

GLEN INNES SEVERN COUNCIL

BUSINESS PAPER



**FOR THE ORDINARY
COUNCIL MEETING**

**TO BE HELD ON
THURSDAY,
24 AUGUST 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, 24 August 2023 at 9.00am

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Bernard Smith
General Manager

Council

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

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

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

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

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

Membership: Full Council - 7 Councillors.

Quorum: 4 members

Chairperson: The Mayor

Deputy Chairperson: The Deputy Mayor

The Mayor will read the following statement:

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

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

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

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

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

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

Thank you.”

The Mayor will read the following statement of ethical obligations:

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

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

1 ACKNOWLEDGEMENT OF COUNTRY

“I acknowledge the 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 Troy Arandale for apology from the Council meeting.

4 MINUTES OF PREVIOUS ORDINARY MEETING - 27 JULY 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)**

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 15 Council Resolutions currently outstanding at Thursday, 17 August 2023.

There were 15 Council Resolutions outstanding in the report that went to the Thursday, 27 July 2023 Ordinary Council Meeting.

A further 10 outstanding actions were added after the 27 July 2023 Ordinary Council Meeting.

Therefore, 10 outstanding actions have now been completed since the last Ordinary Council Meeting (workings: $15 + 10 = 25 - 15 = 10$).

The 15 outstanding resolutions are broken up as follows:

<u>YEARS</u>	<u>OUTSTANDING ACTIONS</u>		
2020	1	(1	July 2023)
2021	0	(0	July 2023)
2022	6	(7	July 2023)
2023	8	(7	July 2023)
TOTAL	<u>15</u>	(15	July 2023)

The outstanding resolutions relate to the following Directorates:

<u>DIRECTORATE</u>	<u>OUTSTANDING ACTIONS</u>		
General Manager	1	(0	July 2023)
Corporate and Community Services	4	(2	July 2023)
Place and Growth	3	(3	July 2023)
Infrastructure Services	7	(10	July 2023)
TOTAL	<u>15</u>	(15	July 2023)

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

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

Annexure A provides the most recent comments, from the responsible officers, as at Thursday, 17 August 2023.

Staff will continue to focus and prioritise completing the one 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 17.8.23

**REPORT TITLE: 7.2 CHANGE OF DATE FOR THE SEPTEMBER 2023
ORDINARY COUNCIL MEETING**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is for Council to consider changing the date of the Ordinary Council Meeting in September 2023 from Thursday, 28 September to Thursday, 21 September 2023 to align with the Election of the Mayor and the Deputy Mayor.

RECOMMENDATION

That Council brings forward the date of the September 2023 Ordinary Council Meeting from Thursday, 28 September 2023 to Thursday, 21 September 2023, and further that the Election of the Mayor and the Deputy Mayor be incorporated into this meeting.

REPORT

(a) Background

Council sets the dates and times for the Ordinary Council Meetings annually each September.

On 23 September 2023, Council resolved, *inter alia*:

8.09/22 RESOLUTION

THAT Council:

1. Sets the dates and times for the Ordinary Council Meetings which are to be held from 1 October 2022 until 30 September 2023 as follows:

Date	Location	Time
Thursday, 27 October 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 24 November 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 15 December 2022	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 23 February 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 23 March 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 27 April 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 25 May 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 22 June 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 27 July 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 24 August 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am
Thursday, 28 September 2023	William Gardner Conference Room, Glen Innes Severn Learning Centre	9.00am

Following the Local Government elections held in December 2021, Council elected its Mayor and Deputy Mayor from Tuesday, 11 January 2022 until Thursday, 21 September 2023:

4.01/22 RESOLUTION

THAT:

1. Council elects Councillor Rob Banham as the Mayor of the Glen Innes Severn Council from Tuesday, 11 January 2022 until Thursday, 21 September 2023.

5.01/22 RESOLUTION

That Council elects Councillor Troy Arandale as the Deputy Mayor of the Glen Innes Severn Council from Tuesday, 11 January 2022 until Thursday, 21 September 2023.

Of further note, Council resolved at the Ordinary Council Meeting held on Thursday, 23 May 2019 *inter alia*:

4.05/19 RESOLUTION

1. That the election of a Mayor and Deputy Mayor be undertaken in an Extraordinary Meeting of Council, with no public forum held prior to the meeting.

(b) Discussion

Council is required to hold a mid-term election for the Mayor and Deputy Mayor by Thursday, 21 September 2023.

It is therefore proposed bring forward the date of the Ordinary Council Meeting, which is scheduled for Thursday, 28 September 2023, to Thursday, 21 September 2023 and to incorporate the elections into this meeting.

There is no apparent need to have two separate meetings on the same day.

(c) Options

Council may wish to hold an Extraordinary Council Meeting for the Election of Mayor and Deputy Mayor on Thursday, 21 September 2023 and hold the Ordinary Council Meeting on Thursday, 28 September 2023, as previously resolved.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Councils that elect their mayors are required under section 290(1)(b) of the *Local Government Act 1993* (the Act) to hold mid-term mayoral elections in September 2023.

Section 365 of the *Local Government Act 1993* states the following:

“The Council is required to meet at least 10 times a year, each time in a different month.”

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

Nil.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council is required to hold a mid-term election for the Mayor and Deputy Mayor by Thursday, 21 September 2023.

It is proposed to bring forward the date of the September 2023 Ordinary Council Meeting from Thursday, 28 September 2023 to Thursday, 21 September 2023 and to incorporate the election of the Mayor and Deputy Mayor into this meeting.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.3 DETERMINATION OF NUMBER OF COUNCILLORS FOR THE 2024-2028 TERM OF OFFICE

ECM INDEXES:

Subject Index: **GOVERNANCE: Councillors**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is to determine the number of councillors, in accordance with subsection (1) of section 224 of the *Local Government Act 1993*, for the following term of office.

RECOMMENDATION

That Council, in accordance with subsection 224(2) of the Local Government Act 1993, determines the number of Councillors for the 2024-2028 term of office to be seven, one of whom is the Mayor.

REPORT

(a) Background

The *Local Government Act 1993* (the Act) requires Council to determine the number of councillors for the 2024-2028 term of office not less than 12 months before the next ordinary election, i.e., before 14 September 2023. The Act requires the number of councillors to be at least five and not more than 15 (one of whom is the Mayor).

(b) Discussion

The number of councillors for the 2024-2028 term of office is submitted for Council's determination in accordance with subsection 224(2) of the Act. It is proposed that the number of councillors for the 2024-2028 term of office remain the same as the current term.

(c) Options

Subsection 224(3) of the Act states that if the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.

This essentially means that, to successfully change the number of councillors by referendum and ministerial approval, a lengthy process is required which could see such changes not come into effect until the 2028-2032 Council term.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

Local Government Act 1993

224 How many councillors does a council have?

- (1) A council must have at least 5 and not more than 15 councillors (one of whom is the mayor).*
- (2) Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office.*
- (3) If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.*

224A Approval to reduce number of councillors

- (1) A council may resolve to make an application to the Minister to approve a decrease in the number of councillors within the limits referred to in section 224(1).*
- (2) The council must give not less than 42 days' public notice of its proposed resolution.*
- (3) After passing the resolution, the council must forward to the Minister a copy of the resolution, a summary of any submissions received by it and its comments concerning those submissions.*
- (4) The Minister may approve the application without amendment or may decline to approve the application.*
- (5) If the Minister approves the application, the number of councillors of the council is reduced to the number specified in the application with effect on and from the day appointed for the next ordinary election of councillors after the application is approved.*

- (6) *Section 16 does not apply to a resolution of a council to make an application to the Minister under this section.*
- (7) *An application may be made under this section after the commencement of the Local Government Amendment (Elections) Act 2011 but before the expiry of 5 months after that commencement.*
- (8) *Nothing in this section prevents a council from making more than one application under this section or from taking action under section 224 to change the number of its councillors.*
- (9) *A council for an area that is divided into wards may not make an application under this section for a decrease in the number of councillors that would result in the number of councillors for each ward being fewer than 3.*

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

NSW Local Government Governance Group.

(b) Internal

General Manager.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council is required by the *Local Government Act 1993* to determine the number of Councillors for the 2024-2028 term of office, and it is recommended that the current number of Councillors be retained.

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.4 REVIEW OF THE OPERATIONAL PLAN ACTIONS MEASURED AGAINST THE PRINCIPAL ACTIVITIES IN THE DELIVERY PROGRAM FOR THE PERIOD 1 APRIL 2023 UNTIL 30 JUNE 2023

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Integrated Planning and Reporting**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is to inform Council of the progress achieved towards the Principal Activities in the Delivery Program (2022-2025) through the progress of actions in the 2022/2023 Operational Plan for the period 1 April 2023 until 30 June 2023 (Q4). A detailed progress report is attached (**Annexure A**).

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

The **Office of Local Government (OLG) *Integrated Planning and Reporting Guidelines for Local Government in NSW 2021 (the Guidelines)*** follow the requirements for **Integrated Planning and Reporting (IP&R)** as set out in the ***Local Government Act 1993 (the Act)*** and the ***Local Government (General) Regulation 2021 (the Regulation)***.

Clause 4.9 of the Guidelines requires the General Manager to provide progress reports to Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

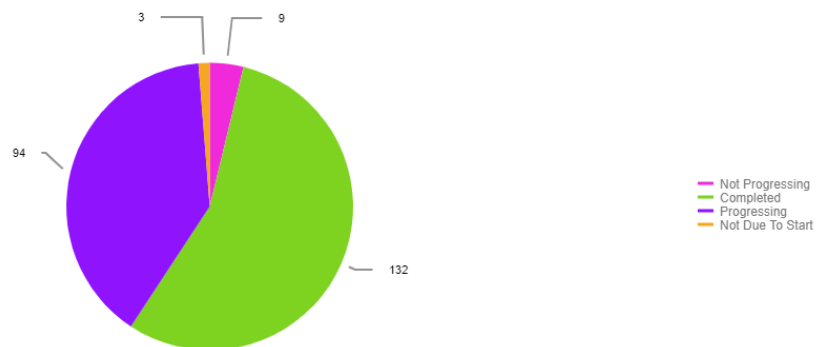
The last report provided to Council was at the 24 November 2022 Ordinary Meeting of Council for the period 1 July 2022 to 30 September 2023 (Quarter One). As such, it has been over six months since the last progress report was provided to Council.

To improve Council's reporting of its Delivery Program progress, the **Management Executive Team (Manex)** has decided that a minimum of three reports will be presented annually, comprising two interim reports and an annual report. The annual report is included in Council's official Annual Report, to be presented to Council prior to 30 November each year.

