

Glen Innes Severn Council Meeting

23 MARCH 2023

Annexures

ANNEXURES

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<p>Action Sheets Report</p>		

^MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
28/05/2020	7.18	Dumaresq Street Industrial Estate	Moved Cr C Price Seconded Cr A Parsons 19.05/20 RESOLUTION That Council: 1. Lodges a Development Application for a five (5) lot subdivision on Lot 1 DP 500396, Dumaresq Street in accordance with the provisions of the Environmental Planning and Assessment Act 1979. 2. On completion of the subdivision, appoints Liston Legal to undertake a contract of sale with Mr DeLong subject to vendor mortgage as outlined in this report. 3. Initially promotes the sale of the three (3) lots for industrial land in Lot 1 DP 500936 on the Glen Innes Highlands website and other suitable mediums, as identified in the body of this report. 4. Offers the three (3) lots for sale at \$50,000 plus GST and that successful applicants be offered a five (5) year interest free vendor finance mortgage. 5. Requests applicants expressing interest to purchase land to demonstrate the following criteria: ☒ The capacity of the future development to create local employment; ☒ The quality of the Expression of Interest, supporting their proposed future development (for example, a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial plan/budget); and ☒ The demonstrated ability of the individual, organisation or company to deliver a development on the site in a timely manner. CARRIED	31/12/2023	Hunt, David	19 Jun 2020 3:03pm zzPrice, Graham Item 1 completed and with GM for signing and final lodgement. 19 Jun 2020 3:04pm zzPrice, Graham - Target Date Revision Target date changed by Price, Graham from 11 June 2020 to 28 August 2020 09 Jul 2020 3:32pm zzPrice, Graham Item 1 completed and DA lodged. 14 Jul 2020 9:30am zzPrice, Graham MED requested to promote the land as per Council resolution on the 14/7/2020. Following promotion carried out; 1. Added to Glen Innes Highlands site - https://gleninneshighlands.com/existing-assets.html , 2. Posted onto Glen Innes Highlands Facebook page, 3. Shared to GISC Facebook page, 4. Shared to 'Glen Innes Business Support' Facebook group. 10 Aug 2020 4:15pm zzPrice, Graham Promotion has been carried out through the VIC. Subdivision DA has been lodged and is pending approval. 25 Aug 2020 2:35pm zzPrice, Graham Item 2 is the only remaining item to be actioned and this cannot be completed until such time as the DA is approved and a Subdivision Certificate issued allowing registration to occur with the Land Titles Office. 25 Aug 2020 2:37pm zzPrice, Graham - Target Date Revision Target date changed by Price, Graham from 28 August 2020 to 30 October 2020 - Item 2 cannot be completed until DA is approved and subdivision is registered. 10 Sep 2020 2:51pm zzPrice, Graham The Development consent has been approved which will now allow the pursuing of the Subdivision certificate. 30 Sep 2020 8:35am zzPrice, Graham Surveyor to be engaged to finalise the survey.

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>29 Oct 2020 2:26pm zzPrice, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 October 2020 to 31 March 2021 - Delays have been experienced with appointing a Surveyor to undertake the preparation of the linen plan.</p> <p>29 Oct 2020 2:26pm zzPrice, Graham</p> <p>Pending a quotation from Surveyor Jim Noad to finalise the linen plan.</p> <p>17 Nov 2020 4:07pm zzPrice, Graham</p> <p>Further consultation with Preferred Energy who are undertaking the electricity design for the subdivision. Negotiations continuing with the Surveyor for the final preparation of the linen plan.</p> <p>02 Dec 2020 11:39am zzPrice, Graham</p> <p>Works including sealing of road and K&G scheduled for March 2021. Negotiations underway with Surveyor to undertake the required land survey. Survey to be completed by 28 February 2021.</p> <p>15 Feb 2021 9:30am zzPrice, Graham</p> <p>Preliminary site work has commenced and road works and kerb & gutter scheduled for completion end of March early April. Survey work has been deferred to the completion of the kerb & gutter and placement of survey markers. Survey expected to be completed by the end of April.</p> <p>15 Feb 2021 9:33am zzPrice, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 31 March 2021 to 28 May 2021 - Surveyor wants to have survey marks completed in kerb & gutter prior to undertaking survey work. K&G to be completed by the end of March.</p> <p>10 Mar 2021 12:20pm zzPrice, Graham</p> <p>Surveyor appointed to undertake survey work. Roadworks scheduled for completion by 30 June 2021.</p> <p>09 Apr 2021 3:24pm zzPrice, Graham</p> <p>Project on track for completion by 30 June due to wet weather delaying the capital works schedule.</p>

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>13 May 2021 2:48pm zzPrice, Graham</p> <p>Finalisation of the survey is dependant on completion of the kerb and gutter and roadworks. This work is scheduled for completion by 30 June 2021.</p> <p>19 May 2021 1:24pm zzPrice, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 28 May 2021 to 30 June 2021 - Pending Infrastructure timetable.</p> <p>07 Jun 2021 3:03pm zzPrice, Graham</p> <p>Work scheduled to be completed by 30 June 2021. Roadworks and kerb and guttering will then allow the completion of the subdivision certificate.</p> <p>07 Jun 2021 3:15pm zzPrice, Graham - Target Date Revision</p> <p>Target date changed by Price, Graham from 30 June 2021 to 26 November 2021 - Registration of the subdivision is likely to take some months as it requires Land Title Office approval.</p> <p>07 Jul 2021 10:16am zzPrice, Graham</p> <p>Work commenced on road and kerb and gutter but delayed due to wet weather.</p> <p>10 Aug 2021 5:10pm zzPrice, Graham</p> <p>Wet weather continues to delay works. Survey cannot be completed until such time as the kerb and gutter is completed.</p> <p>07 Sep 2021 2:22pm zzPrice, Graham</p> <p>Road works are continuing and kerb and gutter scheduled for completion by the end of September 2021. On completion of the kerb and guttering the survey and subdivision can be completed. A draft Contract of Sale is being prepared for Catchpower subject to a 50% deposit being paid to cover any lost revenue to Council since May 2020.</p> <p>12 Oct 2021 8:57am zzPrice, Graham</p> <p>Kerb & guttering completed and sealing of the road is pending. Surveyor is now able to pursue the finalisation of the survey to allow the lots to be registered.</p>

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						<p>03 Nov 2021 2:34pm zzPrice, Graham</p> <p>This item is completed with the exception of a Council report to authorise the General Manager to finalise the Contract of Sale on the completion of the subdivision.</p> <p>04 Nov 2021 2:54pm zzPrice, Graham - Reallocation</p> <p>Action reassigned to James, Sari by Price, Graham - The only remaining action is the preparation of the Contract of Sale which the Property Officer is undertaking. All other items have been completed.</p> <p>10 Nov 2021 9:03am zzJames, Sari</p> <p>As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.</p> <p>17 Nov 2021 9:16am zzJames, Sari</p> <p>As the Property Officer I am waiting on Bill Liston to get back to me with further information and understanding of the subdivision.</p> <p>17 Nov 2021 9:17am zzJames, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 26 November 2021 to 16 December 2021</p> <p>22 Nov 2021 11:10am zzJames, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 16 December 2021 to 25 February 2022</p> <p>25 Nov 2021 10:52am zzJames, Sari</p> <p>As the property Officer I am waiting on Council's legal representative to get back to me with further information and understanding of the subdivision. I have left a message with him again this week.</p> <p>08 Dec 2021 9:06am zzJames, Sari</p> <p>I have called Council's legal representative and left a message today with the receptionist.</p> <p>12 Jan 2022 9:07am zzJames, Sari</p> <p>I contacted the Surveyor who has stated he has passed on this information to Council's legal representative.</p>

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						<p>14 Feb 2022 12:50pm zzJames, Sari</p> <p>Surveyor has been contacted and will meet with Council survey team this week to discuss the site.</p> <p>15 Feb 2022 1:15pm zzJames, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 25 February 2022 to 30 July 2022 - This resolution requires surveys, subdivision, drafting of contracts, expressions of interest, and multiple land sales process.</p> <p>24 Feb 2022 2:45pm zzJames, Sari</p> <p>Council survey team to meet with surveyor to survey the site, aiming for next week.</p> <p>09 Mar 2022 8:55am zzJames, Sari</p> <p>Survey team of Council is meeting the Surveyor on Monday the 14th, Council's Survey team will be competing the drainage and the Surveyor will be completing the subdivision after the meeting.</p> <p>15 Mar 2022 4:22pm zzJames, Sari</p> <p>Survey team met with the Surveyor on Monday the 14th of March, Council is now waiting upon the response from the visit.</p> <p>30 Mar 2022 11:07am zzJames, Sari</p> <p>Surveyor has pegged the area and needs to come back for further surveying when the weather has cleared.</p> <p>07 Apr 2022 3:55pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role.</p> <p>27 Apr 2022 8:44am Reid, Adam</p> <p>Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p> <p>28 Apr 2022 10:25am Reid, Adam</p> <p>Property Officer contacted Surveyor. Surveyor has not finished survey work due to personal illness. Surveyor to report back within two weeks.</p>

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						<p>26 May 2022 10:37am Reid, Adam</p> <p>Due to ongoing illness, contracted surveyor unable to continue job. Surveyor agreed to send his field notes to Property Administration Officer. Property Administration Officer to seek quotes for new surveyor to finalise survey.</p> <p>09 Jun 2022 9:32am Reid, Adam</p> <p>PAO has requested quotes from two local surveying groups. Awaiting reply.</p> <p>14 Jun 2022 3:03pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 July 2022 to 31 October 2022 - Property Administration Officer awaiting further details on quote from new surveyors.</p> <p>15 Jul 2022 10:03am Reid, Adam</p> <p>Surveyors "New England Surveying & Engineering" have been selected to survey the land. On first inspection, surveyor recommended changes as to how to subdivide the area more thoroughly. Changes being reviewed by Director of Infrastructure Services and Senior Design Officer</p> <p>08 Aug 2022 2:09pm Reid, Adam</p> <p>Discussions held between New England Surveying and Engineering, Director of Infrastructure Services, and Senior Design Officer about proposed changes to subdivision plan held. Changes have been made to the plan.</p> <p>26 Aug 2022 10:20am Reid, Adam</p> <p>New England Surveying and Engineering provided Draft Subdivision Plan. DDPRS to finalise the outstanding Conditions of Consent before submitting for authorisation.</p> <p>06 Oct 2022 3:35pm Reid, Adam</p> <p>Acting Director of Development Planning and Regulatory Services is currently applying for an NMI to allow and electrical plan to be prepared before moving forwards.</p> <p>09 Nov 2022 10:54am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 October 2022 to 30 April 2023 - Works to ensure adherence to the Development Application requirements have not yet been completed.</p>

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						<p>17 Nov 2022 11:59am Reid, Adam</p> <p>An expression of interest has been received for one lot. A separate report will be prepared for Council.</p> <p>16 Feb 2023 10:11am Reid, Adam</p> <p>Discussions have been held between the General Manager, Director of Place and Growth, and Director Infrastructure Services to decide which department will continue to finalise the conditions for subdivision. Due to possible conflicts of interest as Director of the department which approves Subdivision Certificates, it was decided that the Director of Infrastructure continue to complete all works to comply with the subdivision conditions.</p> <p>13 Mar 2023 11:32am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - This project will be overseen by Council's property team moving forward.</p> <p>14 Mar 2023 2:45pm Hunt, David</p> <p>Meeting has taken place between Mike Stone (Senior Design Officer) and Liston Legal with further steps to be taken to be advised to the General Manager and Director of Infrastructure Service. Awaiting official letter advising of next steps from Liston Legal, Estimated Budget for civil and landscaping works including fencing, screen plantings and driveway access has been provided by Mike Stone.</p> <p>16 Mar 2023 11:32am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 30 April 2023 to 31 December 2023 - Delays anticipated in completing conditions of consent.</p>
24/02/2022	7.28	Proposed Sale of 23 Bourke Street Deepwater	Moved Cr A Parsons Seconded Cr J Parry 30.02/22 RESOLUTION That Council calls for Expressions of interest for the sale of land described as Lot 32 Deposited Plan 978853 at 23 Bourke Street, Deepwater. CARRIED	27/04/2023	Hunt, David	<p>09 Mar 2022 9:01am zzJames, Sari</p> <p>Property Officer is Gathering more information before commencing the Expression of Interest.</p> <p>15 Mar 2022 8:37am zzJames, Sari</p> <p>23 Bourke Street is to be surveyed this week by a contracted surveyor.</p> <p>17 Mar 2022 11:34am zzJames, Sari - Target Date Revision</p> <p>Target date changed by James, Sari from 10 March 2022 to 30 April 2022</p>

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						<p>30 Mar 2022 11:09am zzJames, Sari</p> <p>Surveyor to survey the area when the weather has cleared.</p>
						<p>07 Apr 2022 3:57pm Appleby, Keith - Reallocation</p> <p>Action reassigned to Reid, Adam by Appleby, Keith - New staff member in role</p>
						<p>27 Apr 2022 8:41am Reid, Adam</p> <p>Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p>
						<p>27 Apr 2022 8:43am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 April 2022 to 30 June 2022 - Advancement of project delayed due to Council's Senior Design Officer currently on leave and Property Administration Officer is unable to contact the Surveyor tasked to this action.</p>
						<p>28 Apr 2022 10:26am Reid, Adam</p> <p>Property Officer contacted Surveyor. Surveyor unable to complete survey of property, has advised he is now unable to perform task due to personal illness. Property Officer to contact new Surveyor</p>
						<p>14 Jun 2022 3:05pm Reid, Adam</p> <p>Due to surveyor being unavailable, desktop review completed, low risk of property not being as identified. Buyer will assume this risk. Property Officer now preparing draft expression of interest for advertisement.</p>
						<p>14 Jun 2022 3:09pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 30 June 2022 to 31 August 2022 - Draft expression of interest being developed</p>
						<p>20 Jul 2022 12:09pm Reid, Adam</p> <p>Expression of interest approved and sent to local real estate agents. Submissions to close 4.00pm 17 August 2022.</p>

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						<p>20 Jul 2022 12:14pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 August 2022 to 31 December 2022 - Due to Expression of Interest process, subsequent tender, advertisement time and sale requirements date is pushed back.</p> <p>09 Sep 2022 12:23pm Reid, Adam</p> <p>No Expressions of interest were returned to Council from this round of requests. Two Expressions were sent on 09/09/2022 to Real Estate agents that had enquired about the sale after the date. New Expression of interest round closes 16/09/2022</p> <p>06 Oct 2022 3:28pm Reid, Adam</p> <p>Received two Expression of Interest from local Real Estate Agents. Property Administration Officer discussing with Director of Infrastructure as to how to progress,</p> <p>17 Nov 2022 12:00pm Reid, Adam</p> <p>The Director has provided instruction to the Property Officer to proceed with an expression of interest process utilising a local real estate agent, with a target of providing a report of expressions received to the February 2023 meeting of Council.</p> <p>02 Dec 2022 5:31pm Appleby, Keith - Target Date Revision</p> <p>Target date changed by Appleby, Keith from 31 December 2022 to 28 February 2023 - The date has been revised to allow time for the EOI process to be completed.</p> <p>02 Feb 2023 9:26am Wilkins, Kimberley - Reallocation</p> <p>Action reassigned to Hunt, David by Wilkins, Kimberley - Directive from MAS to reassign to him so that the action can be managed and closed off in line with sale of property deadlines.</p> <p>02 Feb 2023 9:29am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 28 February 2023 to 17 March 2023 - To allow selected Real Estate Agent to complete a 4 week EOI campaign.</p>

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						<p>02 Feb 2023 9:30am Hunt, David</p> <p>Selection of Real Estate Agent to conduct EOI on behalf of Council. Minimum 4 week period for interested parties to provide EOI. Once received, a report to Council will be submitted with recommended actions.</p> <p>10 Feb 2023 9:32am Hunt, David</p> <p>Procurement process completed. Identified Highlands Real Estate to complete Expressions of interest process over a 4 week process. Once expressions of interest are submitted, a Council report will be progressed recommending an option for sale.</p> <p>13 Mar 2023 10:42am Hunt, David</p> <p>Highlands Real Estate is advertising seeking expressions of interest over a 4 week period. It is expected that a Council report advising of all expressions of interest is presented at the April Council meeting.</p> <p>13 Mar 2023 10:46am Hunt, David - Target Date Revision</p> <p>Target date changed by Hunt, David from 17 March 2023 to 27 April 2023 - Delay in Highlands Real Estate seeking expressions of interest due to Liston Legal having to confirm details for contract of engagement. Expected to have Council report presented at April Council Meeting.</p>
28/04/2022	7.16	Review and Repeal of Aboriginal Employment Strategy	Moved Cr T Arandale 20.04/22 RESOLUTION THAT Council: 1. Repeals the Aboriginal Employment Strategy; 2. Approves the transfer of relevant actions from the current Aboriginal Employment Strategy to the Equal Employment Opportunity (EEO) Management Plan as part of the review of the latter document later this year; and 3. Approves a trigger point being added to the Workforce Management Strategy to develop a new Aboriginal Employment Strategy if Aboriginal employment decreases below Council's target for two (2) consecutive years as reported in Council's Annual Report. CARRIED	07/04/2023	Sayers, Peter	<p>10 May 2022 12:11pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 12 May 2022 to 30 June 2022 - Target date has been moved out to allow sufficient time to complete all actions, particularly those relating to the review of the EEO Plan.</p> <p>07 Jun 2022 4:29pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 30 June 2022 to 31 August 2022 - The Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been delayed, meaning that action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of August 2022.</p> <p>22 Jun 2022 10:16am Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 31 August 2022 to 31 October 2022 - The Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been substantially delayed due primarily to the MAHR being Acting DCCS for three weeks during</p>

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						<p>the period that the EEO MP would have been reviewed, meaning that action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of October 2022.</p> <p>03 Aug 2022 3:17pm Sayers, Peter</p> <p>As highlighted in the last note, the Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been substantially delayed due primarily to the MAHR being Acting DCCS for three weeks during the period that the EEO MP would have been reviewed, meaning that action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of October 2022.</p> <p>07 Sep 2022 11:53am Sayers, Peter</p> <p>As highlighted in the last note, the Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been substantially delayed due to other work demands. This means that Action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of October 2022.</p> <p>06 Oct 2022 12:22pm Sayers, Peter</p> <p>As advised in the last note dated 7 Sept, the Workforce Management Strategy has been amended in accordance with Council's resolution; however, the review of the EEO MP has been substantially delayed due to other work demands. This means that Action # 2 has also been delayed. Accordingly, the target date has been pushed out until the end of October 2022.</p> <p>07 Nov 2022 11:23am Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 31 October 2022 to 25 November 2022 - The MAHR has now commenced work on the review of the EEO Management Plan, which will allow this action item to be finalised.</p> <p>07 Dec 2022 2:27pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 25 November 2022 to 08 February 2023 - This action item is dependent on the EEO Management Plan being reviewed and sent to Council for adoption. Unfortunately, this has missed the last Council meeting of the year and will need to go to the February 2023 meeting. The EEO MP is currently being reviewed and updated by the MAHR, in readiness for February.</p>

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						<p>07 Feb 2023 3:40pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 08 February 2023 to 08 March 2023 - Action items one and three have been completed, but action two is dependent on the EEO MP being reviewed, which has been delayed. Work has now commenced on this review and it is expected to be completed shortly.</p> <p>14 Mar 2023 1:47pm Sayers, Peter - Target Date Revision</p> <p>Target date changed by Sayers, Peter from 08 March 2023 to 07 April 2023 - The EEO MP is currently being reviewed and will be completed soon. The target date has been extended to permit the reviewed plan to go through consultation.</p>
25/08/2022	7.25	Operation of the Glen Innes Aquatic Centre	<p>Moved Cr T Alt Seconded Cr T Arandale</p> <p>27.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Instructs the General Manager to consider a full-service review of the Glen Innes and Emmaville Aquatic Centres in the 2022-2023 Operational Plan and Budget; 2. Seeks Expressions of interest to lease the Glen Innes Aquatic Centre and the Emmaville Aquatic Centre commencing in the 2023-2024 Financial Year; and 3. Endorses the continuation of a further one (1) year for the current lease agreement for the Emmaville Aquatic Centre. <p>CARRIED</p>	30/06/2023	Archibald, Graham	<p>29 Aug 2022 2:46pm Archibald, Graham</p> <p>Letter of Offer written and signed off by the Contractor at Emmaville Aquatic Centre to extend the Lease for a further one (1) year after current lease runs out at the end of the current season 2022-2023. This now extends the lease to the end of the 2023-2024 Season. Signed letter has been entered into ECM.</p> <p>29 Aug 2022 2:50pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 08 September 2022 to 31 October 2022 - The date has been extended so as to allow the research for monies and to communicate with the GM to see how Council wants to proceed with the Service review.</p> <p>18 Oct 2022 1:45pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 31 October 2022 to 30 June 2023</p> <p>18 Oct 2022 1:48pm Archibald, Graham - Target Date Revision</p> <p>Target date changed by Archibald, Graham from 30 June 2023 to 30 June 2023 - To be able to search for avenues of funding to carry out the Service review of the two Aquatic Centres and to also consult with the new Director of Growth and Place who has experience in these types of reviews.</p>

<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 16 March 2023 1:48:15 PM</p>
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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>18 Oct 2022 1:48pm Archibald, Graham</p> <p>To be able to search for avenues of funding to carry out the Service review of the two Aquatic Centres and to also consult with the new Director of Growth and Place who has experience in these types of reviews the action date has been changed to the 30 June 2023. EOI's will be prepared for advertising February 2023 for the leasing of the two Centres.</p> <p>11 Nov 2022 11:39am Archibald, Graham</p> <p>EOI's will be prepared for advertising once a service review is conducted and finalised for the operational lease of the Aquatic Centre. Date aimed for 30 June 2023</p> <p>02 Dec 2022 8:14am Archibald, Graham</p> <p>Consultation with the new Director of Place and Growth has occurred, the task of carrying out the aquatic centres service review has commenced.</p> <p>15 Feb 2023 2:03pm Archibald, Graham</p> <p>The review is well under way and has also been sent to finance for their input.</p>
25/08/2022	7.27	Boundary Realignment request between Glen Innes Severn Council and Inverell Shire Council	<p>Moved Cr A Parsons Seconded Cr T Alt</p> <p>29.08/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas by transferring part of Crown Land Road Corridor between Lot 107 DP753292 and Lot 2 DP1187044 having an area of approximately 700m² from the Inverell Shire Council Local Government Area to the Glen Innes Severn Council Local Government Area; Makes an application to the Minister for Local Government and the Governor to alter the boundaries of the Glen Innes Severn Council and Inverell Shire Council; and Obtains a prior commitment from the requesting party that any costs incurred in undertaking the boundary adjustment will be reimbursed by them to the Glen Innes Severn Council. <p>CARRIED</p>	30/06/2023	Hunt, David	<p>09 Sep 2022 10:47am Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 08 September 2022 to 31 December 2022 - Letter to Inverell Shire Council not yet approved.</p> <p>09 Sep 2022 12:16pm Reid, Adam - Target Date Revision</p> <p>Target date changed by Reid, Adam from 31 December 2022 to 30 June 2023 - After investigation into past Boundary Realignment, time frame extended.</p> <p>06 Oct 2022 3:39pm Reid, Adam</p> <p>As the Property Administration Officer has been deployed to another department for emergency staffing, no further actions have been taken. A letter to Inverell Shire Council will be prepared on the Property Administration Officers return.</p> <p>17 Nov 2022 12:01pm Reid, Adam</p> <p>Action has not progressed as Property Officer has been diverted to alternate duties</p>

