5% to 11%. As a result, Council's revenue stream has not increased in real terms from that source of income.

**1) Highlights of the Final Capital Budget for the 2023/2024 Financial Year are:**

- a) A total Capital Budget of \$20.7M;
- b) Total capital funds of \$12.6M are budgeted to be spent on roads, bridges and footpaths in the 2023/2024 Financial Year;
- c) The Heavy Patching Program will continue with an allocation of \$1M;
- d) Funding will cover gravel re-sheeting of Haymarket Road;
- e) A Plant Replacement Program of \$3.2M; and
- f) Airport runway rehabilitation \$2.3M.

**2) Essential Public Asset Restoration Claim:**

Work will continue on flood recovery work, with \$1M allocated to Pinkett Road repairs.

**3) Roads to Recovery and Regional Roads Funds:**

During the 2023/2024 Financial Year, Council will receive \$1.2M for the Roads to Recovery Program and Regional Roads Grants of \$1.4M.

The Capital Works schedule provides more detail of the works to be undertaken during the 2023/2024 Financial Year.

**4) Glen Innes Aggregates:**

It is expected that an Operating Surplus of \$524,573 will be achievable for Glen Innes Aggregates in the 2023/2024 Financial Year.

**5) Water fund:**







Water service fees have been increased by 5.2% for the 2023/2024 Financial Year. Council has identified its water supply service as a Category Two Business and operates this in accordance with the Competitive Neutrality Guidelines 1997. The water business will continue to be fully self-funded. The water asset renewal program will continue in the 2023/2024 Financial Year.

**6) Sewer fund:**

Sewerage service fees have been increased by 5% for the 2023/2024 Financial Year. The sewer mains relining program will continue as in previous years, gradually reducing stormwater infiltration into the network. Council will also continue to improve system processes at the Glen Innes Sewage Treatment Plant to ensure compliance with NSW Environment Protection Authority licence requirements. As with the Water Fund, the Sewer Fund is also planned to return an operating profit.

**Council’s Key Performance Indicators (KPIs):**

Council’s KPIs can be visually depicted as follows:

Measure / benchmark	2023/2024	
	<b>ESTIMATED</b>	
<b>Operating Performance Ratio</b> (Greater than or equal to breakeven average over 3 years)		This ratio measures Councils ability of containing operating expenditure within operating revenue. GISc is in a breakeven position for the next three (3) years and meets this target.
<b>Own Source Revenue Ratio</b> (Greater than 60% average over 3 years)		This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. GISc is unfavourable for the current year due to high grant revenue but meets the target for the three (3) year average.
<b>Building and Infrastructure Asset Renewal Ratio</b> (Greater than 100% average over 3 years)		This ratio measures the rate at which assets are being renewed relative to the rate they are being depreciated. GISc asset strategies ensure this target is met.
<b>Infrastructure Backlog Ratio</b> (Less than 2%)		This ratio shows the annual renewal backlog as a proportion of the total value of Council’s infrastructure. GISc does not meet, due to the high level of backlog. While reducing, the target will not be met within the Long-Term Financial Plan.
<b>Asset Maintenance Ratio</b> (Greater than 100% average over 3 years)		This ratio compares actual asset maintenance with required asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure backlog through insufficient funds. GISc currently meets this target.
<b>Debt Service Ratio</b> (Greater than 0% and less than or equal to 20% average over 3 years)		This ratio measures the availability of operating cash to service debt. GISc currently meets this target.

**Council’s Revenue Policy**

Council’s significant revenue sources are from general rates, fees and charges, the **Financial Assistance Grant (FAG)**, Roads to Recovery Grant, and other grant funds; particularly in the area of Community Services, of which Life Choices - Support Services is largely externally funded through grant funding from the State and Commonwealth Governments.

Council's Own Source Operating Revenue Ratio, which measures fiscal flexibility and the degree of reliance on external funding sources such as operating grants and contributions, is expected to meet the benchmark of >60% average over three years in 2023/2024. The 2023/2024 estimate is 50% (excluding the FAG) and 61.48% including FAG as Rural councils are permitted to do under the Fit for the Future Financial Ratio guidelines.

In the Final Budget, Council's annual rate revenue has been increased from 2022/2023 by the rate peg of 3.7%, however, Council needs to defer the adoption of its Revenue Policy (rates and charges) for the 2023/2024 year due to the following:

- Data was successfully migrated from the legacy system Practical into the Rates and Water system from Financial Year 2022 as at 30 June 2022, containing all the rating information from the legacy system;
- Rates notices were successfully generated in the new system for Financial Year 2023 and a Rates Control Report was generated;
- The Valuer General's file for Financial Year 2024 containing updated data (all assessments with updated land valuations) has been reconciled with the existing data;
- The reconciliation with the Valuer General's data file has experienced significant delays due to technical system issues and the Rates and Water system not being structured and built as per the NSW Local Government Act's legislation. A Rates Differential Report has now been generated and is on Public Display until 23 June 2023;
- The 3.7% rate peg increase has been applied to each category of Rates and a Rates Differential Report has been generated for Financial Year 2024 for Budgeting purposes; and
- Numerous other technical system issues in the Rates and Water module have affected the day-to-day transactional operations, which has also hindered data integrity for the information that rate payers have received and reporting requirements for Council.

### **Other Fees and Charges**

A number of the fees and charges are set by legislation or may be subject to change after adoption of this document. Most fees for 2023/2024 have been increased by the estimated Consumer Price Index (5%).

The Final Operational Plan and Budget for the 2023/2024 Financial Year sets the works program in detail for the next financial year, based on objectives, strategies and actions that had been included in the three year DP and the 10-year CSP. In accordance with sound management principles, it is expected that all supervisors, managers and directors will maintain a particular focus on their budgets throughout the financial year; ensuring that expenditure levels remain within budgetary provisions.

## **Long Term Financial Plan**

The **Long Term Financial Plan (LTFP)** is being redeveloped to incorporate the new chart of accounts designed for Open Office (Council's new financial software system). Council will take this opportunity to redevelop the LTFP using the LG Solutions Software platform. Currently a LTFP has not been provided as part of the Final Operational Plan and Budget for the 2023/2024 Financial Year and beyond to 10 years, as a result of not having the data required from an up-to-date Balance Sheet.

It is imperative to have up-to-date reconciled Balance Sheet accounts in order to prepare a 10 year cashflow forecast and forecasted balance sheet. A planned councillor workshop will be held as soon as the LTFP module has been implemented in the second part of 2023.

## **Public Submissions**

### **New England Rail Trail**

Nine submissions were received for the New England Rail Trail (***Annexure B, Annexure C, Annexure D, Annexure E, Annexure F, Annexure G, Annexure H, Annexure I and Annexure J***).

**Summary:** Most submissions received regarding the New England Rail Trail either opposed the construction of the trail or expressed concerns about it, favouring the return of the rail service.

The following commentary is provided for the consideration of Council.

As reported in the March 2020 Council Business Paper, a study undertaken by AEC Group considered the Great Northern Rail Line (which has been closed to trains for approximately 31 years) and determined that returning trains to the line was financially unfeasible at a capital cost of \$257.5 million within ongoing an annual maintenance cost of \$2.6m.

The **New England Rail Trail (NERT)** Business Case, which was also highlighted in the March 2020 Council Business Paper also concluded that:

- Once complete, the trail may attract 29,000 new visitors to the region who are expected to spend an additional \$5.77 million.
- The Trail would generate the impetus for new businesses to develop along the route (food, accommodation and bike hire) as well as boosting spending in existing businesses. It would also help diversity the local economies away from their current heavy dependence upon agriculture.
- The development of the Rail Trail, at this point, would provide a significant economic stimulus to the region which may help mitigate some of the adverse impacts of the current drought and bushfires.

At the March 2023 Council meeting, Council resolved to progress the lease arrangements and commence the design process for the construction and ongoing operation of the New England Rail Trail between Glen Innes and Ben Lomond.

Based on the above analysis and decisions, Council will proceed with finalising the project grant funding agreement with the State Government and will hence continue advancing the NERT project.

Extensive public consultation will be undertaken during the planning and development stage of this project, allowing further opportunity for public input.

### **King George V Oval**

Two submissions were received for King George Oval V (***Annexure K and Annexure L***).

**Summary:** The submissions highlighted the need to upgrade sporting facilities and in particular King George V Oval.

The following commentary is provided for the consideration of Council.

It is to be noted that King George Oval was recognised in the Glen Innes Sporting Facilities review and Masterplans, where it was acknowledged that there would be several challenges and constraints to development of the area as a premier sporting facility. Since the adoption of the review and Masterplans, AFL has now been established successfully, with good junior participation numbers.

To date, the works at King George Oval have included an upgrade carried out under the grandstand for a change room area with showers and toilets. The main public toilet block was fully renovated and reopened.