(b) Discussion

Annexure A details the progress of activities in the **Operational Plan 2022/2023 (OP)** from 1 April 2023 until 30 June 2023, as measurements towards achieving the Principal Activities in the **Delivery Program (2022-2025) (DP)**.

The following graph provides an action status snapshot based on the progress parameters of the OP actions for the 2022/2023 Financial Year. It shows that 132 actions (56%) were completed, 94 actions (39%) are still progressing, nine actions (4%) are not progressing and three actions (1%) were not started. (note that these percentage figures have been rounded).



This means that 56% of actions were completed and 44% have not been completed.

It must be noted that:

- Some actions that were not completed during the period have since been completed in July 2023;
- Staff turnover in management positions and some managers acting in higher positions for significant periods without their substantive positions being filled created some backlogs;
- Relevant actions not completed have been carried into the 2023-24 OP;
- The Manager of Economic Development position has been vacant for several months and had a disproportionate number of actions assigned, of which some were not completed. This adds to a large proportion of the incomplete actions; and
- Reasons for non-completion of actions have been provided in further detail in the comments section to each action within the attached report.

While this report is intended to focus primarily on progress made with actions during the Quarter 4 period, it should be noted that some comments may contain information on work completed in earlier quarters. Due to a variety of factors, it is difficult to avoid this in all cases, and such information is still relevant to the overall completion of actions.

It should also be noted that not all actions are neatly limited to the 2022/2023 year and may, in certain cases, be ongoing. For this reason, not all actions are able to be progressed to full completion in any one year.

Some of the highlights of activities undertaken and outcomes achieved during the period are:

General Manager

- In delivering the Economic Development Strategy (DP: ED 2.1.1) Council continues to play an active role in the Coalition of Renewable Energy Mayors and working with EnergyCo regarding the New England Renewable Energy Zone. Council has been working with other Mayors and GMs in the NE REZ to create a collaborative approach to benefiting the community from future development funds. A statement of expectation has been drafted.

Directorate Corporate and Community Services

- In delivering healthy lifestyle programs through Life Choices – Support Services (DP: CS 1.1.2) The demand for gentle exercise classes has increased during the reporting period. Feedback from attendees is extremely positive and access to the LC-SS building has been provided on Public Holidays so the attendees need not miss a session.
- In delivering the Library and Learning Centre services to increase equity of access to information, education and recreation for all members of the community (DP: CS 1.2.1) the library launched uLibrary, a new e-Resource Consortium service with several other NSW Public Libraries, including an App and bestselling author selections in both e-Audio and e-Books which will improve the online selection for library clients. The library was also linked to the NSW Public Library - Disability and Dyslexic Resources Google My Maps site, which will improve awareness of resources and services for people with disabilities.
- In delivering the Integrated Planning and Reporting requirements, the Operational Plan and Budget 2023-24 was completed and endorsed by Council after Public Exhibition.
- In increasing the quality of Council's Governance Framework, the implementation of a digital system (Reliansys Delegations+), to ensure Council staff have the appropriate legislative provisions as delegated from the General Manager to carry out their functions, was undertaken. Any changes to legislative provisions are automatically updated within the system with delegates notified.

- In providing financial and budget compliance reporting (DP: STC 5.3.1), a suite of new management reports is currently being developed to ensure sufficient reporting to Manex. It has been identified by the CFO that current reports are not providing enough value for Manex to ensure that the financial position of Council is easily identified, and the day-to-day operations and tasks of financial reporting is to the required standard.

Directorate Infrastructure Services

- In delivering the services at Glen Innes Aggregates and optimising returns (DP: ED 2.6.3), some of the current Borrow Pits have reached their extraction limits and rehabilitation strategies are in place. New pits have been identified with Part 5 assessments and contracts being processed. Crush and screening will start at Wellington Vale Pit in July 2023 and will supply road construction gravel for the Ten Mile and Tent Hill roads. Lawson's Pit will then be targeted for stage two, 30,000 tonnes, to supply gravel for the Bald Nob Road shoulder widening project.
- In implementing the capital roads infrastructure works (DP: IM 3.1.1) Stage 2 of the Bald Nob Road upgrade has commenced, the Emmaville Road kerb and gutter project has been completed, and the Gulf Road upgrade project is at 40% completion. Bridge projects on Shannon Vale Road and at Yarrow creek are progressing well and are at approx. 80% completion.
- In providing adequate plant and fleet (DP: IM 3.2.2), purchasing lead times for plant and fleet continue to be extended and are not envisioned to reduce over the next two years. The Manager of Asset Services, in consultation with the Workshop Supervisor, continues to monitor plant and fleet to ensure renewals are planned with ample time to secure new assets. Council's plant and fleet are maintained by a Workshop team of two mechanics and two apprentice mechanics. The ongoing challenge is to ensure a balance between planned servicing and unplanned maintenance downtime, especially considering recent rain events. Items of Plant that have been procured and yet to be delivered include one water truck and two SUVs. Two bogie tipper trucks arrived for quarry use.

Directorate Place and Growth

- In providing delivery of the Australian Celtic Festival (DP: ED 2.2.2) The Australian Celtic festival was held in May 2023 with the following strategic outcomes met:
 - Sustainability – The Festival this year saw a 20% increase in people attending the event. Revenue streams were increased with Friday night and Saturday night events as well as hiring other venues on Thursday to increase visitor engagement. Local real estates and accommodation suppliers were engaged throughout New England High Country areas to assist with accommodation shortages.

- Visitor Experience – Celtic Cultural workshops were held and international artists from Scotland and performers with Celtic heritage were engaged to give visitors an authentic and diverse experience, integrating sport, Scottish food, and Celtic traditions. Volunteer team leaders were engaged and utilised the Highlands Hub and the Visitor Information Centre as main contact points for volunteers, ticketing and more information points in town.
- Marketing and Promotion – a contractor was engaged to assist with updating the website and utilising content build from 2022. A photographer was engaged to do content build, including videography to assist with subsequent marketing in 2024 and assist with highlighting Scotland in 2026. Tiles were updated with the ACF brand and palette guidelines, as well as promoting grant funded components with media releases and newsletters. The Marketing Plan was followed, which focused on boosting posts and engaging with visitors prior to the event, leveraging free opportunities to promote including Tamworth ABC, performer and trader socials and targeting south-west Queensland, Grafton, Tamworth, Gold Coast, Inverell, Armidale, Tenterfield for day trippers.
- Operation, Infrastructure & Governance – Attended meetings with the Australian Standing Stones Management Board and assisted with communications regarding upgrades and improvements ongoing, including the pathway from Tregurtha Way to new railings at the stairs near the top carpark. Installed a new water fountain to assist with single use plastics. Engaged the ACF Working Group, created team leader roles and held regular meetings, giving assistance with scheduled activities, following the ACF Operational Plan.
- In providing and maintaining suitable sporting fields for community use (DP: CS 1.1.1), Council has received grant funding for the installation of new combined basketball/netball courts at Wilson Park. A contractor has been appointed to begin the works. The new courts are to be built during FY 2023/24. Grants have also been received for a heating upgrade along with the recoating of the pool at the aquatic centre and upgrading of the Skate Park, with works to be carried out in FY 2023/24.
- In supporting an increase in housing options (CSP: CS 1.6), Council is working with Regional NSW and the Department of Planning to develop a region-wide affordable housing strategy. Gyde Planning has been engaged by the NSW State Government to undertake research and guide planning/policy at a regional level.
- To deliver the Housing Strategy (DP: CS 1.6.1), Council approvals have been given for 3 x 2 lot subdivisions to allow for additional housing supply in the LGA. An additional three new single dwellings have been granted development consent. The remaining consents for the quarter consisted of alterations/additions to existing dwelling/businesses or erections of sheds.

- In delivering the objectives of the Destination Management Plan, Council has been successful in receiving support from the Geological Survey of NSW for the 'Glen Innes Highlands GeoRegion' project. The Department of Regional NSW stated, Glen Innes is a 'good basis for developing the geological potential of the geotrails'. The Glen Innes Highlands GeoRegion now joins with the Ku-ring-gai (NSW) and Murchison (WA) as pilot projects of the National Geotourism Strategy.
- In delivering the Workforce Attraction and Retention Strategy (DP: ED 2.4.2) Council continues to support the skills and development for existing, expanding and emerging industries by advocating through the Glen Innes Highlands Hub channels and sharing the positive impact these industries are making in the community. In May 2023 there were free online workshops on grant writing, facilitated business workshops, health and wellness workshops, as well as enquiries from potential partnerships with UNE Smart Incubator Group.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Nil.

(c) Legislative/Statutory

- **Local Government Act 1993**

406 Integrated planning and reporting guidelines

- (1) The regulations may make provision for or with respect to integrated planning and reporting guidelines (referred to in this Chapter as **the guidelines**) to be complied with by councils.
- (2) Without limiting subsection (1), the regulations may impose requirements in connection with the preparation, development, consultation on and review of, and the contents of, the community strategic plan, resourcing strategy, delivery program, operational plan, community engagement strategy, annual report and environment reporting of a council.

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

- **196A Integrated planning and reporting guidelines—the Act, s 406**

- A council must comply with the integrated planning and reporting guidelines in the document entitled *Integrated Planning and Reporting Guidelines for Local Government in NSW*, published on the website of the Department, as in force from time to time.

- **Integrated Planning and Reporting Guidelines for Local Government in NSW 2021**

- **Monitoring the Delivery Program**

- 4.9 The general manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.

- **(d) Risk**

- Ensuring progress reports are provided to Council at least every six months mitigates the risk of non-compliance with the Act. Further, it provides Manex and Councillors an opportunity to see how Council is tracking towards achieving the DP outcomes. This provides an opportunity to change course if needed and drive improvements to ensure objectives are being realised.

- **(e) Social**

- Transparency is a key value of Council and providing the community with an opportunity to see how Council is progressing towards the delivery of the Community Strategic Plan objectives is key to delivering on this value.

- **(f) Environmental**

- Nil.

- **(g) Economic**

- Nil.

- **(h) Asset Management**

- Nil.

CONSULTATION

- **(a) External**

- Nil.

(b) Internal

Manex, Managers and other staff provided updates on Actions within the OP they are responsible for. Their input is essential to the delivery of this report.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

Council has undertaken many activities towards completion of the DP (2022-2025) and the progress report for the Quarter 4 period, 1 April 2023 to 30 June 2023, has been reviewed by Manex and is provided to Council for its review.

ATTACHMENTS

Annexure A Quarter Four Review of 2022-2023 Operational Plan

REPORT TITLE: 7.5 RESCINDMENT OF THE SECONDARY EMPLOYMENT POLICY

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is to present Council with the Secondary Employment Policy (*Annexure A*) for its rescindment.