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>21 Dec 2022 1:40pm Reid, Adam</p> <p>Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting.</p> <p>01 Feb 2023 12:02pm Reid, Adam</p> <p>Property Administration Officer has sent letter to Inverell Shire Council to proceed with rationalisation. Inverell Shire Council to discuss at 23 February 2022 Meeting.</p> <p>13 Mar 2023 11:38am Appleby, Keith - Reallocation</p> <p>Action reassigned to Hunt, David by Appleby, Keith - Reallocated to the Manager of Asset Services as the Property Officer has been tasked elsewhere for a period of time.</p> <p>13 Mar 2023 11:58am Hunt, David</p> <p>Property Administration Officer (PAO) awaiting official notification from Inverell Shire Council on Council resolution from 22.02.23. Inverell Shire Council Minutes of Ordinary Council Meeting notes that Council accepts in principle the proposal to have the boundary realigned between Glen Innes Severn Council and Inverell Shire Council areas. PAO will request notification from Inverell Shire Council as a follow-up activity. Submission will be submitted to the Minister for Local Government and Governor for review.</p> <p>16 Mar 2023 11:55am Hunt, David</p> <p>Property Administration Officer received confirmation via email of agreement from Inverell Shire Council noting that as the land has historically been un-rateable land, there is no need for negotiations between Councils regarding rates. Property Administration Officer to write application to the Minister for Local Government and Governor.</p>

Action Sheets Report	Division:		Date From:
	Committee:	Council	Date To:
	Officer:		Printed: Thursday, 16 March 2023 1:48:15 PM

MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
27/10/2022	7.3	Local Economic Development Support Fund Policy Applications	<p>Moved Cr J Parry Seconded Cr T Arandale</p> <p>5.10/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Reimburses Attract Connect Stay – Glen Innes \$21,955 for the Community Workforce Recruiter Connector Feasibility Study with 50% payment to commence the project and 50% payment on completion and presentation to Council of the Feasibility Study. Reimburses the Glen Innes Show Society \$7,000 for the 2023 Annual Glen Innes Show, with 50% reimbursed prior to the event, and 50% reimbursed following the successful holding of the event. Reimburses the Ben Falls Retreat \$7,045 for the expansion of cabin accommodation with 100% paid on approval and provision of the Development Application for the cabins to Council. Reimburses Karinya \$20,000 for the construction of new units with 100% paid on approval and provision of the Complying Development Certificate to Council. Reimburses Spend in Glen \$10,000 for the operation of the 2023 Christmas Promotion with 100% paid on receipt of invoice to Council. Reimburses Glen Industries \$25,000 for the acquisition and commissioning of plastic recycling equipment on receipt of invoice to Council, the inclusion of the supplier invoice as proof of purchase, and confirmation in writing that the equipment will be installed in the Glen Innes premises prior to monies being released. <p>Further, that in order to receive the \$25,000, Glen Industries must comply with the conditions of their Lease and supply Council with all requirements regarding their Lease Agreement as previously requested – the Annual Lease Agreement for the Glen Innes Landfill Recycling requires an Annual Report regarding the amount of recycling material processed through the recycling centre.</p> <ol style="list-style-type: none"> Requests the Manager of Economic Development to write to all unsuccessful applicants outlining how future submissions could be improved to meet the criteria and provisions of the Local Economic Development Support Fund Policy. 	28/04/2023	Bombell, Rhonda	<p>14 Nov 2022 9:39am Davis, Margot - Target Date Revision</p> <p>Target date changed by Davis, Margot from 10 November 2022 to 30 November 2022 - Margot has been on leave however should be completed by 18 November 2022.</p> <p>02 Dec 2022 9:27am Burley, Gayleen</p> <p>Spend in Glen and Glen Innes Show Society have been sent their Service Agreements in accordance with the Council resolution. Council is awaiting further details and confirmation of project delivery dates from the remaining three recipients before issuing Service Agreements/funding.</p> <p>07 Feb 2023 1:02pm Duffell, Debbie - Reallocation</p> <p>Action reassigned to Bombell, Rhonda by Duffell, Debbie - Reallocation requested by the Director of Place and Growth</p> <p>09 Feb 2023 2:39pm Bombell, Rhonda</p> <p>Grants Officer has forwarded official notification letters to each of the recipients in November and December 2022. Service agreements have been counter signed and executed with Glen Innes Show Society and Spend in Glen. \$10,000 allocation for Spend in Glen has been paid in full as per Council resolution 50% instalment payment to Glen Innes Show Society. In regard to the remaining recipient service agreements the Grants Officer is awaiting further instruction from senior management in regard to activity deadlines.</p> <p>09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 30 November 2022 to 28 February 2023 - When confirmation from senior management on activity deadlines is received, service agreements will be sent out to remaining recipients for signing and execution. Recipient Glen Industries are required to complete additional requirements as per Council resolution prior to service agreement execution.</p> <p>09 Feb 2023 2:50pm Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 28 February 2023 to 28 February 2023</p>

<p>Division:</p> <p>Committee: Council</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: Thursday, 16 March 2023 1:48:15 PM</p>
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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
			<p>8. Requests the Manager Economic Development to communicate to all successful applicants the outcome of their application including a stipulation of the funding to provide Council with evidence of the project completion and invite Council to official openings, events or otherwise in recognition of Council's contribution to their project.</p> <p>CARRIED</p>			<p>09 Mar 2023 2:02pm Bombell, Rhonda</p> <p>Upon approval from Director of Place and Growth and acting Economic Development Manager grants officer has customised service agreements to remaining recipients has per Council resolutionall. Glen Industries counter signed service agreements have now been sent.</p> <p>14 Mar 2023 9:08am Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 28 February 2023 to 28 April 2023 - Decision and direction has been made by Director of Place and Growth in consultation with acting Manager of Economic Development and Grants Officer. The remaining service agreements can be distributed to remaining recipients and has been actioned and awaiting remaining to be signed and executed to complete this action.</p> <p>14 Mar 2023 9:15am Bombell, Rhonda - Target Date Revision</p> <p>Target date changed by Bombell, Rhonda from 28 April 2023 to 28 April 2023</p>
24/11/2022	7.9	Review of Volunteer Policy	<p>Moved Cr A Parsons Seconded Cr L Gresham</p> <p>10.11/22 RESOLUTION</p> <p>That Council adopts the revised Glen Innes Severn Council Volunteer Policy.</p> <p>CARRIED</p>	31/03/2023	Williams, Anthony	<p>06 Dec 2022 12:08pm Watt, Anna - Target Date Revision</p> <p>Target date changed by Watt, Anna from 08 December 2022 to 21 December 2022 - MCS is on leave.</p> <p>16 Dec 2022 11:23am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 21 December 2022 to 31 January 2023</p> <p>22 Dec 2022 10:57am Williams, Anthony</p> <p>MCS to progress post closure.</p> <p>10 Jan 2023 4:41pm Williams, Anthony</p> <p>MCS to finalise as soon as time available</p> <p>08 Feb 2023 7:27am Williams, Anthony</p> <p>Completion is in the process with expected date of 28 February.</p> <p>08 Feb 2023 7:29am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 31 January 2023 to 28 February 2023 - Additional time required.</p>

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
						<p>13 Mar 2023 11:14am Williams, Anthony</p> <p>Papers prepared for GM approval and signature - forwarded 13-03-2023</p> <p>13 Mar 2023 11:16am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 28 February 2023 to 31 March 2023 - Paperwork prepared and forwarded for GM approval 13 March 2023</p>
15/12/2022	7.4	Glencoe Library Services	<p>Moved Cr T Arandale Secoded Cr C Sparks</p> <p>6.12/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Continues the current delivery of Glencoe Library Services; and Seeks expressions of interest for the contract to deliver the Glencoe Library Services from June 2023. <p>CARRIED</p>	28/07/2023	Byrne, Kerry	<p>22 Dec 2022 9:37am Byrne, Kerry - Target Date Revision</p> <p>Target date changed by Byrne, Kerry from 29 December 2022 to 28 July 2023 - Council's meeting on 15/12/22 authorised a resolution which included organising a tender for services at the completion of the Glencoe Library Services contract at the end of June 2023. The date has been revised to allow a tendering process for the contract.</p> <p>16 Feb 2023 10:32am Byrne, Kerry - Target Date Revision</p> <p>Target date changed by Byrne, Kerry from 28 July 2023 to 28 July 2023 - The current Branch Library Contractor's contract finishes at the end of June 2023. Council's Resolution states that the current contractor continues the delivery of service till June 2023 and an expression of interest be organised to gauge community interest is supplying Library Services to Glencoe before the end of the current contract.</p>
15/12/2022	7.13	LEP Map Error - 1278 Glen Elgin Road, Glen Elgin	<p>Moved Cr L Gresham Secoded Cr J Parry</p> <p>15.12/22 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> Resolves to forward the Section 3.22 of the Environmental Planning and Assessment Act Submission Report to the Minister for Planning to expedite the Local Environmental Plan map amendment; and Notifies the landowners of the resolution. <p>CARRIED</p>	31/03/2023	Taminiau, Kathleen	<p>08 Feb 2023 8:42am Taminiau, Kathleen</p> <p>Council forwarded the 3.22 submission report to the Department of Planning on 19/12/2022. The Department of Planning rejected the submission due to the submission being unable to comply with s3.22 as a minor correction or error noting; 1. The draft LEP was exhibited as E3 for the land., 2. Council resolved to make the LEP as E3 for the land., 3. The highly vegetated nature of the land., Council notified the landowners of the resolution and outcome of the submission (rejection) to the landowners on 23/01/2023., Council is now undertaking further investigations in relation to this matter including engagement with multiple State Government Departments/Agencies and review of historical records.</p> <p>08 Feb 2023 8:49am Taminiau, Kathleen - Target Date Revision</p> <p>Target date changed by Taminiau, Kathleen from 29 December 2022 to 31 March 2023</p>

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
15/12/2022	12.1	Expression of Interest - Proposed Industrial Subdivision Dumaresq Street	Moved Cr T Arandale Seconded Cr L Gresham 29.12/22 RESOLUTION THAT Council: 1. Accepts "in principle" and "without prejudice" the expression of interest submitted by Sandra and Stafania Pallotta from The Organic Tshirt Factory to purchase proposed Lot 3 from the subdivision on Lot 1 DP 500396, 180 Dumaresq Street, Glen Innes industrial land; 2. As per Council resolution 26.11/22, procures a valuation to be undertaken on the remaining four (4) undeveloped lots being lots 1, 2, 3 and 5 and delegates the General Manager or his delegate to negotiate a contract for the sale; and 3. Provides landowner consent for lodging applications for the development on the subject lot. CARRIED	31/12/2023	Hunt, David	03 Feb 2023 2:09pm Duffell, Debbie - Reallocation Action reassigned to Appleby, Keith by Duffell, Debbie - This project is now being delivered by Infrastructure Services. 07 Feb 2023 12:01pm Duffell, Debbie - Reallocation Action reassigned to Price, Sam by Duffell, Debbie - Keith Appleby on leave. 07 Feb 2023 1:59pm Price, Sam - Target Date Revision Target date changed by Price, Sam from 29 December 2022 to 13 March 2023 - New Surveying contractor working thru DA conditions to finalise sub division 13 Mar 2023 11:28am Appleby, Keith - Reallocation Action reassigned to Hunt, David by Appleby, Keith - This matter falls under Council's property services function. 16 Mar 2023 10:42am Hunt, David - Target Date Revision Target date changed by Hunt, David from 13 March 2023 to 04 June 2023 - Conditions of consent to be completed by Council before subdivision plan can be registered and certificate issued by Council. Valuation has been obtained. 16 Mar 2023 11:30am Hunt, David - Target Date Revision Target date changed by Hunt, David from 04 June 2023 to 31 December 2023 - Delays anticipated for completion of conditions of consent.
23/02/2023	7.2	ALGA National General Assembly 2023	Moved Cr L Gresham Seconded Cr C Sparks 3.02/23 RESOLUTION THAT Council: 1. Authorises for the Mayor, the Deputy Mayor and the General Manager to attend the National General Assembly of Local Government, which is being held in Canberra from Tuesday, 13 June 2023 until Friday, 16 June 2023. 2. Considers whether it would like to submit any motions to the 2023 National General Assembly in accordance with the requirements listed in Annexure A of this report. CARRIED	24/03/2023	Duffell, Debbie	13 Mar 2023 10:59am Duffell, Debbie - Target Date Revision Target date changed by Duffell, Debbie from 09 March 2023 to 24 March 2023 - Registrations completed for the Mayor, Deputy Mayor and General Manager to attend the NGA. Motions required to be submitted by 24 March 2023.

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23/02/2023	7.12	Life Choices - Support Services Fees and Charges 2022-2023	<p>Moved Cr J Parry Seconded Cr C Sparks</p> <p>13.02/23 RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Endorses the proposed Life Choices - Support Services Home Care Packages Fees and Charges as necessitated by recent Australian Government aged care industry reforms. 2. Advertises the following proposed Life Choices - Support Services Home Care Packages Fees and Charges for public exhibition from Thursday, 2 March 2023 until 4pm on Wednesday, 29 March 2023 and seeks public submissions on the proposed fees and charges: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100%;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 10%;">Level</th> <th style="width: 35%;">Proposed Care Management Fee</th> <th style="width: 35%;">Proposed Package Management Fee</th> </tr> </thead> <tbody> <tr> <td>Level 1</td> <td>\$62.00</td> <td>\$44.00</td> </tr> <tr> <td>Level 2</td> <td>\$121.00</td> <td>\$92.00</td> </tr> <tr> <td>Level 3</td> <td>\$184.00</td> <td>\$202.16</td> </tr> <tr> <td>Level 4</td> <td>\$248.00</td> <td>\$306.46</td> </tr> </tbody> </table> 3. Displays the proposed fees on Council's website, and that they be made available for viewing at the following locations: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Council's Town Hall Office; <input checked="" type="checkbox"/> Council's Church Street Office; and <input checked="" type="checkbox"/> The Village Post Offices at Deepwater, Emmaville and Glencoe. 4. Requests the Manager of Community Services to prepare a further report to Council after the exhibition period in the event of Council receiving any significant submissions regarding specific fees and charges; otherwise, that the proposed LC-SS fees and charges will be adopted by Council. <p>CARRIED</p>	Level	Proposed Care Management Fee	Proposed Package Management Fee	Level 1	\$62.00	\$44.00	Level 2	\$121.00	\$92.00	Level 3	\$184.00	\$202.16	Level 4	\$248.00	\$306.46	28/04/2023	Williams, Anthony	<p>13 Mar 2023 11:16am Williams, Anthony</p> <p>Life Choices - Support Services Home Care Packages Fees and Charges currently on public exhibition from Thursday, 2 March 2023 until 4pm on Wednesday, 29 March 2023. Council is seeking public submissions on the proposed fees and charges: Fees and charges as per Policy.</p> <p>13 Mar 2023 11:20am Williams, Anthony - Target Date Revision</p> <p>Target date changed by Williams, Anthony from 09 March 2023 to 28 April 2023 - Public Exhibition Period ends on 29 March 2023. Revised Fees and Charges process shall be completed thereafter.</p>
Level	Proposed Care Management Fee	Proposed Package Management Fee																			
Level 1	\$62.00	\$44.00																			
Level 2	\$121.00	\$92.00																			
Level 3	\$184.00	\$202.16																			
Level 4	\$248.00	\$306.46																			

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MEETING DATE	ITEM NO.	SUBJECT	MOTION	TARGET DATE	RESPONSIBLE OFFICER	COMMENTS
23/02/2023	7.19	Review of Public Gates - Installation Maintenance and Removal Policy	Moved Cr A Parsons Seconded Cr J Parry 20.02/23 RESOLUTION That Council adopts the revised Public Gates – Installation, Maintenance and Removal Policy. CARRIED	24/03/2023	Kamphorst, Anthony	16 Mar 2023 10:35am Wilkins, Kimberley - Target Date Revision Target date changed by Wilkins, Kimberley from 09 March 2023 to 24 March 2023 - Policy being finalised for GM signature.
23/02/2023	12.1	Glen Innes Skate Park - Tender	Moved Cr J Parry Seconded Cr C Sparks 26.02/23 RESOLUTION THAT Council: 1. After due consideration of the tender response received for Tender T22-06 - Glen Innes Skate Park Redevelopment, declines to accept the tender, for the reason that the submission did not meet tendering requirements. 2. Does not re-tender the project on the grounds that the project has been released to market twice with only one (1) non-compliant submission being received by Convic Pty Ltd. 3. Authorises the General Manager or his delegate to negotiate a contract to Council's satisfaction with Convic Pty Ltd, on a full design and construct basis, for the development of a new Glen Innes Skate Park Facility within the project budget of \$344,807. CARRIED	28/04/2023	Burley, Gayleen	13 Mar 2023 1:35pm Burley, Gayleen - Target Date Revision Target date changed by Burley, Gayleen from 09 March 2023 to 28 April 2023 - Time needed to negotiate an agreement with proposed contractor. 13 Mar 2023 1:36pm Burley, Gayleen Negotiation with proposed contractor to be undertaken.



MINUTES OF ANNUAL GENERAL MEETING
 Australia Day Committee
 HELD ON: 1 March 2023

MEETING OPENED: 7.30pm

PRESENT: Jan Lemon, Kerry Strong, Robert Arthur, Councillor Andrew Parsons, Kerrie Sturtridge, Karen Carr, Cr Jack Parry

APOLOGIES: Peter Haselwood, Richard Edkins, Bev Edkins.

DECLARATIONS OF CONFLICT OF INTEREST: Nil.

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING: Moved Jan Lemon. Seconded Mahri Koch. **CARRIED**

Item No.	Item	Action
5	REPORT FROM THE CHAIRPERSON: Jan Lemon Tabled – report in attachments with Final Minutes document. Members thanked Jan for her hard work during the year again, especially for the application and reporting on the Australia Day National Grant system.	
6	EXECUTIVE REPORTS – Finance As per ordinary meeting 1/3/2023	
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR: Jan Lemon, Peter Haselwood, Bev Edkins, Richard Edkins, Kerry Strong, Robert Arthur, Mahri Koch, Kerrie Sturtridge, Karen Carr. (9 nominations).	
7.1	Cr Jack Parry took the chair after Jan Lemon declared all positions vacant.	
8	ELECTION OF OFFICE BEARERS:	
9.1	Office bearers for 2023-24 are: Chairperson Jan Lemon nominated by Kerrie Sturtridge, Second Mahri Koch. No further nominations for Chairperson. CARRIED. Secretary Mahri Koch nominated by Kerrie Sturtridge, Seconded Kerry Strong. No further nominations for secretary. CARRIED. Nominations for committee members (9) accepted by all from nominations lodged: Jan Lemon, Peter Haselwood, Bev Edkins, Richard Edkins, Kerry	Congratulations Jan Lemon And Mahri Koch

Item No.	Item	Action
	Strong, Robert Arthur, Mahri Koch, Kerrie Sturtridge, Karen Carr. (9 nominations): Moved Cr Parry. Seconded Cr Andrew Parsons.	
10	SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
	Meeting time is to remain the first Wednesday of each month at 7pm at the Glen Innes and District Services Club Boardroom. The 2024 Annual General Meeting date will be Wednesday, 6 March 2024 at 7pm, at the Glen Innes and District Services Club Boardroom.	Mahri to book Board room for said meetings 2023 – 24.

MEETING CLOSED: 8.03pm

NEXT MEETING: 2 August 2023

Jan Lemon.....

Chairman

1/3/2023

Date

Minutes 2023 AGM
Emmaville Mining Museum
16th February 2023

Meeting Opened: 3.55 p.m.

Present: Ron Jillett, Margaret Haar, Danny Andrews, Bill Johnson, Adella Brown, Evan Brown, Rob Banham, Rhonda Bombell, Heather Green, Mark Green, Jenny Wilson, Margaret Lynn

Apologies: Nil

Previous Minutes: Minutes of the 2022 AGM were read by the Secretary.

“That the previous minutes be accepted as a true record”: Moved: Danny Andrews, Seconded: Margaret Haar.

Business Arising: Nil

Correspondence: Nil

President’s Report: The President tabled his annual report, (copy attached)

That the Presidents report be accepted: Moved: Ron Jillett Seconded: Margaret Haar.

Election of Office Bearers: The President thanked all Committee members for their hard work throughout the year, and declared all positions vacant. Rob Banham was appointed returning officer, and Ron vacated the chair.

President: Nominee 1: Evan Brown, nominated: Margaret Lynn, seconded: Heather Green

Nominee 2: Ron Jillett, nominated: Margaret Haar, seconded: Adella Brown.

Evan Brown declined the nomination in favour of Ron Jillett. Ron indicated his willingness to accept the position, and as there were no other nominations, he was elected unopposed.

Vice President: Nominee: Bill Johnson, nominated: Margaret Haar, seconded: Danny Andrews. Bill indicated his willingness to accept the position, and as there were no other nominations, he was elected unopposed.

Secretary: Nominee: Evan Brown, nominated: Margaret Haar, seconded: Margaret Lynn. Evan indicated his willingness to accept the position, and as there were no other nominations, he was elected unopposed.

Treasurer: Nominee: Evan Brown, nominated: Bill Johnson, seconded: Heather Green. Evan indicated his willingness to accept the position, and as there were no other nominations, he was elected unopposed.

Publicity Officer: Nominee: Rhonda Bombell: nominated Rob Banham, seconded: Evan Brown. Rhonda indicated her willingness to accept the position, and as there were no other nominations, she was elected unopposed.

Committee: The following applicants make up the balance of the Committee: Margaret Lynn, Margaret Haar, Danny Andrews, Adella Brown, Heather Green, Mark Green, Jenny Wilson.

General Business: It was agreed that Danielle Mepham should be contacted with regards to creating a Patrons position for Ron Jillett.

Next AGM to be held February 22/02/2024

There being no further business the meeting was declared closed at 4.15 pm.


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(President)


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(Secretary)

**Minutes of the Glen Innes Severn Council Cemetery Trust Committee
Annual General Meeting held on 16 February 2023**

Present: Deputy Mayor Troy Arandale (Chair), Jenny Thomas, Robert Thomas, Tammy McLennan, Robert Davidson, Carlene Knight and Graham Archibald(minutes).

Apologies: Raelene Watson.
MOVED: Carlene Knight **SECONDED:** Tammy McLennan **CARRIED**

Meeting opened at 5.32pm.

Minutes Minutes from the previous AGM were read with no business arising.

MOVED: Bob Thomas **SECONDED:** Jenny Thomas **CARRIED**

ELECTION OF OFFICE BEARERS

Cr Troy Arandale thanked all the Committee members for their efforts over the past year. Cr Troy Arandale then declared all positions vacant.

It was reported that five (5) nominations were received for the Committee, from Jenny Thomas, Robert Thomas, Robert Davidson, Carlene Knight and Tammy McLennan.

Noted that even though an apology, that Raelene Watson still wanted to be part of the committee. That if the written nomination was received prior to the minutes being completed it would be accepted.

Further to this that all six (6) nominations be accepted as members of the committee (Pending the receipt of Raelene's nomination).

MOVED: Jenny Thomas **SECONDED:** Tammy McLennan **CARRIED**

Conversation was then held amongst the attending members on the position of chair and with no other nominations received Cr Troy Arandale was re-elected unanimously.

Chair Cr Troy Arandale welcomed the new Committee for 2023-2024 and hoped that it would have a productive year.

Committee meetings were agreed to being held on proposed dates as listed below:

- Thursday, 18 May 2023 - Ordinary Meeting
- Thursday, 17 August 2023 - Ordinary Meeting
- Thursday, 16 November 2023 - Ordinary Meeting
- Thursday, 15 February 2024 - Ordinary Meeting
- Thursday, 15 February 2024 - AGM

Meetings to be held in the Church Street Meeting room at 5.30pm.