A collaborative approach has been taken between Council, Glen Innes Junior AFL and NSW AFL, on the development of a plan and to seek external funding opportunities from State or Federal Governments to fully cover the cost to carry out works such as fencing, surface upgrades, development of another change room facility and a suitable canteen facility, which would be beneficial to the community. This will also add to the development of King George Oval as a Village Green area as stated in the Sporting Facilities review and Masterplans. It would be beneficial not only to AFL but to other users of this sporting facility, for example, Junior Cricket and schools that currently use King George Oval.

With the growing participation in AFL, it would be reasonable that Council seeks funding if available for the provision of future upgrades at King George Oval as an extra part of the Operational Plan Targets associated with CS 1.1.1.1.

### **Maintenance and sealing of Caerleon Road**

One submission was received for Caerleon Road, Glen Innes (***Annexure M***).



**Summary:** Due to increased traffic on Caerleon Road, the submission supported the need for resealing.

The following commentary is provided for the consideration of Council.

As identified in the submission, Caerleon Road was gravel re-sheeted in the 2022/2023 capital works program and the ride quality of the road has improved substantially.

Traffic counts as recently recorded by Council staff exceed the threshold for consideration of sealing of the road.

The gravel re-sheeting works carried out are likely to support a graded aggregate seal treatment, and this would be in line with recent works undertaken on various rural roads in the Local Government Area.

The cost of this treatment is estimated at \$60,000.

Council may wish to include this as a project for the Local Roads and Community Infrastructure Program.

Council should be aware that the person making the submission has previously been in discussions regarding the part sealing of Caerleon Road at their expense and has at times indicated a willingness to consider funding 800m of the seal to facilitate subdivision development.

The sealing of a road is required as a development condition if the smallest lot size resulting from the subdivision is less than 10 hectares.

The sealing of Caerleon Road is likely to result in increased opportunity for development of land fronting Caerleon Road, of which the author of the submission is an owner.

Noting this, that sealing of Caerleon Road be considered by Council when it allocates Round 4 of the LRCI funding.

### **Western side of railway tracks near Oliver Street**

One submission was received regarding this matter (**Annexure N**).

**Summary:** Provide safe access to cross the railway tracks.

The following commentary is provided for the consideration of Council.

Council is proposing to develop the rail trail through this area, and works will be required to be undertaken at this location for that purpose to provide for users of the rail trail to cross Macquarie Street safely. It is noted that the rail trail itself will then provide a route for pedestrian and cycle access linking with other shared paths to the CBD.

This item currently has no budget or action allocated in the Operational Plan and Budget for the 2023/2024 Financial Year and it is recommended that this not be changed.

### **New water meter installations and delay in the water billing**

One submission was received regarding this matter(**Annexure O**).

**Summary:** General comments and concerns regarding the installation of new water metering equipment and the delays in water billing.

The following commentary is provided for the consideration of Council.

The installation of smart water meters was included in the Operational Plan and Budget for the 2021/2022 Financial Year. This matter is therefore not relevant to the Operational Plan and Budget for the 2023/2024 Financial Year.

It should be noted that the delay in issuing accounts for water consumption is not related to the installation of automated water meters, but rather the implementation of a new finance system.

### **Budget Changes from Draft Budget 2023/2024**

Amendments to the draft Operational Budget 2023/2024, since it last went to Council, are included in **Annexure P**.

### **Fees and Charges – changes from Draft Operational Plan**

Refer to **Annexure Q**.

#### **(c) Options**

Council has the option to vary sections of the Final Operational Plan and Budget for the 2023/2024 Financial Year.

## **IMPLICATIONS TO BE ADDRESSED**

#### **(a) Financial**

The final Operational Plan and Budget 2023/2024 sets out the operational and capital revenue and expenditure that Council has committed to for the 2023/2024 Financial Year.

#### **(b) Governance/Policy**

If adopted by Council, the final Operational Plan and Budget 2023/2024 will set the overarching policy direction for Council for the next financial year.

#### **(c) Legislative/Statutory**

Council must ensure that it adopts its final budget in accordance with various provisions in the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2005*.

- Section 405 of the *Local Government Act 1993*:
  - (1) *A council must have a plan (called its “operational plan”) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*
- Section 494 of the *Local Government Act 1993*:
  - (1) *A council must make and levy an ordinary rate for each year on all rateable land in its area.*
  - (2) *Each category or subcategory of ordinary rate is to apply only to land of the same category or subcategory.*
- Section 496 of the *Local Government Act 1993*:
  - (1) *A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.*
- Section 496A of the *Local Government Act 1993*:
  - (1) *A council may, in accordance with the regulations, make and levy an annual charge for the provision of stormwater management services for each parcel of rateable land for which the service is available.*
- Section 501 of the *Local Government Act 1993*:
  - (1) *A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council:*
    - *Water supply services*
    - *Sewerage services*
    - *Drainage services*
    - *Waste management services (other than domestic waste management services)*
    - *Any services prescribed by the regulations.*
- Section 502 of the *Local Government Act 1993*:

*A council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.*
- Section 552 of the *Local Government Act 1993*:
  - (1) *A special rate or charge relating to water supply may be levied on:*
    - (a) *Land that is supplied with water from a water pipe of the council, and*
    - (b) *Land that is situated within 225 metres of a water pipe of the council whether the land has a frontage or not to the public road (if any) in which the water pipe is laid, and although the land is not actually supplied with water from any water pipe of the council.*

**(d) Risk**

The preparation of the budget required cost reductions in some areas to cover increases in expenses in areas such as insurance costs, wages, and depreciation. Such increases are beyond Council's control and the rates increase was not sufficient to offset them.

Due to the reduction of budgeted expenditure, there is a risk that unforeseen cost increases may negatively impact Council's ability to achieve a balanced operating position at year end.

**(e) Social**

This final Operational Plan and Budget for the 2023/2024 Financial Year forms part of the direction that the community communicated to Council through the extensive community consultation that took place during the development of the current CSP and DP. As such, it forms an integral part of the process required to achieve the outcomes of the CSP and DP.

**(f) Environmental**

Council's final Operational Plan and Budget for the 2023/2024 Financial Year identifies a number of environmental strategic objectives, strategies and actions.

**(g) Economic**

All Council officials have been mindful of the economic implications in the preparation of Council's final Operational Plan and Budget for the 2023/2024 Financial Year.

**(h) Asset Management**

All Council officials have been mindful of the asset management implications in the preparation of Council's final Operational Plan and Budget for the 2023/2024 Financial Year. Whole of life asset and depreciation cost considerations are important drivers in Council's future financial direction.

**CONSULTATION**

**(a) External**

Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year was on public exhibition for 28 days from Monday, 1 May 2023, until Sunday, 28 May 2023. During this time submissions were invited from the community.

Council advertised the Draft Operational Plan and Budget for the 2023/2024 Financial Year in the Glen Innes Examiner (Our Council) on the Glen Innes Severn Council website under Public Notices, and on Council's Facebook page.

The relevant documents were also displayed at Council's Town Hall Administration Office and Church Street Office, the Glen Innes Severn Library and Learning Centre, Emmaville Post Office, Deepwater Post Office and Glencoe Post Office.

### (b) Internal

The budget has been prepared with full collaboration and input from all managers and the **Management Executive Team (MANEX)**.

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

The Final Operational Plan and Budget for the 2023/2024 Financial Year is required to be prepared in accordance with the IP&RF and provides a direct link to the DP and CSP.

### CONCLUSION

Council's final Operational Plan and Budget for the 2023/2024 Financial Year provides a direct link to the three year DP and 10 year CSP.

Council's 2023/2024 Final Budget proposes an Operational Surplus of \$8.4M, which includes forecasted Capital Income of \$11M. Therefore, after excluding Capital Income the proposed Operational deficit will be \$2.6M, comprising the following (with last year's figures in brackets as a comparison):

• Operating Income (including Capital Grants and Contributions)	<b>\$45,561,604</b> (\$48,185,908)
• Operating Income (excluding Capital Grants and Contributions)	<b>\$34,561,604</b> (\$36,983,667)
• Operating Expenditure	<b>\$37,141,158</b> (\$36,964,116)
• Capital Expenditure	<b>\$20,700,875</b> (\$19,534,216)
• Loan Principal and Lease Repayments	<b>\$1,847,802</b> (\$ 2,276,992)

The final Operational Plan and Budget for the 2023/2024 Financial Year is now presented to Council for adoption.