RECOMMENDATION

That Council rescinds the Secondary Employment Policy.

REPORT

(a) Background

The **Secondary Employment Policy (the policy)** was adopted by Council on 25 June 2020 and is due for review every three years. This was the first and only version to be adopted by Council. Other than a procedural element, the policy is predominantly repeating provisions arising from the Code of Conduct for Council Staff around other employment and business.

(b) Discussion

Some of the aims of Council's Corporate Governance Policy Framework are to enhance efficiencies in Council operations and to ensure policies that are no longer relevant are promptly removed.

Essentially, the policy has mirrored sections 5.15 – 5.19 of the **Code of Conduct for Council Staff (the Code)**, which reflects and expands on section 353 of the **Local Government Act 1993 NSW (the Act)**. It does not substantially add to the provisions in the Code nor provide for a more 'robust framework'.

The policy does contain a procedural element which is more onerous than the Code. The Code and the *Act* require an employee to seek permission from the General Manager before engaging in secondary employment. The policy requires an annual application form to be submitted.

In the draft Code of Conduct for Council Staff, presented at this meeting for Council's review and adoption, amendments have been made to include a 'procedural note' between clause 5.16 and 5.17 of the Code under the section *Other business or employment*.

The relevant clauses of the Code and proposed addition are included below for reference, to demonstrate that the Code, with the addition of the procedural element, is sufficient in providing guidance to Council staff regarding other business or employment without the necessity for a separate policy.

Other business or employment

(s 353 of the Act.)

5.15 The General Manager must not engage, for remuneration, in private employment, contract work or other business outside the service of Council without the approval of Council.

5.16 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of Council that relates to the business of Council or that might conflict with the staff member's Council duties unless they have notified the General Manager in writing of the employment, work or business and the General Manager has given their written approval for the staff member to engage in the employment, work or business.

Procedural Note: The approved *Secondary Employment Application Form* must be completed, signed by the applicant and the applicant's supervisor before being provided to the Manager Governance, Risk and Corporate Planning for review. Applications will be assessed based on the provisions of the *Act* and this Code.

If it is assessed that a conflict of interest exists or may exist, the application will be referred to the General Manager for assessment and a decision on whether a management strategy may be applied as conditions to the secondary employment or if the application for secondary employment will be denied.

Applicants, whose applications are denied will be provided a written response as to the reasons. Any conditions imposed on an approved application will also be provided in writing and any breach of such conditions will be treated as a breach of this Code and dealt with under the Procedures for the Administration of the Code of Conduct.

5.17 The General Manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of Council that relates to the business of Council, or that might conflict with the staff member's Council duties.

5.18 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of Council if prohibited from doing so.

5.19 Members of staff must ensure that any outside employment, work or business they engage in will not:

- a) conflict with their official duties,
- b) involve using confidential information or Council resources obtained through their work with Council including where private use is permitted,
- c) require them to work while on Council duty,
- d) discredit or disadvantage Council, or
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers

The Code provides sufficient clarity in its advice to Council Staff as to Council's position regarding other business or employment and provides ample guidance in administering the provisions. Therefore, it is recommended that the Secondary Employment Policy be rescinded.

(c) Options

The option exists to retain a separate policy, however, for reasons provided above, this option appears redundant.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

The Secondary Employment Policy is currently Policy of Council.

Once rescinded by Council, the Secondary Employment Policy will cease being a policy of Council. The appropriate provisions contained within the Code of Conduct for Council Staff will provide Council's policy position on the matter.

(c) Legislative/Statutory

Section 353 of the *Local Government Act 1993*:

353 Other work

- (1) The general manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council.

- (2) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties unless he or she has notified the general manager in writing of the employment or work.
- (3) The general manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties.
- (4) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3).

(d) Risk

The Code of Conduct for Council Staff and the administration of secondary employment applications through procedures established between the General Manager and the Manager Governance, Risk and Corporate Planning aim to manage the risk of conflicts of interest.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(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.

CONCLUSION

Council’s Secondary Employment Policy has become redundant after revising the Code of Conduct for Council Staff and is now presented to Council for its rescindment.

ATTACHMENTS

Annexure A Secondary Employment Policy

REPORT TITLE: 7.6 REVISED CODES OF CONDUCT AND PROCEDURES

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

The purpose of this report is to present Council with the revised Code of Conduct for Council Staff (**Annexure A**), Code of Conduct for Councillors (**Annexure B**), Code of Conduct for Council Committee Members, Delegates and Advisers (**Annexure C**), and Procedures for the Administration of the Code of Conduct (**Annexure D**) for review and adoption.

RECOMMENDATION

THAT Council adopts the:

- ***Code of Conduct for Council Staff;***
- ***Code of Conduct for Councillors;***
- ***Code of Conduct for Council Committee Members, Delegates and Advisers; and***
- ***Procedures for the Administration of the Code of Conduct.***

REPORT

(a) Background

The Code of Conduct for Council Staff, Code of Conduct for Councillors, and Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers, and the Procedures for the Administration of the Model Code of Conduct, were last adopted by Council on 24 September 2021 and are due for review within 12 months after an ordinary local government election.

The three Codes of Conduct are based on the ***Model Code of Conduct for Local Councils in NSW (the Model Code)*** which is made under section 440 of the ***Local Government Act 1993 (the Act)*** and the ***Local Government (General) Regulation 2021 (the Regulation)***.

Section 440 of the *Act* requires every council to adopt a code of conduct that incorporates the provisions of the Model Code.

The **Procedures for the Administration of the Code of Conduct (the Procedures)** incorporate the provisions of the *Procedures for the Administration of the Model Code of Conduct in Local Government NSW (the Model Code Procedures)* and are prescribed for the administration of Council's **Code of Conduct for Council Staff, Code of Conduct for Councillors, and the Code of Conduct for Council Committee Members, Delegates and Advisors (collectively, 'Council's Codes' or 'the Codes')**.

The documents have been reviewed by Council's **Management Executive Team (Manex)** and are now recommended for Council's review and adoption.

(b) Discussion

This revision of Council's Codes and the Procedures contain minor amendments with the addition of procedural elements in all documents, minor grammatical changes and amendments to some definitions. Some information not relevant to Council has been omitted.

Throughout all documents, changes (not marked) have been made to reference, specifically, **Glen Innes Severn Council (Council)**; therefore; previous wording such as 'the council' has been changed to 'Council' being defined as Glen Innes Severn Council in the Definitions part to each document.

Further, in relevant places throughout the documents, procedural notes have been added. For example, after clause 4.18 of the Code of Conduct for Council Staff the following is added:

Procedural Note: Annually, Council will determine what positions are deemed 'designated persons' and will provide a memo including a disclosure return form to all designated persons in July, reminding them of their obligations to submit their annual return prior to 30 September. The General Manager will also ensure that primary returns are completed within three months of someone commencing a position that is deemed to be a 'designated person'.

Or, after 5.16 in the same Code:

Procedural Note: The approved Secondary Employment Application Form must be completed, signed by the applicant and the applicant's supervisor before being provided to the Manager Governance, Risk and Corporate Planning for review. Applications will be assessed based on the provisions of the *Act* and this Code.

If it is assessed that a conflict of interest exists or may exist, the application will be referred to the General Manager for assessment and a decision on whether a management strategy may be applied as conditions to the secondary employment or if the application for secondary employment will be denied.

Applicants, whose applications are denied will be provided a written response as to the reasons. Any conditions imposed on an approved application will also be provided in writing and any breach of such conditions will be treated as a breach of this Code and dealt with under the Procedures for the Administration of the Code of Conduct

These procedural notes remove a need to create separate policies or procedures. This removes inefficiencies and additional administrative burdens. As such Council's Secondary Employment Policy has been put to this meeting for rescindment.

Further to the above amendments, the Procedures and the Code for Committee Members, Delegates and Advisers have had their titles revised. This is to simplify the titles for easier reference, both from memory and for citing in other documents.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Codes and Procedure will become policy of Council. Any breaches of the Codes may result in disciplinary processes being undertaken and in some cases breaches of the Code must be reported to the Office of Local Government.

(c) Legislative/Statutory

Local Government Act 1993

- Chapter 14 – Honesty and disclosure of interests.
- s 440

440 Codes of conduct

- (1) The regulations may prescribe a model code of conduct (the *model code*) applicable to councillors, members of staff of councils and delegates of councils.
- (2) The regulations may provide that the provisions of the model code relating to the disclosure of pecuniary interests are also to apply to the following persons—
 - (a) a member of a committee of a council (including the Audit, Risk and Improvement Committee),
 - (b) an adviser to a council.

- (3) A council must adopt a code of conduct (the *adopted code*) that incorporates the provisions of the model code. The adopted code may include provisions that supplement the model code.
- (4) A council's adopted code has no effect to the extent that it is inconsistent with the model code as in force for the time being.
- (5) Councillors, members of staff and delegates of a council must comply with the applicable provisions of—
 - (a) the council's adopted code, except to the extent of any inconsistency with the model code as in force for the time being, and
 - (b) the model code as in force for the time being, to the extent that—
 - (i) the council has not adopted a code of conduct, or
 - (ii) the adopted code is inconsistent with the model code, or
 - (iii) the model code contains provisions or requirements not included in the adopted code.
- (6) A provision of a council's adopted code is not inconsistent with the model code merely because the provision makes a requirement of the model code more onerous for persons required to observe the requirement.
- (7) A council must, within 12 months after each ordinary election, review its adopted code and make such adjustments as it considers appropriate and as are consistent with this section.
- (8) (Repealed)
- (9) This section applies to an administrator of a council (other than an administrator appointed by the Minister for Water, Property and Housing under section 66) in the same way as it applies to a councillor.

Local Government (General) Regulation 2021

- Part 8 – Conduct
- s 180 and s 181.

180 Content of model code of conduct

- (1) For the purposes of section 440(1) of the Act, the document entitled Model Code of Conduct for Local Councils in NSW published in the Gazette on 7 August 2020 is prescribed as the model code of conduct applicable to councillors, members of staff of councils and delegates of councils.
- (2) For the purposes of section 440(2) of the Act, the provisions of that document published in the Gazette on 7 August 2020 relating to the disclosure of pecuniary interests are also to apply to the following persons—
 - (a) a member of a committee of the council (including the Audit, Risk and Improvement Committee),
 - (b) an adviser to the council.

181 Model procedure for administering the model code of conduct

For the purposes of section 440AA(1) of the Act, the document entitled Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW published in the Gazette on 7 August 2020 is prescribed as the model procedure for administering the model code.

(d) Risk

Regularly reviewing Council's Codes and the Procedures, together with training and awareness of the Codes, mitigates the risk of improper conduct in local government.