MOVED: Jenny Thomas **SECONDED:** Carlene Knight **CARRIED**

Annual General Meeting Closed: 5.50 pm

..... Page 1
Chairman
Date



**GLENCOE COMMUNITY HALL
MINUTES OF ANNUAL GENERAL MEETING
HELD ON: 4th February 2023**

MEETING OPENED: 11:05am

PRESENT: Rob Irwin, Helen Gunther, Sharon Packwood-Scullion, Nancy Parry, Andrew Irwin, Jason Irwin, Chris Irwin, Cienwen Grose, Caren-Lesley Donald, Cindy Sharman, Sally Gilder, Julie Wright

APOLOGIES: Matt Scullion, Noeline Tarrant

Moved Helen Gunther, seconded Andrew Irwin that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST: Nil

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved Helen Gunther, seconded Julie Wright that the minutes of the previous meeting, dated 9th March 2022 be accepted.

CARRIED

Item No.	Item	Action
5	REPORT FROM THE CHAIRPERSON / PRESIDENT:	
	Read by Rob Irwin See attached. Moved Rod Irwin, Seconded Sharon Packwood. Carried	
6	TREASURER REPORT	
	Read by Julie Wright See attached. Moved Julie Wright, Seconded Ceinwen Grose. Carried	
7	NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR:	
	Helen Gunther, Rob Irwin, Julie Wright, Nancy Parry, Sharon Packwood-Scullion, Andrew Irwin, Chris Irwin, Jason Irwin, Ceinwen Grose	Helen to send Community Committees of Council Manual to all members
8	VOTING:	
	Under 12 nominations were received so no voting is required.	
9	ELECTION OF OFFICE BEARERS: Councillor Parry	
	Chairperson Rob Irwin, nominated by Ceinwen Grose, Seconded by Helen Gunther. Rob accepted. Carried	
	Vice Chairperson Andrew Irwin, nominated by Rob Irwin, Seconded Julie Wright Andrew accepted. Carried	
	Secretary Helen Gunther nominated by Rob Irwin, Seconded by Julie Wright. Helen accepted. Carried	

Item No.	Item	Action
	<p>Treasurer Julie Wright nominated by Andrew Irwin, Seconded by Rob Irwin. Julie accepted. Carried</p> <p>Booking Officer Ceinwen Grose nominated by Julie Wright, Seconded by Andrew Irwin. Ceinwen accepted. Carried</p> <p>Committee Members- Nancy Parry, Sharon Packwood-Scullion, Chris Irwin, Jason Irwin.</p>	
10	DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:	
	<p>Meetings will be held quarterly on the first Saturday of the month at 11am. To be held in the Glencoe Hall. Meetings for the next 12 months will be:</p> <ul style="list-style-type: none"> • 29 April 2023(changed due to clash with the Celtic Festival) • 5 August 2023 • 4 November 2023 • 3 February 2024 (AGM & general meeting) 	
11	Bank Signatories	
	Treasurer Julie Wright and Secretary Helen Gunther will continue to be the signatories on the bank account.	

MEETING CLOSED: 11:30am

NEXT MEETING: General Meeting 11:35am 4th February 2023 Glencoe Hall

Rob Irwin

Chairman

10/2/23
Date

Minutes of the Open Spaces Committee
Annual General Meeting held on 15 February 2023

Present: Mayor Robert Banham, Deputy Mayor Troy Arandale, Acting Director of Place and Growth Graham Archibald, Desmond Fitzgerald, Richard Moon, Raelene Watson, Mahri Koch, Peter Croft, and Nicole Wilson (Minutes).

Apologies: Director of Place and Growth Gayleen Burley, Councillor Carol Sparks.

Meeting opened at 3.45 pm

WELCOME

Chairperson Cr Troy Arandale opened the meeting by welcoming new and returning members. He thanked the past members for their contribution and ideas presented to this Committee the past year.

MOTION: That the minutes of the Annual General Meeting held on 16 February 2022 be accepted as true and correct.

MOVED: Mahri Koch **SECONDED:** Richard Moon

CARRIED

Deputy Mayor Troy Arandale declared all positions vacant.

ELECTION OF OFFICE BEARERS

There were five (5) nominations received for the Open Spaces Committee, being:

- 1. Dr Mahri Koch – the Glenrac representative;
- 2. Desmond Fitzgerald;
- 3. Richard Moon;
- 4. Raelene Watson;
- 5. Peter Croft;

MOTION: That the five (5) nominations received for the Open Spaces Committee be accepted.

MOVED: Deputy Mayor Troy Arandale **SECONDED:** Mayor Rob Banham

CARRIED

.....
Chairman

.....
Date

APPOINTMENT OF CHAIRPERSON

Deputy Mayor Troy Arandale advised that the Committee need to elect a Chairperson for the next years meetings. Deputy Mayor Troy Arandale self-nominated himself for Chairperson for the next year.

MOTION: Deputy Mayor Troy Arandale is elected to the position of Committee Chair.

MOVED: Deputy Mayor Troy Arandale **SECONDED:** Raelene Watson

CARRIED

It was advised that the Committee can nominate a member secretary to undertake all meeting minutes and associated duties or they can continue with the secretarial assistance provided by a Council staff member. The committee agreed that the role of secretary continue and be provided by a Council staff member.

The Committee discussed future meeting dates. It was agreed that the future meeting dates for the Open Spaces Committee would be bimonthly and start at 4pm as follows for the 2023 year:

- Wednesday 19 April 2023
- Wednesday 28 June 2023
- Wednesday 30 August 2023
- Wednesday 18 October 2023
- Wednesday 13 December 2023
- Wednesday 21 February 2024.

Venues for the meeting would be set to be held at the Library Conference Room.

Annual General Meeting Closed: 3.52 pm.

.....
Chairman

.....
Date

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**GLEN INNES SEVERN COUNCIL
Roads Consultative Committee**

Minutes of the Annual General Meeting held on **Thursday, 16 February 2023** in the William Gardner Conference Room, Glen Innes Severn Council Library & Learning Centre.

PRESENT Andrew Hancock (Chair), Rob Banham, Troy Arandale, Mike Norton, James Gresham, Maurice Velcich, Brian Winter, Daniel McAlary, Tom Faithfull, Sam Price (Acting Director Infrastructure Service), Tony Kamphorst, and Kimberley Wilkins minutes).

1. **OPEN & WELCOME**

The meeting opened at 11:33 am.

The Chair welcomed everyone and thanked all the Committee members for their contribution over the past year, then declared all positions vacant.

2. **APOLOGIES**

Keith Appleby (Director of Infrastructure Services), Jeff Smith

3. **DECLARATION OF CONFLICTS OF INTEREST**

Nil

4. **ACCEPTANCE OF PREVIOUS MINUTES**

As per Item 3.4 of the Manual for Community Committees of Council, the minutes of the previous AGM held on Thursday, **17 February 2022** were deemed endorsed by consensus of the Committee as no requests for amendment were received within the specified five (5) days of distribution.

5. **NOMINATIONS FOR MEMBERSHIP**

The Chair called for and tabled the written nominations for the Committee.

- Brian Winter;
- Jeff Smith;
- James Gresham;
- Tom Faithfull;
- Andrew Hancock;
- Michael Norton;
- Maurice Velcich;
- Daniel McAlary.

.....
Chair Date

6. VOTING FOR MEMBERS

As nine (9) or less community representatives were nominated, there was no need to cast a vote.

7. WELCOMING COMMUNITY REPRESENTATIVE MEMBERS

The Chair recommended to the Committee that the nominations are noted as received and accepted; these nominations would now go to Council in March 2023 for endorsement.

Action

Kimberley to contact the Section 355 Committee Secretary to advise community representative members to the Roads Consultative Committee for 2023/24 for endorsement by Council.

8. SETTING DATES FOR FUTURE MEETINGS

The proposed meeting dates for the coming period as outlined below, were agreed upon.

- 10:00am Thursday, 18 May 2023 - Ordinary Meeting
- 10:00am Thursday, 17 August 2023 - Ordinary Meeting
- 10:00am Thursday, 16 November 2023 - Ordinary Meeting
- 10:00am Thursday, 15 February 2024 - Ordinary Meeting and AGM

Dan McAlary asked if we can move the meetings to three (3) monthly. Group discussion about need for frequency to meet.

Chairman Andrew Hancock reminded the group that the purpose of the Roads Consultive Committee is to be an advisory/consultative committee. The number of meetings currently (4) each year is to Council to allow space to be able to address and schedule works requests and the Council staff area available in between meetings for an opportunity for issues to be discussed.

Consensus remained that the meetings for Roads Consultative Committee remain as they are with no requirement for additional meetings.

MOTION

That the Roads Consultative Committee meetings as noted above remain scheduled four (4) times for the calendar year and that no additional meetings or change to the frequency of these meetings are required.

MOVED: James Gresham

SECOND: Brian Winter

CARRIED

Action

Kimberley to sent out Calendar Reminder for these meetings for the coming year to all members.

.....
Chair Date

Annexure A
Item 7.8

The Committee called for volunteers to act as the Committee Chair.

Andrew Hancock nominated for Chairperson

Nominated by Mike Norton **Seconded** Tom Faithfull

Nomination accepted by Andrew Hancock.

No other nominations were received for the position of Chairperson.

MOTION

That Andrew Hancock be appointed Chairperson for the Roads Consultative Committee for the 2023/2024 year

MOVED: Mike Norton **SECOND:** Tom Faithfull.

CARRIED

9. CLOSE

There being no further business, the meeting closed at 11.39pm

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Chair

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Date

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2019/2020								
Project	Works	Status Comments as at 28 February 2023	Adopted Budget	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 2,079,254	\$ 6,454,763	\$ 5,960,974			
Bushfire Community Resilience and Economic Recovery Fund	BFR - Old Wyaliba Replanning	Draft Master Plan has been received. Draft Bushfire Management Plan has been provided to Wyaliba community for discussion. These documents have been received on a pro bono basis. This funding has now been extended to 30 June 2022 and additional funding will be used for other projects such as LEP review, bushfire mapping and DCP review in 2021/2022.	\$ 90,000	\$ 90,000	\$ 98,163	99%	30/08/2022	20/06/2022
Glen Innes Indoor Sports Stadium	Full Amount of Grant \$5,500,000 with \$4,221,492 from Regional Sport Infrastructure Fund and \$1,278,508 from Australian Government - Building Better Regions Fund.	Completed.	\$ 1,889,254	\$ 6,264,763	\$ 5,766,517	100%	30/10/2022	20/09/2022
Bushfire Community Resilience and Economic Recovery Fund	Connectivity	Project completed. Consultant delivered Master Plan. Community Consultation has finished. Remove additional grant funding expenditure.	\$ 100,000	\$ 100,000	\$ 96,294	100%		30/06/2022
Total			\$ 2,079,254	\$ 6,454,763	\$ 5,960,974			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2020/2021								
Project	Works	Status Comments as at 28 February 2023	Adopted Budget	Revised Budget	*Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 3,700,000	\$ 3,700,000	\$ 2,664,220			
Local Bridges - Bridge Renewal Program	5270 Shannonvale Road, Mann River Bridge	Bridge construction complete with deck poured in November 2022. Civil works on road approached expected to be completed in April 2023.	\$ 1,400,000	\$ 1,400,000	\$ 829,280	70%	30/4/2023	
Local Bridges - Bridge Renewal Program	Side Track and Bridge over Mann River at Wyaliba	Project complete.	\$ 2,300,000	\$ 2,300,000	\$ 1,834,939	100%		1/09/2022
PROJECTS FUNDED FROM WASTE RESERVE			\$ 284,065	\$ 284,065	\$ 171,865			
LANDFILL: Future Landfill Development	LANDFILL: Future Landfill Development	This project is part of the long term rehabilitation of the Landfill Site. The works will continue into the 2022/2023 to complete drainage works on the eastern and southern boundaries of the landfill. Project will carry into Waste Remediation Provision. Purchase of additional property for Landfill proposed. One of the two properties have been purchased to allow drainage line to be installed on the southern side of the quarry. negotiations are underway about withdrawal of Aboriginal Land Claim.	\$ 284,065	\$ 284,065	\$ 171,865	70%	31/12/2023	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 380,000	\$ 380,000	\$ 215,880			
Safer Roads Grant	Bald Nob Road	Project completed on 9 December 2022.	\$ 380,000	\$ 380,000	\$ 215,880	100%	0/01/1900	
Total			\$ 4,364,065	\$ 4,364,065	\$ 3,051,965			

CAPITAL WORKS PROGRAM CARRIED FORWARD FROM 2021/2022								
Project	Works	Status Comments as at 28 February 2023	Adopted Budget	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 2,345,000	\$ 2,345,000	\$ 302,899			
Fixing Country Bridges	5220 Mt Mitchell Road, Yarrow Creek Bridge	Consturction commenced with side track installed and existing bridge demolished. New piles installed.	\$ 945,000	\$ 945,000	\$ 250,233	25%	28/04/2023	
Fixing Country Bridges	5215 Mt Mitchell Road, Mann River	Design has been procured and is complete. Works are planned to be completed by Council's bridge team after the completion of Yarrow Creek bridge in May 2023. Council has accepted a schedule of rates tender for bridge components from local business Weir Built	\$ 1,400,000	\$ 1,400,000	\$ 52,666	5%	30/04/2024	
PROJECTS FUNDED FROM GENERAL FUND			\$ 727,825	\$ 1,045,444	\$ 692,804			
Finance: Project Jigsaw Open Office Implementation	Finance: Project Jigsaw Open Office Implementation	Planning and Data Migration in progress. Stage 1 Go Live was July 2022. The project is 80% complete	\$ 476,825	\$ 785,825	\$ 558,869	80%	16/12/2022	
Glen Innes Swim Centre Upgrade	Glen Innes Swim Centre Upgrade	Completed.	\$ 76,000	\$ 84,619	\$ 99,964	100%	30/09/2022	30/08/2022
CBD Roundabout Landscaping	CBD Roundabout Landscaping	Design being undertaken, plants purchased. Suitable material being selected for ground cover.	\$ 60,000	\$ 60,000	\$ 12,853	20%	30/06/2023	
Upgrade Signage	Upgrade Signage	Minor work carried out.	\$ 30,000	\$ 30,000	\$ 8,351	16%	31/12/2023	
Upgrade Electricity Dumaresq Street Industrial Estate	Upgrade Electricity Dumaresq Street Industrial Estate	Electrical design being undertaken to allow for upgrade of electrical services.	\$ 85,000	\$ 85,000	\$ 12,768	0%	30/08/2023	

Annexure C
Item 7.9

INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 25,000	\$ 25,000	\$ 30,461			
Roads of Strategic Importance - Council Contribution	Bald Nob Upgrade Stage 2	Moved to 7001C22 - Survey is has been undertaken by internal staff and is complete. Design has been complete and issued for construction with works planned to start in March 23	\$ -	\$ -	\$ 19,034	5%	30/12/2023	
Footpath Renewal	Footpath Renewal	Project complete.	\$ 25,000	\$ 25,000	\$ 8,678	100%		30/06/2022
Heavy Patching Program	Heavy Patching Program	Moved to 7001C22 Works completed on Maybole Road, Red Range Road, Rangers Valley Road. Staff have been diverted to flood recovery. Remaining budget proposed to be used to fund bitumen reseal program and budget deficiencies in Bald Nob road upgrades.	\$ -	\$ -	\$ 2,749	30%	30/03/2023	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 6,445,417	\$ 7,825,417	\$ 4,037,914			
Safer Roads Grant	Bald Nob Segment 20	Project completed on 9 December 2022.	\$ 2,140,139	\$ 2,140,139	\$ 1,449,405	100%	0/01/1900	
Fixing Local Roads	Lang Street/Furracabad Road	Project complete	\$ 990,000	\$ 990,000	\$ 968,605	100%		2/09/2022
Local Roads and Community Infrastructure Grant	Mt Slow Gravel Resheeting	Project complete pending final invoicing from Glen Innes Aggregates for haulage.	\$ 296,000	\$ 296,000	\$ 203,800	100%	0/01/1900	
Fixing Local Roads	Round 2 New Bitumen Seals	Sealing of Maybole Road, Yarraford Road, Mt Mitchell Road, Pinkett Road, Strathbogie Road and Gordons Road completed. West Furracabad Road has been re-sheeted however sealing delayed due to drainage issues.	\$ 3,019,278	\$ 3,019,278	\$ 1,410,269	75%	31/05/2023	

Fixing Local Roads	Gulf Road	Tenders received under assessment	\$ -	\$ 1,380,000	\$ 5,835	1%	31/05/2023	
LRCI PHASE 3			\$ -	\$ 931,854	\$ 732,229			
Local Roads and Community Infrastructure Grant Phase 3	LRCI Phase 3 Bitumen reseal program	Costs journalled out to Roads to Recovery Projects and remaining budget carried forward as WIP into 2022/2023.	\$ -	\$ 431,854	\$ 117,622	5%	30/12/2022	
Indoor Sports Stadium	Construction of Carpark	Carpark seeled and line marking completed. QBR to be completed for pverspend	\$ -	\$ 500,000	\$ 614,607	100%	Completed	
PROJECTS FUNDED THROUGH THE PLANT FUND			\$ -	\$ 15,000	\$ 12,666			
New Plant Program	Flail Mower	Delivered and entered into service	\$ -	\$ 15,000	\$ 12,666	100%		8/11/2022
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 312,000	\$ 312,000	\$ 713,037			
Regional Roads Block Grant	Emmaville Road segment 180	Project complete	\$ 312,000	\$ 312,000	\$ 713,037	100%	0/01/1900	
PROJECTS FUNDED FROM THE SEWER FUND			\$ 546,972	\$ 555,472	\$ 425,338			
Sewer: Mains Renewal – Sewer Funds	Sewer - Capital Renewal	The first round of manhole repairs has been completed by FITT resources. Inspections will be carried out on the Sewer Pump stations and assessed. Relining has been delayed due to COVID restrictions and 45% of current year program completed. Manhole repair work is scheduled for March and relining is booked in for April.	\$ 536,972	\$ 546,972	\$ 417,883	45%	30/12/2022	
Sewer - New Mains (Private Works)	Sewer - New Mains (Private Works)	Complete	\$ 8,000	\$ 3,000	\$ 2,886	100%		30/06/2022
Sewer - New Services (Private Works)	Sewer - New Services (Private Works)	Complete	\$ 2,000	\$ 5,500	\$ 4,569	100%		30/06/2022
PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE			\$ 145,000	\$ 145,000	\$ 23,952			
Renew Drainage – Drainage Charge Reserve	Stormwater Renewals - Glen Innes	Pipes replaced on Cherry Tree Rd. Works planned to be undertaken in Grafton Street have again been deferred due to staff being diverted to natural disaster repairs.	\$ 145,000	\$ 145,000	\$ 23,952	18%	30/09/2023	

PROJECTS FUNDED FROM THE WATER FUND			\$ 655,000	\$ 1,594,532	\$ 928,248			
Water Mains Renewal	Water - Capital Renewal	Components have been purchased for the Oliver Street Main upgrade, however work has been delayed by wet weather. This project is scheduled to commence in the next Quarter. Planning is progressing for upgrades to water main at Thomas Street	\$ 651,532	\$ 651,532	\$ 200,187	25%	30/06/2023	
Water - Capital New	Water - Capital New assets	Project is anticipated to be completed under budget.	\$ 3,468	\$ 40,000	\$ 33,957	75%	30/06/2023	
Water Fund Renewals	Water - Automated Water Meter Reading	Project underway. Meter data is starting to be received. Approximately 200 meters remain to be replaced and an additional 200 receivers to be installed. This will progress between reads and will be completed by 30 June.	\$ -	\$ 761,000	\$ 687,319	90%	30/12/2022	
Water Fund Renewals	Truck Wash Upgrade	Effluent dosage testing completed. Procurement of dosing system is completed, currently being utilised at STP while new dosing system is delivered.	\$ -	\$ 142,000	\$ 6,786	20%	30/06/2023	
Total			\$ 11,202,214	\$ 14,794,719	\$ 7,899,548			

CAPITAL WORKS PROGRAM REVOTES - 2022							
Project	Works	Status Comments as at 28 February 2023	Adopted Budget	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date Actual Completion Date
ROADS TO RECOVERY (RTR)							
Unsealed Roads Re-sheeting	Shannon Vale Road	Works underway.	\$ 444,063	\$ 464,063	\$ 209,521	60%	30/12/2022
SRV PROGRAM							
Intersection Upgrade	Wattle Vale Quarry	On hold subject to review of project scope to meet budget and comply with TfNSW requirements.	\$ 573,546	\$ 573,546	\$ 22,853	5%	30/06/2023
FIXING COUNTRY BRIDGES							
Fixing Country Bridges	Wentworth St - Rocky Ponds	Pedestrian bridge component has been commenced. Bridge design and REF completed. Full bridge proposed to be tendered externally.	\$ 81,875	\$ 131,875	\$ 89,404	80%	30/05/2024
Fixing Country Bridges	5170 - Furracabad	Council has entered into an MOU with Inverell and Armidale for joint delivery. Design has been procured (Awarded to SMEC), and review of environmental factors now completed. Fisheries permit to be obtained. A second tender for bridge components has provided a local source for components. Balance of budget to be spent in delivery with 7109C23.	\$ 199,142	\$ 149,142	\$ 78,278	80%	30/05/2024
Sub Total			\$ 1,298,626	\$ 1,318,626	\$ 400,056		

CAPITAL WORKS PROGRAM 2022/2023							
Project	Works	Status Comments as at 28 February 2023	Adopted Budget	Revised Budget	Project Actual + Committed	Project Percentage Complete	Proposed Completion Date Actual Completion Date
BRIDGE RENEWAL PROGRAM GRANT & SECTION 7.11 CONTRIBUTIONS			\$ 2,077,083	\$ 2,077,083	\$ 20,066		
5315 Tent Hill Road, Bark Hut Creek	5315 Tent Hill Road, Bark Hut Creek	Project to be withdrawn via QBR.	\$ 250,000	\$ 250,000	\$ -	0%	0/01/1900
5320 Tent Hill Road, Bark Hut Creek	5320 Tent Hill Road, Bark Hut Creek	Project to be withdrawn via QBR.	\$ 250,000	\$ 250,000	\$ -	0%	0/01/1900
5340 Wentworth St over Rocky Ponds Creek	5340 Wentworth St over Rocky Ponds Creek	Pedestrian bridge component has been commenced. Bridge design and REF completed. Full bridge proposed to be tendered externally.	\$ 776,225	\$ 776,225	\$ 6,581	5%	30/05/2024
5170 Furracabad Rd over Furracabad Creek	5170 Furracabad Rd over Furracabad Creek	Council has entered into an MOU with Inverell and Armidale for joint delivery. Design has been procured (Awarded to SMEC), and review of environmental factors now completed. Fisheries permit to be obtained. A second tender for bridge components has provided a local source for components. Balance of budget to be spent in delivery with 7109C23.	\$ 800,858	\$ 800,858	\$ 13,485	5%	30/05/2024
INFRASTRUCTURE PROJECTS FUNDED FROM GENERAL FUND			\$ 987,713	\$ 987,713	\$ 138,193		
Heavy Patching Program	Heavy Patching Program	Project yet to commence.	\$ 797,713	\$ 797,713	\$ 96,381	0%	30/06/2023
New cycleways / shared path	New cycleways / shared path	Project yet to commence.	\$ 50,000	\$ 50,000	\$ 6,776	0%	30/06/2023
Kerb & Gutter Installation - Railway Street	Kerb & Gutter Installation - Railway Street	Project yet to commence.	\$ 40,000	\$ 40,000	\$ -	0%	30/06/2023
Kerb & Gutter Installation - Hunter Street	Kerb & Gutter Installation - Hunter Street	Project yet to commence.	\$ 30,000	\$ 30,000	\$ -	0%	30/06/2023
Kerb & Gutter Installation - Emmaville	Kerb & Gutter Installation - Emmaville	Project yet to commence.	\$ 20,000	\$ 20,000	\$ -	0%	30/06/2023
Causeway renewal	Causeway renewal	Causeways renewed on Severn River Road, Gulf Road.	\$ 50,000	\$ 50,000	\$ 35,036	30%	30/06/2023
PROJECTS FUNDED FROM BORROWINGS			\$ 300,000	\$ 300,000	\$ -		
Infrastructure Backlog Projects	Infrastructure Backlog Projects	Planned to expend on bitumen reseal program.	\$ 300,000	\$ 300,000	\$ -	0%	30/06/2023