### ATTACHMENTS

Annexure A	Operational Plan and Budget for the 2023/2024 Financial Year ( <i>under separate cover</i> )
Annexure B	Submission 1
Annexure C	Submission 2
Annexure D	Submission 3
Annexure E	Submission 4
Annexure F	Submission 5
Annexure G	Submission 6
Annexure H	Submission 7
Annexure I	Submission 8
Annexure J	Submission 9
Annexure K	Submission 10
Annexure L	Submission 11

## Item 7.3

Annexure M	Submission 12
Annexure N	Submission 13
Annexure O	Submission 14
Annexure P	Budget Changes from Draft Budget 2023/2024
Annexure Q	Fees and Charges Changes from Draft Operational Plan

**REPORT TITLE: 7.4 LOCAL GOVERNMENT REMUNERATION TRIBUNAL DETERMINATION**

**ECM INDEXES:**

Subject Index: **GOVERNANCE: Councillors**

Customer Index: **Local Government Remuneration Tribunal  
INTERNAL DEPT: Councillors**

Property Index: **NIL**

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

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**PURPOSE**

The purpose of this report is to inform Council regarding the Annual Determination by the **Local Government Remuneration Tribunal (the Tribunal) (Annexure A)** and to implement the Councillor and Mayoral Fees for the 2023/2024 Financial Year.

**RECOMMENDATION**

*That Council sets the maximum annual 2023/2024 fee for:*

- *The Mayor: Additional fee \$28,430 + Councillor fee \$13,030 = \$41,460; and*
- *Councillors: \$13,030.*

**REPORT**

**(a) Background**

The **Local Government Act 1993 (the Act)** requires each council to determine an annual fee for both the Mayor and the Councillors.

In accordance with Section 239 of the *Act*, the Tribunal has made its determination regarding the categories of councils and Mayoral Offices in NSW and the allocation of each council and Mayoral Office into one of those categories for the 2023/2024 Financial Year.

Section 239 of the *Act* requires the Tribunal to determine the categories of councils and Mayoral Offices at least once every three years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories, prior to the current review, in 2020.

Section 241 of the *Act* provides that the Tribunal determines the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.

Section 242A(1) of the *Act* requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.

The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the *Act*.

The Tribunal's determinations take effect from 1 July in each year.

Last year, Council resolved to implement the maximum approved fees to the Mayor and Councillors (Resolution 13.06/22).

**(b) Discussion**

Correspondence received from the **Office of Local Government (OLG)** via Circular No 23-03/ 10 May 2022 / A859646 (**Annexure B**) summarises the Tribunal's Determination.

In summary, the Tribunal has determined an increase of three percent to Mayoral and Councillor fees for the 2023/2024 Financial Year, with effect from 1 July 2023.

In the Tribunal's review, three councils will be reclassified and two new categories, being Metropolitan Major and Rural Large, will be created. The new category, Rural Large, includes criteria of a population above 10,000 and a councillor to resident ratio of 1 to 1200. 26 councils have been recategorised. Glen Innes Severn Council remains in the same 'Rural' category.

The Tribunal also dealt with submissions regarding the current remuneration structure and states the following in paragraph 97 of its report:

Submissions made to the 2023 review and the Tribunal's own conclusions from evidence it has examined, suggest that there are significant issues underlying the concerns raised about mayor and councillor remuneration. It is apparent to the Tribunal that those issues which include a lack of diversity in representation, changing nature of work required to be undertaken and changed community expectations cannot be easily resolved under the existing framework. In the Tribunal's view, there would be merit in a comprehensive review of the framework for mayor and councillor remuneration.



The Tribunal's Annual Report and Determination (Annexure A) details the current maximum and minimum fees payable to Councillors and Mayors for a Rural Council for the 2023/2024 Financial Year, which are as follows:

	Minimum Annual Fee	Maximum Annual Fee
<b>Councillor</b>	\$9,850	\$13,030
<b>Mayor (Additional Fee)*</b>	\$10,490	\$28,430

\*This fee must be paid in addition to the fee paid to the Mayor as a Councillor (s249(2) of the Act.

Council is required to set the fees for the Mayor and Councillors for the 2023/2024 Financial Year. This report recommends the maximum allowed amount both for councillors and the Mayor.

Sections 248 and 249 of the *Act* require councils to fix the annual fees paid to Councillors (including the Mayor) and the Mayor as separate allowances. Should Council not fix an annual fee, then in accordance with Sections 248 (4) and 249 (4) of the *Act*, the minimum remuneration levels as determined by the Tribunal apply.

The fees fixed by Council **must** be in the range determined by the Tribunal and it is mandatory for the fees to be paid to the Mayor and Councillors. A Council cannot fix a fee higher than the maximum amount determined by the Tribunal.

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

The 2023/24 Operational Plan and Budget has set Mayoral Fees at \$60,680 and Councillor Fees at \$86,255, totalling \$146,935.

The total cost for the recommended option (excluding superannuation costs) will be \$119,640.

Councillors who have resolved to receive superannuation and have nominated a super fund will be paid superannuation on top of the fee.

### (b) Governance/Policy

The applicable policy for this matter is the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy. This Policy will be amended and is included for Council endorsement at this meeting.

**(c) Legislative/Statutory**

The Local Government Remuneration Tribunal is constituted under Chapter 9, Division 4 of the Act.

**Section 239 of the Act:**

***Categorisation of councils and mayoral offices***

(1) *The Remuneration Tribunal must, at least once every three (3) years:*

(a) *determine categories for councils and mayoral offices, and*

(b) *place each council and mayoral office into one (1) of the categories it has determined.*

(2) *The determination of categories by the Remuneration Tribunal is for the purpose of enabling the Remuneration Tribunal to determine the maximum and minimum amounts of fees to be paid to mayors and councillors in each of the categories so determined.*

**Section 241 of the Act:**

***Determination of fees***

*The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.*

**Section 242A of the Act:**

***Tribunal to give effect to declared government policy on remuneration for public sector staff***

(1) *In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the Industrial Relations Act 1996 when making or varying awards or orders relating to the conditions of employment of public sector employees.*

(2) *The policies referred to in subsection (1) do not include any policy that provides for increases in remuneration based on employee-related savings.*

(3) *This section does not apply to a determination by the Remuneration Tribunal that changes the category of a council or mayoral office (whether or not the effect of the change is to increase the range of amounts payable to the councillors and mayor of a council).*

- (4) *To avoid doubt, this section extends to a determination of the minimum and maximum amounts payable for a category in existence when the determination is made.*

**Section 248 of the Act:**

***Fixing and payment of annual fees for councillors***

- (1) *A council must pay each councillor an annual fee.*
- (2) *A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (3) *The annual fee so fixed must be the same for each councillor.*
- (4) *A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*

**Section 249 of the Act:**

***Fixing and payment of annual fees for the mayor***

- (1) *A council must pay the mayor an annual fee.*
- (2) *The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) *A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) *A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) *A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee.*

Sections 248 and 249 of the Act require councils to fix and pay an annual fee based on the Tribunal's determination for the 2022/202 Financial Year.

**Section 146C of the *Industrial Relations Act*:**

**Commission to give effect to certain aspects of government policy on public sector employment**

- (1) *The Commission must, when making or varying any award or order, give effect to any policy on conditions of employment of public sector employees:*
- (a) *that is declared by the regulations to be an aspect of government policy that is required to be given effect to by the Commission, and*

*(b) that applies to the matter to which the award or order relates.*

## **CONSULTATION**

### **(a) External**

Remuneration Tribunal Annual Report and the OLG Circular.

### **(b) Internal**

The Management Executive Team (MANEX) has reviewed this report prior to going to 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 5.2.2: Formalise the Governance Framework and deliver compliance across all governance areas.

## **CONCLUSION**

The Tribunal sets the fees for all councillors and mayors in NSW annually. Council is then required to set the annual fee paid to the mayor and councillors. The annual fees must be paid within the range determined by the Tribunal.

The Tribunal has determined that there will be an increase of three per cent in the minimum and maximum fees applicable to each category for the 2023/2024 Financial Year and this report recommends the maximum amount be adopted.

## **ATTACHMENTS**

Annexure A      Local Government Remuneration Tribunal - Annual Determination  
Annexure B      OLG Council Circular

**REPORT TITLE: 7.5 REVIEW OF PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS POLICY**

**ECM INDEXES:**

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **INTERNAL DEPT - Councillors**

Property Index: **NIL**

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

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**PURPOSE**

The purpose of this report is to present Council with the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy (**Annexure A**), for its review and adoption.

**RECOMMENDATION**

*That Council adopts the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.*

**REPORT**

**(a) Background**

The Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy was last adopted by Council 28 days after the 26 May 2022 Ordinary Meeting of Council.

As a result of the introduction of the *Local Government Amendment (Governance and Planning) Act 2016*, Expenses and Facilities Policies are now required to be adopted by a Council within 12 months of the term of a new Council, instead of annually as previously required by section 252 of the **Local Government Act 1993 (the Act)**. Amendments are no longer required to be specifically notified to the **Office of Local Government (OLG)** as previously required by section 253 of *the Act*.

The OLG developed a better practice Councillor Expenses and Facilities Policy template for use by all councils in 2017. The Policy was adjusted in the previous review on 26 August 2021 and adopted on 29 September 2021, to fit this new template.