(e) Social

Setting and abiding by high standards of ethical conduct in local government has positive social implications.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Codes and the Procedures have been to Manex for consultation prior to coming before Council. As the Codes and the Procedure are prescribed under the *Act* and the *Regulation* it is considered that further staff consultation is not required. The procedural notes added to the Codes are already in place, working effectively and without issue.

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 5.5.3: Deliver a Complaints Management Service to adopted customer service standards.

CONCLUSION

Council's Codes and the Procedures have been revised to include changes that have occurred since the current Codes and Procedure were adopted in September 2021. Changes are minor and the revised Codes and the Procedures are now presented to Council for their review and adoption.

ATTACHMENTS

- Annexure A Draft Code of Conduct for Council Staff
- Annexure B Draft Code of Conduct for Councillors
- Annexure C Draft Code of Conduct for Council Committee Members, Delegates
and Advisors
- Annexure D Draft Procedures for the Administration of the Code of Conduct

REPORT TITLE: 7.7 REVISED 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

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 public exhibition.

RECOMMENDATION

THAT Council:

- 1. Approves the public exhibition of the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy for 28 days from Thursday, 31 August 2023, until Wednesday, 27 September 2023.***
- 2. Displays the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy on Council's website and for viewing at the following locations:***
 - Council's Town Hall Office;***
 - Council's Church Street Office; and***
 - The Post Offices at Deepwater, Emmaville and Glencoe.***
- 3. In the absence of any significant submissions being received during the public exhibition period, adopts the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.***
- 4. Requests a further report to be prepared should significant submissions be received.***
- 5. On adoption of the revised policy, allocates a Capital budget of \$75,000 for the purchase of the Mayoral vehicle.***

REPORT

(a) Background

The **Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy (the policy)** was last adopted by Council on 22 June 2023. Changes were limited to minor budgetary amendments, which did not require a public exhibition period.

At the meeting on 22 June 2023, Council resolved the following:

7.06/23 RESOLUTION

That Council adopts the revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy, and further, that a report be brought back to Council regarding the provision of a motor vehicle for the Mayor and free usage of the Highlands Hub as a meeting room for Councillors.

In accordance with this resolution, the policy has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and progression to public exhibition.

(b) Discussion

Amendments to the Policy have been made at Part C – Facilities, with the inclusion of:

- Clause 9.3 (former clause 9.3 is now clause 9.4) as follows:
 - Councillors will be provided use of the Highlands Hub for official business only, through normal booking procedures, to a maximum value of \$5,000 per annum, collectively. The provision of this facility will be reviewed annually, but usage will be monitored for the first six months after adoption of this Policy, version 15.
- Clauses 10.5 – 10.8 as follows:
 - Council will provide to the Mayor a maintained motor vehicle (to a maximum value of \$75,000 ex GST, adjusted annually to CPI increases), with a fuel card. The vehicle will be supplied for use in attending official business including professional development, attendance at the Mayor's office and for limited private use.
 - The Mayor must keep a logbook setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The logbook must be submitted to Council monthly.
 - The Mayoral Allowance will be reduced to cover the cost of any private use recorded in the logbook that is not within the defined 'limited private use' category, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.

The provision of these additional facilities is separate to the reimbursement of expenses contained in Part B and any limits on such reimbursements.

Further, 'limited private use' has been defined in the Definitions section as:

- Means private use that is ancillary to official business. I.e., the Mayor, in attending his/her office at Town Hall, may also utilise the vehicle to run errands etc.

A trip from the Mayor's residence that does not involve any Council business and is wholly for private use is considered 'private use' whether within or outside the LGA.

As the amendments to the Policy are substantial, the Policy is required to be placed on Public Exhibition for a minimum of 28 days.

(c) Options

Options are available for Councillors to discuss/debate the proposed inclusions prior to the Policy going on Public Exhibition.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

The Operational Plan and Budget for the 2023/2024 Financial Year may require a budget review adjustment to include the following costs.

Mayoral Vehicle Estimated Costs

Item	Cost per annum
Comprehensive Insurance	\$700
Servicing / Maintenance	\$550
Registration / CTP	\$1,125
Fuel (based on 20,000km per year, \$1.90 per litre, 8.5litres/100km)	\$3,230
Depreciation (based on a residual value of \$50,000 and useful life of three years)	\$8,333
Total	\$13,938

The current mayor lives a considerable distance from Glen Innes and if travel costs were claimed, the cost to Council would exceed the running cost of a Council supplied vehicle. Future Mayors may not live this far from town and the cost of the Mayoral vehicle would likely decrease.

Highlands Hub 12 months office room usage

\$5,000 per annum maximum.

(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.

(c) Legislative/Statutory

- *Local Government Act 1993;*
- *Local Government (General) Regulation 2021;*
- **Office of Local Government (OLG) 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

The 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.

(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

The Policy uses the OLG Model Policy template and incorporates some of Armidale Regional Council's policy wording, after that council was consulted on the provision of a motor vehicle to its Mayor.

(b) Internal

The General Manager and Manager of Asset Services were consulted on the addition of a Mayoral vehicle and the Director of Place and Growth was consulted regarding the provision of a room at the Highland's Hub for councillor use. MANEX was also consulted on the policy.

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 June 2023. Changes are substantial, and the revised Policy is now presented to Council for its review and to be placed on public exhibition.

ATTACHMENTS

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

REPORT TITLE: 7.8 REVISED PRIVACY MANAGEMENT PLAN AND RESCINDMENT OF PRIVACY MANAGEMENT POLICY

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy
INFORMATION MANAGEMENT: Privacy**

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

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

RECOMMENDATION

THAT Council:

- 1. Adopts the revised Privacy Management Plan; and***
- 2. Rescinds the Privacy Policy.***

REPORT

(a) Background

The **Privacy Policy (the Policy)** and **Privacy Management Plan (the Plan)** were last adopted by Council on 28 May 2020 and are due for review every three years.

The Plan has been reviewed by Council's **Management Executive Team (Manex)** and the **Information Privacy Commission (IPC)** and is now recommended for Council's review and adoption.

The Policy is made redundant by the inclusion of a Policy Statement within the Plan and is now recommended for rescindment.

(b) Discussion

The revised Privacy Management Plan details how Council will meet its obligations under both the **Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act)** and the **Health Records and Information Privacy Act 2002 (NSW) (HRIP Act)**.

The Plan contains a Policy Statement and Council's website also contains a Privacy Statement. Therefore, it is recommended for Council to have a single document managing privacy at Council, being the Plan, and that the current Privacy Policy be rescinded.

The Privacy Policy Statement that has been included in the Plan states:

Glen Innes Severn Council acknowledges and respects the right of every individual whose personal or private information is collected or held by Council, to have such information used only for the purpose that it is provided for, and to be managed in a manner that ensures confidentiality and privacy.

The Plan ensures the policy statement is met.

The legislative/statutory section of this report identifies the key legislation relevant to the Council's privacy obligations, including the adoption of a privacy management plan. The revised Privacy Management Plan meets the requirements of legislation and the **Privacy Code of Practice for Local Government (the Privacy Code)**.

The Plan has been reduced in size, down from 63 pages to just 30 pages (including annexures). The main thrust of reducing the size of the document is to make it more digestible for staff, Councillors and members of the public, while maintaining the essential elements. Due to the significant changes, the draft document does not include marked changes as is usual procedure.

The Policy is redundant as the Plan sufficiently details Council's policy position and the requirements of the *PIIP Act* and the Privacy Code, without unnecessary repetition.

A necessary inclusion in the revised Plan is how Council will ensure compliance with the Mandatory Notification of Data Breach Scheme commencing on 28 November 2023. Council will be required to create a Data Breach Policy detailing how Council will respond to Data Breaches and meet the obligations of the scheme.

The role of the Privacy Commissioner in privacy management plans

In the IPC's guide to making a privacy management plan, the IPC advises that:

An agency must provide a copy of its plan to the Privacy Commissioner as soon as practicable after it has been finalised (section 33(5) of the *PIIP Act*). One of the functions of the Privacy Commissioner is to aid agencies in preparing and implementing plans.

The Privacy Commissioner may provide feedback on plans; however, the Privacy Commissioner cannot provide legal advice or endorse plans.

The IPC provided feedback through a systematic checklist. The IPC made several recommendations to improve Council's Plan and these have been adopted where relevant. These include:

- How information requests for Council registers will be assessed (p 16);
- Alternative complaint processes relating to privacy (p 21);
- Training and induction (p 21);
- Adding links to Council's website; and
- Added contact information for the IPC and the NSW Civil and Administrative Tribunal (NCAT).

The IPC recommends that the Plan is reviewed every 12 months, or preferably at intervals of not more than two years. Due to the capacity of the Governance team at Council, the review period has been left at every three years. It is an appropriate time frame for reviewing such a document, considering the rigour it goes through in its review. If there are significant legislative changes prior to the review due date, the Plan will be reviewed sooner.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Privacy Management Plan will become policy of Council.

(c) Legislative/Statutory

Privacy and Personal Information Protection Act 1998

32 Agencies to comply with privacy codes of practice

(1) A public sector agency must comply with any privacy code of practice applying to the agency.

(2) The contravention by a public sector agency of a privacy code of practice applying to the agency is conduct to which Part 5 applies.

Division 2 Privacy management plans

33 Preparation and implementation of privacy management plans

(1) Each public sector agency must prepare and implement a privacy management plan within 12 months of the commencement of this section.

(2) The privacy management plan of a public sector agency must include provisions relating to the following—

- (a) the devising of policies and practices to ensure compliance by the agency with the requirements of this Act or the Health Records and Information Privacy Act 2002, if applicable,*
- (b) the dissemination of those policies and practices to persons within the agency,*
- (c) the procedures that the agency proposes to provide in relation to internal review under Part 5,*
- (d) such other matters as are considered relevant by the agency in relation to privacy and the protection of personal information held by the agency.*
- (3) (Repealed)*
- (4) An agency may amend its privacy management plan from time to time.*
- (5) An agency must provide a copy of its privacy management plan to the Privacy Commissioner as soon as practicable after it is prepared and whenever the plan is amended.*
- (6) The regulations may make provision for or with respect to privacy management plans, including exempting certain public sector agencies (or classes of agencies) from the requirements of this section.*

Health Records and Information Privacy Act 2002; and

Government Information (Public Access) Act 2009.

(d) Risk

The Privacy Management Plan, if followed, ensures Council is compliant with the *PIPP Act* and the *HRIP Act*, mitigating the risk of noncompliance as well as ensuring the adequate protection of private and personal information.