PROJECTS FUNDED FROM GENERAL FUND			\$ 431,720	\$ 431,720	\$ 34,266			
Signage Upgrades	Signage Upgrades	Project yet to commence.	\$ 50,000	\$ 50,000	\$ -	0%	30/06/2023	
Public Art Projects	Public Art Projects	Project yet to commence.	\$ 50,000	\$ 50,000	\$ -	0%	30/07/2023	
Replacement of Emmaville Pool Covers	Replacement of Emmaville Pool Covers	Completed.	\$ 8,950	\$ 8,950	\$ 8,950	0%	3/01/2022	
Replacement of Anzac Park Playground equipment	Replacement of Anzac Park Playground equipment	Project yet to commence.	\$ 200,000	\$ 200,000	\$ -	0%	12/01/2024	
G I Aquatic Centre 25mt and LTS pools reapply top coat	G I Aquatic Centre 25mt and LTS pools reapply top coat	Pool emptied, investigations undertaken to determine scope of works. Grant funding obtained to undertake additional works.	\$ 45,000	\$ 45,000	\$ -	0%	30/09/2023	
Carpet for William Gardner Conference Room	Carpet for William Gardner Conference Room	Carpet has been installed. There are issues in the doorways with the new carpet being slightly higher than the previous carpet which still needs to be rectified	\$ 22,770	\$ 22,770	\$ 19,273	95%	31/05/2023	
LC-SS Outdoor Furniture Settings x 2	LC-SS Outdoor Furniture Settings x 2	Project complete	\$ 5,000	\$ 5,000	\$ 4,380	100%	30/06/2023	28/02/2023
CAFS Sun Shade for playground equipment	CAFS Sun Shade for playground equipment	Quotes have been received; a preferred contractor has been engaged.	\$ 50,000	\$ 50,000	\$ 1,664	15%	30/06/2023	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			\$ 11,068,529	\$ 11,068,529	\$ 675,957			
Roads of Strategic Importance	Bald Nob Upgrade	Survey has been undertaken by internal staff and is complete. Design is complete and issued for construction with works planned to start in April 23.	\$ 2,550,000	\$ 2,550,000	\$ 290,804	5%	30/06/2023	
Local Roads and Community Infrastructure Grant	LRCI Phase 3 Bitumen Reseals	Project yet to commence.	\$ 154,416	\$ 154,416	\$ -	0%	30/06/2023	
Airport runway renewal	Local Government Recovery Grants Program - Airport Runway	Project yet to commence.	\$ 1,000,000	\$ 1,000,000	\$ -	0%	30/06/2023	
Flood Recovery	Essential Public Asset Restoration Claim	EPARS submitted for approval for Pinkett Road, Yarraford Road and Glen Legh Road. Pinkett Rd approved. Awaiting TfNSW approval of other projects.	\$ 5,000,000	\$ 5,000,000	\$ -	0%	30/06/2023	
Outdoor netball courts	Outdoor netball courts	Earthworks completed for commencement of outdoor courts. Works on courts have been delayed and new commencement date is to be confirmed with contractor.	\$ 251,310	\$ 251,310	\$ 168	20%	30/06/2023	

Annexure E Item 7.9

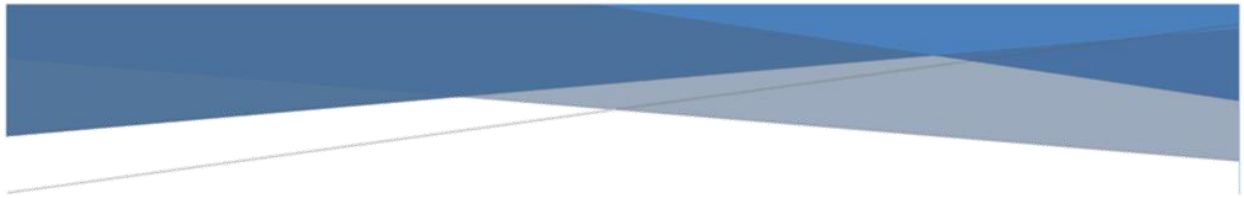
Pathways linking Indoor Sports Stadium to existing pathways	Funded by BSBF Grant	Concrete team commenced pathways in September 2022 with approximately 85 lineal meters of path completed. Staff have been diverted to other priority road repair works.	\$ 266,466	\$ 266,466	\$ 35,210	20%	30/06/2023	
Pathway from Indoor Sports Stadium to High School	Funded by Regional Sports Facility Grant	Concrete team to commence after pathways linking Indoor Sports Stadium to existing pathways have been completed	\$ 266,466	\$ 266,466	\$ -	0%	30/06/2023	
Emmaville War Memorial Hall Upgrades	Emmaville War Memorial Hall Upgrades	Project yet to commence.	\$ 131,651	\$ 131,651	\$ 105,326	0%	30/06/2023	
Centennial Parklands Skywalk	Centennial Parklands Skywalk	Project is planned to be delivered by Fleetwood Urban under LGP contract	\$ 700,000	\$ 700,000	\$ 244,281	0%	30/06/2023	
Centennial Parklands - Amenities and Outdoor Area construction	Centennial Parklands - Amenities and Outdoor Area construction	Project being redrafted and engineering designed to be put out to tender.	\$ 402,485	\$ 402,485	\$ -	0%	12/01/2023	
Skate Park redevelopment and new shared pathways	Skate Park redevelopment and new shared pathways	Tender completed. Report to Council is imminent.	\$ 221,557	\$ 221,557	\$ 168	0%	31/12/2023	
BSBR000316 Indoor Sports Stadium Stage Two	BSBR000316 Indoor Sports Stadium Stage Two	Part works completed. Outdoor playground to be completed.	\$ 124,178	\$ 124,178	\$ -	60%	30/11/2023	
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 590,000	\$ 590,000	\$ 16,930			
Traffic Facilities	Traffic Facilities	Guard Rail installed at Camerons Creek.	\$ 70,000	\$ 70,000	\$ 16,930	25%	30/06/2023	
Block Grant - Emmaville Road segment 70	Block Grant - Emmaville Road segment 70	Project yet to commence.	\$ 114,000	\$ 114,000	\$ -	0%	30/06/2023	
Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Block Grant - Emmaville Road segment 210 Heavy Patch & Reseal Program	Project yet to commence.	\$ 200,000	\$ 200,000	\$ -	0%	30/06/2023	
Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Block Grant - Wellington Vale Road Heavy Patch & Resealing Program	Project yet to commence.	\$ 206,000	\$ 206,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM ROADS TO RECOVERY (RTR)			\$ 889,200	\$ 889,200	\$ 296,700			
Unsealed Roads Resheeting - Nine Mile Road	Unsealed Roads Resheeting Nine Mile Road	Project complete	\$ 281,400	\$ 281,400	\$ 251,844	100%		2/09/2022
Unsealed Roads Resheeting - Bullock Mountain Road	Unsealed Roads Resheeting Bullock Mountain Road	Project yet to commence.	\$ 437,360	\$ 437,360	\$ -	0%	30/06/2023	
Unsealed Roads Resheeting - Haymarket Road	Unsealed Roads Resheeting Haymarket Road	Project yet to commence.	\$ 120,000	\$ 120,000	\$ -	0%	30/06/2023	
Unsealed Roads - Caerleon Road	Unsealed Roads - Caerleon Road	Project complete in Nov 22	\$ 50,440	\$ 50,440	\$ 44,856	100%	0/01/1900	

PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS			\$ 300,000	\$ 300,000	\$ 5,181			
New Bitumen Seals - Blue Hills/Rodgers Road	New Bitumen Seals - Blue Hills/Rodgers Road	Project yet to commence	\$ 300,000	\$ 300,000	\$ 5,181	0%	30/06/2023	
PROJECTS FUNDED FROM THE SEWER FUND			\$ 641,117	\$ 641,117	\$ 372,265			
Capital Renewal (Matches depreciation plus 30%)	Capital Renewal (Matches depreciation plus 30%)	Project yet to commence.	\$ 621,117	\$ 621,117	\$ 348,917	0%	30/06/2023	
New Mains	New Mains	Project yet to commence.	\$ 10,000	\$ 10,000	\$ -	0%	30/06/2023	
New Service	New Service	Project will be ongoing throughout the year.	\$ 10,000	\$ 10,000	\$ 23,348	12%	30/06/2023	
PROJECTS FUNDED FROM THE WATER FUND			\$ 711,854	\$ 711,854	\$ 92,225			
Capital Renewal	Capital Renewal	Project yet to commence.	\$ 591,854	\$ 591,854	\$ 74,411	0%	30/06/2023	
Capital new	Capital new	Project yet to commence.	\$ 100,000	\$ 100,000	\$ -	0%	30/06/2023	
New Mains	New Mains	Project yet to commence.	\$ 10,000	\$ 10,000	\$ 2,193	0%	30/06/2023	
New Service	New Service	Project will be ongoing throughout the year.	\$ 10,000	\$ 10,000	\$ 15,621	0%	30/06/2023	
PROJECTS FUNDED THROUGH THE PLANT FUND			\$ 1,108,000	\$ 1,108,000	\$ 801,282			
Heavy Plant Replacement Program	Bogie Tipper Truck & Dog Trailer	Item ordered - will require additional budget in QBR	\$ 420,000	\$ 420,000	\$ 458,500	95%	30/03/2023	
Heavy Plant Replacement Program	Hino Ranger 14 FM1JLPM	Item ordered - will require additional budget in QBR	\$ 285,000	\$ 285,000	\$ -	95%	30/03/2023	
Heavy Plant Replacement Program	Hino Ranger Nine	Project yet to commence. This is a replacement and a corresponding sale of plant will occur. Disposing plant item 1102.	\$ 285,000	\$ 285,000	\$ 303,700	0%	30/06/2023	
New Plant Program	Cat 3 Leaseback (MIWS)	Project yet to commence.	\$ 40,000	\$ 40,000	\$ -	0%	30/06/2023	
New Plant Program	Cat 3 Leaseback (MID)	Complete- Plant no 1582 purchased.	\$ 40,000	\$ 40,000	\$ 39,082	100%		28/07/2022
Heavy Plant Replacement Program	Workshop Utility	Project yet to commence. This is a replacement and a corresponding sale of plant will occur. Disposing plant item 2518.	\$ 38,000	\$ 38,000	\$ -	0%	30/06/2023	
PROJECTS FUNDED THROUGH THE STORMWATER/DRAINAGE RESERVE			\$ 429,000	\$ 429,000	\$ 86,376			
Rural Drainage Renewals	Rural Drainage Renewals	Second-hand excavator purchased to assist with off road drain cleaning. Drainage team currently completing the work under flood recovery funding.	\$ 282,471	\$ 282,471	\$ 86,376	20%	30/06/2023	
Urban Drainage Renewals	Urban Drainage Renewals	Project yet to commence.	\$ 146,529	\$ 146,529	\$ -	0%	30/06/2023	
Totals			\$ 19,534,216	\$ 19,534,216	\$ 2,539,441			

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
			Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM GENERAL FUND			59,763	77,763	55,000			
Governance: New Website Development	Governance: New Website Development	The website project is now completed. There remains \$10,000 in the project budget. The MCO is currently researching applying the surplus to possible add ons, particularly for community engagement tools.	\$ 47,000	\$ 65,000	\$ 55,000	90%	30/11/2022	
LCSS: Skillion Carport	LCSS: Skillion Carport	Kit set has been delivered. The retaining wall needs substantial work completed which will be a 23/24 capital budget request. A location for the carport needs to be determined (3m from building). This project will not be completed at 30 June 2023.	\$ 12,763	\$ 12,763	\$ -	30%	30/06/2024	
PROJECTS FUNDED FROM OTHER GRANTS & CONTRIBUTIONS			136,000	136,000	78,363			
Local Roads and Community Infrastructure Grant	3km Donnelly's Resheet	Project complete in Jan 23, pending invoicing from Glen Innes aggregates for material and haulage.	\$ 136,000	\$ 136,000	\$ 78,363	100%	0/01/1900	
PROJECTS FUNDED FROM THE GLEN INNES AGGREGATES SURPLUS			200,000	74,225	-			
Quarry Development	Wattle Vale establishment	These funds will be used toward internal components of the Wattle Vale quarry project after the external intersection works are completed.	\$ 200,000	\$ 74,225	\$ -	0%	30/06/2023	
PROJECTS FUNDED FROM LRCI PHASE 3			-	593,146	-			
Unsealed Roads Re-sheeting	Illparran Road	Project not yet commenced. Material sourcing options need to be reviewed.	\$ -	\$ 132,992	\$ -	0%	30/06/2023	
Unsealed Roads Re-sheeting	Jenkins Road	Project not yet commenced. Material sourcing options need to be reviewed.	\$ -	\$ 75,154	\$ -	0%	30/06/2023	
Unsealed Roads Re-sheeting	Ten Mile Road	Project not yet commenced. Gravel and contractor resources to be reviewed.	\$ -	\$ 385,000	\$ -	0%	30/06/2023	

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
			Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED THROUGH THE PLANT FUND			409,724	454,373	506,847			
Heavy Plant Replacement Program	4 x 4 Light Rigid Truck	Plant Number - 1121, Trade Value - \$22,727, Purchase price - \$130,000 - Vehicle has been ordered. New Plant 2121	\$ 107,273	\$ 107,273	\$ 93,995	95%	30/03/2023	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete - Plant 1583 has been delivered. Awaiting updated invoicing from Supplier.	\$ 32,227	\$ 30,444	\$ 30,526	100%		2/11/2022
Heavy Plant Replacement Program	Leaseback Category 3 Vehicle	Complete - Plant no. 1581 has been delivered. Committals to be reallocated to correct budget lines. Committal relates to Plant 1585 - 7068C22)	\$ 3,773	\$ 33,866	\$ 33,883	100%		12/08/2022
Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete - Plant 1584 has been delivered. Awaiting updated invoicing from Supplier.	\$ 33,682	\$ 36,815	\$ 36,815	100%		30/10/2022
Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete - Plant 1585 has been delivered. Awaiting updated invoice from Supplier.	\$ 31,455	\$ 30,444	\$ 30,526	100%		30/10/2022
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Complete - Plant no 3508 purchased for drainage team. Committals to be reallocated to correct budget line (Plant 3510 - 7073C22)	\$ 33,954	\$ 36,986	\$ 44,736	100%		12/08/2022
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Complete - Plant no 3510 purchased.	\$ 34,636	\$ 36,986	\$ 45,441	100%		30/10/2022
Heavy Plant Replacement Program	4 x 4 Crewcab Chassis	Plant Number - 2516 written off for 11,160.25, Purchase price - \$41,000 - . Vehicle has been ordered. Delivery delayed and expected in December 2022.	\$ 26,455	\$ 36,986	\$ 45,441	95%	30/11/2022	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete - Plant no 1586 has been delivered. Awaiting updated invoice from supplier.	\$ 27,455	\$ 30,444	\$ 73,634	100%		30/10/2022
Heavy Plant Replacement Program	4 x 4 Single C/C	Budget adjusted in March QBR. Order has been placed delivery delayed until January 2023.	\$ 30,455	\$ 37,314	\$ 41,405	95%	30/01/2023	
Heavy Plant Replacement Program	LCSS - Light Vehicle	Complete - Plant no 1587 purchased. Expected delivery in November 2022. Committals to be reallocated to correct budget line (Plant 1583 - 7061C22)	\$ 48,359	\$ 36,815	\$ 30,444	95%	30/11/2022	

CAPITAL WORKS PROGRAM 2022/2023 REVOTES								
			Adopted Budget	Revised Budget	* Project Actual + Committed	Project Percentage Complete	Proposed Completion Date	Actual Completion Date
PROJECTS FUNDED FROM REGIONAL ROADS GRANTS			\$ 138,000	\$ 138,000	\$ -			
Regional Roads REPAIR Program	Emmaville Road segment 180	Project complete in Nov 22	\$ 138,000	\$ 138,000	\$ 30,444	100%	0/01/1900	
			943,487	1,473,507	640,210			



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Internal Audit Charter

Item 7.12

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		CHIEF AUDIT EXECUTIVE (CAE)			
REVIEWED BY:		CAE and the Audit, Risk and Improvement Committee (ARIC)			
REVIEW DUE DATE (ARIC):		March 2024			
REVIEW DUE DATE (Council):		April 2025			
VERSION NUMBER:		2			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
2	24/03/2023	nn.nn/nn	New document created from the Office of Local Government Model internal audit charter.	CAE	Council
1.1	25 June 2020	6.06/20	Creation of the Charter	DCCS	Council

Reviewed by the Chief Audit Executive

.....
[sign and date]

Reviewed by Chair of Council's Audit, Risk and Improvement Committee

.....
[sign and date]

Reviewed by the General Manager

.....
[sign and date]

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1. ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

2. INTRODUCTION

Glen Innes Severn Council (Council) has established Internal Audit as a key component of Council's governance and assurance framework, in compliance with the Departmental Chief Executive's Guidelines for Risk Management and Internal Audit for Local Government in NSW. This Charter provides the framework for the conduct of the Internal Audit function in Council and has been approved by the governing body considering the advice of Council's Audit, Risk and Improvement Committee.

3. PURPOSE OF INTERNAL AUDIT

Internal Audit is an independent, objective assurance and consulting activity designed to add value and improve Council operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process.

As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and the Audit, Risk and Improvement committee about Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Council to improve its business performance.

4. INDEPENDENCE

Council's internal audit function is to be independent of Council so it can provide an unbiased assessment of Council's operations and risk and control activities.

Internal audit reports functionally to the Audit, Risk and Improvement Committee on the completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal Audit activities are not subject to direction by Council and Council's management has no role in the exercise of Council's internal audit activities.

The Audit, Risk and Improvement Committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Committee.

The General Manager must consult with the Chair of Council's Audit, Risk and Improvement Committee before appointing or making decisions affecting the employment

of the Chief Audit Executive. If the Chief Audit Executive is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

Where the Chair of Council's Audit, Risk and Improvement Committee has any concerns about the treatment of the Chief Audit Executive, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The Chief Audit Executive is to confirm at least annually to the Audit, Risk and Improvement Committee the independence of internal audit activities from Council.

5. AUTHORITY

Council authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Chief Audit Executive considers necessary for the internal audit function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Chief Audit Executive and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to internal audit are not to be made publicly available. Internal audit may only release Council information to external parties that are assisting the internal audit function to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

6. ROLE

The internal audit function is to support Council's Audit, Risk and Improvement Committee to review and provide independent advice to Council in accordance with section 428A of the Local Government Act 1993. This includes conducting internal audits of Council and monitoring the implementation of corrective actions.

The Internal Audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity;
- facilitating the integration of risk management into day-to-day business activities and processes; and
- promoting a culture of high ethical standards.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Council functions or activities (except in carrying out its own functions).

7. HEAD OF INTERNAL AUDIT FUNCTION

Council's internal audit function is to be led by a Council staff member with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to Council and the Audit, Risk and Improvement Committee. The internal audit function must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

At Glen Innes Severn Council the shared Internal Auditor will be the Chief Audit Executive.

Responsibilities of the Chief Audit Executive include:

- managing the day-to-day activities of the internal audit function;
- managing Council's internal audit budget;
- supporting the operation of Council's Audit, Risk and Improvement Committee;
- approving internal audit project plans, conducting or supervising audits and assessments and providing independent advice to the Audit, Risk and Improvement Committee;
- monitoring Council's implementation of corrective actions that arise from the findings of audits;
- implementing the Audit, Risk and Improvement Committee's annual work plan and four-year strategic work plan;
- managing internal audit personnel and ensuring that they have the skills necessary to fulfil the role and responsibilities of the internal audit function;
- ensuring Council's internal audit activities comply with the Guidelines for risk Management and Internal Audit for Local Government in NSW; and
- contract management and oversight of supplementary external providers (where appropriate).

The Internal Auditor is appointed through a shared arrangement with Tamworth Regional Council. Administratively, the Internal Audit function reports to the Manager of Governance, Risk and Corporate Planning.

8. INTERNAL AUDIT TEAM

Members of the internal audit team are responsible to the Chief Audit Executive.

Individuals that perform internal audit activities for Council must have:

- an appropriate level of understanding of Council's culture, systems and processes;
- the skills, knowledge and experience necessary to conduct internal audit activities in Council;
- effective interpersonal and communication skills to ensure they can engage with Council staff effectively and collaboratively; and
- honesty, integrity and diligence.

Glen Innes Severn Council has entered a shared internal audit arrangement with Tamworth Regional Council to undertake the internal audit function. All staff engaged in the shared arrangement will comply with this Charter and all other Policies, Procedures and Codes of Glen Innes Severn Council.

9. PERFORMING INTERNAL AUDIT ACTIVITIES

The work of the internal audit function is to be thoroughly planned and executed. Council's Audit, Risk and Improvement Committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Committee and the internal audit function. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The Committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All Internal Audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standard.

The Chief Audit Executive is to provide the findings and recommendations of internal audits to the Audit, Risk and Improvement Committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The Chief Audit Executive is to establish an ongoing monitoring system to follow up Council's progress in implementing corrective actions.

The General Manager, in consultation with the Audit, Risk and Improvement Committee, is to develop and maintain policies and procedures to guide the operation of Council's internal audit function.

The Chief audit Executive is to ensure that the Audit, Risk and Improvement Committee is advised at each of the Committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

10. CONDUCT

Internal audit personnel must comply with Council's Code of Conduct. Complaints about breaches of Council's Code of Conduct by internal audit personnel are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with Council's Audit, Risk and Improvement Committee before any disciplinary action is taken against the Chief Audit Executive in response to a breach of Council's Code of Conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

11. ADMINISTRATIVE ARRANGEMENTS

Audit, Risk and Improvement Committee Meetings

The Chief Audit Executive will attend Audit, Risk and Improvement Committee meetings as an independent non-voting observer. The Chief Audit Executive can be excluded from meetings by the Committee at any time.

The Chief Audit Executive must meet separately with the Audit, Risk and Improvement Committee at least once per year.

The Chief Audit Executive can meet with the Chair of the Audit, Risk and Improvement Committee at any time, as necessary, between committee meetings.

External Audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

Internal audit should maintain an effective working relationship with Council and the Audit, risk and Improvement Committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the internal audit function and Council, the dispute is to be resolved by the General Manager and/or the Audit, Risk and Improvement Committee. Disputes between the internal audit function and the Audit, Risk and Improvement Committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

12. VARIATION AND REVIEW

Council's Audit, Risk and Improvement Committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This Charter is to be reviewed annually by the Committee and once each Council term by the governing body. Any substantive changes are to be approved by the governing body.

13. FURTHER INFORMATION

For further information on Council's internal audit activities, contact the Manager of Governance, Risk and Corporate Planning on council@gisc.nsw.gov.au or by phone on 02 6730 2300.