The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

**(b) Discussion**

Amendments to the Policy are not significant and have been made to reflect the changes in payment of expenses as included in the 2023/24 Operational Plan and Budget.

Increases have been made to the allowable expenditure, particularly due to the rapid increase in the cost of living, including but not limited to fuel expenses. Some councillors live a significant distance from Glen Innes and the cost of travelling to meetings and workshops has increased.

Table 1 on page 5 of the Policy details the changes to limits for expenses and is included here for transparency and ease of reference:

**Table 1: Summary of Expenses and Facilities**

Expense or facility	Maximum amount	Frequency
1. General travel expenses for attending Conferences, Meetings and Training (includes accommodation and meals)	<del>\$14,000</del> \$16,000 for all Councillors-collectively. <del>\$6,000</del> \$8,000 for the Mayor	Per year
(a) Meals and refreshments	As per the Australian Taxation Office <b>limits for public servants</b>	Per meal
(b) Accommodation (Capital Cities)	\$350 (or a standard room at the same venue as the conference being attended)	Per night
(c) Accommodation (other than Capital Cities)	\$250 (or a standard room at the same venue as the conference being attended)	Per night
Professional development (Including Councillor Inductions)	<del>\$30,000</del> \$10,000 for all Councillors	This is decided upon and set annually in the Operational Plan and Budget
Conferences and seminars (Registration costs)	<del>\$6,000</del> \$8,000 total for all Councillors <del>\$4,000</del> \$5,500 for the Mayor	Per year
ICT expenses (Telephone and Internet)	\$2,500 collectively for all Councillors	Per year
Council vehicle and fuel card	Provided to the Mayor for Council business only	As Required
Reserved parking space at Council offices	Provided to the Mayor	As Required
Furnished office	Provided to the Mayor	As Required
Number of exclusive staff supporting Mayor	One (1) staff member shared between the Mayor and the General Manager	As Required

There has been an overall increase to both Councillors and Mayoral expenses for travel, sustenance, accommodation, and conference expenses totalling \$7,500. This is more than offset, however, by a reduction in the professional development budget to \$10,000, which is \$10,000 below the maximum allowable in the Policy.

The expense for professional development has been reduced, with an increase made for attendance at conferences because many conferences include workshops and other sessions that form an effective element of professional development for Councillors. Conferences also provide networking opportunities that broaden councillor's perspectives and help them to understand the broader issues faced by local government across NSW and Australia.

Further, attendance at meetings like the Country Mayors Association and LGNSW conferences are important tools to assist the Mayor and councillors in elements of advocacy, necessary to achieving some of the strategic objectives in the Community Strategic Plan.

As the amendments to the Policy are not substantial it has been decided not to place the Policy on Public Exhibition for a minimum of 28 days.

### **(c) Options**

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

The Operational Plan and Budget for the 2023/2024 Financial Year includes expenditure votes related to this Policy.

### **(b) Governance/Policy**

Once adopted by Council, the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy will become policy of Council.

It will be necessary for the General Manager and Executive Assistant to refer to the limits in Table 1 to ensure that expenses throughout 2023/24 are within the limits provided, and to accurately assign expenses to the appropriate codes within Open Office.

### **(c) Legislative/Statutory**

- *Local Government Act 1993;*
- *Local Government (General) Regulation 2021;*
- *Office of Local Government Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW, 2009.*

### 1.7.5 Annual Reporting

*In accordance with section 217 of the Regulation and for the purposes of transparency and accountability, councils are required to include detailed information in their annual reports about the payment of expenses and facilities to councillors. This should not be seen as a disincentive for the payment of appropriate expenses and the provision of appropriate facilities to councillors.*

*Councils are required to report separately on:*

#### **General**

- *the total cost of expenses and the provision of facilities for the mayor and all councillors; and*
- *the cost of the provision of dedicated office equipment allocated to councillors on a personal basis such as laptop computers, mobile phones, telephones and facsimile machines and Internet installed in the councillors' homes (including line rental and internet access). This item does not include the costs of using this equipment, such as calls.*

#### **Expenses**

- *the cost of phone calls including mobiles, home located landlines, facsimile and internet services;*
- *spouse/ partner/ accompanying person expenses (limited to circumstances outlined in Part Two of these Guidelines);*
- *conference and seminar expenses;*
- *training and skill development expenses;*
- *interstate travel expenses (including subsistence and out-of-pocket expenses);*
- *overseas travel expenses (including subsistence and out-of-pocket expenses); and*
- *care and other related expenses (of dependants to enable a councillor to undertake his or her civic functions).*

*Whether the above information is reported for each councillor or all councillors as a group is a matter for council to determine. This may be based on considerations of what is appropriate and what the community expects.*

### 1.7.6 Reporting of additional expenses and facilities

*In addition to the statutory reporting requirements, councils should report other costs where these are significant. For example, councils should report the cost of any additional significant expenses and/or facilities provided for in their policy.*

## **(d) Risk**

This Policy aims to mitigate the risk of excessive and unnecessary expenditure by the Mayor and Councillors and clearly defines what expenses and amounts are acceptable for the Mayor and Councillors in carrying out their official functions of office.



**(e) Social**

Transparency, controlled expenditure and the proper utilisation of Council resources all have positive social implications.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

This Policy uses the OLG Model Policy template.

**(b) Internal**

MANEX.

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

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

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.3: Deliver a program of Councillor Inductions and continued Professional Development.

**CONCLUSION**

Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy has been revised to include changes that have occurred since the current Policy was adopted in May 2022. Changes are not substantial, and the revised Policy is now presented to Council for its review and adoption.

**ATTACHMENTS**

Annexure A Draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy

**REPORT TITLE: 7.6 REVIEW OF THE DONATION POLICY**

**ECM INDEXES:**

Subject Index: **CORPORATE MANAGEMENT: Policy  
FINANCIAL MANAGEMENT: Donations**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Danielle Mepham - Executive Assistant (Director of Corporate and Community Services)**

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**PURPOSE**

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

**RECOMMENDATION**

*That Council adopts the revised Donations Policy.*

**REPORT**

**(a) Background**

The Donations Policy was last adopted by Council on 15 December 2022 and is due for review every year. 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 revised Donations Policy has been updated to reflect the change in position title of the responsible officer from Personal Assistant (DCCS) to Executive Assistant (DCCS).

A further proposed amendment is to remove Salvation Army – Glen Innes Corps under Part 3a due to this organisation no longer being operational, noting that Council has the option to either remove the charity and not replace it or replace it with a different organisation.

All changes are shown in red text in Annexure A.

**(c) Options**

Nil.

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

Council's Draft Operational Plan and Budget for the 2023/2024 Financial Year makes provisions in accordance with this Policy. The following amounts are budgeted for:

- Pre-approved Donations - \$700;
- Mayoral Donations - \$3,000; and
- Non Pre-Approved Donations - \$10,000.

Sapphire Wind Farm allocates \$5,000 to Council to distribute in addition to the Non Pre-Approved Donations.

**(b) Governance/Policy**

Once adopted by Council, the revised Donations Policy will become policy of Council.

**(c) Legislative/Statutory**

Section 356 of the *Local Government Act 1993* prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals) including the following means:

- (1) *A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) *A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) *However, public notice is not required if—*
  - (a) the financial assistance is part of a specific program, and*
  - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
  - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
  - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*

(4) *Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

**(d) Risk**

There may be a risk around some organisations not being satisfied with the outcomes. The Policy aims to mitigate this risk by ensuring an open, fair, and transparent process.

Organisations can communicate with Council on any issues or submit a complaint against any outcomes they are not satisfied with or if they believe the Policy is not sufficient to ensure a fair and transparent process.

**(e) Social**

Donations from Council and the annual Sapphire Wind Farm grant of \$5,000 provide important support to organisations and community groups to allow them to continue their services to the local community.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Financial Accountant confirmed the amounts included in the draft Operational Plan and Budget as listed under financial implications.

The Manager of Governance Risk and Corporate Planning was previously consulted in relation to the risk implications.

**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**

Council's Donations Policy has been revised to include changes that have occurred since the current Policy was adopted in June 2022 and including an additional amendment in December 2022. Changes are relatively minor and the revised Policy is now presented to Council for its review and adoption.

## **ATTACHMENTS**

Annexure A     Draft Donations Policy

**REPORT TITLE: 7.7 CAPITAL WORKS PROGRAM PROGRESS REPORT  
AS AT 31 MAY 2023**

**ECM INDEXES:**

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

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Amy Watson - Financial Accountant**

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**PURPOSE**

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2022/2023 Financial Year and to review the progress of the Capital Works Projects that were carried over from the 2019/2020, 2020/2021 and the 2021/2022 Financial Years and to review the Capital Works Projects that were adopted as Revotes for the 2021/2022 and 2022/2023 Financial Years.

**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**

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.