(e) Social

Ensuring privacy protection principles are clearly documented and adhered to is of benefit to staff, councillors and the wider community. Such benefits promote trust in government.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

The IPC was consulted, and feedback has been received and incorporated as detailed in this report. Wollongong City Council's Privacy Management Plan was used as a guide to simplify Council's Plan.

(b) Internal

Manex has reviewed the Plan. Managers and other relevant staff were afforded an opportunity to provide feedback.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council’s Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.9: Implement the Privacy Management Plan and review as necessary.

CONCLUSION

Council’s Privacy Management Plan has been revised to include changes that have occurred since the current Plan was adopted in May 2020. Changes are significant and the revised Plan is now presented to Council for its review and adoption.

In addition to adopting the revised Privacy Management Plan, it is recommended that Council rescinds the Privacy Policy, which has now been incorporated into the Plan.

ATTACHMENTS

- Annexure A Draft Privacy Management Plan
- Annexure B Privacy Policy

REPORT TITLE: 7.9 REVISED STATEMENT OF BUSINESS ETHICS

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

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

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Statement of Business Ethics.

REPORT

(a) Background

The **Statement of Business Ethics (the Statement)** was last adopted by Council on 25 June 2020 and is due for review every three years. The document has been reviewed by Council's **Management Executive Team (Manex)** and is now recommended for Council's review and adoption.

(b) Discussion

This Statement provides guidance for the private sector when conducting business with **Glen Innes Severn Council (Council)**.

The Statement outlines Council's ethical standards and its expectation that goods and service providers and contractors will comply with these standards in all their dealings with Council. The Statement also outlines what goods and service providers and contractors can expect from Council.

Council's business dealings will be transparent and open to public scrutiny wherever possible and Council's staff members are trained in Council's Code of Conduct for Council Staff. When conducting business with the private sector, Council staff members are accountable for their actions and are expected to:

- Use public resources effectively and efficiently;
- Deal fairly, honestly and ethically with all individuals and organisations; and
- Avoid any conflicts of interest (whether real, potential or perceived).

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness, and given equal access to information and opportunities to submit bids;
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts;
- Energy-efficient equipment, products containing recycled materials, and environmentally friendly products will be purchased wherever reasonably possible;
- Tenders will not be called unless Council has a firm intention to proceed to contract; and
- Council will not disclose confidential or proprietary information.

The Statement clearly defines what Council expects from the private sector. Council requires all private sector providers of goods and services to observe the following principles when conducting business with Council:

- Compliance with Council procurement policies and procedures;
- Provision of accurate and reliable advice and information when required;
- Declaration of actual or perceived conflicts of interest as soon as possible;
- To act ethically, fairly and honestly in all dealings with Council;
- To take all reasonable measures to prevent the disclosure of confidential Council information;
- To refrain from engaging in any form of collusive practice, including offering Council employees' inducements or incentives designed to improperly influence the conduct of their duties;
- To refrain from discussing Council business or information in the media; and
- To assist Council to prevent unethical practices in Council's business relationships.

Amendments made to the Statement include adding the Statement to the new policy template, including ‘potential’ as a sub-set of ‘Conflict of Interest’, and adding further legislative detail.

This Statement is included in contract and tender documentation where applicable.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Nil.

(b) Governance/Policy

Once adopted by Council, the revised Statement of Business Ethics will become policy of Council. All suppliers / contractors are required to receive, read, understand and abide by the Statement.

(c) Legislative/Statutory

Local Government Act 1993, generally s 8A(1)(b, f and h), and s 8B.

Further, the procurement of goods and services by Council (by tender) must be in accordance with the provisions of Section 55 of the *Local Government Act 1993* and sections 177 and 178 of the *Local Government (General) Regulation 2021*.

(d) Risk

The Statement of Business Ethics is a part of Council’s Ethical Framework, which assists in mitigating the risk of fraud and corruption and ensuring integrity in dealings between Council and the private sector.

(e) Social

The Statement clearly defines the expectations of Council when procuring goods and services; ensuring best practice, transparency and the highest level of public accountability.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Nil.

(b) Internal

The Chief Financial Officer, Management Accountant and the Purchasing and Supply Officer have been afforded the opportunity to provide feedback and Manex has reviewed the Statement.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

This report links to Council's Delivery Program Council Sustainability, Transparency and Communication Principal Activity STC 5.2.1: Deliver a 10-point rating increase through implementation of the Governance Health Check Assessment and Action Plans.

CONCLUSION

Council's Statement of Business Ethics has been revised to include changes that have occurred since the current Statement was adopted in June 2020. Changes are relatively minor and the revised Statement is now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Draft Statement of Business Ethics

REPORT TITLE: 7.10 OPEN SPACES COMMITTEE - ENDORSEMENT OF ADDITIONAL MEMBER

ECM INDEXES:

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

Customer Index: **Open Spaces Committee**

Property Index: **NIL**

AUTHOR: Simone Murray - Governance Administration Officer

PURPOSE

The purpose of this report is for Council to consider endorsing recommendations made at the Open Spaces Committee meeting held on Wednesday, 28 June 2023.

RECOMMENDATION

THAT Council:

- 1. Endorses the following additional GLENRAC representative to the Open Spaces Committee:***
 - Christine Davis.***
- 2. Accepts and notes the resignation of current GLENRAC representative Dr Mahri Koch and thanks her for her service to the Open Spaces Committee.***

REPORT

(a) Background

The Open Spaces Committee includes representation from interested community members. The Committee is required to consider matters and make recommendations to Council.

The **Annual General Meeting (AGM)** of the Open Spaces Committee was held on Wednesday, 15 February 2023, where five nominations were received to fill the 12 vacant positions. An additional nomination was received at the Open Spaces Committee meeting held on Wednesday, 28 June 2023, which requires endorsement by Council.

Council resolved the following at its Ordinary Council Meeting held on Thursday, 23 March 2023:

10.03/23 RESOLUTION

THAT Council:

1. Endorses the following five community representatives as members of the newly elected Open Spaces Committee:
 - Peter Croft;
 - Desmond Fitzgerald;
 - Dr Mahri Koch (GLENRAC Representative);
 - Richard Moon; and
 - Raelene Watson.
2. Notes that Councillor Arandale was elected as Chairperson for the Committee.

CARRIED

(b) Discussion

The Minutes of the Committee meeting held on Wednesday, 28 June 2023 (**Annexure A**) include the following recommendation for membership, for consideration by Council:

- Christine Davis (GLENRAC Representative).

Section 2.1.2b) Committee Membership in the **Manual for Community Committees of Council (the Manual)** states:

Committee membership will not number less than four (4) and not more than twelve (12) including office bearers, unless approved by Council.

With the endorsement of the additional member, the resignation of one member, and the remaining four endorsed members, the total number of committee members will be five.

In accordance with Council's resolution 15.09/23, dated Friday, 23 September 2022, Council's representatives on this Committee are the Mayor (Councillor Rob Banham), Councillor Troy Arandale and Councillor Carol Sparks. The Director of Place and Growth and the Manager of Recreation and Open Spaces also attend these meetings as management representatives.

Council currently provides a minute secretary to assist this committee.

Councillor Troy Arandale was elected to perform the duty of Chairperson for the committee.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

As it is a wholly advisory committee, the Open Spaces Committee has no financial delegations.

(b) Governance/Policy

The AGM has been carried out in accordance with the Manual for Community Committees of Council.

A wholly advisory committee is a Council committee that Council has not delegated any functions to. Members of such a committee do not fall under Council's Code of Conduct for Council Committees, Delegates and Advisers; although, its Council staff members and Councillors will come under the Code of Conduct for Council Staff and Code of Conduct for Councillors, respectively.

(c) Legislative/Statutory

The Open Spaces Committee is a Council Committee under the provisions of Section 355 of the *Local Government Act 1993*.

(d) Risk

Risk to Council Committee members is covered by Council's insurance.

(e) Social

The Open Spaces Committee provides a forum for residents and interested groups to provide input into Council policies and strategies as they are formulated and reviewed.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

The Open Spaces Committee plays a significant role in developing and refining Council's Recreation and Open Spaces Infrastructure Strategy through continued planning, review and refinement of asset management plans to maximise the use of available funding.

CONSULTATION

(a) External

Nil.

(b) Internal

The Manager of Governance, Risk and Corporate Planning was consulted in relation to risk and the role of Chairperson on this committee.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

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

CONCLUSION

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

With the resignation of GLENRAC representative, Dr Mari Koch, and the nomination of Christine Davis as the new GLENRAC representative, total membership will be five, excluding councillors and Council staff. Council's approval is now sought for the additional membership.

ATTACHMENTS

Annexure A Open Spaces Committee Meeting Minutes - 28 June 2023

**REPORT TITLE: 7.11 CAPITAL WORKS PROGRAM PROGRESS REPORT
AS AT 31 JULY 2023**

ECM INDEXES:

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

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Fiona O'Brien - Management Accountant

PURPOSE

The purpose of this report is for Council to review the progress of its Capital Works Program for the 2023/2024 Financial Year and to review the progress of the Capital Works Projects that were carried over from the 2020/2021, 2021/2022 and 2022/2023 Financial Years and to review the Capital Works Projects that were adopted as Revotes for the 2021/2022, 2022/2023 and 2023/2024 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 annexures to this report include the Capital Works Program Carried Forward for the 2020/2021 Financial Year (**Annexure A**), Capital Works Program Carried Forward for the 2021/2022 Financial Year (**Annexure B**), Capital Works Program Revotes 2022 (**Annexure C**), Capital Works Program for the 2022/2023 Financial Year (**Annexure D**), Capital Works Program Revotes for the 2022/2023 Financial Year (**Annexure E**), Capital Works Program 2023/2024 Commenced Only (**Annexure F**), and Capital Works Program Revotes 2023-2024 (**Annexure G**).

Together, the annexures provide detailed information on all of the projects that were budgeted for and not completed in the 2020/2021, 2021/2022 and 2022/2023 Financial Years, projects that have been revoted into the 2021/2022, 2022/2023 and 2023/2024 Financial Years and projects that were budgeted for in the 2023/24 Financial Year that have commenced.

Projects of Significance from the 2021/2022 Financial Year (Annexure B):

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 now in place, to resolve all major support tickets that are causing hindrance in the expected performance of the Rates and Water modules.

The second water bill for financial year 2022/23 is currently being worked on and it was anticipated that it would have been generated by the end of July 2023; however, final **user acceptance testing (UAT)** is yet to be completed due to system issues.

The rates notices for financial year 2023/24 were successfully issued in July 2023. There has been minimal feedback from ratepayers querying the charges on their notices.

Work has begun to prepare for the 2022/2023 year end. Balance sheet reconciliations have been marked as a priority to complete and are posing significant challenges due to system and process setup. A suite of management reports is being developed, focusing on reports for income and expenses actual vs budget, capital works in progress, operational and capital grants reconciliation and business unit reporting for the quarry and Life Choices.