Schedule 1 – Internal Audit Function Responsibilities

Audit

Internal Audit

- Conduct internal audits as directed by Council's Audit, Risk and Improvement Committee.
- Implement Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by Council of corrective actions.
- Assist Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External Audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor the Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk Management

Review and advise:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard;
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities;
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting;
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile;
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;

- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour;
- if there is a positive risk culture within Council and strong leadership that supports effective risk management;
- of the adequacy of staff training and induction in risk management;
- how Council's risk management approach impacts on Council's] insurance arrangements;
- of the effectiveness of Council's management of its assets; and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal Controls

Review and advise:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective;
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with;
- if Council's monitoring and review of controls is sufficient; and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework;
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements; and
- whether appropriate processes are in place to assess compliance.

Fraud and Corruption

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial Management

Review and advise:

- if Council is complying with accounting standards and external accountability requirements;
- of the appropriateness of Council's accounting policies and disclosures;
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations;
- whether Council's financial statement preparation procedures and timelines are sound;
- the accuracy of Council's annual financial statements prior to external audit, including:
 - management compliance/representations;
 - significant accounting and reporting issues;
 - the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements; and
 - appropriate management signoff on the statements;
- if effective processes are in place to ensure financial information included in Council's report is consistent with signed financial statements;
- if Council's financial management processes are adequate;
- the adequacy of cash management policies and procedures;
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions;
 - adequate segregation of duties;
 - timely reconciliation of accounts and balances; and
 - review of unusual and high value purchases;
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate; and
- if Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise of the adequacy of Council's governance framework, including Council's:

- decision-making processes;
- implementation of governance policies and procedures;
- reporting lines and accountability;
- assignment of key roles and responsibilities;
- committee structure;
- management oversight responsibilities;
- human resources and performance management activities;

- reporting and communication activities;
- information and communications technology (ICT) governance; and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic Planning

Review and advise:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes;
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives; and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

Service Reviews and Business Improvement

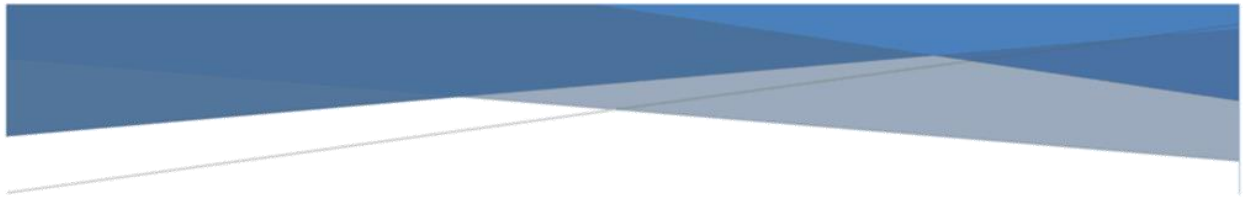
Review and advise:

- if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance;
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance; and
- how Council can improve its service delivery and Council's performance of its business and functions generally.

Performance Data and Measurement

Review and advise:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives;
- if the performance indicators Council uses are effective; and
- of the adequacy of performance data collection and reporting.



Legislative Compliance Policy

Item 7.13

Annexure A

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER GOVERNANCE, RISK AND CORPORATE PLANNING (MGRCP)			
REVIEWED BY:		Management Executive Team (Manex) and the Audit, Risk and Improvement Committee (ARIC).			
REVIEW DUE DATE:		February 2026			
VERSION NUMBER:		1			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
1	23/03/2023	TBC	Development of a new document.	MGRCP	Council

DRAFT

.....
General Manager

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Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

This Legislative Compliance Policy has been developed to provide assurance to Council, the **Management Executive (Manex)** and the **Audit Risk and Improvement Committee (ARIC)** that Council is compliant with the statutory and legislative requirements contained in Commonwealth and State legislation that impact on Council operations.

APPLICABILITY

This policy applies to:

- All Council Staff.

OUTCOMES

The framework aims to achieve the following:

- Understand the issues related to Council's compliance risks that are relevant to the outcomes and objectives of Council as defined in the **Community Strategic Plan (CSP)**, **Delivery Program (DP)**, **Operational Plan (OP)**, and other supporting plans and strategies;
- Establish internal controls and processes to manage compliance risks and prevent breaches;
- Identify accountable officer(s) for ensuring compliance with key legislation;
- Determine how compliance is to be monitored;
- Assign responsibilities for identifying, reporting and recording instances of noncompliance;
- Determine remedial action(s) to be taken when noncompliance is identified;
- Develop a reporting structure to notify those charged with governance of instances of noncompliance and associated remedial actions; and
- Provide registers and mechanisms to assess and continuously improve compliance performance.

ROLES AND RESPONSIBILITIES

Councillors

Councillors have a responsibility to be aware of the legislation applicable to the strategic decisions they are making. The Councillors and ARIC have direct access to the compliance function.

The ARIC

The ARIC provides independent advice to the Council on management of compliance risks within council. The ARIC monitors:

- Compliance risk identification, assessment and treatment;
- Compliance incidents and remediation; and
- Risk reviews, audit findings and progress implementing the recommendations arising from such reviews.

General Manager and Manex

The General Manager is responsible for leading and driving the implementation of Council's values across Council and the promotion and support of the Legislative Compliance Framework is an important component in this regard.

Manex is ultimately responsible for approving the Legislative Compliance Framework, and the ARIC shall oversee the adherence, monitoring and review of the Council's Compliance Framework.

Manex is responsible for ensuring that appropriate resources, systems and processes are in place to implement the Legislative Compliance Framework across the organisation, comply with legislative and regulatory requirements within their specific areas of operational responsibility, and ensure that any potential or actual legislative noncompliance has been identified and is being managed appropriately; Specifically, by:

- Remaining aware of the compliance obligations (including monitoring for changes in legislation and regulation) within their areas of control;
 - Identifying individual staff members requiring training and ensuring their participation as required to ensure ongoing compliance;
 - Maintaining oversight of corrective actions to compliance breaches to ensure completion in a timely manner;
 - Certifying compliance for their area of control; and
 - Encouraging behaviours that create and support compliance and a compliance culture.
-

Manager Governance, Risk and Corporate Planning (MGRCP)

The MGRCP has overall responsibility for the control and coordination of the Legislative Compliance Framework and for coordinating the implementation of the compliance process in all areas of Council with compliance responsibilities. Specifically, the MGRCP will:

- Develop, implement and ensure continuous improvement of the Legislative Compliance Framework;
- Identify, in conjunction with Responsible Officers, compliance requirements and training needs and promoting awareness of compliance obligations;
- In conjunction with legal advisors, provide advice on serious suspected breaches / non-compliances to determine if the relevant legislation has not been complied with and the potential consequences of noncompliance;
- Determine if matters require further investigation and refer matters to the relevant Divisional Manager or Directors;
- Undertake risk assessments to identify high risk pieces of legislation;
- Allocate Council officers to be legislation owners;
- Report on Legislative Compliance and compliance breaches to Manex and the ARIC and ensure that appropriate and timely corrective actions are undertaken; and
- Assist Responsible Officers in identifying changes to legislation that aren't captured in Reliansys' library.

If necessary, the MGRCP on receipt of advice of legislative amendments is also responsible for submitting a report to Council advising circumstances any legislative changes would have a significant impact on Council operations.

Governance and Risk Management Unit

The Governance and Risk Management Unit is responsible for maintaining Council's Legislation and Statutory Reporting Registers.

Legislation Owners

Divisional Managers and other staff who are identified as owners of items in the Legislation or Statutory Reporting Registers are responsible for making themselves fully aware of Council's legislative obligations within their area of accountability or span of control.

All legislation owners are responsible for adherence to:

- The compliance obligations relevant to their position;
- Performing their duties in a lawful and safe manner;
- Undertaking training as required on compliance activities and initiatives;

- Undertaking risk / impact assessment of proposed, new or amended legislation to identify potential impacts on revenue and resources;
- Reporting and escalating compliance concerns, issues, complaints and failures;
- Undertaking investigations of compliance concerns where appropriate; and
- Undertaking corrective actions to compliance breaches in a timely manner.

All Staff

All staff employed by council are responsible for:

- Complying with relevant obligations within the scope of their roles;
- Reporting to their manager or supervisor instances where they consider obligations are not being complied with;
- Actively identify and seek additional support in understanding their compliance obligations; and
- Develop the compliance performance and culture within their teams by promoting opportunities for staff to increase their understanding, apply and continuously improve on compliance obligations relating to their role.

Council Committee Members, Delegates of Council and Council Advisers

Council Committee Members, Delegates of Council and Council Advisers all have an obligation to comply with the Code of Conduct and all relevant legislation applicable to their roles.

Regulatory

The following regulatory bodies (not limited to) have oversight on legislative compliance covering various functions at Council:

- The [Office of Local Government \(OLG\)](#) – The OLG is the NSW Government agency responsible for strengthening the sustainability, performance, integrity, transparency and accountability of the local government sector. The OLG has a policy, legislative, investigative and program focus in regulating the State's 128 local councils. The agency also works collaboratively with the local government sector to support local councils to deliver for their local communities. The principal legislation the OLG have functions and responsibilities under is the:
 - [Local Government Act 1993](#)
 - [Local Government \(General\) Regulation 2021](#)

Further the OLG creates various guidelines and model codes that councils are to abide by.

- The [Ombudsman \(NSW\)](#) undertakes a range of activities beyond the traditional ombudsman role of complaint handling and complaint investigations. The principal legislation the Ombudsman operates under is the:
 - [Ombudsman Act 1974](#)
 - [Community Services \(Complaints, Reviews and Monitoring\) Act 1993](#)
 - [Public Interests Disclosures Act 1994](#)
 - [Children \(Detention Centres\) Act 1987](#)
- The [Information and Privacy Commissioner \(IPC\)](#) – The IPC is an independent statutory authority that administers legislation dealing with privacy and access to government held information in New South Wales. The IPC have functions and responsibilities under the:
 - [Government Information \(Public Access\) Act 2009](#)
 - [Government Information \(Public Access\) Regulation 2018](#)
 - [Privacy and Personal Information Protection Act 1998](#)
- The [NSW Environment Protection Authority \(EPA\)](#) – The EPA is the primary environmental regulator for New South Wales and partners with business, government and the community to reduce pollution and waste, protect human health, and prevent degradation of the environment. The EPA have responsibilities and functions under the following NSW environmental legislation:
 - [Contaminated Land Management Act 1997](#)
 - [Dangerous Goods \(Road and Rail Transport\) Act 2008](#)
 - [Environmentally Hazardous Chemicals Act 1985](#)
 - [Forestry Act 2012](#)
 - [Local Land Services Act 2013](#)
 - [National Environment Protection Council \(New South Wales\) Act 1995](#)
 - [Ozone Protection Act 1989](#)
 - [Pesticides Act 1999](#)
 - [Plastics Reduction and Circular Economy Act 2021](#)
 - [Protection of the Environment Administration Act 1991](#)
 - [Protection of the Environment Operations Act 1997](#)
 - [Radiation Control Act 1990](#)
 - [Recreation Vehicles Act 1983](#)
 - [Waste Avoidance and Resource Recovery Act 2001](#)
- [Safework NSW](#) – Safework NSW is within the Department of Customer Service and has regulatory functions and responsibilities under the [Work Health and Safety Act](#).
- [Independent Commission Against Corruption NSW \(ICAC\)](#) - The three main areas of the ICAC's work are:
 - investigating and exposing corrupt conduct in the NSW public sector;
 - preventing corruption through advice and assistance; and

- educating the NSW community and public sector about corruption and its effects.

The *Independent Commission Against Corruption Act 1988* gives the ICAC broad jurisdiction to investigate any allegation or circumstance which, in its opinion, implies that corrupt conduct has occurred. The ICAC can also investigate conduct likely to allow, encourage or cause corrupt conduct.

Council is also engaged in various non-traditional Council businesses, such as Glen Innes Aggregates and Life Choices - Support Services, that are regulated by other statutory bodies

POLICY STATEMENT

Glen Innes Severn Council, like other Councils in NSW, is established as an entity under the *Local Government Act 1993 (the Act)*.

The purposes of the Act, defined in section 7 are:

- (a) to provide the legal framework for the system of local government for New South Wales,
- (b) to set out the responsibilities and powers of councils, councillors and other persons and bodies that constitute the system of local government,
- (c) to provide for governing bodies of councils that are democratically elected,
- (d) to facilitate engagement with the local community by councils, councillors and other persons and bodies that constitute the system of local government,
- (e) to provide for a system of local government that is accountable to the community and that is sustainable, flexible and effective.

Chapter 3 of the Act provides the guiding principles for councils at s8A. These guiding principles will apply to Council's approach to legislative compliance ensuring best outcomes for the **Local Government Area (LGA)**.

Other NSW and Commonwealth Legislation may apply to functions carried out by Council and Council is committed to being aware of its legislative requirements and taking measures to assist in ensuring compliance.

In determining the issues related to compliance risk, Council will consider a broad range of aspects, such as the regulatory, social and cultural contexts, the economic and environmental situation, and Council's policies, procedures, processes and resources. Council will take a risk-based approach to the implementation of the legislative compliance framework.

In analysing legislation where there may be competing provisions. Council will follow the higher principle as determined in Chapter 3 of the Act.

Legislative Compliance Framework

The Framework has three pillars:

- **Inform** - Assisting staff to be aware of their obligations and the legislative changes that may impact their business unit's activities;
- **Comply** - Tracking high risk legislation and monitoring compliance; and
- **Assure** - Internal and external audit and review activity providing a formal approach to continuous improvement.

The framework enables a robust and structured approach to compliance that is appropriate to Council's activities and operating environment and consists of:

- Development and maintenance of a Legislative Compliance Register;
- Risk assessments to identify high risk legislation;
- Establishment and maintenance of a Statutory Reporting Register;
- Implementing a process for monitoring and responding to legislation changes based on risk;
- Establishing ways to identify and remediate areas of noncompliance;
- Implementing a process to identify changes required to delegations and Council policies arising from legislative changes; and
- Implementing processes for continuous improvement.

This approach provides a robust and risk-based mechanism for assisting Council in meeting its statutory obligations and demonstrating its commitment to compliance with relevant legislative requirements.

INFORM

Legislative Compliance Register

If Council has not identified and catalogued legislation and regulations it operates under it cannot give assurance that legislative requirements are being met.

Council relies on Directors, Managers, Coordinators, Supervisors and Officers (collectively **Officers**) to be aware of legislation applicable to their responsible functions. The Management Executive and Governance Unit provide oversight.

Changes to legislation notified through various groups and newsletters, webinars, conferences etc. on implementing changes, guidelines based on legislation, regulatory websites, and the OLG Circulars and Calendar of Compliance are all means that Officers use to stay up to date on relevant industry information guiding legislative compliance and statutory reporting obligations at Council.

Further, Council have purchased an annual subscription to Reliansys' (Compliance Register, Audit, Delegations+ and Monitor) software system. These four modules, when implemented, will help improve, monitor, and report on the framework.

The Compliance and Delegations Modules provide subscriptions that update common pieces of legislation applicable to Council. They do not cover all relevant legislation and these additions to the register must be added separately and monitored by Governance.

These modules come at a significant cost to Council and continuing the use of one or more of these modules will be reassessed annually during the budgeting process.

The Compliance Module allows for each piece of legislation in the register to have an Officer identified as the "owner" of that piece of legislation. That Officer will be responsible for ensuring compliance with the requirements of that legislation and identifying any relevant risk management issues and appropriate delegation and policy changes required when legislation is first implemented or subsequently changed.

The legislative Compliance Module includes a dashboard and register with the following information:

- Name of Legislation;
- Key Obligations and Requirements of the legislation;
- Legislation Owner;
- Obligation Status Timeline with due soon, due today, overdue and missed indicators;
- A Compliance Profile with allocated, complies, partially complies, does not comply and not yet assessed indicators;
- A Tasks Status Summary with current tasks, next 30 days tasks, due today tasks, late tasks and due date needed tasks indicators;
- Other indicators and tracking tools; and
- Review Required for changed or deleted obligations.

Note: The Legislative Compliance register is confidential and may consist of or include legal advice to which attracts legal professional privilege. Staff should not disclose the contents of the Legislative Compliance register to any person outside Council without prior approval of the Governance, Risk and Corporate Planning Manager.

Each of the modules allows for workflows to be established, automated reminders of policy review due dates and other obligation requirements, along with escalation to supervisors if deadlines are not met.

Risk assessment to identify high risk legislation

The number of identified pieces of legislation will vary over time, however it is expected that the legislation register may have upwards of 150 separate pieces of legislation under

which Council may operate. As it would be administratively burdensome to centrally monitor every piece of legislation, a risk assessment will be undertaken to identify the legislative requirements that pose the highest risk to Council in terms of attraction of penalties or significant reputational damage from noncompliance. These pieces of legislation will be monitored closely and in a proactive manner.

A risk assessment shall be undertaken on establishment of the framework and then subsequently as required due to changes in legislation or due to instances of noncompliance. The assessment will be undertaken by the Governance and Risk Management Unit with input by relevant legislation owners.

The risk-based approach to compliance management does not mean that for low compliance risk situations that noncompliance is accepted by Council. It assists Council in focusing primary attention and resources on higher risks as a priority. All identified compliance risks are subject to monitoring and corrective action by legislation owners.

Identifying and responding to legislative changes

All legislation identified as high risk will be proactively managed by the Governance and Risk Unit along with the Director/s – Manager/s of the applicable functional area. The Unit will monitor legislative changes through a combination of the following mechanisms:

- Reliansys Compliance and Delegations+ Modules primarily;
- Legislative alert services for State and Commonwealth legislation and monitoring of the NSW Government Gazette;
- Monitoring websites of regulators and oversight agencies and subscribing to their alerts (ICAC, IPC, NSW Ombudsman's Office, Office of Local Government);
- Membership of professional industry groups;
- Attending forums and seminars; and
- Arrangements with legal advisors.

A log of relevant legislative changes for legislation is automated in the Reliansys system and tracks actions, if any, are taken in response to each change.

When a high-risk piece of legislation is amended, automatic notification is given to the "owner" of that piece of legislation advising of the change and the following will be considered:

- Policies required to change or be drafted in response to change;
- Delegations required to change or be created in response to change; and
- Briefing report for Manex / Council for significant changes or heightened risks or potential noncompliance due to the changes.

Significant legislative changes may require training and a multi-disciplinary action team to implement systems change in line with the legislative change. Legislation owners are

required to provide the above details within 10 business days of being advised of the changes.

Statutory Reporting Register

Council will develop a register to document and track its statutory reporting requirements to ensure that all the specified positive actions the General Manager is required to take under various legislation is completed. This register will incorporate all items in the OLG Calendar of Compliance in addition to any reporting requirements identified in the high-risk legislation.

Responsibility of each item will be allocated to a particular Divisional Manager who will be required to provide attestation that the requirements specified in the register are complete for the preceding year.

COMPLY (Management of Compliance)

Council takes noncompliance with laws and regulations seriously. Failures in compliance can have profound impact at both an organisational and an individual level. Consequences of noncompliance may include:

- Reputational damage to Council;
- Financial loss to Council;
- Increased WHS risks in the workplace;
- Regulatory sanctions or fines for noncompliance; and/or
- Potential litigation.

Noncompliance with key legislation and regulations that is due to negligence or is intentional, may be subject to disciplinary or legal action.

Annual Reporting

The General Manager, Directors, Divisional Managers and any other officers identified as responsible for legislation or statutory reporting requirements will be required to monitor and complete required tasks within the Compliance Register. Reports regarding Compliance will be provided to Manex, ARIC and Council at least annually.

Incidents of Noncompliance

Responsible Officers are required to identify and maintain records of all noncompliance incidents or potential breaches within their designated areas.

Where a compliance breach is suspected it is the relevant Divisional Manager's responsibility to notify the MGRCP who will determine if an actual breach has occurred and if an investigation is required. The principal objective of reporting a breach is to implement appropriate corrective actions and prevent reoccurrence and liability to Council.

Formal reporting on confirmed noncompliance incidents and their management is to be made by the MGRCP as and when such incidents occur. The MGRCP will escalate to Manex, and the Chair of Audit Risk and Improvement Committee incidents of significance or notifiable issues. Compliance breaches may be identified through audit activity, self-disclosure, third party complaints, compliance certifications, public interest disclosures, and review or notification by regulatory agencies and other authorities.

Corrective Actions

Where noncompliance is confirmed, a Corrective Action Plan is required to be undertaken by the relevant Division with rectification timeframes and a risk assessment with mitigation strategies (where appropriate). This provides understanding of the noncompliance risk exposure for specific activities rather than having a broad high risk around legislative compliance in general.

When an actual compliance breach is identified it is the relevant Divisional Manager's responsibility to:

- Ensure that timely and adequate corrective actions are taken to reinstate compliance;
- If required, investigate the circumstances relating to the compliance breach; and
- Advise of interim measures and controls put in place to mitigate the risk of the breach.

Where a significant compliance breach occurs, and based on a risk assessment, a corrective action plan should be developed by the relevant Divisional Manager in consultation with the MGRCP. The MGRCP or appropriate divisional manager will report to the ARIC on the implementation of the corrective action plan to ensure that compliance is reinstated.

ASSURE (Audit, Monitoring and Review)

Council is subject to legislative oversight by the Office of Local Government and subject to external audit by the NSW Audit Office.

The Internal Audit Work Plan will also include a focus on legislative compliance audit, using a risk-based approach, to assure the General Manager and the ARIC that the Council is maintaining or working towards compliance, or to assess whether any business improvement implemented to meet legislative change is fit for purpose and meets requirements.

The legislative compliance register will be updated on an ongoing basis as required due to changing legislation or identification of breaches. In addition to this, an annual review of compliance processes will be undertaken. This will include:

- Formal review of the legislative compliance and risk registers as a whole; and

- Notification of any previously un-reported compliance breaches, issues or complaints.

The risk of legislative compliance failure will also be reassessed whenever there are:

- New or changed activities or services;
- Changes to the structure or strategy of the Council;
- Significant external changes; or
- Changes to compliance obligations.

Legislative Compliance Performance Reporting

Formal reporting mechanisms on compliance activities include:

- Annual Compliance Reports from the Compliance Module;
- Regular reporting, by the MGRCP to Manex and the ARIC on major developments, issues and compliance incidents including the status of implementation of corrective action plans;
- Provision of information regarding compliance activities undertaken during each year to the ARIC for review and approval; and
- Reviews of the Legislative Compliance Framework (to align with reviews of the Risk Management Framework and Policy), including an assessment of their effectiveness and recommendations for improvement.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- S 8A of the Act - **Guiding principles for councils**
 - (1) **Exercise of functions generally**
The following general principles apply to the exercise of functions by councils—
 - (a) *Councils should provide strong and effective representation, leadership, planning and decision-making.*
 - (b) *Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.*
 - (c) *Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.*
 - (d) *Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.*
 - (e) *Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.*

- (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- (g) Councils should work with others to secure appropriate services for local community needs.
- (h) Councils should act fairly, ethically and without bias in the interests of the local community.
- (i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

(2) **Decision-making** The following principles apply to decision-making by councils (subject to any other applicable law)—

- (a) Councils should recognise diverse local community needs and interests.
- (b) Councils should consider social justice principles.
- (c) Councils should consider the long term and cumulative effects of actions on future generations.
- (d) Councils should consider the principles of ecologically sustainable development.
- (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

(3) **Community participation** Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

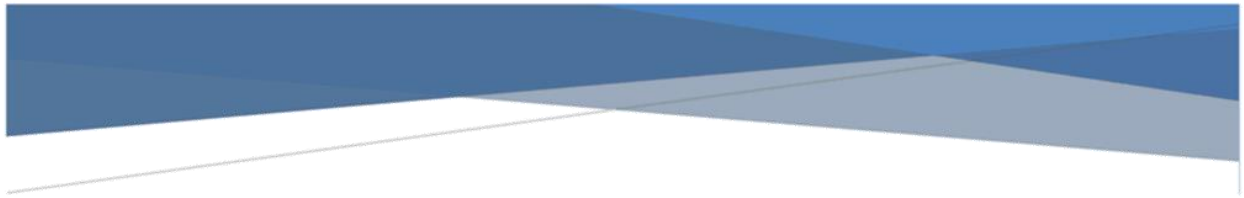
- AS ISO 19600:2015 – Compliance Management Systems – Guidelines
- AS ISO 3100:2018 – Risk Management - Guidelines

Relevant Council Policies and Procedures include:

- Risk Management Policy and Framework; and
- Corporate Governance Policy Framework.