The report provides a holistic overview of Council's progress regarding completed projects, works in progress or expected project commencement dates.

The Capital Works Program Carried Forward for the 2019/2020 Financial Year (**Annexure A**), Capital Works Program Carried Forward for the 2020/2021 Financial Year (**Annexure B**), Capital Works Program for the 2021/2022 Financial Year (**Annexure C**), Capital Works Program Revotes 2022 (**Annexure D**), Capital Works Program for the 2022/2023 Financial Year (**Annexure E**), and Capital Works Program Revotes for the 2022/2023 Financial Year (**Annexure F**) provide detailed information on all of the projects that were budgeted for and not completed in the 2019/2020, 2020/2021 and 2021/2022 Financial Years, projects that have been revoted into the 2021/2022 and 2022/2023 Financial Years and projects that were budgeted for in the 2022/2023 Financial Year.

### **Projects of Significance from the 2021/2022 Financial Year (Annexure C):**

#### New Finance System and Implementation

The Rates, Water and Community Receipting modules are still experiencing technical difficulties. The proposal that was put to the Open Office team to commence a focused hyper care plan is in place now, to resolve all major support tickets that are causing hindrance in the expected performance of the Rates and Water modules. The Water Billing and the Rates Differential report are the priority so that Council is ready to process Rates Notices on 1 July 2023 and issue water bills as soon as possible.

Council's external consultant, Laurie Knight, is preparing the opening balances for the Financial Year 2023 to be imported into the new system and the work of Balance Sheet reconciliations can begin including Grants reconciliations.

#### Purchase of New Trucks

Glen Innes Aggregates was pleased to receive delivery of two Freightliner Tipper trucks and one trailer. The new trucks are designed with safety in mind and include lane departure warning, active brake assist, proximity cruise control and electronic stability control. These items of plant were ordered in September 2022 with a total value of \$762,000. Two existing trucks have been redeployed to the Infrastructure Delivery Works crews and give Council capability to have a spare truck when a breakdown or servicing occurs.



*Image 1: Trucks and Trailer on arrival*

### Gulf Road Upgrade

Work is underway on the Gulf Road upgrade with drainage works, shape correction and widening completed between McCowan’s Hill and Flagstone Creek.



*Image 2: Works near Flagstone Creek on the Gulf Road*

### Bald Nob Road Upgrade Stage Two

In early May, Council commenced work on stage two of the Bald Nob Road upgrade. The \$5.6M project is jointly funded by the Australian Government through the Roads of Strategic Importance program and the Glen Innes Severn Council. Drainage extensions, clearing works and shoulder widenings are underway using a combination of contractors and Council Drainage and Construction teams.



*Image 3 – Bald Nob Road Upgrade*



## Projects of Significance from the 2022/2023 Financial Year (Annexure E):

### Heavy Patching Program

Council's Heavy Patching Team has commenced works in the Industrial Estate with patching underway on Grafton Street and Penzance Street.



*Image 4: Heavy patching on Grafton Street*

### Construction of Centennial Parklands amenities facilities and outdoor area

Council has received a grant of \$1,341,616 to install amenities and an outdoor events area at the Centennial Parklands. A site visit and initial discussions have commenced with Public Works Advisory for their potential engagement to project manage the delivery of this project.

### Glen Innes Outdoor Multi-Purpose Courts (GIOMC)

The GIOMC site has been prepared for the commencement of two new concrete, multi-purpose (basketball / netball) courts, to be installed between the stadium and the new outdoor netball courts. These works are due to commence within four weeks.

### Redevelopment of Glen Innes Skate Park

Council has executed the contract with Convic Pty Ltd for the delivery of the project. The project is anticipated to be completed by 31 December 2023 (subject to contractor availability and weather permitting).

**(c) Options**

Nil.

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

The table below provides a summary of the adopted budget, revised budget and the actual and committed amounts for each respective period along with the percentage of the actual and committed expenditure when compared to the revised budget:

	ADOPTED BUDGET	REVISED BUDGET	Project Actual + Committed	Expenditure %
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020	\$ 2,079,254	\$ 6,454,763	\$ 5,960,925	92%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 4,364,065	\$ 3,820,956	\$ 3,051,031	80%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 11,202,214	\$ 16,273,259	\$ 8,710,687	54%
CAPITAL WORKS PROGRAM REVOTES-2022	\$ 1,298,626	\$ 2,318,626	\$ 504,870	22%
CAPITAL WORKS PROGRAM 2022/2023	\$ 19,534,216	\$ 22,360,557	\$ 3,241,065	14%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 943,487	\$ 1,473,507	\$ 633,573	43%
TOTALS	\$ 39,421,862	\$ 52,701,668	\$ 22,102,151	42%

**(b) Governance/Policy**

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

**(c) Legislative/Statutory**

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

**(d) Risk**

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

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

**(e) Social**

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

**(f) Environmental**

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

**(g) Economic**

Nil.

**(h) Asset Management**

The extent to which the Capital Works program is completed determines the Infrastructure Asset Renewal ratio, which is a measure of the financial sustainability of Council's assets.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

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

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

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

**CONCLUSION**

Council adopts its Capital Works Program annually as part of its Operational Plan and Budget process. This report provides updated information on the projects within each of the Capital Works Programs, the spend to date as well as updated commentary.

**ATTACHMENTS**

- Annexure A Capital Works Program Carried Forward for the 2019-2020 Financial Year
- Annexure B Capital Works Program Carried Forward for the 2020-2021 Financial Year
- Annexure C Capital Works Program for the 2021-2022 Financial Year
- Annexure D Capital Works Program Revotes 2022

**Item 7.7**

- Annexure E Capital Works Program for the 2022-2023 Financial Year
- Annexure F Capital Works Program Revotes for the 2022-2023 Financial Year

**REPORT TITLE: 7.8 BORROWINGS REPORT AS AT 31 MAY 2023**

**ECM INDEXES:**

Subject Index: **FINANCIAL MANAGEMENT: Loans**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Amy Watson - Financial Accountant**

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**PURPOSE**

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

**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 monthly. The summary of borrowings, as set out below, details each of Council's borrowings. The balances reported in this report cannot be verified and reconciled against the Balance Sheet as opening balances have not been brought into the new Finance system from Financial Year 2022 to Financial Year 2023.

**(b) Discussion**

The tables on the following page detail the interest rate, loan completion date and balance as at the end of the reporting month 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" and RFS Loan	3.95%	12/12/2016	8/12/2036	\$ 1,560,951.48
11-01	Business Acquisition: Quarry	7.69%	28/07/2011	28/07/2036	\$ 556,500.00
3	Learning Centre	7.35%	19/06/2009	19/06/2025	\$ 94,494.52
2	GIMC Debt at Amalgamation	6.69%	31/10/2002	1/11/2027	\$ 1,635,331.45
12	LIRS Loan: Road Renewal	5.32%*	10/12/2012	9/12/2022	\$ -
13	LIRS Loan: CBD Revitalisation	5.46%*	27/02/2013	3/03/2023	\$ -
14	LIRS Loan: Accelerated Road Renewal	3.82%*	6/03/2015	28/05/2025	\$ 231,539.33
15	LIRS Loan: Accelerated Bridge Program	3.82%*	6/03/2015	28/02/2025	\$ 926,157.30
16	Glen Innes and Emmaville Swim Centre: Revitalisation	4.70%	6/03/2015	28/02/2035	\$ 1,060,331.30
<b>Total General Fund Liability</b>					<b>\$ 6,065,305.38</b>

\* On each of the four (4) **Local Infrastructure Renewal Scheme (LIRS)** loans, Council pays the interest rates above and is then reimbursed either three percent (3%) or four percent (4%), depending on the loan, every six (6) months of interest paid on each loan under the LIRS scheme.

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	\$ 1,489,300.00
<b>Total Water Supply Fund Liability</b>					<b>\$ 1,489,300.00</b>

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	\$ 661,661.96
<b>Total Sewer Fund Liability</b>					<b>\$ 661,661.96</b>

<b>TOTAL LOANS LIABILITY</b>					<b>\$ 8,216,267.34</b>
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## Certification

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

### (c) Options

Nil.

## **IMPLICATIONS TO BE ADDRESSED**

### **(a) Financial**

Council has Loan Liabilities totalling \$8,216,267.34 as at the end of the reporting month.

### **(b) Governance/Policy**

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

### **(c) Legislative/Statutory**

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

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

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

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

#### **Section 622 – What form may a Council borrowing take?**

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

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

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

Other legislation and guidelines relevant to Council borrowing:

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

### **(d) Risk**

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

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

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

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

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

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

NIL

**(b) Internal**

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

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

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

**CONCLUSION**

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

**ATTACHMENTS**

There are no annexures to this report.