Projects of Significance from the 2023/2024 Financial Year (Annexure F):

Construction of Centennial Parklands amenities facilities and outdoor area

Council has engaged Public Works Advisory to project manage the delivery of this project. A tender for construction consultancy services has been released to market, closing mid-August 2023.

Glen Innes Outdoor Multi-Purpose Courts (GIOMC)

Pre-construction and construction activities have commenced on the new Glen Innes Multi-Purpose Courts which are located between the existing outdoor netball courts and the Indoor Stadium. Temporary construction fencing has been erected and the site has been excavated, levelled and rolled.

Over the next couple of weeks, the footings will be dug for the goal posts/rings and the site boxed out.

Glen Innes Skate Park Redevelopment

Convic Pty Ltd have commenced concept design phase. The design seeks to add additional skating infrastructure utilising the existing skate park as the foundation of the redevelopment.

Emmaville Road Segment 70 – Regional Roads Repair Program

The Emmaville Road Segment 70 rehabilitation and upgrade has reached 75% completion this month with all drainage works, shoulder widening and overlay placement undertaken. With stabilisation and spray seal contractors booked for 16-18 August, the project is near completion.



Image 1: Emmaville Road Segment 70

Rural Drainage Renewals

Council has completed significant drainage renewals on West Furracabad Road as part of the rural drainage renewal program. Works include the installation of two box culverts, three new pipe culverts, cleaning of table drains and installation of back drains. This will increase the drainage capacity of the road and protect the new bitumen seal which is scheduled for September.



Image 2: Box culvert installation on West Furracabad Road

(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:

	REVISED BUDGET	Project Actual + Committed	Expenditure
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021	\$ 1,684,065	\$ 1,108,358	66%
CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022	\$ 9,605,146	\$ 5,707,617	59%
CAPITAL WORKS PROGRAM REVOTES-2022	\$ 1,573,546	\$ 1,177,668	75%
CAPITAL WORKS PROGRAM CARRIED FORWARD 2022/2023	\$ 18,856,711	\$ 3,902,850	21%
CAPITAL WORKS PROGRAM REVOTES-2023	\$ 185,036	\$ 155,598	84%
CAPITAL WORKS PROGRAM 2023-2024 Commenced Only	\$ 150,000	\$ 142,657	95%
CAPITAL WORKS PROGRAM 2023-2024 Not Started	\$ 20,550,875	\$ -	
CAPITAL WORKS PROGRAM REVOTES 2023-2024	\$ 4,015,556	\$ 9,164	0%
TOTALS	\$ 56,620,935	12,203,910.45	22%

(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. Projects not listed but adopted in the 2023/2024 Capital Works Program will be updated into the Council Report for September 2023.

ATTACHMENTS

Annexure A	Capital Works Program Carried Forward 2020-2021
Annexure B	Capital Works Program Carried Forward 2021-2022
Annexure C	Capital Works Program Revotes 2021-2022
Annexure D	Capital Works Program Carried Forward 2022-2023
Annexure E	Capital Works Program Revotes 2022-2023
Annexure F	Capital Works Program 2023-2024 Commenced Only
Annexure G	Capital Works Program Revotes 2023-2024

REPORT TITLE: 7.12 INVESTMENT REPORT JULY 2023

ECM INDEXES:

Subject Index: **FINANCIAL MANAGEMENT: Investments**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Callum Whitburn - Financial Accountant

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

(b) Discussion


Council has \$21.7M 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. This is 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:

Bank Reconciliation Statement	
Balance as per General Ledger	
General Fund	\$3,207,184.86
Water Fund	\$260,419.26
Sewer Fund	-\$992,048.28
Glen Innes Aggregates	\$2,981,000.84
355 Committees	\$24,150.92
Ledger Balance as at 31 July 2023	\$5,480,707.60
Balance as per Bank	
Opening Balance 1 July 2023	\$9,492,701.71
July Movements	-\$3,954,944.67
Closing Balance 31 July 2023	\$5,537,757.04
less : Unrepresented Receipts & Payments	\$1,997.83
Total:	\$5,535,759.21
Variance	\$55,051.61
	
Responsible Accounting Officer	
5 August 2023	

The variance of \$55k is being investigated and will need to be resolved as part of the bank reconciliation process, which will be completed in consultation with Open Office’s support team, due to possible system issues that are causing the variance.

The variance highlights the need to ensure that all differences between the general ledger and the bank statement balance are accounted for. The Sewer fund is reporting a negative amount of \$992K, which is also being investigated and needs to be verified to ascertain if it is a system setup issue or not.

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

SUMMARY OF INVESTMENTS

Rating (S&P)	Maturity	%	Institution	Bank funds Fossil Fuels	Invested \$	Return \$
A2/BBB+	23/08/2023	3.95%	BOQ	Yes	700,000	27,650
A1+/AA-	09/08/2023	3.80%	NAB	Yes	1,000,000	38,000
A1+/AA-	15/08/2023	4.10%	CBA	Yes	1,000,000	41,000
A1+/AA-	08/09/2023	3.95%	NAB	Yes	1,000,000	39,392
A1/A+	08/09/2023	4.18%	Macquarie	Yes	700,000	29,180
A1+/AA-	11/09/2023	4.04%	CBA	Yes	1,000,000	40,621
A1+/AA-	25/09/2023	4.46%	CBA	Yes	1,000,000	44,844
A1+/AA-	24/10/2023	4.36%	Westpac	Yes	1,000,000	25,563
A1+/AA-	25/10/2023	4.57%	CBA	Yes	1,000,000	46,201
A1+/AA-	06/11/2023	4.35%	NAB	Yes	1,000,000	25,504
A1/A+	19/12/2023	4.60%	ING	Yes	1,000,000	46,000
A1+/AA-	11/12/2023	4.28%	Westpac	Yes*	1,000,000	43,035
A1+/AA-	06/02/2024	4.82%	Westpac	Yes	1,000,000	44,502
A2/BBB	08/11/2023	4.85%	My State	Yes	700,000	17,115
A1/A+	23/05/2024	4.92%	ING	Yes	1,000,000	49,335
A2/BBB	21/02/2024	4.80%	AMP	Yes	700,000	31,022
A1/A+	04/04/2024	4.55%	Macquarie	Yes	900,000	40,950
A1/A+	24/06/2024	4.38%	Macquarie	Yes	1,000,000	87,720
A1+/AA-	21/06/2024	5.50%	NAB	Yes	1,000,000	54,849
A1+/AA-	24/01/2024	5.40%	NAB	Yes	2,900,000	78,085
A2/BBB	25/07/2024	5.55%	Heritage	Yes	1,100,000	61,050
Expected Return FY24		4.79%	Total Investments		21,700,000	911,619
Avg. Headline Rate Return		4.50%	Cash on Hand		5,537,757	
			Total Cash and Investments		27,237,757	

*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:

Interest received for the year to 31 July 2023	\$69,797.97
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The table below details the monthly movements of investments for the reporting month:

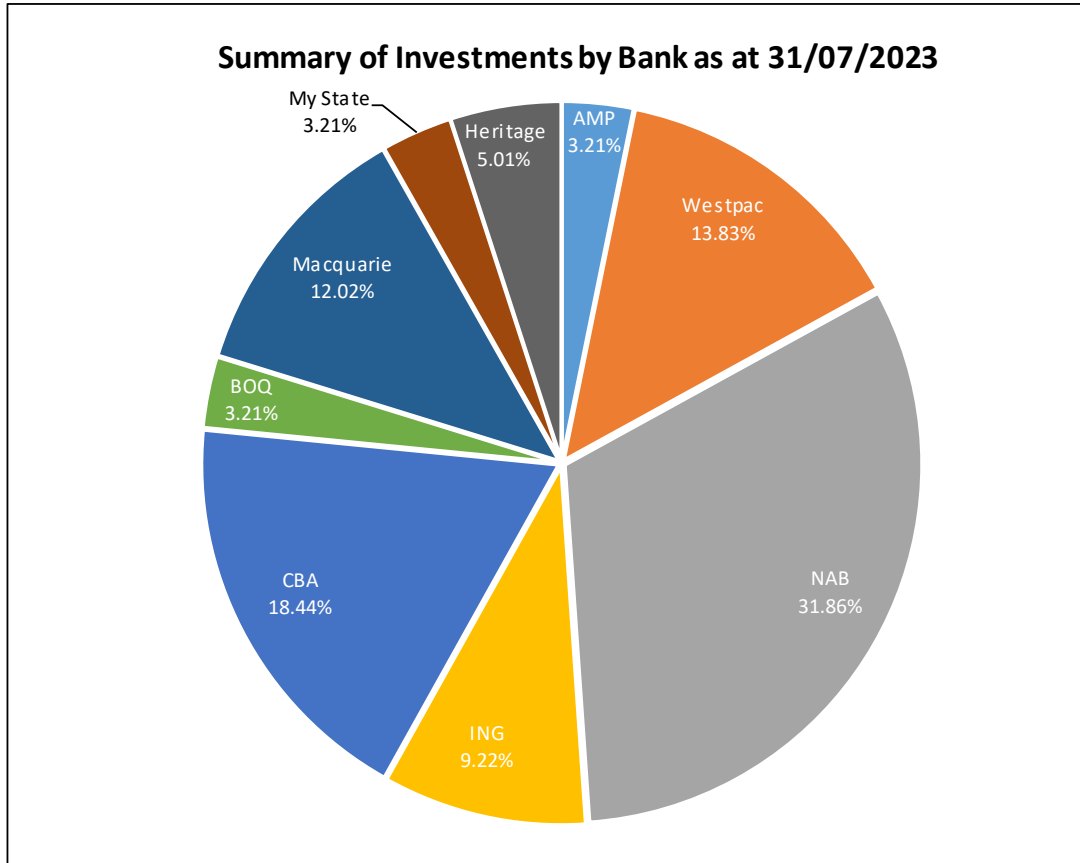
Investment Movements	
Opening Balance as at 1 July 2023	18,700,000
Less:	
Maturities (1)	1,000,000
Subtotal	17,700,000
Plus	
Rollovers	-
New Investments (2)	4,000,000
Current Balance as at 31 July 2023	21,700,000

During the reporting month there was one redeemed investment with NAB, and two new investments with NAB and Heritage Bank.