VARIATION AND REVIEW

The Legislative Compliance Framework will be reviewed every three years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Manex.



Item 7.14

Annexure A



DRAFT

ARIC Terms of Reference

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF GOVERNANCE, RISK AND CORPORATE PLANNING			
REVIEWED BY:		Audit, Risk and Improvement Committee (ARIC) and the Management Executive Team (MANEX)			
REVIEW DUE DATE (ARIC):		March 2024			
REVIEW DUE DATE (Council):		April 2025			
VERSION NUMBER:		2			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
2	24/03/2023	nn.nn/nn	This replaces the former ARIC Charter with the Office of Local Government's Model Terms of Reference	MGRCP	Council
1	25/06/2020	6.06/20	This was the original charter created for the inaugural ARIC.	MGRCP	Council

Reviewed by chair of the Audit, Risk and Improvement Committee

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Signature

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Date

.....
General Manager

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Date

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ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

INTRODUCTION

Glen Innes Severn Council has established an Audit, Risk and Improvement Committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*. These Terms of Reference set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

OBJECTIVE

The objective of Council's Audit, Risk and Improvement Committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

INDEPENDENCE

The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and provide Council with robust, objective and unbiased advice and assurance.

The Committee is to provide an advisory and assurance role only and is to exercise no administrative function, delegated financial responsibilities or any management functions of Council. The Committee will provide independent advice to Council that is informed by Council's internal audit and risk management activities and information and advice provided by Council staff, relevant external bodies and subject matter experts.

The Committee must always ensure it maintains a direct reporting line to and from Council's internal audit function and act as a mechanism for internal audit to report to the Governing Body and the General Manager on matters affecting the performance of the internal audit function.

AUTHORITY

Council authorises the Committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from Council;
- use any Council resources it needs;
- have direct and unrestricted access to the General Manager and senior management of Council;
- seek the General Manager's permission to meet with any other Council staff member or contractor;
- discuss any matters with the external auditor or other external parties;

- request the attendance of any employee at Committee meetings; and
- obtain external legal or other professional advice in line with Council's procurement policies and within the internal audit budget, otherwise approval from the General Manager will be required.

Information and documents pertaining to the Committee are confidential and are not to be made publicly available. The Committee may only release Council information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

COMPOSITION AND TENURE

The Committee consists of an independent Chair and two independent members who have voting rights and one non-voting Councillor, as required under the *Guidelines for Risk Management and Internal Audit in Local Councils in NSW*.

The Governing Body is to appoint the Chair and members of the Committee.

Current Committee members are:

Stephen Coates	Independent Chair (voting)
Melissa Jacobs	Independent member (voting)
William Middleton	Independent member (voting)
Cr Robert Banham	Councillor (non-voting)

All Committee members are to meet the independence and eligibility criteria prescribed in the *Guidelines for Risk Management and Internal Audit in Local Councils in NSW*.

Members will be appointed for up to a four-year period. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as a member or as Chair) must have a two-year break from serving on the Committee before being appointed again. To preserve the Committee's knowledge of Council, ideally, no more than one member should retire from the Committee because of rotation in any one year.

The terms and conditions of each member's appointment to the Committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the Chair's or an independent member's term, the Governing Body is to undertake an assessment of the Chair's or Committee member's performance. Reappointment of the Chair and members is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the Committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the Committee makes to Council. At least one member of the Committee must have accounting or related financial management experience with an understanding of

accounting and auditing standards in a local government environment. All members should have sufficient understanding of Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of Council's annual financial statements.

ROLE

As required under section 428A of the Local Government Act 1993, the role of the Committee is to review and provide independent advice to Council regarding the following aspects of Council's operations:

- compliance;
- risk management;
- fraud control;
- financial management;
- governance;
- implementation of the strategic plan, delivery program and strategies;
- service reviews;
- collection of performance measurement data by Council; and
- internal audit.

The Committee must also provide information to Council for the purpose of improving Council's performance of its functions.

The Committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this Terms of Reference.

The Committee will act as a forum for consideration of Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The Committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The Committee is directly responsible and accountable to the Governing Body for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must always recognise that primary responsibility for management of Council rests with the Governing Body and the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Governing Body from time to time.

RESPONSIBILITIES OF MEMBERS

Independent Members

The Chair and members of the Committee are expected to understand and observe the requirements of the *Guidelines for Risk Management and Internal Audit for Local Government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings;

- contribute the time needed to review and understand information provided to it;
- apply good analytical skills, objectivity and judgement;
- act in the best interests of Council;
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry;
- maintain effective working relationships with Council;
- have strong leadership qualities (Chair);
- lead effective committee meetings (Chair), and
- oversee Council's internal audit function (Chair).

Councillor Members

To preserve the independence of the Committee, the Councillor member of the Committee is a non-voting member. Their role is to:

- relay to the Committee any concerns the Governing Body may have regarding Council and issues being considered by the Committee;
- provide insights into local issues and the strategic priorities of Council that would add value to the Committee's consideration of agenda items;
- advise the Governing Body (as necessary) of the work of the Committee and any issues arising from it; and
- assist the Governing Body to review the performance of the Committee.

Issues or information the Councillor member raises with or provides to the Committee must relate to the matters listed in Schedule 1 and issues being considered by the Committee.

The Councillor member of the Committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the Committee must not engage in any conduct that seeks to politicise the activities of the Committee or the internal audit function or that could be seen to do so.

If the Councillor member of the Committee engages in such conduct or in any other conduct that may bring the Committee and its work into disrepute, the Chair of the Committee may recommend to Council, that the Councillor member be removed from membership of the Committee. Where Council does not agree to the Committee Chair's recommendation, Council must give reasons for its decision in writing to the Chair.

Conduct

Independent Committee members are required to comply with Council's Code of Conduct and be held to the same ethical, behavioural and conduct standards as officials of Council.

Complaints or breaches of Council's Code of Conduct by an independent Committee member are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with the Governing Body before taking any disciplinary action against an independent Committee member in response to a breach of Council's Code of Conduct.

Conflicts of Interest

Once a year, Committee members must provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent Committee members are 'designated persons' and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a Committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from Committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and ISO 31000, where applicable.

WORKPLANS

The work of the Committee is to be thoroughly planned and executed. The Committee must develop a Strategic Work Plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Committee and considered by the internal audit function when developing their risk-based program of internal audits. The Strategic Work Plan must be reviewed at least annually to ensure it remains appropriate.

The Committee may, in consultation with Council's Governing Body, vary the Strategic Work Plan at any time to address new or emerging risks. The Governing Body may also, by resolution, request the Committee to approve a variation to the Strategic Work Plan. Any decision to vary the Strategic Work Plan must be made by the Committee.

The Committee must also develop an Annual Work Plan to guide its work, and the work of the internal audit function over the forward year.

The Committee may, in consultation with the Governing Body, vary the Annual Work Plan to address new or emerging risks. The Governing Body may also, by resolution, request the Committee to approve a variation to the Annual Work Plan. Any decision to vary the Annual Work Plan must be made by the Committee.

When considering whether to vary the Strategic or Annual Work Plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the workplan.

ASSURANCE REPORTING

The Committee must regularly report to Council to ensure that it is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of Council or the achievement of Council's goals and objectives.

The Committee will provide an update to the Governing Body and the General Manager of its activities and opinions after every Committee meeting.

The Committee will provide an Annual Assessment to the Governing Body and the General Manager each year on the Committee's work and its opinion on how Council is performing.

The Committee will provide a comprehensive assessment every Council term of all the matters listed in Schedule 1 to the Governing Body and the General Manager.

The Committee may at any time report to the Governing Body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

Should the Governing Body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only to provide the information requested by the Governing Body where the Chair is satisfied that it is reasonably necessary for the Governing Body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Committee.

ADMINISTRATIVE ARRANGEMENTS

Meetings

The Committee will meet at least 4 times per year, which may include an additional special meeting to review Council's financial statements.

The Committee can hold additional meetings when significant unexpected issues arise, or if the Chair is asked to hold an additional meeting by a Committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a Committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the Chair has the casting vote.

The Chair of the Committee will decide the agenda for each Committee meeting. Each Committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.

The General Manager and the Head of the Internal Audit Function should attend Committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each Committee meeting as an independent observer. The Chair can request Council's Chief Finance Officer or equivalent, the Head of Risk Management function or equivalent, senior managers or equivalent, any Councillors, any employee/contractor of Council and any subject matter expert to attend Committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.

The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the Committee present.

The Committee must meet separately with the Chief Audit Executive and Council's external auditor at least once each year.

Dispute Resolution

Members of the Committee and Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The General Manager will nominate a staff member to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least 1 week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within 3 weeks of the meeting to each member.

Resignation and dismissal of members

Where the Chair or a Committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give 2 months' notice to the Chair and the governing body prior to their resignation to allow Council to ensure a smooth transition to a new Chair or Committee member.

The governing body can, by resolution, terminate the appointment of the Chair or an independent Committee member before the expiry of their term where that person has:

- breached the council's code of conduct;
- performed unsatisfactorily or not to expectations;
- declared, or is found to be in, a position of a conflict of interest which is unresolvable;
- been declared bankrupt or found to be insolvent;
- experienced an adverse change in business status;
- been charged with a serious criminal offence;
- been proven to be in serious breach of their obligations under any legislation; or
- experienced an adverse change in capacity or capability.

The position of a Councillor member on the Committee can be terminated at any time by the governing body by resolution.

VARIATION AND REVIEW

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the Committee.

These Terms of Reference must be reviewed annually by the Committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

FURTHER INFORMATION

For further information on Council's Audit, Risk and Improvement Committee, contact the Manager of Governance, Risk and Corporate Planning on council@gisc.nsw.gov.au or by phone 02 6730 2300.

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Schedule 1 – Audit, risk and improvement committee responsibilities

Audit

Internal Audit

- Provide overall strategic oversight of internal audit activities;
- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit;
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions;
- Review and advise the Council:
 - on whether Council is providing the resources necessary to successfully deliver the internal audit function;
 - if the Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework;
 - if Council's internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by Council are suitable;
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by Council's internal audit function;
 - if Council's internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function;
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised;
 - of the implementation by Council of these corrective actions;
 - on the appointment of the head of the internal audit function and external providers; and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.

External Audit

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit;
 - Coordinate as far as is practicable, the work programs of internal audit and external audit;
 - Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided;
 - Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations;
 - Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides;
-

Risk

Risk Management

Review and advise Council:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard;
- whether Council is providing the resources necessary to successfully implement its risk management framework;
- whether Council risk management framework is adequate and effective for identifying and managing the risks that Council faces, including those associated with individual projects, programs and other activities;
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting;
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile;
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour;
- if there is a positive risk culture within Council and strong leadership that supports effective risk management;
- of the adequacy of staff training and induction in risk management;
- how Council's risk management approach impacts on Council's insurance arrangements;
- of the effectiveness of Council's management of its assets; and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal Controls

Review and advise Council:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective;
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated;
- whether appropriate policies and procedures are in place for the management and exercise of delegations;
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with;

- if Council's monitoring and review of controls is sufficient; and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

Compliance

Review and advise Council of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework;
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements; and
- whether appropriate processes are in place to assess compliance.

Fraud and Corruption

Review and advise Council of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial Management

Review and advise Council:

- if Council is complying with accounting standards and external accountability requirements;
- of the appropriateness of Council's accounting policies and disclosures;
- of the implications of Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations;
- whether Council's financial statement preparation procedures and timelines are sound;
- the accuracy of the Council's annual financial statements prior to external audit, including:
 - management compliance/representations;
 - significant accounting and reporting issues;
 - the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements; and
 - appropriate management signoff on the statements;
- if effective processes are in place to ensure financial information included in Council's annual report is consistent with signed financial statements;
- if Council's financial management processes are adequate;
- the adequacy of cash management policies and procedures;
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions;

- adequate segregation of duties;
- timely reconciliation of accounts and balances; and
- review of unusual and high value purchases;
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate; and
- if Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise Council regarding its governance framework, including Council's:

- decision-making processes;
- implementation of governance policies and procedures;
- reporting lines and accountability;
- assignment of key roles and responsibilities;
- committee structure;
- management oversight responsibilities;
- human resources and performance management activities;
- reporting and communication activities;
- information and communications technology (ICT) governance; and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic Planning

Review and advise Council:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes;
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives; and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

Service Reviews and Business Improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies);
- Review and advise Council:
 - If Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance;

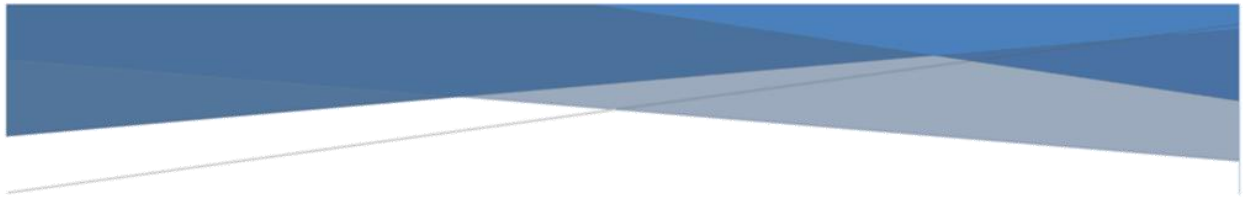
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance; and
- how Council can improve its service delivery and Council's performance of its business and functions generally.

Performance Data and Measurement

Review and advise Council:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives;
- if the performance indicators Council uses are effective; and
- of the adequacy of performance data collection and reporting.

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Item 7.15

Annexure A



Draft Motor Vehicle Leaseback Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF ADMINISTRATION AND HUMAN RESOURCES			
REVIEWED BY:		Manex, SCC			
REVIEW DUE DATE:		March 2026			
VERSION NUMBER:		7			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
7	23/03/2023	TBC	Policy format updated, roles and responsibilities added, vehicle values and leaseback fees increased, General Manager made responsible for approving operational vehicle leasebacks.	MAHR	Council
6	27/08/2020	14.08/20	Review of vehicle categories, maximum vehicle values and leaseback fees. Increase in extraordinary private use distance to 100 km.	MAHR	Council
5	26/04/2018	18.04/18	Policy review period increased to three (3) years. Clause added to align salary sacrifice agreements with Award provisions.	MAHR	Council

.....
General Manager

.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

Glen Innes Severn Council recognises that it will be required to purchase and maintain an extensive vehicle fleet for the provision of services to the community. Council is committed to maintaining its vehicle fleet in an economically, socially and environmentally responsible manner.

Council is also committed to achieving its long term vision to become an 'Employer of Choice' and recognises that the modern labour market is highly competitive and that, in order to attract and retain skilled staff in key positions, Council must provide a range of appropriate incentives.

The Motor Vehicle Leaseback Policy is intended to address these issues by establishing standards and guidelines for the provision of private use of motor vehicles to staff members under a leaseback arrangement.

APPLICABILITY

This policy applies to all staff members issued with private use of a vehicle under a Motor Vehicle Leaseback Agreement.

OUTCOMES

The aims of the Glen Innes Severn Council Motor Vehicle Leaseback Policy are to:

- assist Council to meet its strategic objective to become an 'Employer of Choice';
- enable Council to remain competitive with other employers in attracting and retaining skilled staff;
- enable Council to provide employees with a valuable benefit while at the same time providing some income to offset the cost of maintaining Council's vehicle fleet; and
- provide clear and consistent guidelines for the efficient and effective operation of Council's Motor Vehicle Leaseback scheme.

ROLES AND RESPONSIBILITIES

It is the responsibility of the General Manager to determine which positions and / or employees will have leaseback vehicle agreements under Leaseback Vehicle Categories 3 and 4 of this Policy, and to annually review and determine vehicle values and employee leaseback contributions in accordance with the Policy.

It is the responsibility of employees who have entered into a leaseback agreement to abide by the terms and condition of both the Motor Vehicle Leaseback Policy and Motor Vehicle Leaseback Agreement and Terms and Conditions.

POLICY STATEMENT

SAFETY RATING

Council will only provide vehicles under this Policy that have an appropriate safety rating, as specified in Council's Plant and Fleet Policy.

GREEN RATING

Council is committed to minimising the environmental impact of its motor vehicle fleet. Accordingly, Council will only provide vehicles under this Policy that have an appropriately high environmental rating, as specified in Council's Plant and Fleet Policy.

LEASEBACK VEHICLE CATEGORIES

Council will provide eligible employees with the option to participate in the leaseback and private use of a motor vehicle in accordance with the following categories.

Category 1

This category applies to the General Manager, who will be provided with the option of a leaseback vehicle in accordance with this Policy and Council's Motor Vehicle Leaseback Agreement.

The type of vehicle supplied to employees in this category will be in accordance with Council's Plant and Fleet Policy, up to a maximum value of ~~\$60,000~~ \$75,000 (ex GST).

Category 2

This category applies to the Directors, who will be provided with the option of a leaseback vehicle in accordance with this Policy and Council's Motor Vehicle Leaseback Agreement.

The type of vehicle supplied to employees in this category will be in accordance with Council's Plant and Fleet Policy, up to a maximum value of ~~\$50,000~~ \$62,500 (ex GST).

Category 3

This category applies to Managers and professional / specialist staff employed under Band 3 or Band 4 of the Local Government (State) Award, where the vehicle is provided as a condition of employment and was negotiated as part of the remuneration package for the position, either at the time of employment or a later date.

The General Manager will determine what positions attract a leaseback motor vehicle in this category, taking into account labour market forces, skills shortages, inability to fill critical positions and other relevant factors.

The type of vehicle supplied to employees in this category will be in accordance with Council's Plant and Fleet Policy, up to a maximum value of ~~\$40,000~~ \$50,000 (ex GST).

Category 4

This category applies to employees who require the use of a vehicle for operational purposes on a continuous daily basis during work hours, as an integral part of the positions they occupy. In such cases, the leaseback agreement is offered as a discretionary benefit that is not a condition of employment.

The ~~relevant Director~~ General Manager will determine what employees will have the option of a leaseback vehicle in this category.

Employees in this category will have the option of leasing the vehicle that has been purchased to carry out the operational requirements of the position, in accordance with Council's Plant and Fleet Policy.

VEHICLE ACCESSORIES

All vehicles provided under Leaseback Vehicle Categories 1, 2 and 3 of this Policy may be fitted with the following standard accessories, where available and where they contribute to the safety and protection of the vehicle and / or driver:

- Floor mats (front and rear);
- Mudflaps (front and rear);
- Air conditioning;
- Anti-lock braking system (ABS);
- Cruise Control;
- Metallic or pearl paint.

Council may fit additional accessories if they are required for safety or operational reasons.

Category 4 vehicles will be provided with accessories in accordance with Council's Plant and Fleet Policy.

LEASEBACK CONTRIBUTION PAYMENTS

- The base leaseback contribution payment for full private use of a vehicle is ~~\$130.30~~ \$140.00 per week.

Additional Charge for Extraordinary Private Use

Employees whose place of residence is more than 100 kilometres from their usual place of work shall be subject to an additional charge on their leaseback payments.

This additional charge will also apply to employees who change their place of residence from a location that is within 100 kilometres of their usual place of work to a location outside of this distance.

The additional charge rate shall be ~~\$67.80~~ \$73.00 per week. This charge will be reduced to ~~\$32.50~~ \$35.00 per week for employees who have a leaseback vehicle that uses no more than 6 litres of fuel per 100 km (highway cycle), according to the Federal Government's 'Green Vehicle Guide'.

Review of Vehicle Values

The maximum values of vehicles under Leaseback Vehicle Categories 1, 2 and 3 will be reviewed each July by the General Manager and may be increased at the General Manager's discretion by an amount no greater than the increase in the All Groups Consumer Price Index (CPI) for the preceding financial year.

Review of Leaseback Contribution Payments

The leaseback contribution will be reviewed annually by the General Manager and may be increased on 1 July each year, at the discretion of the General Manager. Employees with a leaseback arrangement will be given at least two (2) months' notice of any payment variation.

In accordance with the Local Government (State) Award ~~2017~~ 2020, such increase in any one (1) year shall not be more than ten (10) percent or the percentage movement on the index figure published by the Australian Bureau of Statistics for Eight Capitals, private motoring sub-group (Cat No 6401.0), whichever is the greater.

SALARY SACRIFICE ARRANGEMENTS

Council and the employees may agree to enter into salary sacrifice arrangements for the payment of leaseback contributions under this Policy. In accordance with the Local Government (State) Award ~~2017~~ 2020, the amount to be salary sacrificed for leaseback of a vehicle is that part of the leaseback fee that exceeds Council's Fringe Benefits Tax (FBT) liability.

FRINGE BENEFITS TAX (FBT)

Council will pay any FBT liability that might arise from the private use of vehicles provided under this Policy.

VEHICLE LEASEBACK TERMS AND CONDITIONS

Employees who accept private use of a vehicle under a leaseback agreement must sign a copy of Council's **Motor Vehicle Leaseback Agreement and Terms and Conditions** before private use is granted.

CONSULTATION

In accordance with the Local Government (State) Award, proposed variations to this Policy or Council's Motor Vehicle Leaseback Agreement and Terms and Conditions will be referred to Council's Staff Consultative Committee.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Council Policies and Procedures include:

- Glen Innes Severn Council Motor Vehicle Leaseback Agreement and Terms and Conditions;
- Glen Innes Severn Council Plant and Fleet Policy;
- Glen Innes Severn Council Code of Conduct for Council Staff; and
- Local Government (State) Award 2017 2020.

VARIATION AND REVIEW

The Motor Vehicle Leaseback Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
4	28/05/2015	12.05/15	Policy updated to reflect new Award. Sections updated relating to vehicle accessories, leaseback fees and extraordinary private use provisions.	MAHR	Council
3	18/04/2013	11.04/13	Reference to Plant and Fleet Policy added. Safety rating and green rating sections updated. Leaseback fees increased and cleaning fee added.	MAHR	Council
2	24/03/2011	15.03/11	Policy fully revised and updated throughout.	MAHR	Council
1	17/11/2005	27.11/05	New policy.	Design and Special Projects Manager	Council

Australia Day S355 Community Committee of Glen Innes Severn Council

MINUTES OF ORDINARY MEETING

HELD ON: 1/2/2023

MEETING OPENED: 19:03 (7.05pm)

PRESENT: Jan Lemon, Mahri Koch, Robert Arthur, Kerrie Sturtridge, Bev Edkins, Richard Edkins, Kerry Strong, Cr Parry.

APOLOGIES: Peter Haselwood, Karen Carr, Lyn Schumacher.

DECLARATIONS OF CONFLICT OF INTEREST: NIL.