**REPORT TITLE: 7.9 INVESTMENT REPORT MAY 2023**

**ECM INDEXES:**

Subject Index: **FINANCIAL MANAGEMENT: Investments**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Amy Watson - Financial Accountant**

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**PURPOSE**

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

**RECOMMENDATION**

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

**REPORT**

**(a) Background**

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

**(b) Discussion**

Council has \$18.7M 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. At present all banks in this category are rated BBB. Council's Investment Policy limits exposure to an individual financial institution, for the BBB rated category, to five percent of the total Investment portfolio.

Currently Council has one responsible investment, being one \$1M investment with Westpac's Green Tailored Deposits. These are identified in the Summary of Investments table set out below.

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

<b>Bank Reconciliation Statement</b>	
<b>Balance as per General Ledger</b>	
Opening Balance 1 May 2023	\$7,037,228.25
May Movements	-\$136,861.59
Closing Balance 31 May 2023	\$6,900,366.66
Less unidentified payment	\$319.78
<b>Total:</b>	<b>\$6,900,686.44</b>
<b>Balance as per Statement</b>	
	\$6,900,686.44
Less Unpresented Cheques Plus Unpresented Debits Less Unpresented Deposits	
<b>Total:</b>	<b>\$6,900,686.44</b>
	
Responsible Accounting Officer 5 June 2023	

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.

The balances reported for Cash at Bank and investments cannot be verified and reconciled against the Balance Sheet, as opening balances have not been brought into the new Finance system from Financial Year 2022 to Financial Year 2023.

**SUMMARY OF INVESTMENTS:**

Rating (S&P)	Mature	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A1+/AA-	24/06/2023	3.60%	NAB (18)	Yes	1,000,000	36,000.00
A3/BBB+	31/07/2023	3.60%	NAB (17)	Yes	1,000,000	36,197.26
A1+/AA-	23/08/2023	3.95%	BOQ (13)	Yes	700,000	27,650.00
A2/BBB+	9/08/2023	3.80%	NAB (14)	Yes	1,000,000	38,000.00
A1+/AA-	15/08/2023	4.10%	CBA (15)	Yes	1,000,000	41,000.00
A1+/AA-	8/09/2023	3.95%	NAB (18)	Yes	1,000,000	39,391.78
A1+/AA-	8/09/2023	4.18%	Macquarie	Yes	700,000	29,179.84
A1/A+	11/09/2023	4.04%	CBA (19)	Yes	1,000,000	40,621.37
A1+/AA-	25/09/2023	4.46%	CBA (12)	Yes	1,000,000	44,844.38
A1+/AA-	24/10/2023	4.36%	Westpac Banking Corporation (1)	Yes	1,000,000	25,562.74
A1+/AA-	25/10/2023	4.57%	CBA (8)	Yes	1,000,000	46,200.82
A1+/AA-	6/11/2023	4.35%	NAB (18)	Yes	1,000,000	25,504.11
A1+/AA-	19/12/2023	4.60%	ING	Yes	1,000,000	46,000.00
A1+/AA-	11/12/2023	4.28%	Westpac Banking Corporation (4)	Yes*	1,000,000	43,034.52
A1+/AA-	6/02/2024	4.82%	Westpac Banking Corporation (6)	Yes	1,000,000	44,502.47
A2/BBB	8/11/2023	4.85%	My State Bank	Yes	700,000	17,114.52
A1/A+	23/05/2024	4.92%	ING (3)	Yes	1,000,000	49,334.79
A2/BBB	21/02/2024	4.80%	AMP (10)	Yes	700,000	31,022.47
A1/A+	5/04/2024	4.55%	Macquarie (16)	Yes	900,000	40,950.00
A1+/AA-	24/06/2024	4.38%	Macquarie (16)	Yes	1,000,000	87,720.00
<b>Expected Average Return 22/23</b>		<b>4.31%</b>	<b>Total Investments</b>		<b>18,700,000.00</b>	<b>789,831.07</b>
<b>Actual Average Return Received YTD</b>		<b>1.14%</b>	<b>Cash on Hand</b>		<b>6,900,686.44</b>	
<b>Total Cash and Investments</b>					<b>25,600,686.44</b>	

\*Although these banks fund fossil fuels, these investments are Green Tailored Deposits.

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

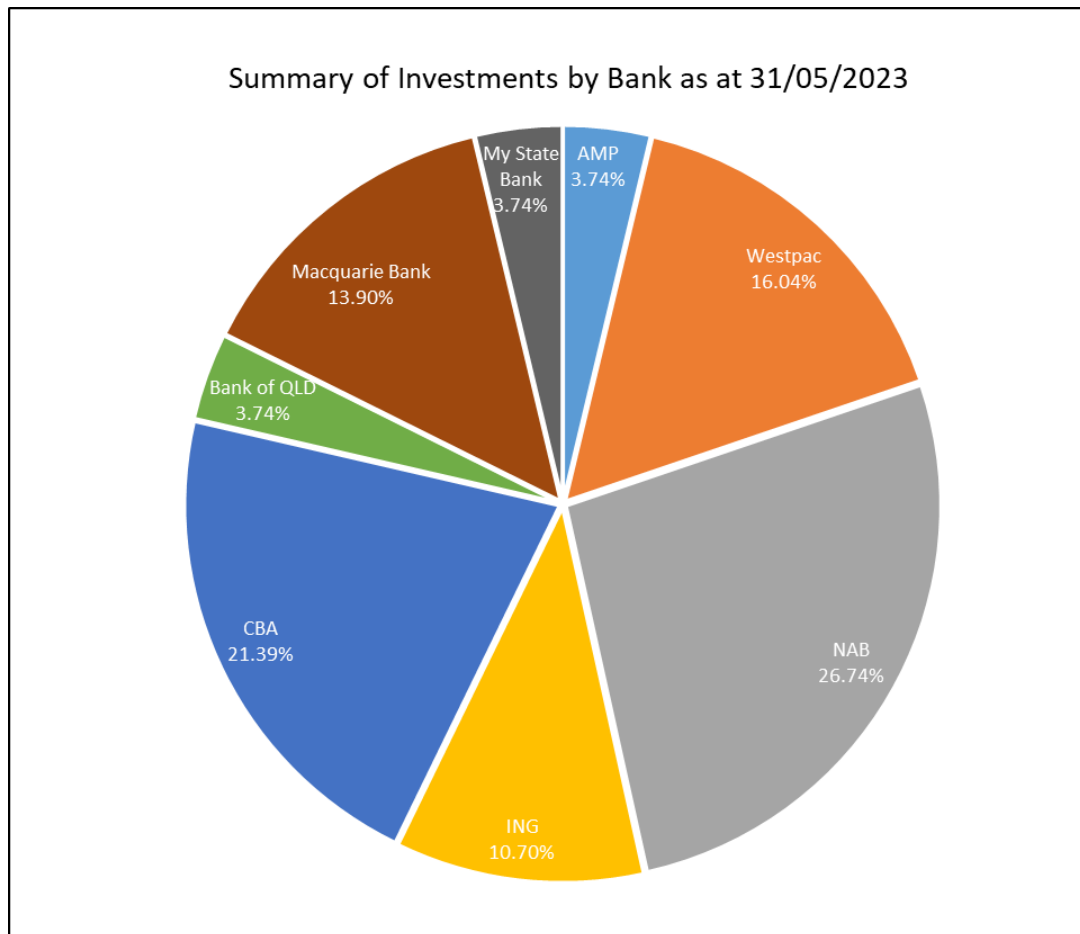
<b>Interest received for year to 31 May 2023</b>	<b>\$264,226.98</b>
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The table below details the monthly movements of investments for the reporting month:

Investment Movements	
<b>Opening Balance as at 1 May 2023</b>	<b>18,000,000</b>
<b>Less:</b>	
Maturities (1)	1,000,000
<b>Subtotal</b>	<b>17,000,000</b>
<b>Plus</b>	
Rollovers (1)	1,000,000
New Investments (1)	700,000
<b>Current Balance as at 31 May 2023</b>	<b>18,700,000</b>

During the reporting month, there were no redeemed or new investments. There was one maturity with ING Bank that was rolled over.

The graph below shows the summary of Investments by Bank:



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

### Certification

I, Shageer Mohammed, Chief Financial Officer, do hereby certify that the above investments have been made in accordance with the Regulation (Section 212), the **Local Government Act 1993 (the Act)** (Section 625), and Council's **Investment Policy (the Policy)**.

### (c) Options

Nil.

## IMPLICATIONS TO BE ADDRESSED

### (a) Financial

The actual average return on Council investments for the 2021/2022 Financial Year was 0.77%. The current actual average return for the 2022/2023 Financial Year is 4.31%. This is an increase on the actual average return of 3.54%, which reflects the current upward trend in interest rates.

Interest rates are now trending upwards, and it is expected that the actual average return will increase as investments are made at the new rates. The Bloomberg Ausbond Bank Bill Index one year return rate for the reporting month is 2.65%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 May	18,000,000	18,000,000
Closing Balance 31 May	18,700,000	18,000,000

### (b) Governance/Policy

Monthly financial reporting ensures transparency of financial reporting 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).