The redeemed investment will be reinvested in September for six months to fill a maturity gap in March 2023. A summary of maturities is below:

Period	No. of Term Deposits Maturing	Value
Aug-23	3	2,700,000
Sep-23	4	3,700,000
Oct-23	2	2,000,000
Nov-23	2	1,700,000
Dec-23	2	2,000,000
Jan-24	1	2,900,000
Feb-24	2	1,700,000
Mar-24	0	0
Apr-24	1	900,000
May-24	1	1,000,000
Jun-24	2	2,000,000
Jul-24	1	1,100,000
Aug-24	0	0
Sep-24	0	0
Total	21	\$21,700,000

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 2022/2023 Financial Year was 4.40%. The current actual average return for the 2023/2024 Financial Year is 4.79%. This is an increase on the actual average return of 0.39%, which reflects the current upward, but stabilising trend in interest rates.

Interest rates are stabilising after a year and a half of trending upwards, and it is expected that the actual average return will now stabilise. The Bloomberg Ausbond Bank Bill Index one-year return rate for the reporting month is 3.13%.

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

Investment Balances	This Year	Last Year
Opening Balance 1 July	18,700,000	18,000,000
Closing Balance 31 July	21,700,000	18,000,000

(b) Governance/Policy

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

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

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

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

All aggregate rating categories are within 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 the Policy:

Compliant	Credit Rating	Invested	Invested \$	Policy Limit	Available \$
Yes	AAA	0.00%	-	100%	21,700,000
Yes	AA	64.06%	13,900,000	100%	7,800,000
Yes	A	21.20%	4,600,000	45%	5,165,000
Yes	BBB	14.75%	3,200,000	25%	2,225,000
Yes	Government	0.00%	-	100%	21,700,000
		100.00%	21,700,000		

COUNCIL'S 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	21,700,000	100%
Total			21,700,000	100%

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

Council is currently only investing in fixed term deposits which are all well below the CPI. To gain returns higher than CPI, long term investments are needed that are not fixed term deposits and may pose a higher risk, given the total cash position and no clear oversight of the restricted and unrestricted cash positions at this stage, it is prudent to continue with the fixed term deposits that are totally risk free. With investments maturing every month, this allows the ability to not reinvest if funds need to be directed to major projects. A review of the aggregate performance on Council investments, comparative to the CPI, over a significant period (greater than five years) may ascertain if the investment strategy has been meeting the Policy's principal objective. This may then advise if changes are required to Council's investment strategy.

The investment policy is due for review, and it is expected that a review will be undertaken by the end of August 2023 and presented at the September 2023 Council meeting

(e) Social

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

(f) Environmental

Nil.

(g) Economic

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

(h) Asset Management

Nil.

CONSULTATION

(a) External

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

(b) Internal

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

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

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

CONCLUSION

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

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.13 AMENDED 2023/24 WASTE FEES AND CHARGES - ASBESTOS AND MATTRESS DISPOSAL

ECM INDEXES:

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

Customer Index: **Glen Innes Community and Businesses**

Property Index: **NIL**

AUTHOR: Gayleen Burley - Director of Place and Growth

PURPOSE

The purpose of this report is to present to Council, for consideration and endorsement, the revised fees and charges for the disposal of asbestos and mattresses at the Glen Innes Waste Management Centre for the remainder of 2023/2024 in order to:

- Align fees and charges with the cost of undertaking asbestos disposal;
- Make small quantities of asbestos disposal more affordable for Glen Innes Severn residents;
- Extend and protect the air space of the Glen Innes Waste Management Centre; and
- Improve environmental and waste management outcomes through increasing recycling of problematic waste products.

RECOMMENDATION

That Council:

1. ***Endorses for public exhibition for at least 28 days, in accordance with the provisions of Section 610F of the Local Government Act 1993, the revised 2023/24 Fees and Charges associated with the Disposal of Asbestos and Mattresses as follows:***
 - ***\$45 for loads of Asbestos under 250kg***
 - ***\$220 per tonne for loads of Asbestos over 250kg***
 - ***\$45 for all mattress sizes***
2. ***Displays the proposed fees on Council's website, and that they be made available for viewing at the following locations:***
 - ***Council's Town Hall Office;***
 - ***Council's Church Street Office; and***
 - ***The Village Post Offices at Deepwater, Emmaville and Glencoe.***

3. *In the absence of any significant submissions being received during the public exhibition period, adopts the revised Fees and Charges associated with the disposal of Asbestos and Mattresses.*
4. *Requests a further report to be prepared should significant submissions be received.*

REPORT

(a) Background

Council adopted the 2023/24 GISC Schedule of Fees and Charges at the June 2023 Council meeting. However, as part of Council's continuous improvement journey, Council is undertaking a wide-spread review of waste management practices and in doing so has identified that:

1. Council's asbestos fees are below benchmark and not achieving full cost recovery associated with the disposal of this hazardous waste; and
2. Council can improve environmental and waste management outcomes through participation in the **Northern Inland Regional Waste (NIRW)** Contract for Mattress Collection and Processing.

In addressing the above-mentioned issues, the air space of the Glen Innes Waste Management Centre will also be extended and protected for a longer period of time.

(b) Discussion

Asbestos Disposal Fees and Charges

In NSW, landfill's must be licensed to accept asbestos waste and must comply with the specific requirements for asbestos disposal under the *Protection of the Environment Operations (Waste) Regulation 2014*.

Given the hazardous nature of asbestos waste, the disposal process is more resource intensive, regulated, and costly. Specifically, asbestos disposal requires additional:

- Landfill space;
- Staff resources;
- Plant time; and
- Daily cover.

Taking the above costs into account, the current charge of \$160 per tonne for asbestos disposal is not meeting the cost-of-service provision. As such it is recommended that the asbestos disposal fees be revised as follows:

Product	Proposed New Charge	Current Charge
Asbestos Minimum Charge	\$45 for loads under 250kg	\$80 min charge (loads up to 500kg)
Asbestos loads	\$220 per tonne (loads over 250kg)	\$160 per tonne (loads over 500kg)
Prepaid Asbestos bags (small load under \$100KG)	\$29	\$29

The above revised fee structure enables residents to dispose of small amounts of asbestos (i.e. bathroom renovation or similar) at a cost which is still very affordable. However, for quantities over 250kg, asbestos disposal will be charged at a rate which is comparable with other New England councils and achieves cost recovery for the disposal.

Mattress Disposal Fees and Charges

Current practice is for all mattresses to be disposed to landfill at any of the four waste facilities operating within the Glen Innes Severn Local Government Area. Across all four waste facilities, Council receives approximately 600 mattresses per year to dispose.

The Australian Bedding Stewardship Council (April 2022)¹ recognises that **End-of-life (EOL)** mattresses are a growing problem not only in Australia but globally, with approximately 1.8 million mattresses discarded requiring recycling each year in Australia alone. Placed end-to-end, they would stretch from Darwin to the tip of Tasmania. Mattresses also cause significant issues in landfill – taking up valuable space, creating risk of subsidence, and damaging landfill vehicles. Due to the nature of the components within mattresses, they break down very slowly, (information varies on the actual timeline but is likely to be in excess of 100 years). When landfilled, non-renewable resources are being buried. All this leads to excessive use of landfill space, unsafe landfills, and loss of valuable resources.

Through Council's ongoing review of current waste management practices, and desire to continuously divert valuable resources from landfills, Council proposes to participate in the NIRW contract for Mattress Collection and Processing.

Molycop360 has the NIRW contract for Mattress Collection and Processing. Through this contract, mattresses are processed with 50% of the mattress weight removed as steel and then re-manufactured into train wheels or grinding media. Molycop360 is currently exploring ways to recycle mattress flock to again increase the recyclable component of this problematic waste product.

Whilst there are undoubtedly environmental and waste benefits achieved from diverting mattresses away from landfill, the cost of recycling the product will require an adjustment to the current published fee for mattress disposal. The table below compares the new proposed pricing against the current 2023/24 mattress disposal price is as follows:

Fee/Charge	Current Fee	Proposed Fee
Disposal of Single Mattress	\$11.00	\$45.00
Disposal of Double/Queen/King Mattresses	\$22.00	

In order to keep mattress disposal prices at a reasonable cost, and to reduce bulk storage at each of our landfills, it is also proposed that all mattress disposal is to occur at the Glen Innes Waste Management Facility only (i.e. no disposal of mattresses at the Rural Landfills being Emmaville, Deepwater or Red Range). Council already prohibits the disposal of some problematic waste products at the rural landfills such as asbestos and tyres due to regulatory requirements, storage, security and transportation costs.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

There will be a minor increase in Council's revenue as a result of increasing the asbestos disposal fees, however this is dependent on the quantity of asbestos being disposed in any given year.

From a budgeting perspective, the expenditure and revenue associated with mattress disposal will increase in parallel with the overall process achieving cost recovery. It is worthy to note, however, that there will be long-term financial benefits with protecting landfill air-space by diverting mattresses from landfill.

(b) Governance/Policy

Council's Operational Plan and Budget 2023/2024 will need to be updated to reflect the new pricing structure for Companion Animal Registration fees.

(c) Legislative/Statutory

In NSW, landfill's must be licensed to accept asbestos waste and must comply with the specific requirements for asbestos disposal under the *Protection of the Environment Operations (Waste) Regulation 2014*.

NSW Waste and Sustainable Materials Strategy 2041 sets a number of targets. Through recycling part or whole of EOL mattresses, Council would be contributing to the achievement of the following two targets:

- have an 80% average recovery rate from all waste streams by 2030; and
- significantly increase the use of recycled content by governments and industry.

Further mattress recycling would assist in the achievement of the Objective 1 of Council's Waste Management Strategy 2021-2025: *Align Council strategies with regional, state and federal waste management strategies.*

(d) Risk

If Waste fees and charges are too low, then there is a risk that Glen Innes Severn becomes a desirable waste disposal location for the region which could reduce the lifespan of Council landfills.

There is also a risk with increased fees and charges that there may be a corresponding rise in illegal dumping. However, illegal dumping is as it suggests 'illegal' and Council should not be deterred from achieving higher environmental outcomes based on potential illegal conduct.

(e) Social

Nil.

(f) Environmental

Council is also at risk of not keeping pace with modern waste management practices associated with landfill diversion and broader community expectations for recycling and reuse of waste products.

(g) Economic

Nil.

(h) Asset Management

Nil.

CONSULTATION

(a) External

Northern Inland Regional Waste and MolyCop360.

(b) Internal

The Director of Place and Growth, Waste Contracts and Compliance Officer and Team Leader Waste Resource Recovery Officer were consulted.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

EH 4.6.4: Implement initiatives to decrease contamination levels in recycling, increase recycling diversion rates to minimise waste going into the landfill, and to promote a waste education and recycling program.

CONCLUSION

The revised proposed fees and charges for the disposal of asbestos and mattresses at the Glen Innes Waste Management Centre for the remainder of 2023/2024 Financial Year are imperative to ensure fees and charges are aligned with the cost of providing modern waste management services and enhanced environmental outcomes are achieved within the Glen Innes Severn Local Government Area.