Item No.	Item	Action
1	BUSINESS ARISING:	
1.1	Jan: Posters (coreflute) are still in progress of construction.	<p>Mahri to send thank you letters out to: Wellingrove Hall committee, Woolworths, Services Club (special mention of meal 25th evening and supplying the drinks), Lioness,</p> <p>Mahri to send out link to photography folder to all members.</p>
2	EXECUTIVE REPORT - Budget	
2.1	GISC funding: Balance \$1515.75. Jan listed accounts paid, and those still waiting for Council to approve the account numbers for payment to occur. Grant: Balance to date \$5,783.90 (of \$12,000). Moved: Jan. Seconded Richard – Accepted.	
3	CORRESPONDENCE:	
3.1	<p>OUT: JAN:</p> <p>IN: Jan: Colin Woods thanks for work of the committee and apology for his absence on the day. Card from the Davis 's – thanks for the nomination and the hard work of the committee: Feedback from NSW Australia Day Committee – survey on ambassador.</p> <p>IN GISC: Mahri: Lots of emails regarding Ceremony agenda; Jim Barker's cloud link to photographs of the</p>	<p>Jan / Mahri to send photographs of cyclists with ambassador to NSW Australia Day Committee.</p>

Item No.	Item	Action
	<p>day, and working together for the live streaming instructions.</p> <p>OUT: Mahri: Answers to GISC emails CCing Chair Jan Lemon. Responses to Jim Barker.</p>	
4	<p>DEBRIEF</p> <p>Kerrie Sturtridge: work out a better way to get nominations out and in: perhaps go back to the old system – committee secretary to collect in one lot from Council on a USB for Committee to print and share for governance. Members agreed we would prefer to get hard copy of each nomination or via saved to a USB.</p> <p>“Sportsperson” must be used across the Board instead of “Senior Sportsperson”.</p> <p>Is it possible to rewrite the nomination form directions more appropriately, with an example?</p> <p>Can we reformat the nomination form into a tick box format? Keep the wording brief and ensure accumulation of voluntary work over years/decades is requested in the form.</p>	<p>Jan and Mahri to work on a new template to provide to the committee members for their assessment.</p> <p>Mahri to add nomination forms to every generic email and Facebook request for future Awards.</p>
4.1	<p>Environmental citizen category: needs to be scrapped in 2024 due to lack of interest from community.</p>	<p>Mahri to ask Katie who was the printer for Rural Womens Day flyers (and approximate cost for printing) and tell Jan for Committee to use going forward for advertising nominations and the ceremony.</p>
4.2	<p>Budget for the event: Members agreed the event requires more funding annually from Council.</p>	<p>Mahri to get quote for bulk mailout via Australia Post (see Katie again).</p> <p>Jan and Mahri to put together a letter to GISC outlining the budget for 2024 – letter to be in to GISC by the end of February.</p>
4.3	<p>Motion: Kerrie Sturtridge: Moved - Shift committee’s focus to postal advertising and away from newspaper advertising. Seconded Mahri. CARRIED.</p>	

Annexure A Item 9.2

Item No.	Item	Action
4.4	Live Streaming: Committee members received much positive feedback on the live streaming of the Awards ceremony.	Committee to continue with live streaming in future years.
4.5	FLAGS: Jan advised that committee flags have not yet been found. There is a small amount of money available to purchase a new flag. Flags to be secured in the Mayor's safe going forward.	Jan and Mahri to approach Adam Marshall to see if he can obtain new flags for the committee.
4.6	2024 breakfast at Dundee Hall.	Mahri to discover who to approach on the Dundee Hall committee for 2024 – and letter re breakfast: "is that committee interested in hosting it".
4.7	Sandwich boards/ A frames: are too heavy for moving.	Richard will pursue upgrading to four (4) A frames so that they are light and easy to handle.
4.8	Positive Feedback: "Interesting ceremony", well organised, timely.	Mahri send out photograph link to everyone and publish to Facebook gradually.

MEETING CLOSED: 2016 (8.16pm). **NEXT MEETING:** Wednesday 1st March, 2023



THE
**AUSTRALIAN
 STANDING STONES
 MANAGEMENT
 BOARD**

PO Box 565
 Glen Innes NSW 2370

**Australian Standing Stones Management Board
 Community Committee of GISC
 Monthly Meeting Minutes
 Wednesday 18th January 2023 5.30pm
 Glen Innes Services Club Boardroom**

Present: Judi Toms (Chair), Rob Banham (Mayor GISC), Robert (left meeting at 6.20pm) & Fiona O’Brien, Pamela O’Neill, John Rhys Jones, George Robertson Dryden, Col Price, Steve Toms, Raelene Watson, Ronnie Bombell (GISC – left meeting at 6.30pm to attend another meeting), Gayleen Burley (GISC), Peter Grulovic (arrived 5.41pm)

Apologies: Peter Grimes, Storm Black, Cr Lara Gresham

Moved: Colin seconded John carried

Minutes of the previous meeting:

Moved: Raelene seconded Colin carried.

Business Arising

	Item-	Action by:
1	Brochure update – responses received, and Judi will speak to Tina tomorrow and hopefully will be at Evans Printing next week – expected 10 -15 days 4 boxes left	Judi
2	Working bee at the shed – set new date	Judi
3	Email to Mike Stone – Rotary – no response to our letter	Judi
4	St Andrew’s Day – went well – thanks to John	JRJ
5	Marquee banner – ordered and received 3m x 600mm received and Evans Printing contacted about printing, another company (AOK printing) recommended	Judi to contact AOK
6	Seat panels at The Croft outdoor area fixed – painted in a different colour. Judi mentioned the approve colour palette for the area and will send to Gayleen asap. Steve has offered to paint the proper colour – Gaylene will talk to Steve	Judi
7	Blue Plaques – John notified by Adam Marshall that no one in this electorate was successful but encouraged to keep submitting	John

Correspondence

In – invoice for Caer Australis plaque from Phoenix Foundry (email), email to John re Blue Plaques, email regarding Manx seat from Alan Piggot,

Out – November minutes, January agenda, reply to Mike Stone (Rotary President) from Judi, brochure draft

Moved: Raelene seconded Rob carried

Treasurer’s Report: (attached)

A Community Committee of Glen Innes Severn Council
 ABN 81 365 002 718

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THE
**AUSTRALIAN
 STANDING STONES
 MANAGEMENT
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 Glen Innes NSW 2370

	<p>Current toilets need urgent work prior to ACF because many don't work and are disgusting. There have been blocked toilets especially in the women's which needs urgent attention. Handrail on Tregurtha Way needs to be reinstalled – Gayleen will follow up with Keith. Trip hazard on Tynwald Hill rocks breaking on steps – handrail needed especially during ACF and for disabled – Ronnie suggests using disabled funding – Gayleen will look into this</p>	<p>Pamela Rob Banham</p>
2	<p>ACF update Ronnie will send her report through electronically. Renaming of event stages – something more Celtic – Ronnie is seeking feedback from ASSMB & Celtic Council of Australia.</p> <p>John asked about the ACF newsletter if those who have subscribed previously would still be on the list? Ronnie isn't sure if the previous subscriber list has rolled over to the new system and will try it to see.</p>	<p>Ronnie</p>
3	<p>Other ACF matters Judi contacted Betty Johnson from Canberra to see if there is a Scottish National Tartan that we could possibly use for the Kirking. Yes there is a Scottish National Tartan, plus well know tartans eg Flower of Scotland. Judi will purchase a Scottish National Tartan scarf of one for the Kirking Do we want to have another raffle in a Scottish tartan – Flower of Tartan is very nice, please think about it. The Australian Tartan was very well accepted last year. Motion: to purchase another Australian Tartan rug for raffle moved John seconded Col carried All the fairy doors have been sold – Peter and Storm are happy to continue selling them – The Men's Shed made them for us without charge – discussion – knights shields could be a possibility. Motion: That we ask the Men's Shed to cut out more fairy doors for us, moved Raelene seconded John – carried Letter to scouts for help – how much can we donate to them? Motion: That we will contact the Scouts and ask for their help as per direction on Thursday for set up, Sunday for Closing Ceremony (flag lowering) and pulling down marquees with a donation of \$200 Moved Raelene seconded John carried</p>	<p>Judi John Raelene</p>
4	<p>Guardians' Luncheon invitation 2 course Scottish themed meal</p>	<p>Judi</p>

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	<p>Motion: That we charge \$45 per head for Guardians’ Lunch per person Moved Raelene seconded Colin carried Judi will send out an invitation to a person previously discussed to become a Guardian. Judi will speak to Mayor’s PA about sending invitations to the State and Federal members (Adam Marshall and Barnaby Joyce)</p>	
5	ATDW updated – Judi has updated all ASSMB events on the website	Judi
6	<p>Manx chair – the President of the NSW Manx Society contacted Judi enquiring as to whether the History House would be interested in having an authentic Manx chair. One of their members has no family to pass the chair on to and wants it to go somewhere where it would be valued. Judi spoke to History House and they would be very happy to accept it for the Celtic Room. The chair is dated roughly 2nd half of the 17th C or early 18th C and is made from reclaimed timber most probably from Peel Castle. This has been verified by the Manx National Heritage Association. We could acknowledge next year Isle of Man</p>	Judi
7	Burns Night – will not be held this year by the Caledonian Society	Judi
8	<p>Reports from members Steve – thanks to Rob for helping with the removal of Excalibur and placing the new one in the stone. Steve asked Gayleen about a circuit track around the hill under Martins Lookout that’s not being mown. The track complements the Skywalk project. Pamela – St Brigid’s Day celebration on 1st February – dinner St Brigid is one of the Saints of Ireland – Ireland is having a public holiday for this event. John – Raelene gave access to John to post on the Facebook page The track around near the ponds on the Eastern side could be good with gravel – Gayleen suggested to include this in ideas for the Operational Plan. Summer Solstice – about 30 attended and John said over the following couple of days, about another 20 came up to learn about Solar Noon</p>	<p>Steve Pamela John John</p>
9	<p>Urgent business Robert Banham – suggested the idea of a large Christmas tree in the centre of the Stones and lit up for Christmas and have choral events, piping etc.</p>	Rob

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10	Celtic Council of Australia – meeting on Monday if we want to submit any nominations for Celtic Awards the CCA would need them by Monday for consideration (there is a quarterly period of nominations, this would be our only opportunity prior to festival)	Judi
11	On behalf of the committee, we would like to congratulate Pamela on being elected Convenor of the Celtic Council of Australia	Judi

New business items to be forwarded to the Chair & secretary 5 days prior to the next meeting.

Recommendations to Council:

Meeting closed: 6.45pm

Next meeting: General meeting @ 5.30pm Wednesday 15th February 2023 – at Glen Innes & District Services Club Board Room

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Item 9.2

Annexure C

**Australian Standing Stones Management Board
 Community Committee of GISC
 Monthly Meeting Minutes
 Wednesday 15th February 2023 5.30pm
 Glen Innes Services Club Boardroom**

Present: **Graham Archibald** (GISC representing Gayleen Burley), Cr Lara Gresham, Colin Price, Storm Black, George Robertson-Dryden, John Rhys Jones, Raelene Watson, Judi Toms (Chair), Steve Toms, Ronnie Bombell (GISC), Pamala O’Neill, Mayor Rob Banham (5.35pm)

Apologies: Fiona O’Brien, Peter Grimes, Rob O’Brien
 Moved: George seconded Lara carried

Guest: Cr Troy Arandale (Deputy Mayor) 5.35pm
 Meeting Procedure suspended for Cr Arandale to address the meeting (5.45pm)
 First 5 km parkrun held last Saturday which was very successful – highest altitude run in Australia, runners from away attended.

Troy asked if we could put some hard markers around the site to help alleviate the use of some marshalls and they may be able to be incorporated with walking tracks – timber with instructions (drawings), Men’s Shed, council and Troy will be making them. Markers 1200 or 1800 high. Troy has also asked about an information board with the time/day and course outline, maybe 1 m x 1200 landscape, Defibulator should be onsite (Troy asked Pamala if she could have the defib in the Croft.
 Steve has offered to help Troy.
 Ronnie had put in a grant for ACF for a major run on Saturday and it was successful, so Park Run will not be on ACF Saturday.
 Thanks to Troy for attending

Meeting continued at 6.06pm

Minutes of the previous meeting:

Moved: Raelene seconded Storm carried.

Business Arising

	Item-	Action by:
1	Brochure update Raelene suggests that the word ‘Stones’ should have capitals in all the text as they are nouns, we need to add a thank you to the Glen Innes Opportunity Shop donations	Judi

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	Name of Watson Street to Watson Rd on the map insert Wording under origins of The Celts..... True North – Solar North? Motion: that the brochure be sent to the printers with the above amendments Moved John RJ seconded Lara carried	
2	Working bee at the shed – set new date Saturday 18 th March at 2pm	Judi
3	Banner update for front of marquee Motion: Approve the printing of banner for marquee “Australian Standing Stones” Moved: Pamala seconded: George carried	Judi
4	Fairy doors – John will take to Mens’ Shed	JRJ
5	GI Show results John RJ – allocating \$50 for prize money for next year’s show Letter of thanks to Lyn Lane (steward) and she welcomes a nice display of Australian Standing Stones next year, Lara suggests that we could have our own place certificates Carlo Ritchie 1 st place (grandson of Lex Ritchie) Ronnie Bombell 2 nd Motion: That we renew the \$50 sponsorship to the Cooking Section Moved: John RJ seconded Lara carried Next year is Ireland and Isle of Man	
6		

Correspondence: to be dealt with as read.

In – Land of the Beardies History House invitation to Boyd painting unveiling (email), Des Bowlay accepting Guardianship offer, GISC GST refund, Australia Post mailbox bill,

RSVPs – Guardians Lunch

Yes	No
Mal & Jenny Nicholson	Margaret Sharpe
Malcolm Buchanan	

Out – Guardians’ Luncheon invitation, information for Guardians for ACF, letter to Des Bowlay inviting him to become a Guardian, January minutes, February agenda, order to Bettaway to Print for name badges (3), (add Pamala for badges)

Moved: Raelene seconded Steve carried

Treasurer’s Report: (attached)

Payments to be moved:

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Flowers for Elder John Kirk

Moved: Raelene seconded Lara carried

Expenses:

Phoenix Foundry plaque \$ 361.90
 Rhubarb and Rosie (flowers for John Kirk) \$50

Income:

The Croft – books \$200
 History House – books \$60
 Malcolm Nicholson – Guardians Luncheon \$90
 Alder Grove – books \$50

Loss of \$11.90

Balance as at 14th February 2023 \$14,522.49

Moved: John RJ seconded George carried

Reimbursement to John for show Prizemoney \$30

Moved Steve seconded Rob Banham

Po box \$148 will be paid before due date

General Business:

	Item	Action by:
1	Director's Report New toilet blocks – update at March meeting Skywalk – timeframe – designs by 31 st March Construction off site by 26 th May completed 30 th June Tynwald Hill gravelling Stair repairs per Graham Handrail will be placed after Tregurtha Way handrail completed all before ACF Some grading above Tregurtha Way path completed and overview of handrail placement ACF signage – internal hazard – ASAP Flagpole at Hill of Tara Toilets unblocked and thoroughly cleaned and consistent appraisal Pamala – she thinks three toilets are not working in the ladies – one still has broken button , but Judi said that all open on Saturday Tables have been fixed and painted but it rained immediately after so pain ran off and needs another coat of paint	Gayleen/ proxy Graham Archibald

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	Thatch needs looking at – Graham and Steve have discussed and Phil Ratliff fixed last thatch. He has looked at those logs that were added later under the roof that are rotting – not sure what to do about that.	
2	<p>ACF update – will be attached with minutes</p> <p>Workshops at Celtic Cultural Symposium has moved to the Highlands Hub – looking for 30 minute reports, show and tell etc – send expression of interest to Nigel Brown</p> <p>Volunteer dance marquee – looking for volunteers</p> <p>Naming of the stages – need more Celtic rather than gems relating to Minerama</p> <p>Highland (Sapphire)</p> <p>Glen (Crystal)</p> <p>Dance stage</p> <p>Emerald Stage</p> <p>The Glen stage for locals and small performances</p> <p>Performers and program being released March 1st</p> <p>Local ticketing moved to 1st April – sold only at the VIC</p> <p>Early Bird tickets available on now</p> <p>Sponsorship prospectus available – please share</p> <p>Several different amounts for various events/performers</p>	Judi/Ronnie
3	<p>Pipe Band Quintet competition – prize money \$350 for three places</p> <p>1st \$200 2nd \$100 3rd \$50 (Award sponsorship) (run by NSW Pipe Band Inc and GI will receive entry fees)</p> <p>3 pipers, 1 snare drum and/or bass or tenor drum</p> <p>Not necessarily out of one band</p> <p>To be held after the Guardians’ Ceremony on Saturday</p> <p>John McIntyre – organiser from the Highlander pipe band</p> <p>Main pipe band competition – they are graded depending on their quality but we have no grade 1, most coming are in grade 4</p> <p>3 first prizes in the grade 4a, 4b, 4c</p> <p>Maybe second prizes</p> <p>4 bands interested in competition</p> <p>ACF will get entry fees</p> <p>Winners announced after Massed Band on Saturday</p> <p>Motion: That we sponsor the Quinet competition for \$350 moved Rob seconded Steve, Lara abstained from voting, carried.</p>	Lara
4	March flag lowerings – as allocated at end of agenda	

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	Judi and Steve will not be here for St David's Day	
5	<p>Reports from members</p> <p>Steve – Sunrise was a great success considering there were three days' notice</p> <p>Rob Banham – thanks to those who came up to Adam Marshall's announcement</p> <p>George – have invitations to clans have gone out? Yes not closed as yet.</p> <p>New flags along the road – do they need replacing yet? Review before the festival as we have them in stock</p> <p>Change regardless before ACF and then old ones can be go up to look good</p> <p>Lights on Town Hall have come down so the missing flag can go up</p> <p>Graham to check which one is missing</p> <p>Raelene – name badges ordered for Rob, Fiona and Petar and needs to order one for Pamala</p> <p>Raelene to send out Guardians invitations to board members</p>	
6	Urgent business	
7	Petar and Jess Gruvolic are to be congratulated on the arrival of their little girl	

New business items to be forwarded to the Chair & secretary 5 days prior to the next meeting.

Recommendations to Council:

Meeting closed: 7.10pm

Next meeting: General meeting @ 5.30pm Wednesday 15th March 2023 – at Glen Innes & District Services Club Board Room

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Glencoe Hall Committee
MINUTES OF ORDINARY MEETING
 HELD ON: 4th February 2023

MEETING OPENED: 11:35am

PRESENT: Rob Irwin, Helen Gunther, Jack Parry, Ceinwen Grose, Sharon Packwood-Scullion, Nancy Parry, Sally Gilder, Caren-Lesley Donald, Andrew Irwin, Chris Irwin, Jason Irwin, Julie Wright

APOLOGIES: Matt Scullion, Noeline Tarrant

Moved Helen Gunther, seconded Jason Irwin that the apologies be accepted.

CARRIED

DECLARATIONS OF CONFLICT OF INTEREST:

Nil

MINUTES OF THE PREVIOUS MEETING:

Moved Helen Gunther, seconded Jason Irwin that the minutes of the previous meeting, dated 5th November 2023 be accepted.

CARRIED

Item No.	Item	Action
5	BUSINESS ARISING:	
	Hall Sign Jack will see The Men's Shed and organise the sign.	Jack
	Council Email Waiting for response from council after our email dated November 24.	Helen
	Insurance Excess is approximately \$1500-\$2000. This is a very high amount for a small hall. Is this excess the same for all 355 Committees who have a hall?	Helen
	Fees Notice pinned up in the outdoor noticeboard.	
	Lawnmowing training Conducted on 3 Feb, 3pm. Training for safe use of lawnmower and whipper snipper, handling and storage of fuel, personal and public safety. Present Rob, Andrew, Chris and Jason.	
	Outreach Library Glencoe Post office is open and currently operating the library.	
	Fuel Account Julie to see Fossickers Caravan Park about an account for fuel purchases.	Julie
6	TREASURER REPORT:	
	Treasurers Report Attached. Balance \$4293.59 Moved Julie Wright Seconded Chris Irwin Carried	
7	CORRESPONDENCE:	

Annexure D Item 9.2

Item No.	Item	Action
	<p>IN:</p> <p>Emails- from GISC</p> <ul style="list-style-type: none"> • Meeting minutes have been received by the council • Checking insurance excess, possible council email and forms for event • Christmas message • Glenrac event- Community Champions Program • Gants and Funding newsletter • Numerous emails about the missing payment for election day 2022, money has been located and will be deposited into the hall bank account • Grants and media release <p>Emails- Other</p> <ul style="list-style-type: none"> • Glenrac- Governance Health Check Checklist • Matt Scullion- forwarded GISC email re payment for his event • Matt Scullion- no payment email forwarded to the council • Glenrac- Community Champions Program • Regional Australia Bank- statement available for viewing • Julie Wright- numerous treasurer reports <p>Text messages</p> <ul style="list-style-type: none"> • Matt Scullion- completing forms required for his event • Member- apologies <p>OUT:</p> <p>Emails- to GISC</p> <ul style="list-style-type: none"> • 5 November general meeting minutes • Possibility of a council email- request to raise matter with the council • WHS checklist sent • Numerous emails re missing payment for election day 2022, money located and will be deposited • Notification of AGM • Letter- Review of Fees and Charges for the 2023-2024 Financial Year • From Rhonda- looking into when the hire/catering payment will be made for "A Night Out On Us" • Agenda AGM and general meeting • Enquiry- payment for "A Night Out ON Us" has not been received <p>Emails- Other</p> <ul style="list-style-type: none"> • Committee members- 5th November meeting minutes • Committee members- Job List for catering at "A Night Out On Us" • Matt Scullion- Agreement with Hirers of Council Facilities and WHS Venue Site Inspection Checklist 	

Item No.	Item	Action
	<ul style="list-style-type: none"> Glenrac- thank you for the Governance Health Check checklist Committee members- thank you for helping with the catering, etc. Julie Wright- forward GISC email re payment for event Committee members- selling leftover drinks Matt Scullion- query about no payment received for event. Committee and Council Delegates- Agenda for AGM and general meeting <p>Text message</p> <ul style="list-style-type: none"> Committee members- meeting date and time to organise catering Matt Scullion- completing forms for his event Julie Wright- numerous treasurer matters Committee members- notification of AGM and general meeting dates and times 	
8	GENERAL BUSINESS:	
1	<p>Report "A Night Out On Us" Great afternoon. Approx. 90 people. Leftover food was sold except for the drinks, sauce, tea, coffee which will be ready for the next event. Approx. \$300 profit.</p>	
2	<p>Fees and Charges 2023-2024 Helen tabled the letter received from Council. There will be no increase, but we should add GST. Motion "2023/2024 Fees and Charges for hall use will be set at: Non-profit and Charity Organisations FREE Full Day \$110 Half Day \$55 Yearly \$110 Refundable Cleaning Deposit \$22 All including GST." Moved Helen Gunther Seconded Chris Irwin Carried</p>	Helen to notify Council
3	<p>NSW Election 25th March 2023 BBQ Pricing: Sausage \$2.50, Can \$2 Water \$1, Cake/Slice \$1, Coffee/tea \$1 Time: 10am-1pm Rob- RFS gazebo Julie- float Julie- flyers Helen- Signs Helen- buy pack of bottled water Jack to order and collect on the day 50 sausages, 5? loaves bread (no ordering until we know they are using the hall) Jack- ice and milk No need to buy onion, sauce, serviettes, soft drinks, oil Rob -mow lawn before day Everyone is asked to donate cakes/slices/biscuits.</p>	<p>Rob Julie</p> <p>Helen</p> <p>Jack</p> <p>Rob</p>

Annexure D
Item 9.2

Item No.	Item	Action
	Easter Raffle Julie to approach businesses for donations Tickets \$2, 3 for \$5	Julie
4	Risk Assessment Risk assessment completed	Helen -send to council
5	Social Committee The hall committee looks after the operation/maintenance of the hall. Form a social committee that sits under the hall committee. They will decide on social functions at the hall. Interested people- Margo Davis, Ceinwen, Sharon and Matt. Start a Facebook page with survey- Sharon and Ceinwen Julie to organise a flyer inviting people to come for a cuppa and ideas session to discuss how they think the hall should be used. Date: 29 April 10am. Ideas -Work with the Celtic Committee to run an event during the Celtic Festival -Contact the new owners of the Red Lion Tavern.	Sharon & Ceinwen Julie
6	Kitchen Grant Fit a stove and cooktop, replace carpet with lino in the kitchen area. Jack will organise quotes for Lino, electric and gas stoves, electrician Then Julie can look for a grant.	Jack
7	Boundary Fence A tree limb hit and bent the front gate and fence. The front gate does not close. Also, a truck backed into the front fence. Helen to ask if the council can fix the front fence and gate.	Helen

MEETING CLOSED: 12:45am

NEXT MEETING: 29th April 2023, 11am at the Glencoe Hall.