All aggregate rating categories are within the policy limits.

### **Credit Quality Portfolio Compliance**

The following table details the credit rating of each of the categories where Council has money invested. All investments are compliant with Council's Investment Policy:

<b>Compliant</b>	<b>Credit Rating</b>	<b>Invested</b>	<b>Invested \$</b>	<b>Policy Limit</b>	<b>Available \$</b>
Yes	AAA	0.00%	-	100%	18,700,000
Yes	AA	0.00%	12,000,000	100%	6,700,000
Yes	A	0.00%	4,600,000	45%	3,815,000
Yes	BBB	0.00%	2,100,000	25%	2,575,000
Yes	Government	0.00%	-	100%	18,700,000
		<b>0.00%</b>	<b>18,700,000</b>		

### **COUNCILS PORTFOLIO COMPLIANCE**

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

#### **(c) Legislative/Statutory**

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

Section 625 of the Act states the following:

#### **How may Councils invest?**

- (1) *A Council may invest money that is not, for the time being, required by the Council for any other purpose.*
- (2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*

- (3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- (4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.*

Section 212 of the Regulation states the following:

**Report on Council’s Investments**

- (1) *The responsible accounting officer of a council:*
  - (a) *must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:*
    - (i) *if only one ordinary meeting of the council is held in a month, at that meeting, or*
    - (ii) *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*
  - (b) *must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council’s investment policies.*
- (2) *The report must be made up to the last day of the month immediately preceding the meeting.*

**(d) Risk**

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

**RISK ASSESSMENT OF INVESTMENT PORTFOLIO**

Investment Type	Risk Assessment		Amount \$	% of Portfolio
	Capital	Interest		
Term deposits	Low	Low	18,700,000	100%
<b>Total</b>			<b>18,700,000</b>	<b>100%</b>

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 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.

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

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

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

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

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

**(b) Internal**

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

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

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

**CONCLUSION**

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

**ATTACHMENTS**

There are no annexures to this report. a



**REPORT TITLE: 7.10 RECOMMENDATION FROM THE LOCAL TRAFFIC COMMITTEE**

**ECM INDEXES:**

Subject Index: **TRAFFIC AND TRANSPORT: Planning  
CORPORATE MANAGEMENT: Meetings – Local  
Community Committees**

Customer Index: **Local Traffic Committee**

Property Index: **NIL**

**AUTHOR: Kimberley Wilkins - Executive Assistant (Director of  
Infrastructure Services)**

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**PURPOSE**

The purpose of this report is for Council to consider approving recommendations made at the **Local Traffic Committee (LTC)** meeting held on Tuesday, 3 May 2023 (**Annexure B**).

**RECOMMENDATION**

*That Council approves recommendation 6.1 from the Glen Innes Local Traffic Committee meeting held on 3 May 2023 to remove five current 45° parking spaces near the Glen Innes Public School in Taylor Street, Glen Innes and replace them with four additional disabled car parking spaces (at 3.2m width) on the school side (of Taylor Street) and for Council to coordinate works for road marking of these designated spaces.*

**REPORT**

**(a) Background**

The LTC includes representation from NSW Police, **Transport for NSW (TfNSW)**, **Glen Innes Severn Council (GISC)**, and nominee of the Member for Northern Tablelands, the Hon. Adam Marshall. The Committee is formed to consider traffic and transport issues within the GISC Local Government Area.

**(b) Discussion**

The LTC considered the report (**Annexure A**) noting that the current arrangement in Taylor Street only caters for one Disabled Car-park space. The School Principal has advised that there are several parents/guardians that need to have close vehicle access to the school exit point and that there is a need for a total of three to four Disabled Car-park spaces.

The proposal will require the replacement of a total of five car-park spaces (one disabled space and four standard spaces) to achieve four Disabled Car-park spaces. In discussions on-site it was revealed that the access gateway only needs to be used infrequently and the school is happy to limit the access to times outside of the usual School Zone times. This allows four Disabled Carpark spaces to be installed at the required space width as per the relevant Australian Standard.

**(c) Options**

Nil.

**IMPLICATIONS TO BE ADDRESSED**

**(a) Financial**

Adequate funds are available in the Operational Plan and Budget for the 2022/2023 Financial Year within the Traffic Facilities Budget to allocate the disabled car spaces and line marking. The estimated combined cost of both project is \$300.

**(b) Governance/Policy**

The LTC is not a committee of Council and there are no policies of Council that particularly relate to this matter.

**(c) Legislative/Statutory**

If a Council wishes to regulate traffic for purposes other than those specified in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993*, (e.g. for amenity reasons) it must seek the advice of its Local Traffic Committee.

The TfNSW document “A guide to the delegation to councils for the regulation of traffic including the operation of Traffic Committees” outlines the responsibilities Council has in terms of recommendations from the LTC.

Council is obliged to consider the recommendations of the LTC, which may be implemented if Council agrees. In the event that the LTC recommendations are not unanimous, or Council wishes to act contrary to unanimous LTC advice, Council must notify the Police and TfNSW representatives on the LTC and refrain from taking any action for a period of 14 days to allow opportunity for an appeal to the Regional Traffic Committee.

**(d) Risk**

When installing traffic signs and devices on Council’s road network, relevant Traffic Control Plans and Safe Work Method Statements will be implemented and followed.

**(e) Social**

Nil.

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

There are no asset management implications arising from this report as these assets are below the capitalisation threshold and will be captured as an operational cost.

**CONSULTATION**

**(a) External**

The LTC facilitates consultation between NSW Police, TfNSW, GISC, and the nominee of the Member for Northern Tablelands, The Hon. Adam Marshall.

**(b) Internal**

The reports to the LTC were prepared by Council's Senior Design Officer in consultation with the Manager of Infrastructure Delivery and Director of Infrastructure Services. The reports were considered by the Committee.

**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**

The LTC duly considered those issues requiring the use of delegated authority by Council, and it is recommended that the LTC recommendations are adopted.

**ATTACHMENTS**

- Annexure A Local Traffic Committee Report - Proposed Disabled Car Parking Extension Taylor Street Glen Innes
- Annexure B Local Traffic Committee Minutes 3 May 2023

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

## 9 CORRESPONDENCE, MINUTES, PRESS RELEASES

**REPORT TITLE:** 9.1 CORRESPONDENCE AND PRESS RELEASES

**ECM INDEXES:**

Subject Index: **CORPORATE MANAGEMENT: Reporting**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR:** Jeff Carroll - Records Supervisor

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### 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

- Australian Local Government Association – 2023-2024 Federal Budget update;
- Arts North West – newsletters;
- Department of Premier and Cabinet – Rural Women’s Gathering;
- Inside Local Government – newsletters;
- Local Government NSW – newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – weekly reports;
- Northern Tablelands Local Land Services – Ag update;
- Office of Local Government – Council circulars and newsletter; and
- Weekly Councillor updates from the General Manager.

### Press Releases

- Country Mayors Association of NSW;
- Member for Northern Tablelands, The Hon. Adam Marshall;
- NSW Rural Fire Service; and
- Rotary Inspirational Women’s Awards.

### Publications

- LG Focus – May 2023.

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

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

**ECM INDEXES:**

Subject Index: **GOVERNANCE: Committee of Council**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Jeff Carroll - Records Supervisor**

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**PURPOSE**

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

**RECOMMENDATION**

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

**ATTACHMENTS**

Annexure A Aboriginal Consultative Committee - 17/04/23  
Annexure B Australian Standing Stones Management Board - 19/04/23  
Annexure C Community Access Committee - 1/05/23  
Annexure D Emmaville Mining Museum Committee - 20/04/23  
Annexure E Glen Elgin Federation Sports Committee - 26/04/23  
Annexure F Glen Innes Library Committee - 21/04/23  
Annexure G Glen Innes Saleyards Advisory Committee - 5/04/23

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

**ECM INDEXES:**

Subject Index: **CORPORATE MANAGEMENT: Meetings – Local Community Committees**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Jeff Carroll - Records Supervisor**

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**PURPOSE**

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

Glen Innes and District Community Centre Management Committee	24/04/23
Rural Fire District Service Agreement Liaison Committee	13/02/23
Rural Fire District Service Agreement Liaison Committee	15/05/23

**RECOMMENDATION**

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

**ATTACHMENTS**

There are no annexures to this report.