¹ End-of-life mattresses are a growing problem not only in Australia but globally - Australian Bedding Stewardship Council

ATTACHMENTS

There are no annexures to this report.

REPORT TITLE: 7.14 REVIEW OF PLANT AND FLEET POLICY

ECM INDEXES:

Subject Index: **CORPORATE MANAGEMENT: Policy**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: David Hunt - Manager of Asset Services

PURPOSE

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

RECOMMENDATION

That Council adopts the revised Plant and Fleet Policy.

REPORT

(a) Background

The Plant and Fleet Policy was last adopted by Council on 28 March 2019 and is due for review every four years. The document has been reviewed by Council's **Management Executive Team (MANEX)** and is now recommended for Council's review and adoption.

(b) Discussion

The purpose of the Plant and Fleet Policy is to set the framework for managing Council's plant and fleet assets. The policy applies to the procurement, operation, maintenance and disposal of all plant, equipment and vehicles that Council has direct responsibility for or control over, including plant and machinery, commercial vehicles, passenger vehicles, and small plant and equipment.

The review of the Plant and Fleet Policy includes

- minor amendments;
- transfer to the new policy template;
- an addition of a new administration fee of \$50 if tolls incurred for personal use are not paid by the due date;
- removal of the Federal Government's Green Vehicle guide "star rating system" as the "star rating" has been discontinued; and

- Removal of the need for a tender evaluation panel required for possible contract values in excess of \$130,000 due to duplication with Council's Procurement Policy.

(c) Options

Nil.

IMPLICATIONS TO BE ADDRESSED

(a) Financial

Provision is made annually in Council's Plant Replacement Fund for the acquisition and turnover of vehicles by calculating and reviewing internal hire rates regularly and disposing of assets by public auction to give the best return possible.

(b) Governance/Policy

Once adopted by Council, the revised Plant and Fleet Policy will become policy of Council.

(c) Legislative/Statutory

Nil.

(d) Risk

Nil.

(e) Social

Nil.

(f) Environmental

Nil.

(g) Economic

Nil.

(h) Asset Management

Council's Plant and Fleet Policy assists to manage and maintain Council's vehicle and plant and equipment assets.

CONSULTATION

(a) External

Nil.

(b) Internal

Manager Governance, Risk and Corporate Planning.

LINK/S TO THE DELIVERY PROGRAM/OPERATIONAL PLAN

This report links to Council's Delivery Program Infrastructure Management Principal Activity IM 3.2.2: Provide adequate plant and fleet levels for excellence in service delivery.

CONCLUSION

Council's Plant and Fleet Policy has been revised to include changes that have occurred since the current Policy was adopted in March 2019. Changes are relatively minor, with the revised Policy now presented to Council for its review and adoption.

ATTACHMENTS

Annexure A Revised Plant and Fleet Policy

8 NOTICE OF MOTIONS/RESCISSION/QUESTIONS WITH NOTICE

9 CORRESPONDENCE, MINUTES, PRESS RELEASES

REPORT TITLE: 9.1 CORRESPONDENCE AND PRESS RELEASES

ECM INDEXES:

Subject Index: CORPORATE MANAGEMENT: Reporting

Customer Index: NIL

Property Index: NIL

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

Correspondence

- Arts North West – newsletters;
- Australian Standing Stones Management Board – Tartan Day Dinner;
- Inside Local Government – newsletters;
- Keep Australia Beautiful – Tidy Towns entry kit;
- Kyogle Council – Passing of Robert Dwyer;
- Local Government NSW – newsletters;
- Member for Northern Tablelands, The Hon. Adam Marshall – media alert and weekly reports; and
- Weekly Councillor updates from the General Manager.

Press Releases

- Member for Northern Tablelands, The Hon. Adam Marshall;
- Murray Darling Association;
- NSW Rural Fire Service;
- Rotary International Women’s Awards; and
- Shadow Minister for Veterans’ Affairs, Member for New England, The Hon. Barnaby Joyce.

Publications

- LG Focus – July 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: Committees of Council**

Customer Index: **NIL**

Property Index: **NIL**

AUTHOR: Jeff Carroll - Records Supervisor

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

Annexure A Australian Standing Stones Management Board - 17/05/23
Annexure B Australian Standing Stones Management Board - 19/07/23
Annexure C Emmaville Mining Museum - 15/06/23
Annexure D Library Committee - 16/06/23
Annexure E Open Spaces Committee - 28/06/23

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

PURPOSE

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

Sapphire Wind Farm Community Consultative Committee

29/06/23

RECOMMENDATION

That Council notes the information contained in this report.

ATTACHMENTS

There are no annexures to this report.

10 REPORTS FROM DELEGATES

REPORT TITLE: 10.1 REPORTS FROM DELEGATES

ECM INDEXES:

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

Customer Index: **INTERNAL DEPT – Councillors**

Property Index: **NIL**

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

PURPOSE

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

RECOMMENDATION

That Council notes the information contained in this report.

REPORT

(a) Background

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

- Councillor/Staff Committees of Council: 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 July 2023:

Name of Committee	Councillor Delegate(s)	Date
Glen Innes Community Access Committee	Cr Banham, Cr Sparks	3.7.23
Pinkett Recreation Reserve Management Committee	Cr Parry	5.7.23
Australian Standing Stones Management Board Meeting	Cr Banham, Cr Gresham	19.7.23

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

Councillor	Name of Meeting / Function	Date attended
Cr R Banham (Mayor)	Gala Opening Glen Innes Archies	1.7.23
	Meeting Royal Freemasons Benevolent Institution (RFBI) Alan Parker & Frank Price and Deputy Mayor (DM)	3.7.23
	Community Access Committee Meeting	3.7.23
	Zoom Meeting with NSW Shadow Water Minister The Hon. Steph Cooke (Country Mayors)	4.7.23
	Tablelands Sector Comprehensive Care Meeting	5.7.23
	Walk Through New Ambulance Station with The Hon. Adam Marshall and the DM	7.7.23
	Glen Innes Red Cross AGM	10.7.23
	Meeting with Glen Innes Food Hub and DM	11.7.23
	NSW Farmers Telstra Innovations in Ag Regional Forum	11.7.23
	Glen Innes Highlands Lions Club Changeover	11.7.23
	View Club Meeting and Update on Council with DM	13.7.23
	Meeting with Community Members regarding Health	13.7.23
	Councillor Workshop	13.7.23
	Coalition of Renewable Energy Mayors (CoREM) Executive Catch Up via Zoom	14.7.23
	Lunch with The Hon. Adam Marshall	15.7.23
	Glen Elgin Federation Sports Committee Christmas in July	15.7.23
	Glen Innes Rotary Changeover	17.7.23
	Energy Co Meeting with Renewable Energy Zone (REZ) Coordinator Alexandra Hall	19.7.23
	Velquip Chainsaw Night	19.7.23
	Zoom Meeting with NSW Water Minister The Hon. Rose Jackson (Country Mayors)	20.7.23
Glen Innes Hospital Redevelopment Virtual Briefing for Council	20.7.23	
Advanced Micro-Climate Analysis: Fire, Flood Monitoring: Attentis and Telstra Platform Session	25.7.23	

Councillor	Name of Meeting / Function	Date attended
	Murray Darling Association – Chief Executive Officer (CEO) visit to Region 11 Jamie Chaffey (Chair) Mark Lamb (CEO)	25.7.23
	Rural Fire Service Northern Tablelands Team Preseason Brigade Management	25.7.23
	Enerfin Energy Services Pty Ltd meeting with the General Manager	26.7.23
	Pre-Meeting Briefing Session	27.7.23
	Ordinary Council Meeting	27.7.23
	Glen Innes Business Chamber (GIBC) July Meet-Up	27.7.23
	2023 Tartan Dinner	29.7.23
	Funeral for former Mayor, Cr Bob Dwyer	31.7.23
	Moore Park Angus Inaugural Bull Sale	31.7.23
Cr T Arandale (Deputy Mayor)	Sapphire Wind Farm Community Consultative Committee Meeting	29.6.23
	Gala Opening Glen Innes Archies	1.7.23
	Meeting RFBI Alan Parker & Frank Price and Mayor	3.7.23
	Walk Through New Ambulance Station with The Hon. Adam Marshall and the Mayor	7.7.23
	Visit to Rural Fit	7.7.23
	Glen Innes Red Cross AGM	10.7.23
	Meeting with Glen Innes Food Hub and the Mayor	11.7.23
	CWP Meeting	11.7.23
	Interagency Meeting	12.7.23
	View Club Meeting with the Mayor	13.7.23
	Meeting with Community Members regarding Health	13.7.23
	Councillor Workshop	13.7.23
	Glen Elgin Federation Sports Committee Christmas in July	15.7.23
	Glen Elgin Sports Ground Meeting	19.7.23
	Velquip Chainsaw Night	19.7.23
	Hereford Bull Sale	26.7.23
	Australian Celtic Festival Information Night	26.7.23
	Pre-meeting Briefing Session	27.7.23
	Ordinary Council Meeting	27.7.23

Item 10.1

Councillor	Name of Meeting / Function	Date attended
Cr T Alt	Councillor Workshop (via Teams)	13.7.23
	Pre-Meeting Briefing Session	27.7.23
	Ordinary Council Meeting	27.7.23
	2023 Tartan Dinner	29.7.23
Cr L Gresham	Councillor Workshop	13.7.23
	Glen Elgin Federation Sports Committee Christmas in July	15.7.23
	Australian Standing Stones Management Board Meeting	19.7.23
	Pre-Meeting Briefing Session	27.7.23
	Ordinary Council Meeting	27.7.23
	2023 Tartan Dinner	29.7.23
Cr J Parry	Councillor Workshop	13.7.23
	Pre-Meeting Briefing Session	27.7.23
	Ordinary Council Meeting	27.7.23
	North West Weight of Loads Group Meeting	27.7.23
	2023 Tartan Dinner	29.7.23
Cr A Parsons	Councillor Workshop	13.7.23
	Ordinary Council Meeting	27.7.23
Cr C Sparks	Gala Opening Glen Innes Archies	1.7.23
	Glen Innes and District Community Centre Meeting (Phone In)	10.7.23
	Councillor Workshop (via Teams)	13.7.23
	Pre-Meeting Briefing Session	27.7.23
	Ordinary Council Meeting	27.7.23

(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:

<i>Item</i>	<i>Report</i>	<i>Reason</i>
<i>12.1</i>	<i>Purchase of Property - 146 Church Street Glen Innes</i>	<i>(d) (ii) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.</i>

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

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

RECOMMENDATION

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