Rob Irwin
Chairman

10/2/23
Date

**Library Committee Meeting
9 December 2022
Glen Innes Severn Learning Centre
Conference Room**

Meeting opened at 09.10am

Present: Kerry Muir (Chair), Troy Arandale, Donna Green (Teams),
Dylan Hewson (Teams), Lindy Stevenson, Kerry Byrne, Marina
Gerlofsma (Minute Secretary)

Apologies: Rob Banham, Jenny Sloman, Anna Watt

Donna introduced Dylan as relief Senior Librarian, who was taking over the reporting for the Library Committee meeting.

Donna has been appointed Library Network Lead, TAFE NSW Library Services, West Network.

Declaration of Conflicts of Interest: None

Minutes of the October meeting accepted as true and accurate:

Emailed to members before the meeting.

Moved: Marina Gerlofsma

Second: Troy Arandale

Business arising:

See General Business

Correspondence:

- Email received on 11 November 2022 re Public Library Funding Announcement and Media Release – email circulated and read at meeting.

Lindy: Will the change in Government effect the funding.

Kerry Byrne: The current funding has been approved till 2023-24 and the announcement as per the email received in correspondence indicates that it is recurrent and locked in with incremental increases for population into future budgets till 2026-27. This includes Infrastructure Grants and NSW.net (IT projects and free databases).

Manager of Learning Resource Centres TAFE Report:

Library events:

- TAFE NSW Library staff continue working in the statewide LibChat roster, live chatting with TAFE NSW staff and students

- TAFE NSW Library staff participated in National Recycling Week and Christmas-related promotions and events

- Armidale and Tamworth library staff continue to provide English Conversation sessions for students at their location

- Library staff participated in community events to promote TAFE NSW including the Eat, Drink Live Festival in Inverell

Recruitment is under way for a replacement Librarian for Glen Innes.

Manager of Library and Learning Centre Council Report:

Emailed to members before the meeting

During October and November, the Library was busy with the last school holiday events and activities, the introduction of a new online cloudLibrary NewsStand subscription, coordinating the Art Gallery Gala opening for the Mosman Council Community Grant Project – Aboriginal Traditional Burn Etching Artwork and the State Library of NSW travelling exhibition on display in the Library.

October 2022

School Holiday Activities

Tuesday 4 October	Craft Activity – Tie Dye OOSH Craft Activity – Tie Dye
Thursday 6 October	Glen Innes Movie Morning – Minions The Rise of Gru Deepwater/Emmaville Movie Day – Light Year

State Library of NSW travelling 'Paintings from the Collection' Travelling Exhibition – 27 September till 15 October.

The 'Paintings from the Collection Exhibition' was on display in the Library from 27 September till the 15 October and included a small selection of significant historical paintings reproduced from the State Library of NSW's permanent exhibition. This exhibition was a welcome addition to the school holiday visitors and Library members.

NEW cloudLibrary NewsStand Subscription – 5 October 2022

'cloudLibrary NewsStand' provides access to over 7000 magazine titles available through the platform, in approximately 50 languages and more than 40 categories, with some overseas newspapers available for Library members through the Library's app, webpage or on Internet.

Mosman Council Community Grant Project – Aboriginal Traditional Burn Etching Artwork and Art Gallery Exhibition

The completion of the Aboriginal Traditional Burn Etching Artwork Grant Project was celebrated with an Art Exhibition at the Glen Innes Art Gallery from 17 until 28 October 2022. A Gala Opening was held on Saturday, 15 October which included a traditional smoking and healing ceremony, a welcome to country and included a talk about the region's involvement in the stolen generation.

During this project, traditional Burn Etching Artwork workshops have been conducted through Council's project partners, the Glen Innes Family and Youth Services with youth groups and families within the region. The workshops have been very positive in helping young people to break down cultural barriers while working together to produce traditional Aboriginal artwork such as wooden bangles, earrings, and artwork which were on sale at the Art Gallery Exhibition.

Grandparent's Storytelling – Wednesday 26 October 2022

The Grandparent's Storytelling session is a popular with families who invite grandparents to participant in the reading, song, and the craft activity after the reading. The book read at this event was

Special Book Displays during October

- Queen Elizabeth Reign
- Spring – Gardening

November 2022

BAD Sydney Crime Writer's Festival - Online LIVE Author Event

Lee and Andrew Child – Thursday, 24 November

Lee Child is a popular International crime writer who produces the Jack Reacher series. This series includes 25 books and movies which are enjoyed by millions on fans and readers. His last four (4) books have been a combined effort with his brother Andrew as Lee will be retiring at the end of his last book in 2023 and his brother Andrew will be continuing to produce the Jack Reacher series and movie productions.

Special Book Displays

- Remembrance Day – 11 November
- Lee & Andrew Child's Books

Glen Innes Art Gallery Exhibition

The '**Style of the Masters**' Exhibition was on display 12 September through to 7 October 2022. This exhibition gave exhibitors a chance to study famous masters such as expressionism artists Van Gogh and Edvard Munch to recreate their own masters in any median.

The '**Traditional Burn Etching**' Exhibition was on display from 17 October through to 28 October 2022 and included wood jewellery and wood hanging artwork also as a major public artwork to be displayed on the southern wall of the Glen Innes Severn Learning Centre.

The '**Christmas**' Exhibition was on display from 7 November through to 25 November 2022 and gave local artists a chance to sell their artwork to the community for unique Christmas presents. The exhibition included drawings, paintings, jewellery, unique cards, wooden bowls, and furniture.

LIBRARY QUARTERLY STATISTICS

The introduction our new Library App in January 2022 and with the increased availability of e-Resources in e-Books, e-Audio, a new and improved e-Magazine and e-Newspaper's subscription and a new e-Language Learning Service, have some members using these more convenience services.

The Library's statistics are showing an improvement compared to the 2021 Totals with increased Glen Innes overall issues by 13 percent (%), increased Branch Library overall issues by 26 percent (%), and increased members by seven percent (7%). However, visitor numbers have decreased by twelve percent (%).

It should be noted that the Library's WIFI system was upgraded, and reporting

is now available, and has impacted on comparing the WIFI numbers against previous year's statistics.

Moved: Kerry Byrne
Second: Marina Gerlofsma

Director of Corporate & Community Services Update:

Report not available.

General Business:

Work, Health & Safety

Further work has commenced on the roof area over the Ladies toilets and contractors are being sourced to seal the area.

The tree and stump on the northern side of the building has been removed.

Annual workshops to be held in January.

Topics include:

- Dementia Australia Online Training – 'Supporting Customers Living with Dementia';
- **Risk assessments of the Library and Learning Centre;**
- **Manual Emergency Evacuation Drill;**
- Library's Annual Activities and Services Program 2023;
- Training on Outlook Planner, cloudLibrary NewsStand, **AED unit and First Aid procedures;**
- Outcomes from the Tech Savvy Seniors Program, and
- Troubleshooting training for Conference Room TV module.

Future Increased Funding – NSW Library Council

See handout and correspondence.

Scheduled Events

See hand out on school holiday events.

School Holiday Activities – December – January 2023

Thursday 22 December	Movie – 'Santa Clause'
Tuesday 10 January	Lego Sensory
Thursday 12 January	Pot Planting x 2 (Community & OOSH)
Tuesday 17 January	Science –
Thursday 19 January	Bush First Aid (Free Snake Kit Provided)
Thursday 19 January	Movie for Deepwater and Emmaville – 'Minions'
Tuesday 24 January	Lego Show Challenge – Glen Innes Show Entry.

Troy: Do youth services offer activities over the holidays.

Kerry Byrne: To send Troy a copy of the activity flyers circulation around Glen Innes.

Maintenance:

- New carpet to be installed in Conference Room, foyer, hallway and the Art Gallery during 28-30 December 2022.

Example shown at meeting.

Jenny Sloman mentioned that the Museum Committee would be interested in the old carpet tiles. Kerry indicated that the Committee needs to write a letter to Council asking for the donation of the old carpet tiles from the Learning Centre.

Meeting dates for 2023

Dates were approved.

Other news:

Kerry Muir: Are TAFE and Council considering wearing masks again.

Kerry Byrne: Council and the Library are following the NSW Health Department's current regulations and masks are not mandatory, however, some members are wearing them in the Library and to events.

Troy Arandale: Has air purification been considered for the Library.

Kerry Byrne: It is not a mandated requirement for public libraries to have air purification units, however, the Library is fortunate to have access to large areas of grounds, a covered enclosed area, and well-ventilated Conference Room with access to fresh air to run school holiday activities.

Actions	Responsible Person
To write a letter to Council's Acting General Manager re: old carpet tiles for the Glen Innes Museum.	Jenny Sloman
To send Troy activity flyers for youth and children for the January 2023 holidays.	Kerry Byrne

Meeting closed at 10.10am

Next meeting: 17 February 2023
09.00am
Glen Innes Severn Learning Centre
Conference Room

Signed

Dated

Item 9.2

Annexure E



**Ordinary Meeting
Minerama Committee**

**William Gardner Conference Room, Glen Innes Public Library
71 Grey St, Glen Innes
Monday 14th January, 2023 at 5:30pm**

1. Meeting opened by Chairman Craig Daly at 5.30pm

- **Present:** Craig Daly, Cathy Sexton, Rhonda Bombell, Brad Watson, Kathleen Batten, Peter Batten, Eric Pierce, Carol Sparks, Maurice Velcich, Craig Hulls, Belinda Parkinson
- **Apologies:** Jude Lane, Glen Little,
- **Minutes:** Cathy Sexton

2. Minutes of previous Meeting:

- Minutes of the previous meeting read and accepted.
Moved: Peter Batten Seconded: Carol Sparks

3. Correspondence:

IN

Various vendor requests for printed forms or more information have been attended. Still complaints from vendors about the on=line application process.

Problem with the room booking for March. Date of meeting changed to 6th March and 13th March meeting cancelled.

OUT: Responses to general vendor requests re applications for 2023 and

general responses to routine emails.

- **Business arising from Correspondence:** Covered in minutes

ACTION: Nil additional

Treasurer Report:

Nil report but Brad Watson will assume treasurer's position for the rest of the year.

Moved Craig Daly Seconded Carol Sparks

Traders applications

Are being uploaded to the GISC spreadsheet

Field Trips:

Field trips planned for Thursday and Sunday. Chris Wallbridge needs risk assessment forms.

Yarrow Creek needs update from GISC

No response from Lands Council

Car Club Update:

- Craig will attend next meeting 2nd February

VRA may do a demonstration

Children's Activities

Fossicking in sand for polished rocks and Lucky dips (Gem Club)

Rock painting and Rock Pets (Belinda)

Color in poster to be distributed once school goes back

UNE may have a Jurassic Park display

Rockwall deposit has been attended by Ronnie.

General Business:

EJ Freelance will create an Instagram site linked to Facebook.

Possible Tic Tok reel for next year

Presentation at February meeting

Ronnie will arrange a shop front for a window dressing for the festival

Ronnie confirmed in-kind sponsorship is allowed.

Belinda will approach local business for decoration and promotion of Minerama Festival

Next meeting – Monday 13th February, 5.30pm at William Garner Room Glen Innes Library.

Meeting closed at 6.40pm



Ordinary Meeting
Minerama Committee

William Gardner Conference Room, Glen Innes Public Library
71 Grey St, Glen Innes
Monday 13th Febuary, 2023 at 5:30pm

1. Meeting opened by Chairman Craig Daly at 5.30pm

- **Present:** Craig Daly, Kathleen Batten, Peter Batten, Eric Pierce, Maurice Velcich, Belinda Parkinson Jude Lane
- **Apologies:** Brad Watson, Carol Sparks, Ronnie Bombell, Cathy Sexton Craig Hulls
- **Minutes:** Belinda Parkinson

2. Minutes of previous Meeting:

- Minutes of the previous meeting read and accepted.
- Moved: Peter Batten Seconded: Kathleen Batten

3. Correspondence:

IN...Various vendor requests for printed forms or more information have been attended.

Hi All

I will be an apology today but will be attending the 6 March meeting.

Can you please follow up for me:

QUESTIONS

- Wording for Field Trips and what's available

- Floats ordered for Minerama entrances (Lioness Lions – Supervisor contact for Ronnie to deliver floats to (what entrances are being manned?))
- 1 March please let us know what other information you need to be printed/laminated and placed on the Minerama Template Corflutes?
- Fossicking Experience signage? Is there a way we can lift this experience with signage?
- Volunteers for fossicking experience – can Gem Club let us know what slots you need covering and send through to Ronnie to find volunteers.
- All Minerama volunteers - Volunteer sheets need to be filled in (see attached)
- Read through handbooks here:
<https://www.gisc.nsw.gov.au/Council/Community-Engagement-and-Volunteering>
- Shop front access across from Town Hall? No luck contacting, someone else will have to find out. For Eric's display (perhaps Belinda has better luck)

FOLLOW UPS

- Minerama Banners up
- Minerama Signs (TBC)
- Sponsor Corflutes ordered.
- Council booked Wednesday pick up from Containers/Marquees
- Visitor Information Centre Marquee – 6 x 3/3 x 3/ for sponsors and Visitor Information Centre plus 6 tables (Does Craig have the back board from last year for Sponsors?)
- First Aid/Covid Station for St Johns Ambulance – Friday & Saturday (Please let me know position for this, they will also bring ambulance)
- Workshops are live and being organised through the VIC, payment at the Visitor Information Centre Marquee.
- UNE locked in
- Ronnie confirmed that there will be a Minerama Display in the VIC.
- Car Club insurances have come through

REVENUE

- Traders invoiced - \$14759.14
- Sponsorship - \$5227.28

EXPENDITURE

- Advertising - \$1889.54
- Plant & Equipment - \$8899.09

Regards

Ronnie

Rhonda Bombell

Tourism & Events Officer

Directorate of Place and Growth

OUT..... Responses to general vendor requests re applications for 2023 and general responses to routine emails.

Email to confirm Glen Innes Pipe Band attendance

Email to Lioness and Men's Shed regarding manning of gates

• **Business arising from Correspondence:** Covered in minutes

ACTION: Nil additional

Treasurer Report

3 Floats are organised for the gates.

Field Trips:

Sunday only Assemble 08.30 and leave 09.00

Car Club Update:

Craig attended the car club meeting. They are set to go but would prefer the Traction Engine Parade not on the Saturday due to insurance issues.

Traction Club

They are organised and plan on dinner Saturday night at the Steakhouse.

Children's Activities

Rock Painting schedule Tamara ia Cathy Pav

Highschool excursion to Minerarma. Craig is talking with Principal Adam Forrester

To bring rocks for identification

Classes

Year 7 - 8 morning

Year 9 -10 middle

Year 11 - 12 afternoon

Colouring in sheets and emails to primary schools next week Collect Tuesday prior to Minerarma. Prizes to be organised.

General Business:

Corflute signs to be decided by 1st March

Suggestion to use the Old Man Fossicking Signs on poles

Maybe the Men's Shed could do this

Ask Ronnie about a Gem display at the Visitors Centre

Maurice: Bus Timetable

½ hour trips Bourke Street - History House - Town Hall - back to Bourke Street

Friday 11 - 3pm Saturday 9.00 - 3.30 pm Sunday 9.00 - 12pm

Friday and Saturday night 5.30 - late Steak House and Great Central

GISC to bring underlay, marquee, tables, lighting and power leads Wednesday prior to festival

Saturday night dinner options: Women's Auxiliary may do a dinner or just food during the day food Hereford Steak House or Great Central

Emma is up to date with advertising and marketing. Traction Club and Car Show have been added to website.

Minerarma ID included in Ads.

Steve King email collydale2370@gmail.com would like minutes in place of James Gresham for Traction Club

Next meeting – Monday 6th March, 5.30pm at William Garner Room Glen Innes Library.

Meeting closed at 6.36pm

Incoming:-

- Penelope Glennan – Apology
- Desmond Fitzgerald – General Business items to be raised

GENERAL BUSINESS:

1. Hedges in Grey Street (Desmond)

Desmond voiced his concerns about the hedges in Grey Street and was concerned that they are too high for a little car to see any oncoming traffic. Troy advised that these hedges have been inspected by relevant GISC staff where site visions were conducted through surveying and the hedges comply with relevant requirements. Graham advised that markers will be placed on site to ensure the height of the hedges don't exceed the relevant height requirements in the future.

2. Shade in Carparks (Desmond)

Desmond was also concerned that there is no shade in Coles and Woolworths carparks. Desmond was advised from several members present that Council do not own these carparks and it is advisable to voice his concern that there is no shade in these two carparks to the owners of the subject land.

3. Trees in East Avenue Parks (Raelene)

Raelene stated that there are some trees along East Avenue parks that need trimming back because they are hanging low and across the road.

ACTION – GRAHAM TO INSPECT EAST AVENUE PARKS TREES AND ORGANISE WITH GISC PARKS AND GARDEN STAFF TO TRIM SUBJECT TREES.

4. Meade Street Trees (Desmond)

Desmond queried some trees in Meade Street were missing and Graham advised that some of these trees have died and some were damaged by storms and that there are four trees that will be replaced in the section of Meade Street.

5. Correctional Centre Reestablished (Troy)

Troy stated that the Glen Innes Correctional Centre has reestablished their contract with Council to undertake works within the LGA helping with attending to Cemeteries and Parklands such as Beardy Woodlands and keeping them at a level of high standard. Troy advised he will meet with Gayleen and the Correctional Centre soon to prioritize tasks for the Correctional Centre to undertake.

6. Meade and Wilson Park (Troy)

Graham and Troy had a brief discussion regarding Meade Park. Graham advised that the dirt from the Beardy is currently being transported to Meade Park for top dressing of the fields and he is currently searching for any available grant funding that could be valuable for Meade Park. He also advised that a PA Gate will be installed at Meade Park to stop car vandalizing of the area but still allow pedestrian access for training and physical activities at any time.

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Chairman Date

Graham stated that the dirt located North of the Indoor Sports Centre will be used to top dress Wilson Park.

7. Glen Innes Showground Drainage (Troy)

Troy questioned the drainage works that was recently conducted along George Street of the Glen Innes Showground and stated it is currently untidy with overgrown grass and weeds and needs cleaning up. Graham advised that this work was undertaken by the Infrastructure Department and he will talk to Sam Price (GISC Acting Director Infrastructure Services) about who is responsible for keeping this area tidy.

ACTION – GRAHAM TO TALK TO SAM PRICE ABOUT THE CONTRACT WITH THE SHOWGROUND REGARDING THIS DRAINAGE WALL AND WHO IS RESPONSIBLE FOR KEEPING THIS AREA CLEAN AND TIDY. GRAHAM TO ADVISE SAM THAT THIS AREA NEEDS CLEANING UP.

8. Highlands Hub, Railway Station and Powerhouse (Troy)

Troy recommended the Highlands Hub and the Powerhouse need cleaning up as they are overgrown and untidy. Graham advised that the Highlands Hub was attended to earlier this week and will become part of the courtyard regular schedule. Graham will organize with GISC Parks and Gardens staff to clean up the Powerhouse ASAP.

Troy advised the committee that he would be meeting with UGL (Current owners of the railway) ASAP to discuss the future maintenance of the railway to ensure this area is kept respectful and neat and tidy.

ACTION - GRAHAM TO ORGANIZE WITH GISC PARKS AND GARDENS STAFF TO CLEAN UP THE POWERHOUSE ASAP.

9. Feedback on Parks Draft Maintenance Plan and Parks Embellishment Document (Troy)

As stated in Business Arising Graham advised that the Committee members did not give any feedback to him by the end of January 2023 for either of these two documents as stated as an action in the minutes from 21 December 2022 minutes. Graham stated that he extends the timeframe for any feedback or concerns regarding the Parks Draft Maintenance Plan and the Parks Embellishment Document to be forwarded to him within the next two weeks (by 1 March 2023).

Graham reiterated the application of the Parks Draft Maintenance Plan and the importance placed on service requirements will allow for the investigation/requests of future resources to be able to deliver the Plan. The idea of the current draft follows a lot of Councils within the state having Regional, Local and Neighborhood levels.

Graham explained that the Parks Embellishment Document is based on current requirements for the Open Spaces area. It is a listing to establish what Council would like to see in the different rated open spaces. This at present is to be considered as a sample document and again feedback is requested to Graham by 1 March 2023.

Troy discussed some thoughts he had on some open spaces areas that he believed were sorted incorrectly between priority levels of high, medium, and low. He also suggested that there should be five prioritizing categories as some areas don't fit well between the current three (high, medium, and low). Graham advised Troy to forward his concerns in an email so they can be considered by the Open Spaces Committee before being taken to Council for consideration.

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Chairman Date Page 3

Peter also voiced his concern that he thought it was difficult to prioritize an open space area to high, medium, and low levels because the workload of the GISC Parks and Gardens staff is unknown to the committee.

Graham advised that GISC Parks and Gardens Staff will be attending Villages every three weeks from now on instead of monthly. This will ensure villages get attention more regularly and are kept tidier.

ACTION: ANY FEEDBACK OR CONCERNS REGARDING THE PARKS DRAFT MAINTENANCE PLAN AND THE PARKS EMBELLISHMENT DOCUMENT TO BE FORWARDED TO GRAHAM WITHIN THE NEXT TWO WEEKS (BY 1 MARCH 2023).

10. Red Range Issues (Raelene)

Raelene advised that some properties in Red Range are overgrown and untidy and the roadside and village needs slashing. Graham advised Raelene that a Customer Request will need to be lodged to Council for any overgrown properties to ensure it is followed up correctly with the appropriate staff and owners of the land and recorded properly in Council's customer request system. Regarding slashing of Red Range, Graham advised this was not the responsibility of GISC Parks and Gardens team but rather GISC Infrastructure team. Graham advised he will inform Sam Price (GISC Acting Director Infrastructure Services) that Red Range village needs slashing.

ACTION: GRAHAM TO INFORM SAM PRICE (GISC ACTING DIRECTOR INFRASTRUCTURE SERVICES) THAT RED RANGE VILLAGE NEEDS SLASHING.

Meeting closed 3.43pm

Next Meeting: 4pm Wednesday 19 April 2023

Meetings will be held in the William Gardner Conference Room, at the Glen Innes Learning Centre, unless communicated otherwise.

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Chairman

.....
Date

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MINUTES OF THE GLEN INNES SALEYARDS ADVISORY COMMITTEE

MEETING DATE:	Wednesday 22 February 2023 3pm, William Gardner Conference Room, Glen Innes
PRESENT:	
Council Representatives	Mayor Rob Banham, Councillor Tim Alt, Gayleen Burley, Aaron Campbell, Nicole Wilson (Minutes)
Agent Representatives	
Producer Representatives	Lyle Perkins & Peter Trow
Livestock Representatives	
APOLOGIES:	Shad Bailey
	<p>Due to an insufficent amount of members present, this meeting did not have a quorum and hence did not go ahead.</p> <p>An informal discussion was held to rearrange a new meeting date for the AGM and request attendance before the meeting date to ensure there will be a quorum. If there is no quorum and no further interest, further discussion will be held as to whether this committee will continue as a 355 committee of GISC.</p>

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Mayor Carol Sparks – Chairperson

.....
Minutes