**REPORT TITLE: 9.4 MINUTES OF OTHER ORGANISATIONS FOR INFORMATION**

**ECM INDEXES:**

Subject Index: **CORPORATE MANAGEMENT: Meetings – Other Organisations**

Customer Index: **NIL**

Property Index: **NIL**

**AUTHOR: Jeff Carroll - Records Supervisor**

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**PURPOSE**

The following minutes have been received from other organisations for the information of Council:

Country Mayors Association of NSW	26/05/23
North West Weight of Loads Committee	25/05/23

**RECOMMENDATION**

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

**ATTACHMENTS**

Annexure A Country Mayors Association of NSW - 26/05/23



## 10 REPORTS FROM DELEGATES

**REPORT TITLE:** 10.1 REPORTS FROM DELEGATES

**ECM INDEXES:**

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

Customer Index: **INTERNAL DEPT – Councillors**

Property Index: **NIL**

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

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### PURPOSE

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

### RECOMMENDATION

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

### REPORT

**(a) Background**

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

- Councillor/Staff Committees of Council: six (6);
- Community Committees of Council: 16;
- Groups of Council: two (2);
- Delegates of Council: two (2); and
- Community Committees NOT Committees of Council: 19.

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 23 September 2022. These delegates will remain in place until Thursday, 28 September 2023.

**(b) Discussion**

In keeping with past practice, Council resolved the following (in part) at the Ordinary Council Meeting held on Thursday, 23 September 2022:

**15.09/22 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.

It is the sole responsibility of each Councillor to ensure that the information is provided to the Executive Assistant (Mayor and General Manager) in both a timely and accurate manner. This will ensure that Councillors are abiding by Council’s first value, which is Respect.

It is now expected that each Councillor will meet this commitment that they have all agreed to.

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 May 2023:

<b>Name of Committee</b>	<b>Councillor Delegate(s)</b>	<b>Date</b>
Community Access Committee	Cr Banham, Cr Sparks	1/5/23
Minerama Committee AGM – no quorum/committee formed	Cr Sparks, Cr Parsons	10/5/23
Australian Standing Stones Management Board	Cr Banham, Cr Gresham	17/5/23
Glen Innes Severn Cemetery Committee	Cr Banham, Cr Arandale	18/5/23
Roads Consultative Committee	Cr Banham, Cr Arandale, Cr Parry	18/5/23

The following is a list of meetings and functions attended by Councillors during May 2023:

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Tablelands Mayors and General Managers Meeting with Adam Marshall	1/5/23
	Landcare Network Feedback Meeting	2/5/23
	Local Traffic Committee Meeting	3/5/23
	ABC Interview re Australian Celtic Festival	4/5/23
	Meeting with the General Manager re: Future of the Brickworks	4/5/23
	Meeting with News re: Australian Celtic Festival	4/5/23
	Official Opening Australian Celtic Festival	5/5/23
	Guardians Luncheon	5/5/23
	Australian Celtic Festival Dawn Service	6/5/23
	Australian Celtic Festival	6/5/23
	Glen Innes International Celtic Art Festival	6/5/23
	Australian Celtic Festival	7/5/23
	Meeting with Executive Director and Regional Manager NSW Reconstruction Authority	10/5/23
	Councillor Workshop	10/5/23
	Tablelands Sector Comprehensive Care Committee Meeting	11/5/23
	Business Visits by Councillors	11/5/23
	Business Visits by Councillors	12/5/23
	Glen Innes Probus 30th Year Celebrations	12/5/23
	Rural Fire Service (RFS) SLA Meeting with the General Manager	15/5/23
	Emmaville Senior Citizens Morning Tea	16/5/23
	Confidential Energy Co NE REZ Meeting	16/5/23
	CoREM Exec Meeting	17/5/23
	Australian Standing Stones Management Board (ASSMB) Meeting	17/5/23
	Roads Consultative Committee Meeting	18/5/23
	Australian Celtic Festival De-Brief	22/5/23
	Interview with NE Times re Equine and Livestock Indoor Centre	23/5/23
	Interview with and News Re the ESL	23/5/23
Tablelands Sector Clinical & Quality Meeting	23/5/23	

## Item 10.1

Councillor	Name of Meeting / Function	Date attended
	Glenrac Future Ready Young Farmers Meeting Deepwater	23/5/23
	LGNSW and NBN Enhancing Broadband Internet in Regional NSW	24/5/23
	Pre-Meeting Briefing Session	25/5/23
	Ordinary Council Meeting	25/5/23
	Travel to Sydney for Country Mayors Meeting	25/5/23
	Country Mayors Meeting	26/5/23
	CoREM Meeting	26/5/23
	Call on all Real Estate Businesses re Water Rates issue	31/5/23
Cr T Arandale (Deputy Mayor)	Australian Celtic Festival Opening	5/5/23
	Australian Standing Stones Management Board	5/5/23
	Australian Celtic Festival Dawn Service	6/5/23
	Monthly Interagency Meeting	10/5/23
	Councillor Workshop	10/5/23
	Roads Consultative Committee Meeting	18/5/23
	White Rock Wind Farm Community Fund Committee Meeting	24/5/23
	Pre-Meeting Briefing Session	25/5/23
	Ordinary Council Meeting	25/5/23
	Travel to Sydney for Country Mayors Meeting	25/5/23
	Country Mayors Meeting	26/5/23
	CoREM Meeting	26/5/23
Cr T Alt	Councillor Workshop	10/5/23
	Business Visits by Councillors	11/5/23
	Business Visits by Councillors	12/5/23
	RFS SLA Meeting with the General Manager	15/5/23
	Pre-Meeting Briefing Session	25/5/23
	Ordinary Council Meeting	25/5/23
Cr L Gresham	New England County Council Workshop and Ordinary Meeting	2/5/23
	Guardians Luncheon	5/5/23
	Glen Innes Highlands Visitor Association Special Meeting	8/5/23
	Councillor Workshop	10/5/23
	Pre-Meeting Briefing Session	25/5/23

Councillor	Name of Meeting / Function	Date attended
	Ordinary Council Meeting	25/5/23
Cr J Parry	Councillor Workshop	10/5/23
	Business Visits by Councillors	11/5/23
	Business Visits by Councillors	19/5/23
	Pre-Meeting Briefing Session	25/5/23
	Ordinary Council Meeting	25/5/23
	North West Weight of Loads Group Meeting	25/5/23
Cr A Parsons	Glen Innes and District Community Centre Extraordinary Meeting	8/5/23
	Councillor Workshop	10/5/23
	Glen Innes and District Community Centre Ordinary Meeting	22/5/23
	Ordinary Council Meeting	25/5/23
Cr C Sparks	Official Opening Australian Celtic Festival	5/5/23
	Attendance and Volunteering at Australian Celtic Festival (Attract Connect Stay Stall)	6/5/23 and 7/5/23
	Glen Innes and District Community Centre Extraordinary Meeting	8/5/23
	Councillor Workshop	10/5/23
	Attract Connect Stay Meeting (remote)	11/5/23
	Glen Innes and District Community Centre Ordinary Meeting	22/5/23
	Pre-Meeting Briefing Session	25/5/23
	Ordinary Council Meeting	25/5/23
	Attract Connect Stay Meeting	25/5/23
	Afternoon Tea - Arts North West	25/5/23
	Parliament Legislative Council Chambers for Greens MP Amanda Cohn Inaugural Speech (self-funded)	31/5/23

**(c) Options**

Nil.

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

Nil.

**(b) Governance/Policy**

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

**Manual for Community Committees of Council**

Paragraph 2.2.5 of Council's Manual for Community Committees of Council states the following:

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

*A person shall cease to be a member of a Community Committee if the member is absent for more than three (3) meetings without leave (i.e. accepted apology). (This does not apply to Councillors or Council staff).*

**(c) Legislative/Statutory**

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

How a council may exercise functions.

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

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

**(d) Risk**

Nil.

**(e) Social**

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

**(f) Environmental**

Nil.

**(g) Economic**

Nil.

**(h) Asset Management**

Nil.

**CONSULTATION**

**(a) External**

Nil.

**(b) Internal**

The Executive Assistant (Director of Corporate and Community Services) provided the information regarding the meetings held by Section 355 Community Committees of Council.

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

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

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

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

**CONCLUSION**

Council delegates were assigned at the Ordinary Council Meeting held on Thursday, 23 September 2022. These delegates will remain in place until Thursday, 28 September 2023.

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

**ATTACHMENTS**

There are no annexures to this report.

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



## 12 CONFIDENTIAL MATTERS

### **CLOSED COUNCIL** **To consider Confidential Reports** (Section 10A(2) of The Local Government Act 1993)

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

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

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

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

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

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

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

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

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

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

### **RECOMMENDATION**

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

<b><i>Item</i></b>	<b><i>Report</i></b>	<b><i>Reason</i></b>
<b><i>12.1</i></b>	<b><i>Tender T23-02 - Wentworth Street and Furracabad Bridges</i></b>	<b><i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i></b>
<b><i>12.2</i></b>	<b><i>Tender T23-03 Engagement of a Panel of Contractors for Wet Hire of Plant</i></b>	<b><i>(d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i></b>

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

### **RECOMMENDATION**

***That Council moves out of Closed Council into Open Council.***

### **RECOMMENDATION**

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